



ROADMAP TO REOPENING

2020-2021

COVID-19 REOPENING PLAN

334-794-1436

3165 Reeves Street
Dothan, AL 36303

TABLE OF CONTENTS

- School Personnel.....3
- Introduction.....4
- Guiding Principles.....4
- Wellness.....5-10
 - Visitor Restrictions
 - New Student Enrollment Procedures
 - Student Screening and Protocols
 - Employee Screening and Protocols
 - Guidance If Exposed
 - Suspected COVID-19
 - Health Protocols for Employee and Students
 - Social Distancing and Common Areas Protocols
 - Personal Protective Equipment (PPE)
 - Social-Emotional Wellbeing of Students and Staff
- Operations and Facilities.....11-12
 - Classrooms
 - Shared Workspaces/Offices
 - Facility Cleaning
 - Bus Driver and Bus Protocols
 - Cafeteria and Meal Periods
 - Staff Training
- Technology and Instruction.....13-16
 - Technology
 - Instruction
 - What to Expect When School Begins?
 - WHAT Happens If Outbreaks Occur?
 - WHAT Happens If There Is A Complete Shutdown Of The District Again?
 - Exceptional Student Services English Language Learners

Dothan Tech School Personnel

Joey Meigs, CTE Principal	jomeigs@dothan.k12.al.us
Scott Childers, Assistant Principal - Workforce Development	schilders@dothan.k12.al.us
Emily Peluso, CTE Counselor	empeluso@dothan.k12.al.us
Gina Burdeshaw, Graphic Arts Instructor	giburdeshaw@dothan.k12.al.us
Nassandra Corbitt, Cosmetology Instructor	nacorbitt@dothan.k12.al.us
Leon Council, Welding Instructor	jacouncil@dothan.k12.al.us
Amber Espy, Health Science Instructor	amespy@dothan.k12.al.us
Jason Falls, Business Instructor	jafalls@dothan.k12.al.us
Kimm Gaster, Health Science Instructor	kigaster@dothan.k12.al.us
Tara Grant, Culinary Arts Instructor	tahooks@dothan.k12.al.us
Bob Griggs, Construction Instructor	rogriggs@dothan.k12.al.us
Myra Hicks, Pre-engineering Instructor	myhicks@dothan.k12.al.us
Jeff Killingsworth, Agriscience Instructor Work Based Learning Coordinator	jekillingsworth@dothan.k12.al.us
Chuck McCall, Business Logistics	chmccall@dothan.k12.al.us
Paula Snider, Education and Training Instructor	pasnider@dothan.k12.al.us
Amanda Stokes, TV Production Instructor	amstokes@dothan.k12.al.us
Amanda Walding, Health Science Instructor	amwalding@dothan.k12.al.us
Jennifer Walworth, Biomedical Science Instructor	jewalworth@dothan.k12.al.us
Yolonda Grace, Office Staff	yograce@dothan.k12.al.us

INTRODUCTION

Dothan Tech in conjunction with Dothan High School has created this plan to aid in navigating the re-establishment of our schools where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), Alabama Governor's Office, and the Alabama State Department of Education (ALSDE). This plan may be modified to fit the requirements established by the local health department, the Alabama High School Athletic Association, or the Alabama Department of Public Health.

Dothan Tech with collaboration with Dothan High School has made every effort to ensure that we have considered and addressed all areas of safety for our students, faculty and staff. We are committed to ensuring that we reduce the level of risk in our school and create an environment that is most conducive for learning.

GUIDING PRINCIPLES

Five principles should guide all planning, decision making, and execution of plans to return to school for the 2020-2021 school year.

1. We will be transparent. We will share what we know and what we don't know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators.
3. We will listen. We will bring together diverse stakeholders and experts to understand realities on the ground and to provide creative solutions.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the decisions we make.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We may make mistakes but will adapt quickly as variables change.

Wellness

Visitor Restrictions

Visitor restrictions will be determined based on the level of infection threat as identified by the Department of Public Health. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire and a temperature check once schools reopen. Participation is important to help us take precautionary measures to protect you and everyone in the building.

We are committed at Dothan Tech to continue to support and build our career and technical programs' partnerships with our local business and industry. We also understand the importance of partnering with our parents and community stakeholders. However, visitor access will be discouraged and limited. All visitors will enter the building at the secure front entrance and should expect to be screened. Unscheduled classroom visits or conferences will not be allowed. Visitors will need to call the school to schedule an appointment in order to conference with the principal and/or any school personnel.

All visitors entering the secured front office of Dothan Tech will be required to wear a mask. Masks will be the responsibility of the visitor.

NEW STUDENT ENROLLMENT PROCEDURES

This process will occur at Dothan High School in accordance with Dothan City Schools policies.

WITHDRAWAL PROCEDURES

This process will occur at Dothan High School in accordance with Dothan City Schools policies.

Student Screening and Protocols

HOME: Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms should include calling the school and your healthcare provider. If your child shows any symptoms of fever or sickness, please do not send them to school. Also, in the event your child shows symptoms of sickness at school you will be contacted and expected to pick them up from school immediately.

TRANSPORTATION: Buses should use clearly visible signage to communicate the symptoms students should not have while traveling on a school bus. Bus drivers and aides will be required to wear a mask. Buses will be sanitized before and after each route.

SCHOOL: School staff should visually check for symptoms (which include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. All screening information will be kept confidential.

Employee Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening form daily upon entrance to the building. This form will include a temperature reading and answering a set of questions related to COVID-19 symptoms:

All Dothan Tech employees will enter the main office of the school to sign in and go through the screening process supported by Nurse Locke or Nurse Youngblood prior to reporting to the classroom or duty. Nurse Locke or Nurse Youngblood will begin screening at 7:00. 7:00 is the earliest arrival for staff.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential.

Guidance If Exposed

If the staff member or someone he/she has been in contact with has been exposed to the virus, contact the individual healthcare provider. Should additional measures be

required, he/she will be contacted by the Department of Public Health to begin the contact tracing protocol.

Employees, please do the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - a. Your healthcare provider
 - b. DCS HR department
 - c. Your supervisor (Your supervisor will work with HR to determine the appropriate next steps.)

Parents/Guardians, please do the following:

1. Quarantine your child in a specific room away from others in your home
2. Contact the following (in order of priority), let them know your child has been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. School Nurse (Nurse Locke or Nurse Youngblood 794-1410 ext. 647276)
 - c. Teacher

Suspected COVID-19

If an employee or student becomes ill on-campus/district, he/she will immediately report to the school/district nurse's isolation room and the case form will be completed. Once the employee or student arrives at the isolation room, the nurse should immediately provide the individual with a mask.

- The nurse must complete the Suspected COVID-19 Case Form, call the local health authority, and seek advice regarding transportation and location.
- The nurse and others caring for the suspected infected person should also wear a protective mask and gloves.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home immediately.
- The nurse will advise employees that they may have been in contact with an employee suspected of exposure.
- The exposed employee will need to carry out self- screening every morning; based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom

must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

HEALTH PROTOCOL FOR EMPLOYEES & STUDENTS

If an employee or student has been diagnosed with COVID-19, the individual may return to work or school when **ALL 4 criteria are met:**

1. At least three (3) days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. Improvement in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred; and
4. **Must have a release from a medical provider.**

If an individual has symptoms that could be COVID-19 and he/she has not been evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to work or school until the first three criteria listed above have been met.

Social Distancing

Social distancing is an effective way to prevent potential infection. DCS employees, students, and visitors should practice staying approximately six (6) feet away from others or eliminate contact with others. However, maintaining physical distance will not always be practical inside a school setting.

Traffic flow and interaction gatherings shall be modified to comply with directives from the Department of Public Health. The following practices will be implemented to ensure that Social Distancing measures are utilized to the fullest extent possible:

- In **classrooms** when possible students will face the same direction. Equipment will be sanitized in between use and between classes. When possible in CTE classes the sharing of materials will be limited.
- **Restrooms** -No more than one student will be allowed by a teacher to go to the restroom at one time.
- **Lunchroom** - All teachers will be given a time and location to escort students to pick up their lunch. Students will take their lunch back to the classroom to eat. Additional information about meal procedures will be provided in the Operations and Facilities section.
- **Parent Conferences** - As often as possible conferences will be conducted via telephone, Zoom and/or some digital platform. Prior scheduling will be necessary for in person conferences. If an in person conference is required, parents will need to contact the Career Technical Guidance Counselor to request a conference. Please note that unannounced conferences/visits will not be permitted.

- **Transitions** Due to the layout of Dothan Tech, there are no traditional hallways with most programs having their own entrance. Students will follow the protocol set up by Dothan High School for when they enter and leave the high school for Dothan Tech.
- **Open House** - Open House will be virtual. Teachers will create videos introducing themselves and include what classes they teach. Videos will help students know where your class is and what it looks like inside.
- **Arrival** - Students will walk in the hallway with one arms' length distance in between them and the person in front and in back of them. Breakfast will be available at the bus unloading area (DTC), parent drop off area (front of the school), and student driver parking (front of the gym). Students will proceed directly to their classrooms following the one way hall assignments. No students will congregate outside, Commons, hallways, or parking lots.
- **Dismissal** - Students will walk in the hallway with one arms' length distance in between them and the person in front and in back of them following the one way hall assignments. During afternoon dismissal students will follow the transition guidelines that are implemented during the course of the school day. Distancing practices will be practiced during dismissal. No students will congregate outside, in the Commons, hallways, or parking lots. Students waiting for a bus will be spaced at least six feet apart in the bus loading area.
- **Main Office** - There will be limited access to the front office of Dothan Tech, with only individuals who have permission and it deemed necessary to enter. The electronic door bell will be used to communicate as much as possible to limit the number of people in the office area.
- **Water Fountains** - Students will not be allowed to drink from the water fountains. Parents are encouraged to send a water bottle to school with their child daily.
- **Guidance** - Students must have a pass from their teacher and make sure the Dothan Tech counselor is available due the size of the office area to ensure the amount of people in the office is monitored.

Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Employee Face Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Faculty and Staff members are strongly encouraged to wear a mask or facial covering that covers his or her nostrils and mouth at ALL TIMES. **Dothan High School is requiring that employees who visit their Main Office, Guidance Office, Media Center, Administrator Office, and/or the Nurse's Station wear a mask.** We will limit the

traffic to the Dothan Tech office, with entry only when necessary. DCS will provide two (2) reusable masks for employees. If an employee wants a face covering in addition to these two masks, then cost will be the responsibility of the employee.

- **Student Face Masks:** Face masks are not required to be worn by students. However, we do strongly recommend this practice for all students, especially when closer than six feet to anyone and while riding the bus to or from school. The State of Alabama will provide all students with (3) washable masks.

- **Visitors:** ALL visitors will be required to wear a face mask when permitted in the building. If the visitors do not have on a mask they will not be allowed in the building, no exceptions.

- **Gloves:** Gloves will be required by school nurses, custodians and food service workers.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, the following precautions are to be implemented by all faculty, staff and students:

- **Frequent washing of hands and/or the use of hand sanitizer.**
- **Avoid touching your eyes, nose, and mouth.**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.**

SOCIAL-EMOTIONAL WELLBEING OF STUDENTS AND STAFF

High school counselors will follow the DCS Reopening Plan. In addition, counselors will meet with students when necessary. Parents are encouraged to reach out to the high school counselors in the event they feel their child is in need of support.

Operations & Facilities

Classrooms

All teachers and students are expected to limit visits to another classroom or program areas. Any equipment used by students in class, to include computers and chromebooks must be disinfected before the next class. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. All classroom desks and tables will be sanitized on a daily basis by night custodians. The teacher will be given spray bottles and a towel with a microfiber pad to wipe down surfaces during the day.

Shared Workspaces/Offices

Employees are expected to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. DCS has hand sanitizer stations throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The DCS Custodial Team will clean all workspaces at their designated cleaning time unless extenuating circumstances arise that require more frequent cleaning. Secretary/Main Office Staff will have plexiglass partitions installed on their desk to assist with the social distancing from parents and students. Maintenance will be installing Ozone machines/air scrubbers in all vestibules, gyms, media centers, cafeterias, auditoriums, nurses stations, and the front offices at each school.*

**Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces such as the copy room and office area to reduce exposure to risks and ensure employee safety. Teachers should wipe the copy machines down after each use.

Facility Cleaning

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading the infection. We will require employees to maintain this

safety standard by continuously cleaning and disinfecting based on the frequency stated below.

- Consistent disinfecting of door handles, doors will be propped when possible
- Daily fogging of restrooms, nightly disinfecting of main office and nurses station
- Daily disinfecting of playground equipment
- Hands-free hand sanitizer stations will be installed throughout each school
- All schools' lead custodians will have a backpack fogger and a small handheld fogger on campus for immediate situations

Please see the DCS Reopening Plan for a complete outline of the cleaning protocols that will be implemented.

Bus Driver and Bus Protocols

Bus protocols are in accordance with Dothan High School and Transportation policies.

Cafeteria and Meal Periods

Protocols for the cafeteria are in accordance with Dothan High School and Dothan City Schools guidelines. Proper sanitation and standard cleaning procedures will be followed in the kitchen and lunchroom areas. Alternative eating sites and classrooms will be sanitized before and after meals. CNP workers will be provided PPE when serving meals.

Breakfast: Breakfast will be available at the bus unloading area (DTC), parent drop off area (front of the school), and student driver parking (front of the gym). Students will proceed directly to their classrooms.

Lunch: All teachers will be given a time and location to escort students to pick up their lunch. Students will take their lunch back to the classroom to eat.

Staff Training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

Technology

The Dothan City Schools Technology Department will support distance learning during the COVID-19 pandemic by providing students who do not have a computer or internet at home with a Chromebook that has cellular data capabilities built-in, or a Chromebook and a separate mobile hotspot device. This will allow for instructional materials to be delivered to the children who stay at home for various reasons during a portion of the school year.

These Chromebooks are to be used for educational purposes only and the internet accessed on these devices will be filtered and logged in the same way as devices on any DCS campus. This will ensure that every student has a safe and secure online experience while continuing their education from home.

The included “Chromebook Loaner Agreement” must be filled out and signed along with the collection of a \$20 Technology Usage Fee that is due for each child attending DCS every year. Included are special instructions for cleaning and disinfecting these devices to reduce the spread of bacteria and viruses such as COVID-19. It is the responsibility of the student and the parent/guardian to care for these devices. Any damages are to be reported to the DCS Technology Department immediately.

The Technology Department will also be building on our current Knowledge Base articles to help with resolving common issues, provide How-To guides, and best practice recommendations relative to technology. The Media Specialists and Technology Specialists at DCS will go through training to support the new hardware and software involved with distance learning to assist with issues as they arise.

Instruction

Dothan City Schools has been careful to create a plan to reopen schools with an eye toward flexibility. Our intent is the reopening of school in a traditional fashion. Naturally, any plan is contingent on the track that the coronavirus takes and also on complying with any executive or statewide orders. Thinking forward, the following illustrates the formats that Dothan City Schools will put into effect in order to continue providing education while putting safety first for students and staff.

When Will School Begin? What to Expect when School Begins

For teachers on August 11, 2020; For students on August 17, 2020

This date is a week later than originally expected to allow time for cleaning supplies, thermometers, and other supplies to be on hand. The materials were ordered in June, yet there is much demand by all school systems in the state and the country.

What Will School Look Like in August 2020?

DCS will offer parents a dual instructional approach, **Traditional and Remote/Virtual**. Parents can send their children to school in the traditional model, or parents may choose to keep their children at home and participate in remote/virtual instruction. If parents choose the remote/virtual approach, students will be enrolled from the beginning of school to the end of the first nine (9) weeks. At that time, they can continue virtual or reenter traditional schools.

Secondary: Virtual Program

DCS has chosen Edgenuity for its virtual program. Edgenuity is a leading provider of K-12 online learning solutions. Edgenuity provides courses aligned with the Alabama Course of Study Standards and offers individualized learning paths. The Edgenuity team will work with our district team to provide an optimal learning experience for all students enrolled in the DCS Virtual Program. DCS teachers will monitor students' progress and communicate as needed. This model works well for students who desire flexible hours and self-paced learning.

What Happens If Outbreaks Occur?

In the event of an outbreak we will follow the steps outlined in the DCS Reopening Plan. Immediately, we will isolate individuals who have been possibly affected. The following people will be informed based on priority.

- 1) Central Office - HR Department
- 2) School Nurse
- 3) Parents

Please see the DCS Reopening Plan for a complete outline of the protocols that will be implemented.

What Happens If There Is A Complete Shutdown Of The District, Again?

Should there be any type of large-scale outbreak or the Governor issues an order to stay at home, the system will continue instruction through virtual means. The system has purchased a new online platform to be used at both elementary and secondary levels.

If this occurs and the system is able to reopen (after a full shut down), the system may elect to reenter the traditional mode of instruction and will continue to offer the virtual model as parents wish. However, to reenter the school buildings and keep the numbers of students limited to half the student body, we will reopen on an adaptable schedule.

However, DCS's main objective is to hold school as naturally as possible.

Please see the DCS Reopening Plan for a complete outline of the protocols that will be implemented.

Remote Learning/Virtual Program Training for Teachers

Based on the number of students enrolled in Remote Learning and the Virtual Program, a team or teams of teachers will be trained to provide online instruction and support for students. Additional training for teachers will be provided by SREB and Edgenuity during July and August. Work with Edgenuity has already begun to develop course pacing aligned to A+ College Ready resources. Training with elementary teachers will prepare them to deliver engaging lessons and form connections among their online students.

What Is The Difference Between Remote Learning And The Virtual Program?

Remote Learning will include interaction with a DCS teacher via an online video platform (synchronous instruction). Students will be able to interact with each other and engage in real-time learning. Students will receive feedback and grading in Google Classroom. They will also have access to practice materials in the Edgenuity platform.

Students enrolled in the Virtual Program will work with prerecorded video instruction (asynchronous instruction). They will complete assignments and receive grading feedback housed within the Edgenuity platform. Both groups will receive weekly communication from assigned teachers. Set office hours will allow students and parents to contact teachers for additional help as needed.

How Does Remote Learning And Virtual Program Differ From Online Learning and Packets Provided This Past Spring?

Due to the short notice and grading restrictions during the spring shutdown, all work assigned was review work. Packets were given to students without online access. The assignments provided were primarily used to help students stay connected to the school. Fall online services will provide a review, new learning, and plentiful feedback on assignments and assessments to include grading. During the spring shutdown, we discovered several true “rock star” teachers using online tools to reach students. We are confident that our fall online learning experience will engage students and motivate them to log in each day to the classroom.

Exceptional Student Services

Special Education services will resume in accordance with the specialized instruction and accommodations within the students' Individualized Education Plans (IEPs) through a blended academic plan. Parents and students will be offered the option of a completely virtual learning approach that will be supplemented by learning packets (not supplanted) if the parents feel uncertain or anxious about their child returning to the physical school setting. Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, special education services will continue face-to-face. Related services (such as occupational therapy, physical therapy, vision and hearing services, orientation and mobility) may be in the form of telephonic

therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming.

Please see the DCS Reopening Plan for a complete outline of the Exceptional Student Services (pages 16-20) protocols that will be implemented.