



Furlow Charter School Pandemic Plan, Version 2 2020-2021

Effective August 31, 2020

Staff Hours and Responsibilities

- Advisors will work from 7:30 AM - 3:30 PM each day as noted below
 - Advisors quarantined due to exposure who are not ill will be expected to complete responsibilities listed below. Should advisors become ill during their isolation period and no longer be able to complete the responsibilities listed below, other advisors from their team will work together to meet the needs of their scholars during their absence.
- Office Staff will work from 7:30 AM - 3:30 PM each day
- Custodians will work from 8:00 AM - 4:00 PM each day
 - Custodians will continue to maintain the building, cleaning common areas and fogging the areas used by the Furlow Family Care
- Paraprofessionals will work 7:30 AM - 3:30 PM each day
 - Paraprofessionals will host the Furlow Family Care for the personal children of Advisors and Staff who are Furlow scholars
- School Nurse and Counselor will work from 7:30 AM - 3:30 PM each day
 - School Nurse will continue temperature-taking and -recording procedures, reporting cases to the Georgia Department of Health, and contacting families of students with medical conditions
 - Counselor will continue scheduling and meeting with classes for guidance lessons, scheduling and meeting with scholars for advisement sessions, and contacting scholars and families of scholars with social and emotional needs
- Nutrition Department Staff work from 7:30 AM - 2:30 PM
 - Nutrition Department Staff will continue preparing meals for weekly pick-up and coordinating the weekly pick-up event

Instructional Delivery Model

Virtual Learning Model

- All scholars currently following the virtual plan will now follow this plan
- All scholars will be provided with chromebooks for home use during school closure

- Parents must sign the Agreement for Out-of-School Use of District-Owned Laptop form before chromebooks can be checked out
- Insurance fees have been waived for the period of the virtual learning model
- Parents must notify the school if they do not have internet connectivity
 - Until connectivity can be furnished, work packets will be provided in the place of the virtual platform, based solely on need as indicated by parents.
- Advisors will be in their classrooms 7:30 AM-3:30 PM each day
- Advisors will provide synchronous instruction via Google Meet (rotation below) at assigned times. Lessons may include previously recorded direct instruction provided via Google Classroom so time spent in Google Meet for synchronous instruction allows for guided instruction and work session.
- Lesson length should be:
 - MS/HS: 45 minutes
 - Grades 3-5: 30 minutes
 - Grades K-2: 10-20 minutes (based on age group)

Weekly Schedule for Synchronous Instruction

| Monday/ Wednesday | 8:30 AM | 10:00 AM | 11:30 AM | 2:00 PM |
|------------------------------|------------------|------------------|------------------------|------------------------|
| K | Bridges | Reading/EIP | Special Services | Social Studies/Science |
| 1st | Reading/EIP | Bridges | Social Studies/Science | Special Services |
| 2nd | Special Services | ELA/EIP | Bridges | Social Studies/Science |
| 3rd | Social Studies | Special Services | ELA/EIP | Bridges |
| 4th | World Languages | Reading | ELA/EIP | Social Studies/Science |
| 5th | Reading | World Languages | ELA/EIP | Social Studies/Science |
| 6th | Special Services | ELA | Math | Science |
| 7th | Science | Special Services | PE | World Languages |
| 8th | Math | World Languages | Special Services | ELA |
| 9th | ELA | Social Studies | PE | Math |

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|-------------|---------|-----------------|-----------------|--------------------|
| 10th | Science | SL | World Languages | Art |
| 11th | Math | World Languages | ELA | Science |
| 12th | Art | ELA | Science | SL/Lifetime Sports |

| Tuesday/ Thursday | 8:30 AM | 10:00 AM | 11:30 AM | 2:00 PM |
|------------------------------|------------------|------------------|------------------|------------------------|
| K | World Languages | Math/EIP | Language Arts | Interventions |
| 1st | Math/EIP | World Languages | Language Arts | Interventions |
| 2nd | Interventions | Math/EIP | World Languages | Social Studies/Science |
| 3rd | Math/EIP | Science | Interventions | World Languages |
| 4th | Bridges | Interventions | Special Services | Math/EIP |
| 5th | Math/EIP | Bridges | Interventions | Special Services |
| 6th | Social Studies | PE | Art | World Languages |
| 7th | Art | Social Studies | Math | ELA |
| 8th | PE | Science | Social Studies | Art |
| 9th | Special Services | Science | Art | World Languages |
| 10th | Social Studies | Special Services | Math | ELA |
| 11th | SL | Social Studies | Special Services | Art |
| 12th | Math | PE | Social Studies | Special Services |

- Scholars are required to report to Google Classrooms daily. While scholars are encouraged to attend live sessions for synchronous instruction, all sessions will be recorded to be accessible for asynchronous purposes.
 - Parents will be invited by advisors to sign up for Guardian Summaries from Google Classrooms in order to receive regular communication regarding assignments and performance
- When not providing synchronous instruction, advisors will be:
 - Uploading asynchronous assignments to Google Classroom for scholars

- Grading work/providing feedback
- Planning lessons
- Collaborating with service providers
- Tutoring/scholar conferencing during set hours via Google Meet
 - Advisors will need to submit those times by September 2nd.
- Participating in PLCs
- Specific time is built into each scholar's schedule to allow for interventions, tutoring, and Student Support Services, allowing advisors to address student readiness and/or learning loss from school closures in the Spring.

Daily Attendance

- Daily attendance will be taken. Scholars are required to report to each Google Classroom every day. Attendance checks must be completed daily by 11:59 PM to be counted present in the class.
- Daily attendance will be recorded in Infinite Campus on a one-day lagging schedule.
- Any scholars unable to complete their work due to illness will need to communicate with their homeroom teacher. A note from the doctor or emailed note will be required for excused absences.

Parent Meetings and Contacts

- Parents will be contacted through Google Classroom, phone, or email.
- All parent meetings need to take place either virtually or through phone conference; this includes parent-teacher conferences, Student Support Team meetings, IEP meetings, and 504 meetings.
- Documents can either be mailed and returned through the mail or picked up at meal pick up times.

Academic Calendar

- We will follow the current Academic School Calendar.

Meal Service

- Cafe Furlow will serve a week's worth of meals for scholars who sign up for each Friday's pick-up event
- Meal service will include breakfast and lunch for five days
- Parents can sign up for meal service online or by calling the office
- Pick-up will be 11:00 AM - 1:30 PM each Friday

Infectious Diseases

- The school nurse will continue conducting and recording temperature checks of all advisors, staff, and Furlow Family Care participants upon entering the building. She will

also collect data concerning employees and students who did not attend school due to COVID-19.

- Personal protective equipment and other sanitization-promoting products will be provided to school employees, including: masks, gloves, disinfectant, face shields, and hand sanitizer. Masks will be required in all common areas.
- Advisors are encouraged to use hand sanitizer upon leaving and returning to their classrooms, and are encouraged to frequently wash their hands with soap and water.

Handling Probable or Confirmed Positive Cases of COVID-19 in School Employees & Furlow Family Care Participants

- Persons reasonably suspected of infectious disease will be immediately counseled to obtain a medical evaluation
- If a school employee or participant in Furlow Family Care tests positive for COVID-19 see the following:
 - Symptomatic persons with confirmed COVID-19 or suspected COVID-19
 - Who had mild or moderate illness* and are not severely immunocompromised can return to school after:
 - At least 10 days have passed since symptoms first appeared **and**
 - At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
 - Symptoms (e.g., cough, shortness of breath) have improved
 - Who had severe to critical illness* (if they were hospitalized for shortness of breath, pneumonia, low oxygen levels, respiratory failure, septic shock, and/or multiple organ failure) * or who are severely immunocompromised can return to school after:
 - At least 20 days have passed since symptoms first appeared **and**
 - At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
 - Symptoms (e.g., cough, shortness of breath) have improved

*NOTE:

Mild Illness: Individuals who have any of the various signs and symptoms of COVID-19 (e.g., fever, cough, sore throat, malaise, headache, muscle pain) without shortness of breath, dyspnea, or abnormal chest imaging.

Moderate Illness: Individuals who have evidence of lower respiratory disease by clinical assessment or imaging, and a saturation of oxygen (SpO₂) ≥94% on room air at sea level.

Severe Illness: Individuals who have respiratory frequency >30 breaths per minute, SpO₂ <94% on room air at sea level (or, for patients with chronic hypoxemia, a decrease from baseline of >3%), ratio of arterial partial pressure of oxygen to fraction of inspired oxygen (PaO₂/FiO₂) <300 mmHg, or lung infiltrates >50%.

Critical Illness: Individuals who have respiratory failure, septic shock, and/or multiple organ dysfunction.

- Asymptomatic persons with confirmed COVID-19:
 - Who are not severely immunocompromised can return to school after:
 - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic
 - Who are severely immunocompromised can return to school after:
 - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic
 - Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.
- Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after:
 - They have completed all requirements in the Department of Public Health's guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>
 - Of note, if this person is tested for COVID-19 during the 14-day quarantine period, a negative test result would **not** change or decrease the time a person is quarantined.
- When a school employee or Furlow Family Care participant tests positive for COVID-19 and has exposed others at the school, the following steps will be IMMEDIATELY implemented:
 - If notified of a case in a school employee or Furlow Family Care participant, they must be excluded throughout their isolation period. Any household members (siblings, etc.) must also be excluded during their quarantine period.
 - Was the case(s) contagious while in the facility [two (2) days before onset of symptoms or two (2) days before the test specimen was collected (if no symptoms)]?
 - No → No further action after excluding the case and household members
 - Yes → Follow actions below
 - All close contacts will be identified
 - All areas the person was in while contagious will be temporarily closed until cleaning is done

Handling Symptoms (No Testing & Not Linked to Positive Case) in School Employees & Furlow Family Care Participants

- Persons reasonably suspected of infectious disease will be immediately counseled to obtain a medical evaluation

- When a school employee or Furlow Family Care participant has symptoms, they will IMMEDIATELY be sent home and the school’s existing illness management policy will be implemented.
 - The person cannot return until symptom-free for 24 hours without fever reducing medications.
 - Quarantining close contacts is not necessary.
 - Exceptions: If a healthcare provider suspects COVID-19 they should remain out of school and follow the guidance regarding returning to school under “*Handling Probable or Confirmed Positive Cases of COVID-19 in School Employees & Furlow Family Care Participants.*”
 - The school will continue to monitor children and staff for clinical signs and symptoms.
 - Exception: If while quarantined, the individual identifies exposure to a laboratory confirmed COVID case, he/she should follow the guidance located under “*Handling Probable or Confirmed Positive Cases of COVID-19 in School Employees & Furlow Family Care Participants.*”

Facility Considerations

- Advisors are encouraged to use disinfectant (Neutra-dis) on surfaces in classrooms at the end of each work day.
- Water fountains will continue to be disabled; however, water bottle refill stations will remain active for use.
- The facility will host Furlow Family Care downstairs. The classrooms used will be fogged for sanitation each day, beginning at 3:00 PM.
- Faculty and staff will work from the school to allow for easy access to internet connectivity, devices, and instructional resources.
- Each cohort of participants served in Furlow Family Care will follow the protocols listed below:
 - Social distancing will be used to the extent possible within each class setting.
 - In the classroom, the cohort will stay together to limit spread.
 - Increased frequency for handwashing opportunities.
 - Upon leaving and reentering a classroom, everyone will use hand sanitizer.
 - Scholars should NOT touch the iBoard.
 - Advisors should localize the areas used by cohorts to the extent possible.
- The Community Spread Calculation Plan will be followed to determine whether there is a need to close the facility for school employees. The plan is derived as follows:
 - We will use data obtained from the DPH to consider the number of positive cases reported over the previous 14 day period for the county and residents of our local college and university.

- Up to 149 cases - low to moderate spread - follow the FCS Pandemic Plan, Version 2
- 150 cases or more - high spread - faculty and staff follow the FCS Pandemic Plan, Version 2, for at least 10 days, from home

Communication with Stakeholders

- School wide announcements will be sent home via Google Classroom, posted on Facebook, on our school website (furlowcharter.org), and/or via the school's automated phone call system
- Advisors will communicate with parents through Google Classroom.
- Mandatory meetings after school, such as Governing Board Meetings, will be held virtually or via teleconference
 - Meetings that cannot be held via teleconference will be held in the gym as no visitors will be allowed in the building
- Our goal is to communicate a plan for the second nine weeks by the beginning of October
- The plan for the second nine weeks will be published on the school website and Facebook page.