

# Leading and Learning Safely

## Prattville Primary School

### Roadmap to Reopening

2020-2021



● *Transparent* ● *Equitable* ● *Listen* ● *Safety* ● *Decisive* ●

***This document provides guidance on how Prattville Primary School will follow the ACBOE Roadmap for Reopening Schools.***

***This is a “living” document and is subject to updates according to the ACBOE Roadmap for Reopening Schools. If you would like to review any ACBOE appendices mentioned in the document, those can be found in the ACBOE Roadmap for Reopening Schools at <https://autaugacountyss.schoolinsites.com/>***

Communication	<ul style="list-style-type: none"><li>★ PPS will utilize a variety of communication tools:<ul style="list-style-type: none"><li>● School Messenger (Principal)</li><li>● Websites (both school and individual teacher pages)</li><li>● Social Media (Facebook and Instagram)</li><li>● Newsletters (bi-weekly from administration and weekly from teachers)</li><li>● Teachers will communicate through SeeSaw App</li></ul></li><li>★ PPS will communicate with families on how to identify COVID-19 symptoms and encourage them to have children stay home and self-report any symptoms. (Appendix A: ACBOE COVID-19: Prevent the Spread; Managing Symptoms; When to Keep Your Child at Home)</li><li>★ PPS will display COVID-19 signage reminders throughout our campus, as well as areas where a mask/face shield will be required.</li></ul>
Prevention Protocols	<ul style="list-style-type: none"><li>★ Touch free hand sanitizing stations will be located throughout campus.</li><li>★ Doors within the campus between buildings will remain open/propped ajar to lessen touch points.</li><li>★ Ensure all restrooms are continuously equipped with hand soap and paper towels.</li><li>★ Teach and reinforce good hygiene measures such as handwashing, covering coughs, and wearing face masks/coverings. In addition, signage will be placed as reminders to students and staff.</li><li>★ All classrooms will be provided hand sanitizer, paper towels and other needed sanitizing supplies so that classroom teachers sanitize throughout the day. Weekly inventory will be taken to ensure supplies are readily available.</li><li>★ All students will have their own school supplies and any needed instructional materials so that there are no commonly shared objects.</li><li>★ All students and staff will be provided needed PPE, if they do not provide their own.</li><li>★ No water fountains will be in use. Students will be allowed, and encouraged, to bring personal water bottles to class.</li><li>★ Conduct daily cleaning utilizing guidelines from CDS and OSHA of all restrooms or other commonly</li></ul>

	<p>used areas (classrooms, lunchroom/ satellite eating areas, copiers). (Appendix B: Daily Cleaning Guidelines; Appendix C: Deep Cleaning Guidelines)</p> <ul style="list-style-type: none"> <li>★ Limit number of staff utilizing common workspaces and sanitize between each use.</li> <li>★ Plastic barriers will be provided in reception areas and office spaces.</li> <li>★ Continually remind parents about screening students at home for COVID-19 symptoms. (Appendix D: Screening of Students-Parents Notice; Appendix E: ACS COVID-19 Protocol for Students)</li> <li>★ Train staff in visual screening of students and procedures for reporting. (Appendix E: ACS COVID-19 Protocol for Employees and Students)</li> <li>★ Signages posted throughout campus that promote preventative measures.</li> <li>★ Visitors will not be allowed unless approved by administration, with the exception of picking up students because of illness (see entry/exit procedures).</li> <li>★ All procedural decisions will center around keeping students together with a cohort group throughout the school day.</li> <li>★ All special (music, library, counseling) teachers will travel to the homeroom for instruction.</li> <li>★ Face masks/coverings will be required for all students, staff and essential visitors when social distancing is not possible (hallway transitions, holding areas where students may not be 6+ feet apart, front reception area, health office, any other occasions when not with cohort group).</li> </ul>
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Entry/Exit of School Campus	<ul style="list-style-type: none"> <li>★ Post signage in all entry/exit areas reminding that any student/staff with COVID-19 type symptoms may not remain on campus.</li> <li>★ Hand sanitizing stations will be available at each entry/exit.</li> <li>★ Follow ACS protocol for students/staff who feel ill/experience symptoms. (Appendix E: ACS COVID-19 Protocol for Employees and Students)</li> <li>★ Face masks/shields will be required for all entering/exiting the buildings.</li> <li>★ Markings throughout campus indicating entry/exit points, as well as directional signage.</li> <li>★ Face masks/coverings will be required for adults who arrive to transport students who have become ill at school. This will be communicated when contact is made for pick up. Once the adult has arrived and shown picture ID, they will remain in a designated area and a staff member will escort the student from the health office to the adult for pick up.</li> <li>★ As students arrive on campus students will report directly to their homerooms, face coverings required when arriving and dismissing.</li> <li>★ Dismissal will be staggered by transportation mode. Students will remain in homerooms, until they are</li> </ul>
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	<p>called to report to their holding area or able to report directly to transportation. Face coverings will be required during these transitions.</p> <ul style="list-style-type: none"> <li>★ In order to provide adequate supervision and social distancing, during both arrival and dismissal, beginning and ending times may vary until students and staff feel comfortable. Any changes to times and/or procedures will be communicated to parents via multiple modes of communication.</li> <li>★ A virtual orientation will be provided to parents/guardians before the opening of school. The orientation will include pre-recorded videos from administration and from each child's teacher, as well as live scheduled virtual meetings.</li> <li>★ During the first day of school, 1st grade parents and any parent of a newly enrolled 2nd grader, will be assigned a time that they may have a parent/guardian walk them to class. Face masks/coverings will be required and the drop off will be limited to 5 minutes. Limited number of visitors will be in the buildings and closely monitored by administration.</li> </ul>
<p>Breakfast/Lunch Meals</p>	<ul style="list-style-type: none"> <li>★ All breakfasts will be served in the classrooms. Lunchroom staff will deliver.</li> <li>★ Seating areas in the lunchroom will be marked to ensure social distancing, goal is 6 feet.</li> <li>★ While entering and exiting flow paths will not overlap; cohort groups will remain together.</li> <li>★ Satellite dining areas will be utilized to enable social distancing.</li> <li>★ There will be no self serving areas.</li> <li>★ Meals will be served individually (in bags, with limited options).</li> <li>★ All disposable plates, utensils, etc. will be used.</li> <li>★ No food sharing will be allowed.</li> <li>★ High risk students will be served separately from other students.</li> <li>★ Within the lunch schedule there will be sanitation between each class conducted by CNP staff.</li> <li>★ Outdoor eating areas will be available when weather permits.</li> <li>★ Snack will be daily. Snack will be held in the classroom or available outdoor areas. Students will not be allowed to eat in hallways.</li> <li>★ Occasional special snack days will be held, when health reports allow it safe to do so.</li> </ul>
<p>Transitions and Campus Procedures</p>	<ul style="list-style-type: none"> <li>★ Markings will be throughout campus to promote social distancing during transitions.</li> <li>★ There will be minimal occasions that students will not be with their cohort group, including staff members.</li> </ul>

	<ul style="list-style-type: none"> <li>★ Additional time will be provided when transitions are necessary to provide/attempt social distancing practices.</li> <li>★ Flow paths will be visible throughout campus.</li> <li>★ Face masks/coverings will be required when social distancing is not possible, during all transitions and during arrival and dismissal.</li> <li>★ Students will no longer travel freely between buildings (no errands, no library check outs, etc).</li> <li>★ Teachers will create schedules for group bathroom visits in order to limit gatherings.</li> </ul>
<p>Large Group Gatherings</p>	<ul style="list-style-type: none"> <li>★ All large group gatherings will not be allowed (no assemblies, limit number of students in traditional holding areas, arrivals/dismissals will be staggered).</li> <li>★ All professional development, meetings, etc. will be offered virtual or smaller groups as needed.</li> <li>★ Physical education classes, and recess opportunities will remain with cohorts and in the same locations each week.</li> <li>★ Teachers will create recess schedules including assigned locations.</li> <li>★ Signage throughout campus will be posted to remind students and staff of social distancing.</li> <li>★ PPS will host a virtual orientation. Teachers will provide students a virtual tour of the classroom. During inservice days, teachers will be provided time they will host Zoom meetings with families hosting a Q &amp; A session.</li> <li>★ During the first day of school, 1st grade parents and any parent of a newly enrolled 2nd grader, will be assigned a time that they may have a parent/guardian walk them to class. Face masks/coverings will be required and the drop off will be limited to only 5 minutes. Limited number of visitors will be in the buildings and closely monitored by administration.</li> </ul>
<p>Student Learning Environments</p>	<p>Modified Traditional (Face to Face) Learning:</p> <ul style="list-style-type: none"> <li>● Each student will have a designated seating area (desk).</li> <li>● All desks will face the same direction with adequate spacing (Goal: 6 feet).</li> <li>● Remove items from classrooms to allow for social distancing (to the extent possible).</li> <li>● Students will remain seated throughout the day.</li> <li>● Class sizes will be minimized as possible.</li> <li>● Special teachers will rotate to homerooms.</li> <li>● Students will have individual supplies and instructional manipulatives.</li> </ul>

	<ul style="list-style-type: none"> <li>● Students will have individual textbooks, workbooks, etc.</li> <li>● There will be limited physical interaction through partner or group work.</li> <li>● Sanitation will be worked into the daily schedule (personal and frequently touched areas).</li> <li>● Movement within the classrooms will be limited.</li> <li>● When small group instruction is utilized, if plastic barriers are not in use, face coverings will be required.</li> </ul> <p>Virtual Learning:</p> <ul style="list-style-type: none"> <li>● Ensure devices are provided to special populations first then to other students as needed and available.</li> <li>● Provide training to staff on how to use Learning Management System Schoology for teaching.</li> <li>● Provide training to parents on how to use Learning Management System Schoology for learning.</li> <li>● Provide training to staff on accessing and using course/subject content provided by the ALSDE.</li> <li>● Implement eLearning days.</li> <li>● Utilize Alabama Teaching and Learning Framework.</li> <li>● Identify and address learning gaps as recommended by ACS.</li> </ul>
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<p>Physical Education and Physical Activity</p>	<ul style="list-style-type: none"> <li>★ Smaller PE classes will be held in order to allow social distancing.</li> <li>★ Students will travel to our gym and/or auditorium for a minimum of 30 minute PE classes at least 3 times per week.</li> <li>★ On days when PE classes are not held, classroom teachers will provide 30 minutes of physical education/movement for students.</li> <li>★ When weather allows, students will participate in an outside recess 15-20 minutes daily.</li> <li>★ Signage for proper social distancing will be provided. Students will remain in their designated area.</li> <li>★ Markings will be on gym/auditorium floors to ensure social distancing.</li> <li>★ Group exercises will be used.</li> <li>★ If equipment is used, it will be disinfected between classes.</li> <li>★ PE teachers will utilize technology to reinforce skills and concepts related to each standard.</li> <li>★ Students will be encouraged to always wear clothing/shoes that will be appropriate for weather conditions and safe participation.</li> <li>★ PPS playground equipment will not be used until further notice.</li> </ul>
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	<ul style="list-style-type: none"> <li>★ The walking trail will be available to all classes, maintaining social distancing.</li> </ul>
<p>Vulnerable Populations</p>	<ul style="list-style-type: none"> <li>★ All individualized plans (IEP, 504, health plans) will be reviewed and updated before students arrive to decrease their risk for exposure to COVID-19.</li> <li>★ Once plans are reviewed, meetings will be scheduled with team members as needed.</li> <li>★ Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</li> <li>★ Offer reasonable accommodations for vulnerable personnel.</li> <li>★ Adhere to FERPA and HIPPA requirements.</li> </ul>
<p>Staff or Student Illness at School</p>	<ul style="list-style-type: none"> <li>★ Implement the Protocol for Students/Employees. (Appendix E: ACS COVID-19 Protocol for Employees and Students)</li> <li>★ Anyone who exhibits COVID-like symptoms will be held in an isolated area until transportation arrives.</li> <li>★ When transportation arrives for an ill student and/or staff, they will be required to show proper I.D. to front office staff using the camera. They will be required to wait in a designated area in the front outside area of PPS while administration brings the student/staff to them. All staff involved will wear proper PPE.</li> <li>★ Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>★ Close off areas used by a sick person and do not use before cleaning and disinfection. Follow ACS guidelines.</li> </ul>
<p>Health Services</p>	<ul style="list-style-type: none"> <li>★ PPS school nurse will be temporarily relocated in a larger area in order to provide quarantine areas as needed.</li> <li>★ (Appendix E: ACS COVID-19 Protocol for Students)</li> <li>★ Train school staff in safety protocol.</li> </ul>

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|  | <ul style="list-style-type: none"><li>★ Review and update as needed all current individualized plans to decrease their risk for exposure to COVID-19</li><li>★ Create protocol for when students should go to the nurse's office.</li><li>★ Provide a small first aid kit for teachers for minor first aid, to prevent high traffic in the nurse's office.</li><li>★ Provide frequent reminders, including signage, for students and staff to stay at least 6 feet apart from one another when feasible.</li><li>★ Space seating to be at least 6 feet apart for nursing staff and waiting areas.</li><li>★ Post directional signage on walls and/or floors.</li><li>★ Monitor compliance of guidelines for health room (ALSDE Health Room checklist)</li><li>★ Communicate to families that home is the initial point of screening each day (Appendix E: ACS COVID-19 Protocol for Employees and Students)</li><li>★ Return to school/work: date of return may be required from health care provider</li><li>★ Stay current and knowledgeable of local health department, ADPH, and CDC guidelines regarding the most current COVID-19 guidance.</li><li>★ Notify local, district and state personnel of confirmed positive cases of student or staff (Appendix E: ACS COVID-19 Protocol for Employees and Students)</li></ul> |
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