



School Reopening Plan

Anna Murray-Douglass Academy, School No. 12

2020-2021
School Year

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1. School Building Information

Building Name: Anna Murray-Douglass Academy School #12

Address: 999 South Avenue, Rochester, NY 14620

Principal: John Gonzalez, Jr.

Contact Information: **school phone number** (585) 461-3280

email: john.gonzalez@rcsdk12.org

2. General Safety Procedures and Daily Expectations

The District is committed to ensuring that all students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the District will assess the best approach to communicating the information for each student's age group and will provide frequent opportunities for students and families to review these policies and protocols regularly through: website, email, social media, print copy mail, voice messages, and news media.

Training and Education

- Training of staff and education of students will take place through multiple methods including in person, videos, announcements, and signage.
- Training will include, but is not limited to:
 - Proper hand hygiene, including the use of hand sanitizer.
 - Respiratory etiquette, including covering coughs and sneezes.
 - Proper use and care of face coverings.
 - Encouraging staff to stay home when sick.
 - Social distancing rules
 - COVID-19 symptom identification and what to do when students or staff are observed exhibiting signs or symptoms

Returning in Phases

Phase 1: Scholars in Specialized Programs

- Scholars with Disabilities in Pre-K – 12 Specialized Programs will attend school four days – Monday, Tuesday, Thursday, and Friday starting January 5, 2021. School hours will be 7:30am-2:00pm.
- Instruction provided will align with the needs of each student as outlined in their Individualized Education Program (IEP).

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- All scholars will continue to learn from home on Wednesdays so schools can be thoroughly cleaned and disinfected; and teachers and staff can participate in professional development and planning.
 - Scholars in Phase 1 who return in-person will work with their teachers, teacher assistants, support related services in person while students in remote instruction will participate in simultaneous remote learning with the same teacher, teacher assistant, support related service providers.

Phase 2: All Scholars in Grades PreK-6

- Scholars in Grades PreK-6 who are not in Specialized Programs will participate in either 100% Remote Learning or Hybrid Learning.
- Scholars who are 100% remote will learn both synchronously & asynchronously on Monday, Tuesday, Thursday, and Friday.
- Scholars who are Hybrid will learn in-person on Monday and Tuesday and synchronously at home on Thursday and Friday.
- Wednesdays will be asynchronous learning for all scholars.
- Phase 2 will begin February 8, 2021.
- All scholars in grades PreK-8 will use our bell time of 7:30am-2:00pm.

The Hybrid model includes using simultaneous instruction. *Simultaneous Instruction* is when teachers deliver instruction to both students who are in-person and remote at the same time.

Students who are in the 100% remote model will receive instruction through the distance learning.

Phase 3: All Scholars in Grades 7 & 8

- Scholars in Grades 7 & 8 will participate in either 100% Remote Learning or Hybrid Learning.
- Scholars who are 100% remote will learn Synchronously & Asynchronously on Monday, Tuesday, Thursday, and Friday.
- Scholars who are Hybrid will learn in-person on Monday and Tuesday and Synchronously on Thursday and Friday.
- Wednesdays will be Asynchronous for all scholars
- Phase 3 will begin February 22, 2021.
- All scholars in grades PreK-8 will use our bell time of 7:30am-2:00pm beginning February 8, 2021.

Physical Distancing

Staff Distancing

- Staff should keep six feet of space from person to person in all directions.
- Staff cannot gather in small spaces, ex. staff lounge areas.
- There should be no more than two people in the Staff Lounge at one time.
- Staff should not share meals or solicit from outside services to be brought into the school building.
- Currently plexiglass barriers are installed in some office spaces.
- Staff members can come within 6 feet of students to assist the student. Masks must be worn. If a student has an official mask exemption, the staff member should also wear a face shield.

Students Distancing

- Classroom
 - Scholars are required to sit at least six feet apart in their classroom.
 - In some cases, scholar desks may have a taped box around their desk to support their spatial awareness.
- Restroom
 - There will only be one scholar at a time allowed in a bathroom.
 - Scholars will be taught to look for feet under a stall and ask if anyone is inside of the bathroom prior to entering.
 - Markers are placed on the floor outside of the restrooms where scholar would wait when the bathroom is occupied by another scholar.
- Hallway
 - There will be minimal traffic in the hallways throughout the school day.
 - Walking in the hallways should be continuous without stopping and congregating with other scholars and staff.
 - When walking in the hallways scholars and staff will be expected to maintain a traffic flow of walking to the right side.
 - In most cases, scholars will be expected to remain inside of their classroom throughout the day in order to promote physical distancing.
- Cafeteria
 - The cafeteria will not be used by scholars during the school day.

- AMDA12 staff will use some cafeteria space as a staff lounge during the school day.
- When the cafeteria is in use, proper distancing between individuals and tables will be enforced.
- Stairway
 - Stairways will be used during arrival and dismissal.
 - Proper physical distancing will be practiced and enforced in all stairways.
 - Movement in the stairways should be continuous without stopping and congregating with other scholars and staff.
 - Markers will be placed on steps to help scholars with proper physical dictancing.
- Entryway (Arrival/Dismissal)
 - Teachers will practice walking in lines where scholars remain at least 6 feet apart.
 - Scholars will be expected to maintain physical distancing.
 - Visuals and markers will be displayed to support physical distancing while waiting.

Procedures and Protocols

Signage

- Wall signage (English & Spanish) and visuals will be placed throughout the school to assist students with understanding proper distancing expectations (ensure that signage is age appropriate with visual and in English and Spanish).
- Physical distance markers will be placed around the school building to remind everyone of 6ft. apart physical distancing.
- Each entryway will be labeled with the grade level that should use that entryway.
- Signage will be placed outside of the school near entryways to support Physical Distancing.
- Health and Hygiene signage will be posted throughout the school building to encourage healthy practices.

Classroom Arrangement

- All desks in classrooms will be facing the same direction, including the teacher's desk.

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- Desks will be positioned around the classroom to provide physical distancing of 6 feet or more in any direction.
 - Primary classrooms will have markings on the floor to indicate where their personal boundaries are located.
 - There will be no more than 12-14 desks in each classroom, dependent on the size of the room and ensuring proper distancing.
 - Desks will be sanitized daily with a deep clean occurring on Wednesdays.
 - Scholar supplies will be organized in their own baskets with their own pencils, notebooks, etc. in their own desk.
 - Breakfast & lunch will be eaten in the classroom (Breakfast will grab and go or delivered to them in their classroom.).
 - A minimum amount of furniture will be in each room; extra furniture will be moved out of the classroom and put in storage.

Safety Drills

- The drills required by Education Law § 807 include eight evacuation drills and four lockdown drills. These drills will be completed as required.
- Anna Murray Douglass Academy, School 12 will conduct safety drills using the following considerations:
 - The purpose of drills are to practice moving out of the school building as safely and quickly as possible.
 - Scholars will be instructed on actual emergency procedures with maintaining social distancing if it is possible in the school and ensuring social distancing when out of the building.
 - Evacuation drills will be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site.
 - Staggering by classroom will minimize the proximity of scholars in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all scholars in the school building on that school day.
 - Lockdown drills will be modified to eliminate students huddling together in the classroom, but rather they will maintain social distancing within the classroom.
- When conducting drills during a hybrid in-person schedule, drills must be conducted so that all scholars are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.

- Evacuation Drills: Evacuation drills will be staggered by grade level to maintain physical distancing during the evacuation drill, for example, “Grade Level 3 Fire Drill” announced over the public address system.
- Lockdown Drills: A large sheet of chart paper large enough to cover the window in the door of the classroom/office will be kept stuck to the door of each classroom/office. In the event of a Lockdown Drill, the teacher will lock the door(s) and place the chart paper over the window in the door(s) so that no one inside the classroom will be visible from outside the classroom. This will allow everyone inside the room to maintain physical distance. The teacher will teach the scholars to remain silent at their desks, or as quiet as possible during a Lockdown Drill, perhaps by making it a game: let’s see who can be the quietest.

Classroom Materials

- Items can be shared, but must be disinfected in between use.
- If the item can’t be disinfected, it can be put aside for 7 days and then used by another scholar.
- Washing and drying of items is allowed and the item is considered disinfected.
- Smartboards and other electronics can be used, but students should have clean hands prior to use (washed or hand sanitizer). Students should use their own devices whenever possible.

PPE Supplies & Health Procedures

Cleaning and Disinfecting the School Building

- Occupied areas of all buildings will be cleaned and disinfected every evening and periodically throughout the day as required by NYSDOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 and Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19.
- High-touch areas (i.e. door knobs, counter surfaces, light switches) will be cleaned and disinfected more frequently.
- The custodial team are assigned zones in the school building and will be cleaning high-touch points on regular intervals.
 - 1st floor – Donna & Team
 - 2nd floor – Mohamud & Team
 - 3rd floor – Halima & Team

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- Front Stairwells 1 & 4 and Hallways – Kevin
 - Back Stairwells 2 & 3 - Leroy
 - Scholars will not be allowed to use disinfectants and should not be immediately present when disinfectants are in use whenever possible.
 - Areas that are used by anyone who is sick will be closed off until they can be disinfected.
 - The building does not necessarily need to close operations, if affected areas can be closed. Once the area(s) have been appropriately cleaned and disinfected, it can be reopened for use.
 - When possible, open outside doors and windows to increase air circulation in a particular area.
 - Custodial staff should wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and copiers.
 - Vacuum the space if needed.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Once an area has been appropriately disinfected, it can be opened for use.
 - Shared spaces will be disinfected at least once daily and more often if necessary by building custodial staff
 - High-touch surfaces in shared spaces will be disinfected multiple times throughout the day by building custodial staff
 - Classrooms will be disinfected every Wednesday and Friday by building custodial staff
 - [Cleaning & Disinfecting](#)
 - Teachers will be provided with disinfecting spray and paper towels for use in their classrooms
 - The disinfectant provided to classrooms has a 10 minute contact time. A water rinse is required if the surface will be used for food consumption or preparation.
 - Staff CANNOT bring in disinfectants and cleaners from home.

Ventilation

- Health office doors and windows will be opened to circulate fresh air to the greatest extent possible, weather permitting, while maintaining health and safety protocols.
- In health offices where there are no windows, Directors of Facilities will ensure that appropriate filters are in place and are changed with proper frequency to decrease the risk of recirculated infectious and particulate matter. A “containment” room door will always be closed to the public; however, these rooms are equipped with a HEPA air purifier.
- The classrooms have univents that provide outside air. The classrooms have sufficient ventilation capacity to be occupied.
- Where possible and if necessary, teachers can open two windows in each room to an opening of two inches. This will provide natural ventilation without causing the room to become cold. Opening the window at the top is adequate to provide sufficient ventilation to the room. The air moves through the open windows with the classroom door either open or closed.
- Staff are advised to minimize storage around the vertical univents in their room.

Daily Supply Inspection

- Supplies must be inspected daily. Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner).
- Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately; a low supply amount is considered to be any item that does not have a five (5) day supply in stock.
- The school Head Secretary, will work with the Head Custodian, to develop a checklist for each day of the week. The Head Custodian and his custodial team will complete the checklist daily.
- Having less than five days of any given supply will be considered an emergency.

Procuring Supplies

- The custodial team will report daily to the Head Custodian.
- In the event there is less than a five (5) day supply of any item, the Head Custodian will order and alert the assigned Administrator.
- In the event of an emergency, where an item cannot be delivered to the school in time, the administrator will inform the Director of Facilities exactly what item(s) is/are low.
- The custodial team is responsible for the completion of the daily supply inspection and maintaining those records (Daily Checklist for Supplies).
- The Head Custodial will provide the custodial team with copies of a Daily Checklist for supplies.

School Communication

- Given the complexities around the reopening of schools during the COVID-19 pandemic, our school will provide regular and frequent communication to students, families, staff, and the wider community through our website, robocalls, emails, text messages, and social media.
- We will communicate with our multilingual families in their preferred language and mode.
- Parents should make sure their contact information is up to date by completing the Contact Information for sent home or by contacting the school at 585-461-3280 or 12info@rcsdk12.org.

Internet & Social Media

- Visit our school website at www.rcsdk12.org/12
- Like us on Facebook by searching @RCSDAMDA
- Follow us on Twitter by searching @RCSDAMDA

Communication - Contact Tracing and Reporting

- When possible, staff and students will be notified by the District of possible contact with a symptomatic or COVID-19 positive staff member or student. Confidentiality will be maintained as required by federal and State laws and regulations. The Monroe County Department of Health is responsible for community contact tracing, including staff and students.

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- The CDC defines close contact as being within six feet for at least 15 minutes.
 - If a staff member, student, or visitor test positive for COVID-19, the District will immediately notify State and local health departments and cooperate with contact tracing efforts. The Monroe County Department of Health will be notified of all individuals who entered the site dating back 48 hours before the person tested positive or started experiencing symptoms, whichever is earlier.
 - The District will assist the Monroe County Department of Health in all tracing efforts by supplying student and staff attendance and location information, student schedules, and visitor logs.
 - The Student Health Services Department, the Environmental Health and Safety Department, and/or the office of the Chief Operating Officer will be responsible for notifying the Monroe County Department of Health if an employee reports that they have tested positive.
 - Monroe County Department of Health Contact Information

Daily Attendance and Chronic Absenteeism

- Scholars are expected to attend both in-person and remote learning school daily.
- Each teacher will take daily attendance.
 - Elementary school (PreK-6) level by the child's teacher once each morning and by the Specials teacher during the school day.
 - Middle school attendance is taken for every class.
- Teachers and scholars are expected to engage in substantive daily interaction (teacher to scholar and scholar to teacher).
- The building Attendance Team will support teachers and families to promote daily scholar engagement with remote learning protocols and expectations, including regular attendance and work completion.
- The Attendance Team is organized with a point person to support at each grade level.
- Along with the classroom teacher, the Attendance Team point person will support monitoring scholar attendance, support intervention and communication to parents and families when it is necessary.
- Teachers and staff are expected to document parent interactions about attendance in "Attend Interventions."

IN PERSON Attendance Codes

- Present In Person -P
 - Scholar was present during in-person learning environment.
- Absent Excused In Person- Ab Ex
 - Scholar was absent for one of the following reasons:
 - Child's illness
 - Doctor or Dentist Appointments
 - Sickness or death of an out of town family member for up to three days within New York State or five days outside of the state.
 - Court appearances
 - Religious observances
 - Absent Unexcused In Person -Ab Unex
 - Student was absent for one of the following reasons: Oversleeping
 - Family vacations
 - Missing the bus
 - All unexplained or undocumented absences are considered to be Unexcused

REMOTE CODES Attendance Codes

- Present-Sync - Use drop down option for P-Sync
 - Scholar was present in a synchronous learning environment
 - Scholar participated in teacher's office hours
- Present-Async - Use drop down option for P-Async
 - Scholar was present in an asynchronous learning environment
 - Scholar had a daily check-in, a two-way communication, with the appropriate teacher(s)
 - Scholar was working but experienced technical difficulties with logging on
 - Scholar engagement with daily assignments, either online or offline
 - Scholar completes their daily assignments, either online or offline
 - If a scholar completes assigned school work while absent for excused or unexcused reasons, scholars should be marked P-Async.

Absent Excused Remote- Ab Ex Remote

- Scholar was absent from remote learning for one of the following reasons:
 - Child's illness

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- Doctor or Dentist Appointments
 - Sickness or death of an out of town family member for up to three days within New York State or five days outside of the state.
 - Court appearances
 - Religious observances

Absent Unexcused Remote – Ab Unex Remote

- Scholar was absent for one of the following reasons: Oversleeping
- Family vacations
- All unexplained or undocumented absences are considered to be Unexcused
- If there is no contact with a student/parent or no evidence of engagement, the student should be marked absent unexcused remote.

During each phase, all scholars can access remote learning if unable to attend in person school for excused or unexcused absences. Scholars should be marked absent or present according to the above criteria.

Tardy codes are still an option. They are ultimately Present codes.

ROBO CALLS

- The RCSD will continue the use of daily robo calls to scholars' homes who are not actively engaged in learning within the first hour of school on Mondays, Tuesdays, Thursdays, and Fridays.
- Elementary robo calls will begin at 10:00 am. It is important to record attendance in PowerSchool prior to the end of the first hour of school to ensure calls are made only to scholars who are not engaged in remote learning or present in person classes.
- A second robo call will be delivered at 11:00 a.m.
- An evening robo call will provide a list of missed classes for any scholar with unexcused class absences.
- Robo calls will only be generated for scholars with an Absent Unexcused attendance code.
- Parents should make sure their contact information is up to date by completing the Contact Information for sent home or by contacting the school at 585-461-3280 or 12info@rcsdk12.org.

Scholar Nutrition

- Breakfast and lunch will be provided during in-person learning.
- Pre-made breakfast and lunches will continue to be available to all our scholars at all our Distribution Sites from 9 am to 1 pm Monday through Friday. Distribution sites can be found at www.rcsdk12.org.
- Safety precautions will be in place to protect scholars with food allergies.
 - Spills will be properly cleaned up.
 - Scholars will not be allowed to share food and beverages.
 - Scholars will perform proper hand hygiene before and after eating.
- Breakfast will be “grab and go.”
- Upon arrival, K-6 scholars will be expected to follow these steps:
 - go directly into their classroom
 - unpack for the day,
 - Sanitize or wash their hands,
 - exit the classroom to the Food Cart located in the proximity to their classroom.
 - Grab their breakfast
 - Re-enter their classroom
 - Eat their breakfast
- Upon arrival, 7 & 8 scholars will be expected to follow these steps:
 - After scanning, go directly to their locker
 - Unpack for the day,
 - Sanitizer or wash their hands at the hallway station
 - Grab their breakfast
 - Go to their homeroom
 - Eat their breakfast.
- Scholars will be eating lunch using the following schedule/plan.
 - Due to the limited amount of transition time between lunch 1 & lunch 2, grades 5 and 6 will have lunch in the classroom. Classrooms supporting lunch for scholars will be cleaned after use.
 - Scholars using the cafeteria will enter via the east doors (near custodial office) and exit via the west doors leading to Stairway #3.

Lunch Times	Number of Students per grade level	Space Being Used
10:00 - 10:30		Cafeteria

K	17	
1	36	
2	23	
Total	76	

10:30 - 11:00		Classrooms
5	16	
6	17	
Total	33	

11:07 - 11:37		Cafeteria
7	36	
8	28	
Total	64	

12:00 - 12:30		Cafeteria
3	28	
4	28	
Total	56	

Face Coverings

General Face Covering Information

- Health and safety protocols, including hand washing hygiene, proper face covering wearing, proper care for face coverings, social distancing, and respiratory hygiene.
- Scholars will be required to wear proper face coverings and maintain social distancing at school.
- Employees will be provided with an acceptable face covering at no-cost to the employee.

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- Scholars who arrive without a face covering will be provided with an acceptable face covering.
 - Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose.
 - A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
 - Face coverings should be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
 - An information page will be provided to staff and families on how to wear and care for the face covering. This will include:
 - How to Wear Face Covering Appropriately
 - How to Put On/Remove Face Covering
 - Proper Care of Face Coverings
 - Staff and scholars may wear their own face coverings provided they cover the mouth and nose.
 - Scholars that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction and who have submitted medical documentation will not be made to wear a mask.
 - Face coverings will be required to be worn at all times in any public area, including, but not limited to: classrooms, hallways, restrooms, and buses.
 - Staff requiring additional personal protective equipment (PPE) such as face shields, goggles, or gloves will be identified in this plan and trained on proper care and use. Individual hazard assessments will also be performed as required.
 - Face masks will be worn at all times other than while eating breakfast, eating lunch, eating snacks or drinking or taking a brief mask break as instructed by the teacher.
 - Disposable face masks should be changed daily.
 - Reusable face masks should be washed frequently.

Face Cover Location(s)

- Staff and scholars are encouraged to wear their own face masks on a daily basis.
- Emergency face masks will be provided at each door upon arrival and will be stored in the main office throughout the day for any student or adult that needs a face cover.

Face Cover Breaks

- Face covers are encouraged to be worn at all times.
- The teacher may identify a time for a face cover break when each scholar is 6 feet apart or more and no one is talking.
- Breaks will occur by allowing half the class that is present on a particular day to remove their face cover briefly, then replace their face cover so the other half of the class will be able to take a brief face cover break.
- Face cover breaks will be brief and in general, face coverings will be expected to be worn at all times inside of school other than when eating breakfast, eating lunch, eating snacks, or getting a drink.
- Staff are also allowed to remove their face mask during a break as long as they remain 6 feet apart from others in all directions.
- Staff may also remove their mask in the Staff Lounge as long as they are 6 feet apart from others in all directions.

Screening & Testing Procedures

Daily Scholar Health Screening and Temperature Checks at Home

Every scholar should be screened for COVID-19 symptoms before coming to school each day; this includes daily temperature checks. Parents should assess their children daily using the questions below.

1. Have you been in close contact with anyone who has tested positive for COVID-19?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Do you have a temperature of 100.0°F or higher?
4. Do you have any new or worsening symptoms of COVID-19 (fever, shortness of breath, difficulty breathing, sore throat, cough, sudden loss of taste or smell, muscle or body aches, headache, congestion or a runny nose, diarrhea or vomiting)?
5. Have you traveled internationally or from a restricted state per the New York State Travel Advisory in the past 14 days?

If you answer yes to any one of these questions, or if your child has a temperature greater than 100.0°F, you must notify the School Nurse and keep your child home.

Daily Staff Health Screening Procedures

- All employees will be required to use their badge to gain access to buildings. This will be done at each building even if multiple buildings are visited on the same day. This information will be used to support contact tracing

efforts by the Monroe County Department of Health. Employees cannot badge in for other employees.

- Staff will fill out an electronic screening assessment prior to or immediately upon arrival to any District building
- Staff should complete this survey each morning whether or not they are coming into the school building.
- If staff are unable to complete the survey from home, a kiosk will be available at Exit #1 for them to use and complete their survey.
- A positive screening will result in an onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department.
- An email with the staff members screening results will go directly to the employee's supervisor and to the Benefits Department.
- Staff screening will take place at entryway #1 only.
- Staff screening should be completed by 7:25am
- Staff should social distance themselves (6 feet apart) in the screening lines at Exit #1.
- Staff screening team members at AMDA12 will be:
 - Administration, Service Providers, Support Staff, SSOs

COVID19 Testing in School

- When a region moves to the "Orange Zone" under Governor Cuomo's Cluster Action Initiative, schools are required to test 20% of in-person students and staff for COVID-19 each month.
- When in the "Red Zone" schools are required to test 30% of in-person students or revert to a fully remote learning model.
- As of December 7, 2020, most of our schools are in an orange zone.
- Parents will be asked to review and sign a form with options to consent to testing. Scholars whose parents do not consent to testing can still attend in-person learning, but if a school cannot reach the requirement to test 20% of in-person students and staff in an orange zone status or 30% when in red then that school would have to close.
- Testing our students not only allows our schools to stay open it also provides us with assurance that our school environment stays safe.
- The state is providing us with a shallow nose swab test to use.
- The tests will be administered by the school health office staff. Our staff have been trained to administer these tests.
- Parents can get your child tested by your personal health care provider, or at any community testing site. In order for those tests to "count" toward the

20% or 30% threshold, results need to be provided to your school nurse within a week.

- If it is your intention to test offsite, please notify the school and indicate when your child will be tested.
- Testing will occur in a private location inside of the Nurse's Office

Positive Staff and Scholar Screening Results

- Scholars and staff exhibiting symptoms of illness with no other explanation will be sent to the school health office for an assessment by the school nurse.
- Scholar or staff with COVID-19 symptoms not explained by chronic health conditions will be sent to the Isolation Room or be sent home for follow-up with their health care provider.
- A dedicated isolation room will be located in Room 130 (located near the Nurse's Office) for scholars or staff members who screen positive, present with a temperature or show signs of illness.
- Multiple scholars or staff members may use the same isolation room provided they can be separated by six feet.
- Employees will be directed to leave immediately, if possible, and to contact their direct supervisor, the Benefits Department, and their healthcare provider.
- Scholars will be supervised in the isolation room until they are picked up or otherwise sent home.
- Scholars should be escorted from the isolation room to the parent/guardian who is picking them up; the escort should remain 6 feet apart from the scholar.
- Scholars and their parent/guardian will be advised to contact their healthcare provider and provided with information on testing resources.
- Symptomatic scholars or staff members should follow the CDC's quarantine guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the scholar or staff member has emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain, staff will be trained to call 911 and notify the operator that the person may have COVID-19 or symptoms of Multisystem Inflammatory Syndrome in Children.

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- Staff will be trained on the symptoms of Multisystem Inflammatory Syndrome in Children (MISC) associated with COVID-19, which is a serious condition associated with COVID-19 in children and youth.
 - The school will notify the parent/guardian if a scholar shows any of the following symptoms and recommend the child be referred for immediate follow-up with a healthcare provider.
 - Fever
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash
 - Bloodshot eyes
 - Feeling more tired or extra tired
 - Please make sure your child's emergency contact information is up-to-date with the school secretary and include someone who is able to pick up your child during the school day if necessary.
 - When the school has a confirmed positive student case of COVID-19, the school nurse will follow the Fever/Symptoms Protocols Flowsheet, including the return to school protocol.
 - The criteria include the CDC recommendations of:
 - Three days with no fever, and respiratory symptoms have improved (e.g., cough, shortness of breath) and
 - Ten days since symptoms first appeared.

Visitors & Visitor Screening

- Visitors, including parents are not allowed into the school building.
- If parents need to communicate with the school, they are encouraged to call 585-461-3280 or email 12info@rcsdk12.org.
- If parents have an emergency, they will be welcomed into the main office area (only when there is a question that needs to be answered or urgent information that needs to be communicated to the school).
- Visitors are defined as non-RCSD employees.
- Visitors will follow the six-foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.

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- Nonessential visitors will be limited at all District buildings, including school buildings, District offices, and facilities.
 - All visitors entering the school building (Main Office only) will have to fill out a screening assessment and will have their temperature taken.
 - When possible, parent meetings and other meetings will be held as phone/virtual conferences..
 - The reception seating area in the Main Office will be limited and set up to allow for social distancing (six feet separation).
 - A screening kiosk will be located at Exit 1 throughout the school day.
 - The purpose of the kiosk is to be the place where staff, scholar, and visitor temperatures will be taken.

3. AMDA12 School Building Safety

Student Arrival

Daily Scholar Arrival Screening Process

- Scholars should arrive at school between 7:30am & 7:45am.
- Every scholar will be temperature checked with an automated kiosk or a handheld thermometer before entering the building.
- Each entryway will be labeled with grade levels so that scholars can be directed to the proper door to enter the school building.
 - PreK - Door 13 (Phase 2)
 - K - Door 13 (Phase 2)
 - Grades 1 & 2 - Door 13 (Phase 2)
 - Grade 3 & 4 - Door 12 (Phase 2)
 - Grade 5 & 6 - Door 11 (Phase 2)
 - Grades 7 & 8 - Door 11 (Phase 3)
 - Small Buses - Door 1 (All Phases)
- Scholars will exit their bus, look for signage and markers directing their movement to their entryway.
- Scholars will be asked to social distance of 6 feet apart as they wait for the screening process to enter the school building.
- Scholar screening will take place at the following entrances: 1, 3, 11, 12, and 13.
- Scholars must physically distance and be supervised by their parent/guardian while waiting for their health screening.
- The temperature screener will alert the nurse if the scholar fails the initial screening.

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- Scholars who fail the initial screening will be escorted by the nurse to the “Isolation Room” where after a period of approximately ten minutes the nurse will screen the scholar a second time; if the student fails the second screening the nurse will send the student home with the parent who brought them to school or the parent will be contacted to come pick the scholar up.
 - Late arriving scholars and parents who either walk or are dropped-off, should proceed to Door #1 to enter the school.
 - After their health screener, these scholars will proceed to the Main Office where they will receive a late pass to bring to the classroom.
 - The scholar will place the late pass in a pre-designated spot determined by the classroom teacher.
 - Late arriving scholars who arrive on the bus will enter the school building at Door #13.
 - An overhead announcement will be made to notify the school of the bus's arrival.
 - These scholars will be checked-in in the South Lightcourt by an office staff member.
 - The office staff will be responsible for changing the students attendance to account for their arrival to school.
 - The scholar will proceed directly to their classroom.
 - These scholars will not receive a late pass, these will be maintained by the main office staff.
 - Scholar Screening Team Members at AMDA12:
 - Administration, Service Providers, Support Staff, SSOs, Main Office Staff.

Buses Procedures

- The school bus is an extension of the classroom and many of the recommendations that apply to school buildings, such as social distancing, face coverings, and frequent cleaning apply to the school bus.
- Students, bus drivers, and bus monitors will be required to wear masks and social distance on the bus.
- The number of passengers on buses is limited, and students must sit one student per seat unless from the same household.
- Students will maintain social distance when entering and exiting the bus.
- Drivers will encourage social distancing of students at bus stop loading areas.
- Buses are cleaned and disinfected in between each bus run.

Parent Drop-off Arrival Procedures

- Parent Drop Off – located at Exit #3 – Scholars and parents should wait in their vehicles, an AMDA staff member will come to the vehicle and conduct a temperature check on the scholar. If the scholar passes the temperature check, they will exit the vehicle and enter the school at Door #3.
- Physical distance markers will be placed outside the vicinity of Exit #3 which will indicate the spot for scholars and families to wait until they are granted access to the school building.
- Scholars should be dropped off between 7:30am & 7:45am.
- Scholars who are dropped off after 7:45am are considered tardy to school and must be escorted to Exit # 1 by the adult who brought; the adult must wait with the scholar until after they have been signed in and had their health screening.
- Scholars and their parents will be expected to wait together and be at least six feet apart from others at the entry as they go through the temperature check procedure.
- Scholars cannot be dropped off in the parking lot or left on the sidewalk outside of the school by themselves.

Walker Arrival Procedures

- All scholars who walk to school must be accompanied by an adult.
- Scholars who walk to school should use their grade level designated entry way (see above).
- Parents/Guardians of walkers must wait with the scholar until after they have been signed in and had their health screening.
- Scholars and their parents will be expected to wait together and be at least six feet apart from others at the entry as they go through the temperature check procedure.

Student Dismissal

- Dismissal will begin in the school building at 1:40pm.

- Parent requests for dismissal changes are required to communicate this to the school no later than 1pm. Call 585-461-3280.
- Any student whose bus is late, misses their bus, or whose parent is late will wait on designated spots in the South Lightcourt. A supervisor will be assigned to students.

Bus Dismissal Procedures

- Scholars and teachers will remain in their classroom until the bus (wave) arrives
 - Buses will arrive in assigned waves (TBD)
- A “runner” will use a radio to communicate bus numbers to the person documenting in the Google Spreadsheet.
 - The spreadsheet will be used as a communication tool for which bus has arrived at the school or if a bus is late to their wave.
- The school will use a shared Google Spreadsheet; this spreadsheet would be projected in each classroom.
- Classroom teachers will be paired with another adult to help escort scholars..
 - Two adults will supervise the scholars inside of the classroom
 - One adult will escort the scholars to the buses (K-5). An escort will be paired with two adjacent classrooms.
- Scholars and staff will be expected to maintain social distancing while waiting for and traveling to their school bus.
- An adult escort will travel with the scholars from their classroom out to the bus.
- The escort will return to that classroom to then escort the next wave (this will happen for each wave).
- Scholars who take small buses will be escorted by an adult to Exit #1 and onto their bus.
- One adult escort will be assigned to each small bus.

Parent Pick-Up Dismissal Procedures

- A Google Spreadsheet will be used to communicate the names of students whose parents arrive to the classrooms (this will be organized by grade level and pre-populated with student names, names will be highlighted when a parent arrives).
- Parents will use a designated pickup line in the parking lot and wait in their vehicle for their child.
- Parents and family members are asked to remain inside of their vehicle.

- A staff member will greet parents at their vehicle, get the name and grade of the student and communicate this over the radio to the person documenting in the Google Spreadsheet.
- Adults will be assigned posts in the hallways and stairways to supervise walkers and parent pickups on their route to the Breezeway.
- Parent Pickups will be sent downstairs with the escort in groups of approximately 4-5 scholars
- Scholars in grades K-4 will be escorted by an adult down Stairway #2 (rear) to the Breezeway.
- Scholars in Grade 5-8 will travel independently while physically distancing down Stairway #2 (rear) to the Breezeway.
- All scholars are expected to be picked up by the parent or an approved person no later than 2pm.
- If a parent expects to be late to the school they should contact and notify the Main Office staff at 585-461-3280 as soon as possible.
- Parents who arrive late (after 2pm) will need to pick up their child at Exit #1.

Walkers/Community Partner Pick Up Dismissal Procedures

- Walkers and scholars who dismiss to community partners will be the last to dismiss from the classrooms, after bussers and parent pickups.
- When it is announced, walkers, Rec. Center scholars, & RCN scholars will be escorted by the classroom teacher down Stairway #2 to the Breezeway.
 - These scholars will all exit using the Breezeway doors.

Student Cubbies & Lockers

- Scholar cubbies and lockers will be spaced every other locker for Group A & Group B students.
- Scholars in grades PreK-6 will be able to use their cubby space only when determined by the classroom teacher.
- Scholars in grades 7 & 8 will not be allowed to travel to or use their lockers during the school day. Therefore, scholars should travel with one binder containing everything they need for the day.
- Students are not allowed to congregate in the hallways at any time during the school day.
- Scholars are not permitted to bring outside food into the school building.

Shared Spaces/Items

Playground

- The playground usage will be limited to scholars in PreK, Kindergarten, First Grade and Second Grade classes only.
- A sign-up process will be in place in order to ensure that only one classroom at a time uses the playground.
- Handwashing hygiene will take place before and after playground use.
- Social distancing will be maintained as much as possible.
- Activities will be limited to a single cohort group at one time.
- Face coverings will be worn whenever six feet of distance cannot be maintained.

Cafeteria

- All classes will be eating breakfast and lunch inside of their classroom
- Part of the cafeteria will be designated for staff use.
- Face coverings can be removed to eat and drink when six feet of space is available or when a physical barrier is in place.
- Six feet physical distancing will be adhered to, including between each table.

Library

- The school library will not be used when scholars are in the school building.
- If a scholar would like to check a book out, they will use the "Destiny" system to place books on "Hold."
- The School Librarian will monitor the "Destiny" system for "Holds," they will pull the book requested and deliver that book to the students classroom.
- Books will be returned in a pre-designated space determined by the School Librarian.
- Books will be quarantined for a set amount of time before they are returned for circulation.

Gym

- If the gym is used, only one class at a time will be permitted.
- The school will do its best to rotate scholars through a schedule for gym usage.

Hallways

- Developmentally appropriate signage will be in place in order to support student transitions in hallways.

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- Hallway usage will be limited as most scholars will remain in their classrooms.
 - Traffic in hallways should remain constant ensuring there is no congregating.
 - Scholars and staff will be taught to walk on the right side of the hallway while maintaining six feet of distance.
 - Face coverings will be expected to be worn at all times while in the hallways.

Restrooms

- Restrooms will be occupied by one person at a time.
- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom.
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.
- Supervision of scholars will occur as needed and required by adults for compliance to social distancing rules.
- Grade levels will have designated times throughout the school day when scholars are allowed to use the restroom.
- If there is an emergency restroom need, scholars will also be allowed to go to the restroom, following all health and safety guidelines of no more than one person in the restroom at a time.
- Some primary classrooms have restrooms dedicated to them, in this case the scholars would use that restroom.
- Scholars will be taught to call into the restroom prior to entering it to see if it is occupied.
- If the restroom is in use, the scholar will wait on floor markers outside of the hallway.
- The hallway floors will be marked to promote physical distancing while scholars wait.
- Restrooms will be designated for specific grade level use.
 - PreK & K - classroom restrooms
 - Grades 1 & 2 - south 2nd floor restrooms
 - Grades 3 & 4 - north 2nd floor restrooms
 - Grades 5 & 6 - south 3rd floor restrooms
 - Grades 7 & 8 - north 3rd floor restrooms
- Restrooms will be cleaned on a schedule of AM & PM during the school day.

Breakrooms (Staff Lounge)

- The use of our traditional breakroom will be discouraged.
- The size of the breakrooms will limit the use to a maximum of 1 person at a time. (Traffic in and out of the breakroom can continue).
- Room 139 will be used as the main location for staff breaks.
- When a breakroom is used, it will have cleaners and disinfectants available to wipe down before and after items are used.
- Hand hygiene will be encouraged before and after use.
- Signage will be posted.
- Some frequently touched items include:
 - Water coolers
 - Coffee makers
 - Shared small kitchen appliances
 - Refrigerator handles
 - Vending machines
- Communal meals and shared food will not be allowed (e.g., bagels, donuts, candy and fruit bowls).
- When necessary, lunch breaks will be staggered to minimize occupancy in breakrooms and allow for social distancing.
- Congregating in breakrooms or lunchrooms will not be allowed.

Copier Rooms/Areas

- Congregating in copier rooms will not be allowed.
- Copy time slots will be set up for each grade level for the 2nd floor and 3rd floor copiers.
- Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
 - Users will be provided hand sanitizer and gloves.
 - Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission.

Elevator Use

- Whenever possible, only one person should ride an elevator at a time.
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button.
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged for those who are able to.

Water Fountains

- One working water fountain is required for every one hundred building occupants.
- Water fountain use will be limited to bottle fillers whenever possible.
- When a bottle filler is not available, a water fountain must remain in use to meet building code requirements.

Small Appliances (i.e. coffee makers, microwaves)

- Staff are not permitted to share small appliances
- Any small appliance that is in the school building will be designated for one person use only.
- Staff are not permitted to bring additional small appliances into the school building at this time..

Related Services Space

- Related services can be provided in a group of up to 5 students if 6 foot spacing is possible. If scheduling allows for smaller groups, this is preferred.
- Students can be grouped from different classrooms in the same group. If scheduling allows for grouping by classroom only, this is preferred, but optional.
- It is preferred that services are provided in a consistent location that allows for spacing/use of shield divider. If an office is so small that spacing is not possible, an alternate location for services should be considered.

4. Instructional Delivery

Asynchronous vs. Synchronous

Asynchronous learning

These are learning experiences that the student will be expected to engage in that will NOT involve a live, real-time interaction with the teacher. Asynchronous learning experiences may take the form of a pre-recorded video of the teacher providing direct instruction, a video of another teacher (RCSD or otherwise) teaching a skill, a link to an article for a student to read and respond to, a math or science problem set to be worked on and submitted for feedback, etc.

Synchronous learning

These are learning experiences that involve live, real-time interaction with the teacher. Synchronous learning may be used, among other things, for large group, small group, and/or individualized direct instruction, collaborative discussions, writing conferences, intervention services, student assistance, and community building/social emotional learning experiences.

Instructional Delivery

Seesaw Suggested for PreK-2nd Grade	Google Classroom Suggested for 3-12th Grade	eLearning Optional for 7-12th Grade after taking eLearning courses below
Seesaw includes a digital platform that collects students' digital and physical work in one place. Built-in tools make it easy for students to capture their learning, reflect, and develop new skills.	Many RCSD teachers are already using Google Classroom to create and teach their own content. Use Google Classroom to virtually interact with students (collaborate on Google Docs, assign work, ask questions, give feedback, etc.). The best part of Classroom is how easy it is for teachers and students to utilize with the G Suite Tools (Docs, Slides, etc.).	Secondary teachers who wish to go beyond the capabilities of Google Classroom can use eLearning as a more robust way to blend their class. Teachers can utilize eLearning to create and teach their own content or obtain already pre-created courses that they can modify to best fit their students' learning.
How to Get Started: <ul style="list-style-type: none"> Take a self-paced training: Remote Learning for Teachers New to Seesaw. Create a Remote Learning plan for you class with this Checklist. 	How to Get Started: <ul style="list-style-type: none"> Use this quick and easy help guide to get the basics: Google Classroom: Create a class and invite students Looking for more in-depth help? Take a look at: Google for Education's Teacher Center. 	How to Get Started: <ul style="list-style-type: none"> Must take the eLearning classes Part #1 and Part #2. Purchased courses list for 9-12th grade teachers that can be used in eLearning. Purchased Courses list
Resources: <ul style="list-style-type: none"> Access this digital guide for more resources, frequently asked questions, etc. 	Resources: <ul style="list-style-type: none"> Take eLearning classes IT_eLearning: Digital Transformation: Google 101 IT_eLearning: Digital Transformation: Google 102 Watch videos created by the RCSD IT Department. Google 101, Google 102 	Resources: <ul style="list-style-type: none"> Must take eLearning classes Part #1: IT_eLearning: eLearning LMS: Teaching Your Virtual Course Part #2: IT_eLearning: eLearning LMS: Creating Your Virtual Course eLearning: Blended Courses Information & Help eLearning: Student Help in eLearning Courses

Hybrid Model

- ❖ The hybrid model will be implemented in three phases:
 - Specialized Classes, then
 - PreK - grade 6, then
 - Grades 7 & 8.

In-Person Grades PreK-8

- Phase 2 & 3: PreK- Grade 8, Scholar who chose the Hybrid Model will attend school for in-person learning 2 days a week on Mondays & Tuesdays from 7:30am - 2:00pm only.

**Please note that this plan is a living document and may receive changes which will be informed by our practices.*

- Phase 1: Specialized classes (Autism Special Classes, not ASD Connect) will return to school on January 4, 2021. They will attend school in-person four days (M, T, Th, F) from 7:30am - 2:00pm
- For 2 days a week, on Thursdays and Fridays scholars who have chosen the Hybrid Model will receive instruction Synchronously.
- On Wednesdays all scholars will receive instruction Asynchronously.
- Direct instruction will be delivered to students in small groups within their classroom while maintaining health and safety measures outlined by CDC guidelines.
- Wednesday will be a teacher and staff planning and professional learning day, while the building is deep cleaned.

100% Remote Learning Model

Remote Learning Grade PreK-8

- The 100% Remote Learning Model means that scholars will not come to the building for instruction.
- Remote Learning will occur at the scholar's home or other area determined by the parents/guardians of the scholar.
- Scholars who are engaged in 100% remote learning will receive
- Beginning February 8th Scholars in Grades PreK-8 will all shift to a 7:30am-2pm Remote Schedule.
- Synchronous instruction 4 days a week on Monday, Tuesday, Thursday and Friday.
- On Wednesdays all scholars will receive instruction Asynchronously.
- Scholars will continue to be engaged in a variety of learning experiences which may include pre-recorded video of a teacher providing direct instruction, a video of other teachers teaching a skill, a link to an article for a student to read and respond to, a math or science problem set to be worked on and submitted for feedback, etc. The learning platforms will be Seesaw at K-2 and Google Classroom.

Social-Emotional Learning

Relationships, Restorative Practices, & Village Time

- We acknowledge the correlation between academic learning and social-emotional and mental health needs of scholars. We recognize that if scholars are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain

committed to attending to the social-emotional and mental health needs of our scholars under all learning circumstances.

- Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings.
- Time will be allocated (Village Time) for teachers to facilitate class meetings and community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual scholars, teachers, and families during periods of distance learning.
- Restorative practices will continue to be primary practices for all members of the Anna Murray-Douglass Academy.

Essentials Classes

Specials

- Specials (Essentials) include the following classes; Art, Library, Music, and Physical Education.
- Scholars will participate in at least one Specials class daily.
- Specials classes will continue on A (Monday), B (Tuesday), C (Thursday), and D (Friday); this means scholars will have the in-person specials and same remote specials throughout the remainder of the school year.
- In most instances Specials classes will be held inside of the students' classroom; this is in an effort to minimize movement throughout the school building.
- Essentials teachers will instruct students concurrently (In-Person & Remote) inside of the students classroom. If exceptions are made with this, the Essentials teacher will be made aware.
- Physical Education class will be held in the scholar's classroom, outside, or Gym depending on the activity planned.
- When engaged in physical activity, twelve feet of space in all directions will be provided.
- Disinfection of shared objects will occur between each use.
- Students will perform hand hygiene before and after using shared objects.
- Librarians will allow scholars to select books using Destiny and take them to classrooms for students to make selections.
- When books are received back, they will be placed in quarantine for 72 hours prior to return to circulation.