

Autauga County Pre-K Program Roadmap to Reopening Schools School Year 2020-2021



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Guiding Principles

These five principles are set forth by the ALSDE.

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 stakeholders and experts to understand realities on the ground and to surface creative solutions.
4. We will put safety first. We will leverage data and public health leadership to inform the choices we make.
5. We will be decisive. Given the size and scope of the challenge, we will move deliberately and make tough choices. We may need to adapt and if so, we will adapt quickly.

DISCLAIMER

The plan/guidance is intended to provide information about the reopening and operation of the Pre-K classrooms to prevent and slow the spread of COVID-19 on school campuses. The document provides a framework to prepare for the 2020-2021 school year. However, this plan may be adjusted accordingly as situations and information evolve concerning COVID-19, as well as guidance provided by ACBOE and local/state health officials. Adherence to this plan/guidance does not guarantee the prevention and/or spread of the disease.

This document does not and is not intended to constitute legal advice or other professional advice. This plan is provided for informational and education purposes only.

Student Learning Environments

Alabama Department of Early Childhood Education (ADECE) supports in-person instruction for all Pre-K students with remote learning offered to students in the event a student is excluded due to COVID-19, a site or class is closed due to COVID-19, or a school system delays opening for in-person instruction due to COVID-19. If in-person instruction is not possible for a student(s) due to significant medical conditions, this requirement can be met through a combination of in-person and remote learning opportunities. Medical need requiring a student(s) to receive extended remote learning must be documented and information shared with the Region Director.

Attendance is expected as outlined in the OSR Program Guidelines. Teachers will monitor student attendance daily and attendance records will be maintained. When a child is absent, the teacher will contact the parent to determine the reason for the absence. The Pre-K Director will be notified when a child has three or more consecutive absences.

Roadmap Recommendations

The Alabama State Department of Education (ALSDE) is providing recommended strategies that the school systems may choose to implement to protect the health of staff and students and minimize the spread of COVID-19. Recommendations are divided into three categories:

- Essential – required by law, policy, or governmental order, or a critical practice.
- Guidance – best practices gleaned from research and long-term experience and highly recommended for implementation when feasible.
- Consideration – additional best practices informed by emerging research, recent studies, and practical experience to be considered for implementation when feasible.

ALSDE recognizes that all recommended guidelines will not be possible in all settings and should be amended based on the needs of each school system and school as appropriate.

Autauga County Board of Education has the authority and flexibility to close school buildings and utilize virtual learning as needed.

Communication	<ul style="list-style-type: none"> • Pre-K teachers will provide parent information utilizing a variety of communication tools: <ul style="list-style-type: none"> ✓ School Messenger - Principals ✓ Websites – both school and individual teachers ✓ Instagram ✓ Newsletters ✓ Teacher communication apps such as Dojo, Remind, or SeeSaw • Communicate with families on how to identify COVID-19 symptoms that indicate staff and students must stay at home and encourage families to self-report symptoms to the health care officials and Administration. (ACBOE Appendix A: COVID-19: Prevent the Spread; Managing Symptoms; When to Keep your Child at Home) • Literature will be sent home, posted on the school websites, posted at the entrances of the schools, throughout the buildings, and in classrooms on how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocol.
Prevention Protocols	<ul style="list-style-type: none"> • Touchless hand sanitizer stations will be located throughout the school building. • Students will use hand sanitizer each time they enter and exit the classroom. • Water fountains will NOT be used.

	<ul style="list-style-type: none"> • Students will be encouraged to bring plastic water bottles from home. Students will need enough water to last them through the day. • All restrooms will have plenty of soap, paper towels and touchless garbage cans. • Teachers will be provided sanitizing cleaning supplies for their classrooms. These will be replenished as needed. • Students are encouraged to bring masks and hand-sanitizer from home. • Student's name should be placed on the inside of masks along with their Pre-K teacher's name. • Masks will be provided on an as needed basis. • All Pre-K staff and students are required to wear masks during all transitions. Once seated in the lunchroom, classroom or outside where social distancing can be maintained, masks may be removed. • Transition movement will be limited A transition is anytime a student/staff is up and moving. Individuals seated 6 feet away from others are considered to be socially distant. • A custodian will have a sanitizing backpack and will spray/clean frequently touched services in the morning and afternoon each day. Deep cleaning of the schools will be done prior to students/staff arriving and will continue as needed. (ACBOE Appendix B: Daily Cleaning Guidelines; Appendix C: Deep Cleaning Guidelines) • A limited number of staff will utilize common workspaces at one time. Staff will disinfect equipment after each use. • Plastic barriers will be installed in reception areas. • Parents/family will be consistently reminded about screening students at home for COVID-19 symptoms. (ACBOE Appendix A: COVID-19: Prevent the Spread; Managing Symptoms; When to Keep Student at Home)
<p>Back to School Event</p>	<ul style="list-style-type: none"> • Teachers will provide packets of required forms. These forms will be distributed following the guidelines and procedures at Pine Level Elementary and Prattville Primary. • Teachers will meet with students and parents through a video conferencing platform, such as Zoom, so that students and parents are able to see the classroom and receive additional information pertinent to the specific teacher. • Parent Orientation will be done virtually through a presentation that will be posted to each school's website. • Teachers will complete a Family Conference telephone call within the first five days of school. This is to gather information regarding the family's capacity to support their child's continued learning at home. This will be documented on the Parent/Family-Teacher Conference Form.

Student Transportation	<ul style="list-style-type: none"> • Parents will not enter the school to drop-off or pick-up their child. • Every parent will be issued car rider tags that are specific to their child, teacher, and school. This sign is required when a child is dropped off or picked up. • Pre-K students do not ride the bus.
Entry/Exit School Campus	<ul style="list-style-type: none"> • Signage will be posted in carpool areas indicating any student with COVID like symptoms may not be dropped off at school. • Signage will be posted at all entrances informing all that enter that they must: <ul style="list-style-type: none"> ✓ NOT enter if they have a cough or a fever. ✓ Maintain a minimum of 6 feet distance from one another. ✓ Refrain from shaking hands or engaging in any unnecessary physical contact. • Per ACBOE Roadmap to Reopening of School Plan, parents, visitors, and volunteers are restricted in the building past the front office for the safety of students and staff until ACBOE and health officials advise otherwise. • Parents, visitors, and all guests MUST wear masks when entering the school building as well as the entire time they are in the school building. • Visitors will not be allowed in the lunchroom for breakfast or lunch this school year for the safety of students and staff until ACBOE and health officials advise otherwise. • Touchless hand sanitizer stations will be located throughout the school building. • Signage will be posted in restrooms on proper hand washing practices. • Signage will be posted in areas where masks are required. • Signage will be posted in the classrooms on how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • COVID -19 protocol will be followed for students/staff who feel ill/experience symptoms when they come to school. (ACBOE Appendix E: ACS COVID-19 Protocol for Students; Appendix F: ACS COVID-19 Protocol for Employees) • Marked spaced lines will be placed at building entrances. There will be a designated entrance and exit flow path. • It is required that students wear face masks/coverings upon entering and exiting the building and during all transitions.
Start of Day/Arrival	<ul style="list-style-type: none"> • Pre-K students will stagger their attendance for the first two days. In each classroom, students will be organized into two groups. One group of students will come Tuesday, September 8 at 8:30 a.m. The other group will come Wednesday, September 9 at 8:30 a.m. Thursday, September 10 all Pre-K students will come at 8:30 a.m. Friday, September 11, Pre-K students will come as normal.

	<ul style="list-style-type: none"> • Pre-K Parents can walk students up to the door but cannot come in and do not need to linger. Parents must wear masks. Each school will have specific directions pertinent to their arrival procedures. • Students will follow arrows and signs while entering the building maintaining 6 feet distance to the greatest extent possible. • It is required that students wear face masks/coverings upon entering and exiting the building and during all transitions.
Dismissal	<ul style="list-style-type: none"> • Parents/Adult must have car rider sign to pick Pre-K student up. Parents/adults will not enter the school buildings. • Dismissal times may vary at the beginning of the school year. Any changes will be communicated to parents through various communication means. • Masks are required for students during all transitions. • Masks are required for teachers and staff.
Breakfast/Lunch	<ul style="list-style-type: none"> • Signage will be posted in the classrooms, hallways, lunchrooms, and common areas on how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Pre-K students at PPS will eat breakfast and lunch in their classrooms. Pre-K students at PLES will eat breakfast in their classrooms and lunch in the lunchroom. Seats will be marked. • Students and teachers should wash and/or sanitize hands before and after meals. • PLES Pre-K: <ul style="list-style-type: none"> ✓ Students will use designated entrance and exit doors and follow exit flow paths marked by arrows on the floor 6 feet apart to promote social distancing in lines throughout the entire lunchroom. ✓ Masks are required for students during all transitions and movement to the greatest extent possible. ✓ Masks are required for teachers and staff. ✓ Students will remove masks once seated and ready to eat. ✓ Students will not be allowed to get up once they are seated until the entire class has finished eating. ✓ On duty teachers sweep and lunchroom workers will wipe tables for sanitation. ✓ Food sharing is prohibited. There will be no share table. ✓ Students will not serve themselves. ✓ Staff will distribute napkins and utensils, using disposable plates and utensils.

<p>Transitions</p>	<ul style="list-style-type: none"> • Signage will be posted in the classrooms, hallways, lunchrooms, and common areas on how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. • Hand sanitizing stations will be utilized and will be in common areas. • Transitions will be limited to greatest extent possible. • Hallways - There will be directional arrows and social distancing will be followed in transitioning. Entry and exit doors will be marked when applicable. • Students will stay 6 feet apart or to the greatest extent possible. • Students should stay in the same line order for each transition. This will help with contact tracing if needed. • Masks are required for students during all transitions and movement. • Masks are required for all staff. • Transitions need to be scheduled so as to not cause back up.
<p>Large Group Gatherings</p>	<ul style="list-style-type: none"> • Faculty, parents, and students are discouraged from gathering in groups in the parking lot. • Activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc. will be discontinued. • Schedules for large group gatherings, such as recess, lunch, physical educations, will be staggered. • Outdoor spacing will be used for social distancing when appropriate. • Signage will be posted throughout the school and at entrances reminding students and staff to remain 6 feet apart.
<p>Student Learning Environments and Pedagogy</p>	<p>Modified Traditional (Face-to-Face) Learning Classroom Instruction</p> <ul style="list-style-type: none"> • Social distancing will be maintained to the greatest extent possible. Teachers will work with the ADECE Pre-K Coach to determine the best room arrangement and schedule that will enhance social distancing. • Teachers and students must wear masks in all transitions but will be able to take the masks off once students are seated. Social distancing of at least six feet should be maintained. Parents will have the option of requesting their child wear a mask all day. • Transitions are any time a teacher or student is up and moving and/or unable to maintain social distancing. • Students will have assigned seats in the classroom.

	<ul style="list-style-type: none"> • Students will be encouraged to bring no spill plastic water bottles to keep in the classroom. No metal or glass water bottles. • Small groups will need to be taught in a socially distant manner to the best extent possible. In the classroom, the small groups may need to be in the same sections to make the small grouping easier. The teacher could move to the small group that sit nearest to each other still maintain social distancing. • Outdoor space will be used for instruction when possible. • Students need their own supplies. Limited to no sharing. <p>Virtual Learning</p> <ul style="list-style-type: none"> • The Lead Teacher and Auxiliary Teacher will work together to ensure that the Essential Guidance components of the ADECE FCPK Roadmap are included in their plans in the event of temporary closures (less than 14 days) or extended closures (more than 14 days). Areas that should be addressed daily include social connection, language/literacy, and physical. Areas that should be addressed weekly include math learning activity, daily challenge/family activity, and science experiment/solving appropriate problems. Daily instructional time should be at least 20 minutes per day but no more than 60 minutes per day. • The Lead Teacher is responsible for providing daily social connection and/or remote learning activities through an approved remote learning platform. Teachers will be available to students and parents during regular school hours. • If an extended closure is required, the lead teacher and auxiliary teacher will work together to prepare Activity Bags of resources that will be provided to families. These activity bags can be used remotely to support the student’s learning. Teachers will develop and share learning activities that can be done with the resources/materials provided in the Activity Bag.
Special Education	<ul style="list-style-type: none"> • No student is excluded from participating in the Pre-K program based on disability. Teachers will provide instruction for any child who has an existing IEP/504 plan or is determined to need an IEP/504 plan. Teachers and case managers will work closely together to ensure the plan is followed. If remote learning is done because of classroom or school closure, Instruction may be through the virtual learning platform and teletherapy. • All faculty and staff will adhere to FERPA and HIPPA requirements.
Physical Education/Snack	<ul style="list-style-type: none"> • Students are encouraged to wear appropriate clothing/shoes for participating in outdoor activities, such as walking the track or playing games that involves limited to no touching. • If equipment is used, it will be sanitized between classes.

	<ul style="list-style-type: none"> • Students will be reminded to maintain social distancing in the gym and on the playground. • Students will use marked entry and exit doors and use directional arrows to help maintain social distancing. • Students will use sanitizer before and after P.E. • Students cannot bring in special snacks for their birthday to share with the class. • Students are encouraged to bring individual snacks.
Restrooms/Scheduling	<ul style="list-style-type: none"> • Restroom breaks will need to be organized and scheduled while adhering to social distancing. • Custodians will regularly clean and sanitize restrooms.
Staff or Student Illness at School	<ul style="list-style-type: none"> • Implement the ACS COVID-19 Protocol for Students (Appendix E) and ACS COVID-19 Protocol for Employees (Appendix F). • Utilize additional health room to separate anyone who exhibits COVID-like symptoms. • Use Standards and Transmission Based Precautions when caring for sick people (school nurses and other healthcare providers) • Notify local health officials, principal, and family immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Close off areas used by a sick person and do not use before cleaning and disinfecting. Use COVID-19 Recovery Plan (ACBOE Appendices B and C) for procedures in cleaning and disinfecting. • Advise sick staff members and children not to return until they have met ADPH criteria to discontinue home isolation. See ACBOE Roadmap Appendices E and F. • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state ADPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ADPH guidance for home quarantine.
Health Services	<ul style="list-style-type: none"> • COVID-19 Training will be provided by nurses to all faculty and staff. • Provide frequent reminders for faculty and students to read the signage to stay at least 6 feet apart to the greatest extent possible. • Directional reminders will be posted on doors and floors. • COVID-19 Protocol. See ACBOE Roadmap Appendices. • An additional health room will be established for students exhibiting COVID like symptoms.

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| | <ul style="list-style-type: none">• A physician release may be required before an employee or student who was diagnosed with COVID-19 or flu returns to work or school.• Faculty and staff will maintain confidentiality of COVID-19 cases and adhere to FERPA and HIPPA requirements.• Counselors will be mental health liaisons to work with district, local public health agencies, and community partners. |
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