

HIDDEN LAKE PRIMARY SCHOOLS FOR THE ARTS



ROADMAP TO REOPENING

COVID - 19 REOPENING PLAN

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. 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.

Hidden Lake Primary 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 environment 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 do 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 main 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.

STUDENT SCREENING AND PROTOCOLS

HOME: Families are 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 will 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:

- 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 Hanchey 794-1491 ext. 443147**)
 - c. Teacher

SUSPECTED COVID-19

If an employee or student becomes ill on-campus, he/she will immediately report to the school nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, the nurse will 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 within one hour.
- 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
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/COMMON AREA PROTOCOLS

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.

The following practices will be implemented to ensure that Social Distancing measures are implemented to the fullest extent possible:

Classroom Areas - In second grade desks will not be arranged facing each other in a table format. When possible, desks will be arranged facing the same direction or in a similar format with appropriate spacing. In kindergarten and first grade, students will sit three students to a table (one student at each end of the table and one student in the center). Instructional materials will not be shared in kindergarten through second grade. Students will be encouraged to bring a plastic supply box for the storing of everyday classroom materials such as crayons, markers, scissors, etc. During small group instruction, no more than three children will sit at the teacher's small group table at any given time. Students will participate individually at centers/learning stations or with a

chair space between them (ex. computer station). Students will not go to the carpet during whole group instruction. Frequent hand washing/sanitizing opportunities will be provided by the teacher. All distancing will be maintained based upon space, teacher judgment and administrator approval.

Restrooms - Restroom occupancy within the building will be limited due to COVID-19. Only three students will be allowed in the restroom at a time. Students will be taught safety procedures of quickly going in, counting to ensure that only two other people are in the restroom before using, washing their hands, and coming out. Teachers will be encouraged to be mindful of the number of students within the restroom when sending students unattended.

Meals and Snacks - Students are encouraged to bring bottled water from home labeled with their name each day. Students will not be allowed to drink from the water fountains. Students will eat breakfast in the classrooms and follow protocol detailed in the Dothan City Schools Cafeteria and Meal Periods section of the system-wide reopening plan. Scheduling of meal periods will keep the occupancy rate in the cafeteria at or below 25% capacity. In the cafeteria students will sit on one side of the table with a seat in between them and their classmate (about three students per table). Additional information about lunches can be found under the Operations and Facilities heading in the DCS Reopening Plan. Snacks will not be sold on campus. Students should bring a daily snack from home labeled with their name.

Gym/PE - There will be a modified flexible PE Plan and flexible scheduling to ensure that all students are able to participate in PE. However, the children will not participate in any close contact activities.

Special Areas -. Pull-out services (Speech, ESL, S4, Resource etc) will continue providing support following the social distancing guidelines set forth by DCS Reopening Plan and the Alabama Department of Public Health. These rooms will be sanitized between classes.

Activity Classes-Activity teachers will rotate to homeroom classes for instruction in Music, Art, Spanish, Media & Counseling.

Common Spaces- Cohort scheduling will be utilized to ensure that no more than 25% of the student population occupies common areas at any given time. Students will not share materials. These rooms will be sanitized between each class.

Parent Conferences-Parents conferences are encouraged to foster strong partnership and connections between home and school. As often as possible conferences will be conducted using various digital platforms (Zoom, Google Meet, FaceTime etc.) Prior scheduling will be necessary for in person conferences. If an in person conference is

required, parents will need to contact the office to request a conference. Office Staff will be responsible for scheduling conferences.

Transitions During The Day-Students will be taught to walk on the right side of the hallway with one arms' length distance or two square distance in between them and the person in front of or behind them. Teachers will ensure that all transitions are safe as it relates to social distancing. Floor marking will be utilized where applicable. To prevent hallway congestion, a strategic master scheduling of transitions will limit the number of students in hallways/commons areas.

Open House/PTO/Gatherings-We will not have large gatherings during Open House. Open House will be offered in multiple sessions and planned strategically to limit the number of visitors in each area of the school. Visitors will be screened at various entry points throughout the building. Considering the amount of screening needed for all visitors and to limit the number of people entering the building, we are strongly recommending that only one parent/guardian per child attend Open House. Extra family members and/or children will be prohibited from entering the building. Classroom teachers will phone parents to notify them of their child's placement in their classroom. Teachers will follow a pre-planned script and inform parents of open house times. During Open House, we will not have classroom visits, teachers will meet their students and parents in common areas. Parents will not be allowed to come inside the building on the first day of school in order to help alleviate Covid-19 exposure. All gatherings will be limited in time and will be modified to comply with CDC/Department of Public Health guidelines.

Arrival Procedures - Car line will begin at 7:10 each morning. Drivers/passengers should remain in vehicles during morning arrival/drop off. We will utilize one lane during morning arrival. The lane closest to the building/covered awning will be used during morning drop off. Three to four staff members will be positioned at various drop off points along the covered awning. All students should be positioned on the passenger side of the vehicle. Staff members will greet students on the passenger side of each car to assist with opening car doors during morning drop off. Staff members will be located throughout the building to escort students to their classes. Students will walk on the right side of the hallway maintaining an arm's length or two square distance between them and other students. Students will proceed directly to their classrooms where breakfast will be served. In order to receive breakfast students must be in their homeroom class and seated by 7:30 am. The tardy bell will ring at 7:45 daily. After 7:45, all check-ins and check-outs will occur through the main office.

Dismissal Procedures-Dismissal will begin at 2:30 each afternoon. The earliest you can park on campus for afternoon dismissal is 2:00. All three carpool lanes will be utilized during afternoon dismissal. Daycare vans should use the car lane closest to the building.

During afternoon dismissal, students will be escorted to vehicles by staff members. All designated pickup persons will be provided with a school issued placard to be displayed on the rear view mirror or driver's side windshield at all times. Drivers/passengers should remain in vehicles during the afternoon dismissal. Students should be picked up in the car line each afternoon by 2:50 PM to avoid extended day charges. The earliest you can park on campus for afternoon dismissal is 2:00.

Main Office - To adhere to social distancing guidelines, only two visitors in addition to the two office staff and principal will be allowed in the office. Faculty, staff, students, parents, and visitors should refrain from gathering in the office. Staff members should only come to the main office when necessary.

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**. When visiting the main office and/or the nurse's station a mask will be required. 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. Please note: Instructional and learning needs will be considered as it relates to wearing face masks. For instance, when teaching reading to early childhood students, seeing the teacher's face for phonological cues can be helpful to the learner (a face shield may be more advisable than an opaque covering).
- **Student Face Masks:** Face masks are not required to be worn by students. However, we do recommend this practice for all students, especially while riding the bus to or from school.
- **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

The campus counselors will develop videos and resources for parents and teachers to access. As a Tier 2 intervention, counselors will work with students individually or in small groups to address any wellbeing needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs. To address students' specific social-emotional needs, counselors will initiate the S4 (School-Based Mental Health) referral process for parents/students to access individualized therapeutic services.

OPERATIONS AND FACILITIES

CLASSROOMS

Visits to other classrooms will be limited. However, students will visit Special Area Class in Cohorts. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Parents are encouraged to send disinfectant wipes with their child to assist in keeping their personal items sanitized. 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 and Media Specialist stations 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. **The copy machine in the office will be used by OFFICE STAFF ONLY.**

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

Parents are encouraged to check their child's temperature before loading the bus each morning. If the child shows any symptoms of sickness, parents are asked to keep their child at home. Also, parents are encouraged to provide their child a mask to wear while riding the bus. Students are expected to sit in their seat and face the front of the bus. Changing seats, moving around the bus, and/or horseplaying will not be tolerated. Keeping our students safe is most important to us. Please note that students that exhibit non-compliant behaviors on the bus will lose bus privileges.

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

CAFETERIA AND MEAL PERIODS

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 served in the classroom. Students must be in their homeroom and seated by 7:30 in order to be served a breakfast meal.

Lunch: Lunch will be served in the lunchroom. However, the lunchroom will be seated at 25% capacity, approximately 3 students per table. The remaining students will eat lunch either in their homeroom or in the commons areas.

TECHNOLOGY AND INSTRUCTION

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. Chromebooks will be provided for students enrolled in remote learning and for all 2nd grade students receiving both traditional and remote learning. Parents must complete the "Chromebook Loaner Agreement" and pay the \$20 Technology Usage Fee. Please note: The Chromebook remains the property of Dothan City Schools.

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

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.

WHAT TO EXPECT WHEN SCHOOL BEGINS

School will begin for students on August 17, 2020. Parents will be offered 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. **Please note that for parents that chose remote learning, the child must complete the 1st 9 weeks in the remote learning setting.** At the end of the first nine weeks, students may continue remote learning or reenter traditional schools.

Remote Learning will provide students with daily instruction in all core subjects via an online secure platform. All instruction will align with the Alabama Course of Study Standards. Intervention and enrichment will be provided. Edgenuity will be used to provide supplemental work for students to review and practice. Students will receive assignments. The completed assignments will be graded and the grade recorded in INOW.

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.

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.

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 will need to contact **Mrs. Deeya Herring, lead Special Education Teacher, at 334-794-1491** with questions relating to the services their child receives.

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

ENGLISH LANGUAGE LEARNERS

ESL services will resume in accordance with the specialized instructions and accommodations that are specified within the students' Individualized English Language Plans (I-ELPs). As part of DCS's reopening plan, parents and students who are uncertain or anxious about returning to the physical school setting will be offered the option of a completely remote learning approach that will include remote ESL services, which will be supplemental (and will not supplant) in their content and approach. (In other words, ESL services will not replace general education instruction. Rather, ESL services will build upon general education instruction and content, focusing on the language development needed to access core content and in line with WIDA ELP standards).

Please see the DCS Reopening Plan for a complete outline of the Exceptional Student Services (pages 20-22) protocols that will be implemented.