



Planning Information for
School Year 2020 - 2021
District Initiatives and Protocols

UPDATED AUGUST 17, 2020

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**REVISION
NOTE:**

Since this Learning by Design document's original publication on June 30 and revision on July 2, it has been amended to include:

An additional category for High Community Spread of COVID-19;

A provision for students participating in Traditional Learning to attend school with a hybrid model (a split week of in-person and digital learning days) during times of High Community Spread;

A requirement that students, staff and visitors in school buildings, buses, and offices wear a face covering during times of spread categorized as Minimal/Moderate; High; and Substantial.

Schools provide an essential and irreplaceable role for a community. In addition to providing academic learning for students, schools provide: social and emotional learning through interaction with children and adults; nutrition through free and reduced cost breakfast and lunch; connection to community resources through school social workers; counseling services through school psychologists and professional school counselors; and athletic and extracurricular activities.

Ripple effects can be felt throughout an entire community when schools are closed, as they were beginning March 16, 2020, in response to the unprecedented COVID-19 health crisis. How and when schools in Douglas County reopen impacts more than just students. It impacts parents and their ability to return to work as well as local and state businesses and agencies that depend on Douglas County parents as their workforce.

To plan for the reopening of school during the COVID-19 pandemic, the Douglas County School System established several [committees](#) composed of school system employees to address specific concerns. Results from a [parent survey](#) guided committees as they worked on protocols and programs for 2020-2021, and a committee composed of parents from all schools offered input regarding the reopening of school.

Many outside resources were used to develop the plan for reopening, including [Georgia's Path to Recovery for K-12 Schools](#), guidance from the [Centers for Disease Control and Prevention](#) and [executive orders](#) from Governor Brian Kemp. As a board member for [Cobb & Douglas Public Health](#), Superintendent North continues to rely on this important local agency for guidance regarding the health and safety of school operations.

This Learning by Design document outlines in detail the programs and protocols for returning to school for 2020-2021 in a methodical, consistent and safe manner. In addition, the document outlines initiatives that the school system has been moving toward over the last several years and that will last long past the COVID-19 crisis, including a One-to-One technology initiative and an online learning option for students in grades K-12. The initiatives give Douglas County students and families options not previously available. Learning by Design is an intentional move toward more individualized learning based on a student's needs and progress.

As outlined in this Learning by Design document, many elements of school operations may change depending upon the degree of spread of COVID-19 in the community, in a particular school or in a particular classroom. The four classifications of spread are: No/Low Spread; Minimal/Moderate Spread; High Spread; and Substantial Spread. As of August 17, 2020, Douglas County is classified as having High Spread.

It should be noted that this is a working document that provides guidance based on guidelines available at the time of publication. It can and will be changed and updated as new guidance becomes available.

The school system acknowledges and respects that families have different situations and comfort levels with being in public venues at this time. To address the varying concerns of parents, the Douglas County School System will offer three models of learning for the 2020-2021 school year. Details of programs and protocols are available in this document. An overview is provided on the following page which addresses the three most basic questions for parents:

- 1. When will school start?*
- 2. How will learning be delivered?*
- 3. How will students get to and from school during this time of social distancing?*

OVERVIEW

Revised school start date: Monday, August 17, 2020

The extra planning days allowed teachers and administrators to set up buildings and classrooms for social distancing, prepare for the new instructional options, and distribute student learning devices.

Three Instructional Options for Students

1. Traditional Learning

For families who desire for their children to have in-person learning at school, the traditional model allows students to return to their school buildings with social distancing protocols in place. Traditional learning shifts to hybrid if the spread of COVID-19 increases to a **high level** in the community. When hybrid learning is implemented, students are allowed to attend school in-person for a designated number of days per week and participate in digital learning from home on the remaining days that week. Buildings can be deep cleaned when unoccupied. Full digital learning from home occurs if the COVID-19 spread becomes **substantial** in the community or in a building or classroom.

2. School-Based Digital Learning (SBDL)

DCSS is committed to offering a digital learning option throughout the COVID-19 crisis through the School-Based Digital Learning (SBDL) model. This option is ideal for students and parents who wish to stay connected to their school but want the flexibility of digital learning. This option offers digital instruction from a teacher at the school for which they are enrolled. Because schools will design the SBDL option to suit the students and teachers at their particular school, the details of the program may vary from school to school.

Students enrolled in SBDL will have the option of transitioning to in-person instruction at the end of each nine week period or continuing with SBDL for the entire 2020-2021 school year. Students may participate in extracurricular or athletic activities while engaging in SBDL. This option is temporary and will phase out at the end of the school year or when public health agencies determine that COVID-19 is no longer a major concern for the community.

3. FLEX Academy

DCSS has established a new online learning option for students in grades K-12 for families who desire for their children to learn at home. The FLEX Academy will operate as a stand-alone program that will have its own dedicated staff of teachers who will support student learning. FLEX Academy teachers will actively monitor students as they work through virtual content at their own pace. Success in the FLEX Academy will require hands-on parental involvement for children in grades K-5. For children in grades 6-12, parents will need to monitor progress. Students who are highly motivated are good candidates for online instruction through FLEX Academy.

As its name indicates, FLEX Academy offers flexibility, including optional in-person interaction for students who desire small group tutoring or other services beginning in the second semester of the school year. In addition, students have the option to participate in extracurricular and athletic activities at their zoned school beginning in January 2021. FLEX Academy is a permanent program that will expand and continue beyond the COVID-19 crisis. Students enrolled in this option are expected to remain in the program for the entire 2020-2021 school year. Enrollment is limited.

Transportation

DCSS will provide the option of bus transportation for students participating in traditional learning. Students are required to have a face covering and wear it at all times while riding the bus.

Levels of
COVID-19
Community
Spread

Low/No
Spread

Minimal/Moderate
Spread

High
Spread

Substantial
Spread

School Buildings are OPEN for In-Person Learning

School Buildings CLOSED
Digital Learning Only

Curriculum: Georgia Standards of Excellence

- The Georgia Standards of Excellence (GSE) will be used to teach all subjects/course K-12th grades.
- Standards from the 2019-2020 fourth nine weeks have been identified and prioritized according to standards that are integral for success in the next grade level. These standards have been included in each unit where appropriate.

DCSS Instructional Framework

The DCSS Curriculum and Instruction site offers:

- GSE for each subject/course
- Pacing Guides- All Grade Levels
- Vertical Alignment Maps
- Instructional Unit Plans- Elementary ELA & Math
- Best Practice Strategies K-12th Grades
- Resources- K-12th Grades
- Instructional Minutes Requirements
- Achievement Level Descriptors
- Digital Learning Hub

The One-to-One Initiative in K-12th grades will allow teachers to incorporate a blended model of teaching and learning. Blended learning allows students to complete part of their learning in a technology format and part with in-person instruction.

Technology Integration Plan

- Professional Learning Communities within each school will collaborate to ensure continuity of instruction occurs across each grade level and classroom.

Adhere to DCSS Daily Instructional Minutes Elementary.

- Middle and High School instructional minutes are based on each school's schedule.

In times of high community spread, students enrolled in traditional learning will move to a hybrid model. Students will receive in-person instruction one or more days per week. On the days students are not in the the school buildings, they will participate in digital lessons from home. School buildings will be deep cleaned on these digital learning days. Teachers will make necessary adjustments to follow curriculum and instruction models for in-person and digital learning as needed.

Teachers utilize GSE as described in the green/yellow/orange column during digital learning.

Digital Learning Guidance for Elementary, Middle, and High Schools

DCSS Digital Instruction

- The DCSS One-to-One Initiative will provide each student with a device to utilize while digital learning is in place.
- Asynchronous (recorded) and synchronous (real-time) teaching and learning will occur daily.
- Subjects, class periods and/or grade levels will have a designated day/time to teach digitally to accommodate all families

The DCSS Curriculum and Instruction site offers:

- GSE for each subject/course
- Pacing Guides- All Grade Levels
- Vertical Alignment Maps
- Instructional Unit Plans- Elementary ELA & Math
- Best Practice Strategies K-12th Grades
- Resources- K-12th Grades
- Instructional Minutes Requirements
- Achievement Level Descriptors
- Digital Learning Hub

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Minimal/Moderate
Spread**

**High
Spread**

**Substantial
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Digital Learning
School Buildings
CLOSED**

Assessments

Elementary and Middle School Assessments

- STAR 360 ELA/Math- Administered three times per year in grades K-8th. The first administration will occur within the first three weeks of school
- BEACON ELA/Math- Formative assessments developed by the GaDOE to monitor students' progress towards standards mastery in grades 3rd-8th. These assessments will be available in September.
- WriteScore- ELA- WriteScore will be administered two times in grades K-8th. The first administration will occur in October.
- Quarterly Assessments will be administered every nine weeks
- Illuminate- Each teacher or teacher teams should build quizzes and unit tests utilizing Illuminate for ELA, math, science and social studies.
- Early Warning System: Indicators that identify students at-risk of failing to meet key educational milestones like College and Career Readiness.

Assessments continue as scheduled by utilizing teachers and support staff to administer assessments in small groups or one-on-one via Google Classroom or Google Meet.

High School Assessments

- Quarterly Assessments will be administered every nine weeks.
- Illuminate- Each teacher or teacher teams should build quizzes and unit tests utilizing Illuminate for each high school course.
- Early Warning System: Indicators that identify students at-risk of failing to meet key educational milestones like College and Career Readiness.

Professional Learning

Professional Learning will focus on four main areas:

1. Google Educational Suites
 - Digital Teaching & Learning: Best Practices
 - Parents: Google Classrooms & DCSS Instructional Resources
2. Unit Planning & Design
3. DCSS Required Instructional Resources
4. Support Staff: Best Practices with instructional support

All professional learning sessions will be designed to utilize virtual meetings if necessary.

The School-Based Digital Learning (SBDL) model is a temporary option for families who desire for their children to learn online at home and stay connected with their enrolled school. Students will be assigned a teacher from their school who will lead them through learning in a digital format. The SBDL student will stay on pace with students in the traditional classroom.

Students enrolled in School-Based Digital Learning will have the option of transitioning to in-person instruction at the end of each nine week period or continuing with SBDL for the entire 2020-2021 school year. SBDL is a temporary option and will phase out at the end of the 2020-2021 school year or when public health agencies determine that COVID-19 is no longer a major concern for the community.

Because schools will design the School-Based Digital Learning option to suit the students and teachers at their particular school, the details of the program may vary from school to school.

August 17 - October 7

Students will learn from home.

October 8 - December 18

SBDL students may opt to join their class in the traditional classroom or continue with digital learning.

January 6 - March 10

SBDL students may opt to join their class in the traditional classroom or continue with digital learning.

March 11 - May 26

SBDL students may opt to join their class in the traditional classroom or continue with digital learning.

FLEX Academy opened in August 2020 as a new DCSS program. Students in Flex Academy participate in a fully online, self-paced curriculum with the support of the FLEX Academy teaching staff. This staff is made up of select certified DCSS teachers who will monitor students' progress and offer differentiated instructional support as needed. In addition to academic teachers, each student will be assigned a teacher/adviser who will build relationships and serve as the student's guide.

If the student is an independent learner who likes to use technology, and the family resides in Douglas County and needs or desires a more flexible approach to education, the FLEX Academy may be the ideal option.

Key Points

- A long-term solution for K-12 students who prefer a flexible, self-paced education program
- Students engage in the FLEX instructional program while maintaining enrollment in their zoned schools
- Students may choose to participate in sports and extracurricular activities at their zoned schools beginning January 2021*
- Select electives may be taken at the zoned schools beginning January 2021*
- Certified teachers build relationships with students and are available to provide academic support
- DCSS provides hardware (individual learning devices distributed to DCSS students through the One-to-One initiative); parent ensures a reliable Internet connection and pays the annual \$25 technology fee.
- Students are admitted to FLEX Academy through an application and lottery process. DCSS maintains a wait list for those not initially selected.
- Space is limited

*Parent provides transportation

GUIDELINES

Health and Safety Guidelines for Building Usage

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**High
Spread**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Substantial
Spread**

**Digital Learning
School Buildings
CLOSED**

General guidelines and recommendations for the operation of school buildings are outlined below. Because elementary, middle, and high schools function differently and because each building is unique, administrators at each school will develop guidelines specific to their site.

Post signage provided by student services and the communications department at entrances and throughout the buildings regarding:

- Stopping the spread of COVID 19
- Ways to identify if someone has been in contact with a person who has COVID-19
- Requiring that face coverings be worn in the building
- Encouraging hand washing
- Encouraging social distancing by creating additional secure exit and entrance areas, providing directional signage in hallways and at entrances and exits, and indicating six foot spacing on walls of hallways

Take preventative measures, including:

- Requiring staff and students to wear face coverings in all areas of the building
- Requiring parents, visitors and vendors to wear face coverings in the building
- Making sanitizer with at least 60% alcohol available throughout the building
- Allowing students to bring personal sanitizer and water bottles to school. Water fountains will not be used.

Follow all processes and procedures set by DCSS departments, including Student Services, Student Achievement, Human Resources, Operations, Maintenance, Special Education and School Nutrition, including but not limited to:

- Informing the entire staff of all protocols and expectations
- Requiring clearance from the head nurse in order for a student or staff member to re-enter the building after exposure to or being diagnosed with COVID-19
- Providing an office or designated area to house visitors, hold parent conferences, etc.
 - o Create a room reservation method/calendar to minimize traffic
 - o Require use of face coverings

- Use social media, email, text, automated calls and website to inform parents, caregivers, students, and staff members of school closure and plans
- Only the essential staff report in person to the building to carry out tasks that are absolutely necessary
- Refer to the DCSS Remote Work Guidelines

GUIDELINES

Health and Safety Guidelines for Building Usage - continued

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**High
Spread**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Substantial
Spread**

**Digital Learning
School Buildings
CLOSED**

- Follow COVID-19 protocols from all departments for those who become sick or experience symptoms at school, including:
 - Informing DCSS nurse, wearing face covering, taking temperature and sanitizing
 - Shutting down and disinfecting classroom (if warranted)
 - Moving patient to designated area for those who become sick or experience symptoms while at school
 - Keeping Opportunity Room (OR) and In-School Suspension (ISS) Room separate from Sick Room
 - Offering digital learning from home for the student or remote work for the staff member until cleared to return to school/work after being diagnosed with or having exposure to COVID-19

General Guidance for School and District Leaders

Support stakeholders by:

- Identifying students, staff members and families who are medically vulnerable and considering ways to accommodate their needs
- Adhering to FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) requirements

Create, teach and implement protocols by establishing:

- Expectations for school visitors
- Student check-out procedures
- A school-wide plan for taking attendance for both in-person and digital learning
- Procedures for safe and sanitary copier usage
- Procedures for restroom use with preventive practices to include wearing face coverings and sanitizing hands
- Rules for students dressing out for gym
- Preventative practices for sanitizing gym equipment, band instruments, etc.
- Procedures for the Media Center:
 - Number of visitors at one time
 - Check-out and return of books
 - Use of computers

General Guidance for School and District Leaders

- o Set-up of tables (social distancing)
- o Sanitizing
- Procedures for ASP and 20th-Century After School
- Rules for orderly transitions, including how to promote social distancing during school arrival and dismissal times

Communicate with stakeholders:

- Use social media and other communication methods to inform parents of the school's plans to address:
 - o COVID-19 symptoms, preventative measures (hand hygiene, respiratory etiquette) and DCSS specific guidelines
 - o Expectations regarding social distancing, handwashing, temperature checks (Parents are expected not to send a student to school with a fever.)
 - o To minimize illness and the spread of disease, parents/guardians should pick up sick children as soon as possible
 - o Sick students may not be placed on the bus in the afternoon
 - o Rationale for and what to expect regarding classroom set-up, hallway flow patterns/signage, breakfast/lunch procedures, sanitizers and water bottles brought from home, etc.
- Explain the limiting of unnecessary gathering of students and staff (i.e. pep rallies, schoolwide programs, etc.) and seek creative alternative ways to gather, including video formats

Establish guidelines for entering, exiting, and transitioning within the building

- Before students exit the bus or enter the building from car-riders, a staff member should explain:
 - o The importance of not hugging and remaining in a single file line 6 feet apart while walking on one side of the hallway
 - o That each student is required to wear a face covering in the building
 - o That if a student is feeling sick or experiencing symptoms, they should inform a staff member or visit the health monitor immediately
 - o Temperature check guidelines
 - o Where students should report
- Use greeters at entrances to remind students about face coverings, social distancing and sanitizing
- Teachers should be outside of their classrooms providing directions
- Mark the hallways for one-way directional flow patterns to keep students reasonably separated
- Design a rotating locker schedule to avoid congregating of students in the hallways

Provide guidance on large group gatherings:

- Limit unnecessary congregating of students and staff in hallways, parking lots, restrooms, playground, common areas and during transition
- Use virtual meetings when practical
- Employ social distancing when using large spaces (gymnasiums, auditoriums and outside areas)
- Limit size of large group classes such as gym, band or chorus

General Guidance for School and District Leaders

- Employ use of non-contact sports and activities during physical education
- Follow protocols shared by the DCSS Operations and Student Services Departments for pep rallies, school programs, PTSA meetings, etc.
- Adhere to guidelines of the Georgia High School Association for sporting events
- Limit the number of safety drills. Consider creating a safety video and have teachers provide instructions about safety protocols on drill dates
- Abide by the maximum number of people allowed to gather as defined by the Governor's current statewide Executive Orders

Support teaching and learning:

- Arrange schedule to limit or minimize physical transitions of students
- Maximize social distancing in classrooms (Consider non-essential furniture, orientation of desks, movement flow paths, etc.)
- Individualize all materials; limit sharing of school materials by students
- Clean and disinfect shared objects after each use
- Limit partnering or grouping students in learning teams in the classroom
- Encourage teachers and students to sanitize hands as they enter and exit the classrooms
- Utilize One-to-One technology to avoid sharing laptops; if necessary to borrow from school cart, disinfect device after each student's use
- Clean and disinfect frequently touched surfaces in classrooms often
- Avoid non-essential visitors in the classroom
- Establish a comprehensive school plan to meet counseling needs for both in-person and digital learning students

Implement additional best practices:

- Daily announcement about preventative practices
- Field trips to areas of no/low spread only
- Student belongings separated and in individually labeled containers, cubbies, lockers or areas
- Entire staff to help with preventative practices such as monitoring hallways, encouraging social distancing, temperature checks (if needed), regular wipedown of work area, etc.

PROTOCOLS

Community Spread: Prevention and Tracing

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**High
Spread**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Substantial
Spread**

**Digital Learning
School Buildings
CLOSED**

Establish and maintain communication with local and state health officials.

Participate in contact tracing efforts as directed by local and health officials.

Train all staff on [Standard](#) and [Transmission](#)-Based Precautions.

Enforce DCSS COVID-19 Guidelines for Entering System Buildings.

Post signage throughout buildings on how to [stop the spread](#), COVID-19 [symptoms](#), preventative measures (including staying home when sick or not feeling well), good hygiene, and DCSS COVID-19 Guidelines for Entering System Buildings.

Isolate students/staff/visitors who feel ill/experience symptoms until they can be sent home.
(see ****When a Child, Staff Member, or Visitor Becomes Sick at School**)

Accommodate needs of children, staff, and families at higher risk for severe illness
(Survey at-risk staff members to gauge their intentions in returning to work; survey families with vulnerable children to gauge their intentions in returning to a traditional school setting; provide digital learning/remote work opportunities for vulnerable populations; adhere to FERPA and HIPPA requirements; adhere to state and federal employment laws and extended leave allowances.)

- Implement digital learning/ remote work in schools that are closed.
- Close off affected areas for cleaning and disinfecting.
- Continue to follow protocols listed in green/yellow/ orange columns.

****When a Child, Staff Member, or Visitor Becomes Sick at School** - Isolate individual not feeling well/experiencing symptoms; school nurses and health monitors should use [Standard](#) and [Transmission](#)-Based Precautions when caring for the individual; ensure individual is transported home as safely and quickly as possible; follow Process for Coronavirus Notification; close off affected area for cleaning and disinfecting.

PROTOCOLS

School Nutrition: Serving Meals

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**High
Spread**

**Substantial
Spread**

**Digital Learning
School Buildings
CLOSED**

Students will eat lunch in their classrooms under the supervision of teachers. At some schools, principals may choose to rotate a limited number of classes to eat lunch in the cafeteria following social distancing guidelines.

For breakfast, each school will determine whether to supervise a limited number of students in the cafeteria, observing social distancing protocols, or whether students will pick up breakfast and eat in their classrooms.

The following protocols will be followed when students go through the cafeteria serving line for breakfast and lunch.

- Sanitize hands at the beginning of the line
- Provide touchless meal service. Students tell server items they want on their tray.
- Provide all food items wrapped or in covered containers
- Scan bar code on meal cards for elementary students and on cell phones for middle and high school students. No cash.
- Sanitize hands again before leaving cafeteria
- Move and store cafeteria tables
- Stagger serving lines and mark walls or floor to indicate six feet of social distancing
- Require all school nutrition staff to wear a face covering and face shield when serving
- Continuously clean and sanitize the serving line area
- Install sneeze guards for each serving line

The school nutrition department will provide a drive-through meal service for children at designated locations. Details will be posted on the district website and social media and sent to parents in an email.

A priority of the Douglas County School System is to ensure a healthy and safe environment through proper maintenance of school buildings and buses. In addition to teaching and reinforcing hygiene measures including handwashing, covering coughs and the wearing of face coverings, all school system personnel must do their part to combat COVID-19 by assisting custodians with cleaning and disinfecting buildings daily.

The DCSS maintenance staff will use the following procedures for maintaining a healthy and safe learning environment during COVID-19. Information regarding cleaning and disinfecting buses is included in the transportation section of this document.

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Minimal/Moderate
Spread**

**High
Spread**

**Substantial
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Digital Learning
School Buildings
CLOSED**

- Provide hand soap, paper towels and no-touch trash cans in bathrooms, classrooms and high traffic areas
 - Provide hand sanitizer, and disinfectant wipes and spray for all schools and offices (subject to availability)
 - Clean and disinfect frequently touched surfaces at least daily and shared objects after each use
 - Clean and disinfect high-touch surfaces on playgrounds daily
 - Encourage students and staff to bring hand sanitizer from home to use on the bus and in buildings
 - Encourage students to bring a water bottle from home. Water fountains will not be available.
 - Require the use of face coverings by students, staff, and visitors in all buildings and buses
 - Ensure all water systems and features are safe and water lines are flushed
 - Ensure ventilation systems operate properly
 - Schedule extra cleanings of schools and buses during weekends and school holidays
 - Ensure adequate ventilation when using cleaning products and securely store them away from children
 - Discourage sharing of items that are difficult to clean or disinfect
 - Close off and wait 24 hours or as long as possible to clean and disinfect an area used by a sick person
 - Implement bioremediation protocols with the positive identification of COVID-19 or at the direction of the superintendent or lead nurse
 - Thoroughly hand-wipe and fog buildings using high-grade cleaners and the disinfectant Halt, starting from the ceiling and working down to all surfaces, fixtures and floors
 - Frequently clean door handles and other high-touch school surfaces
 - Provide regular deep cleaning
 - Secure extra cleaning supplies, disinfectants and toilet paper
- Continue to disinfect and clean all district facilities with the goal of mitigating the spread of COVID-19
 - Provide Personal Protective Equipment (PPE) for custodians and maintenance workers
 - Upon notice of visitors to a building during school closure, thoroughly clean all areas that were exposed to potential viral contaminants
 - Deep clean and sanitize schools and buses prior to the return of students and staff

PROTOCOLS

Transportation: Riding the Bus

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Traditional In-Person Learning
School Buildings OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**High
Spread**

**Hybrid Learning
School Buildings OPEN
One or More Days/Week**

**Substantial
Spread**

**Digital Learning
School Buildings
CLOSED**

When schools are open, the Douglas County School System will provide the option of bus transportation for students engaged in the traditional learning option. Students are required to wear face coverings when riding the bus. School bus drivers are required to wear a face covering or shield and follow proper hygiene practices.

No bus transportation will be provided.

The sanitation practices for buses described below will be followed throughout the COVID-19 pandemic.

- Buses will be cleaned and fogged with a product called Halt, a hospital-grade cleaner and disinfectant.
- Extra cleaning will occur for high-touch areas, including all surfaces, doors, railings, seat surfaces, windows, support bars, steering wheels and walkways.

PROTOCOLS

Workforce: DCSS Employees

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Schools and District Office
OPEN
Five Days/Week**

- Implement standard operating procedures while taking preventative and cleaning measures.
- District Office and schools will follow normal operating hours.
- Employees will be encouraged to wear face coverings in common areas (Follow guidelines established by Student Services in collaboration with Cobb & Douglas Public Health)
- Employees who continue to be medically at-risk may be provided alternative responsibilities/ accommodations such as providing digital learning or remote work assignments.
- Employees who test positive or who have direct exposure for COVID-19 will make a report to their direct supervisor.
- An employee who tests positive for COVID-19 or is otherwise required to stay home may not return to work until cleared to do so by the head nurse.
- Allow vulnerable employees to wear PPE throughout the school/work day.

(continued on next page)

**Minimal/Moderate
Spread**

**Schools and District Office
OPEN
One or More Days/Week**

District Office

- Visitors to the District Office are permitted. Appointments are recommended.
- Visitors will be required to wear face coverings.
- District office staff follow their regular work schedule, following the safety protocols (see below).
- Employees will be required to wear face coverings in common areas (Follow guidelines established by Student Services in collaboration with Cobb & Douglas Public Health)
- Medically at-risk employees may be provided alternative responsibilities/ accommodations such as providing digital learning or remote work assignments.
- Employees who test positive or who have direct exposure for Covid-19 will make a report to their direct supervisor.
- An employee who tests positive for COVID-19 or is otherwise required to stay home may not return to work until cleared to do so by the head nurse.
- Employees who have a fever or who are sick will not report to their work site and will report their illness to their direct supervisor.
- Utilize virtual meetings when possible.
- Adhere to state and federal employment law and extended leave absences.

School Buildings

- Essential visitors are permitted; however, appointments are encouraged.
- Visitors will be required to wear face coverings.

(continued on next page)

**High
Spread**

**Schools CLOSED
District Office CLOSED
to the Public**

District Office

- Visitors to the District Office are restricted.
- District office administrators and staff may work remotely and/or stagger their in-office work days to reduce the number of employees.
- Employees who are in critical positions may be required to report to their work site.
- All employees are required to adhere to the safety protocols as outlined by student services.
- Supervisors will evaluate staff member job descriptions to evaluate the tasks that can be performed remotely.
- Employees working remotely will follow the Remote Work Guidelines.
- Employees who test positive or who have direct exposure for COVID-19 will make a report to their direct supervisor.

School Buildings

- Visitors to the schools are restricted.

(continued on next page)

PROTOCOLS

Workforce: DCSS Employees - continued

Levels of
COVID-19
Community
Spread

**Low/No
Spread**

**Schools and District Office
OPEN
Five Days/Week**

**Minimal/Moderate
Spread**

**Schools and District Office
OPEN
One or More Days/Week**

**High
Spread**

**Substantial
Spread**

**Schools CLOSED
District Office CLOSED
to the Public**

(continued from previous page)

- Employees who have a fever or who are sick will not report to their work site and will report their illness to their direct supervisor.
- Limit large group gatherings/interactions for vulnerable employees.

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- Employees will be required to wear face coverings in the buildings. (Follow guidelines established by Student Services in collaboration with Cobb & Douglas Public Health)
- School administrators and support staff report to work as scheduled following safety protocols (see below).
- Teachers and support staff will provide instructional services either traditionally or digitally/remotely depending upon the instructional model in place.
- Medically at-risk employees may be provided alternative responsibilities/accommodations such as providing digital learning or remote work assignments.
- Employees who test positive or who have direct exposure for COVID-19 will make a report to their direct supervisor.
- An employee who tests positive for COVID-19 or is otherwise required to stay home may not return to work until cleared to do so by the head nurse.
- Employees who have a fever or who are sick will not report to their work site and will report their illness to their direct supervisor.
- Limit itinerant employees' access to school buildings. A designated area in each school will be used in the event an itinerant employee is required to provide services.
- Utilize virtual meetings/parent conferences when possible.
- Adhere to state and federal employment law and extended leave absences.

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- School administrators and clerical staff may work remotely and/or stagger their in-school work days.
- All employees are required to adhere to the safety protocols as outlined by student services.
- Teachers will deliver instruction using digital learning.
- Support staff will support students remotely.
- Staff may be assigned alternative responsibilities to better support the needs of the school and students.
- Employees working remotely will follow the Remote Work Guidelines.
- Employees who test positive or have direct exposure to COVID-19 will make a report to their direct supervisor.
- Employees who have a fever or who are sick will not report to their work site and will report their illness to their direct supervisor.

Employee Survey

An employee survey was developed and sent to all employees of the Douglas County School System during the summer. The purpose of the survey was to gain a better understanding of the employees' comfort level and intention to return to work.

Safety Protocols

All employees are required to adhere to the safety protocols as outlined by student services. Until further notice, employees will adhere to the following:

- Take temperature daily before reporting to work
- Follow guidance established by Student Services regarding face coverings
- Maintain social distancing, when possible
- Avoid congregating in large groups
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Follow the policies and procedures of employer related to illness, cleaning and disinfecting, work meetings and travel.
- Wear a face covering in school buildings.
- Clean and disinfect frequently touched objects and surfaces in your work area, including keyboards, phones, handrails and doorknobs.
- Stay home if sick, except to get medical care.
- Inform supervisor of a sick family member at home with COVID-19.
- Avoid using other employees' phones, desks, offices, or other equipment when possible. If necessary, clean and disinfect them before and after use.
- Clean common equipment/tools such as copy machines and common filing cabinets before and after use.

Families First Coronavirus Response Act: Effective April 1, 2020 and expires December 31, 2020

Emergency Paid Sick Leave Act

- Full-time employees eligible for 80 hours
- Part-time employees eligible for average hours worked over 2 weeks
- Advance notice from the employee not required; however, reasonable notice after the first day can be required.
- Regular pay not to exceed \$511 per day for reasons 1, 2, and 3 below.
- Regular pay not to exceed \$200 per day for reasons 4, 5, and 6 below.
- EPSLA takes precedence over other leave available

Qualifying Conditions for EPSLA

1. The employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to federal, state, or local quarantine isolation order related to COVID-19 or who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Emergency Family Medical Leave Expansion Act (EPSLA)

- Part of the Families First Coronavirus Response Act which provides additional eligibility reasons for a temporary period. The new six categories for eligibility are outlined under the Emergency Paid Sick Leave Act.
- Adds to existing FMLA: Employee is unable to work or telework due to a need for leave to care for a child under 18 if school or daycare is unavailable due to a public health emergency.
- Eligible if an employee has been working 30 days.
- Up to 12 weeks, but is cumulative with any and all other FMLA.
- No pay for the first 2 weeks (but see EPSLA above) and after that at $\frac{2}{3}$ rate of pay up to \$200 per day.
- Neither employer nor employee may substitute other leave, but by agreement may supplement leave.

Medically At-risk Employees

The school district surveyed at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

An employee who believes they are at-risk for exposure to COVID-19 due to age or underlying medical conditions must report their concerns to their immediate supervisor. Medical documentation may be required to verify the employee cannot return to their regular work place.

At-risk employees may be assigned alternative work assignments or accommodations, if available. If accommodations cannot be made, employees will have access to Emergency Paid Sick Leave, Emergency Family and Medical Leave/FMLA.

Working Remotely

Employees may be required to work from home (work remotely) due to school/district office closures or efforts to reduce the number of employees/students in schools or the district office. When working remotely, employees are required to adhere to the Remote Work Guidelines.

Employee Failure to Return to Work

The school district will implement plans to minimize the safety risk for students and employees. Schools and the district will adhere to the guidelines outlined in the DCSS Operational Response Coronavirus-19 FAQ to ensure the cleanliness and safety of schools and district facilities.

An employee who fails to report for work or fails to perform their assigned duties will be counseled by their immediate supervisor to determine the underlying reasons for their failure to report/performance their duties.

Emergency Paid Sick Leave and/or Emergency Family Medical Leave (see above) may apply in certain qualifying conditions related to COVID-19. Supervisors will consult with the Human Resources Department for appropriate support, intervention, or action.

When a Staff Member Becomes Sick

In the event an employee tests positive for COVID-19, they must notify their principal or direct supervisor. In the event the immediate supervisor is not available, the employee must report to another administrator in the department or the school location.

The principal or direct supervisor will notify the Assistant Superintendent of Student Services who will coordinate with the Head Nurse and the epidemiologist with Cobb & Douglas Public Health and will follow the Process for Coronavirus Notification as developed by Student Services. The staff member will be required to stay home and follow DPH guidelines in accordance with illness protocols.

What Happens in the Event of Potential Exposure

In the event of a potential exposure to the virus, the employee's immediate supervisor should be notified. In the event the immediate supervisor is not available, the employee must report to another administrator in the department or the school location. The potentially exposed employee should remove himself or herself to the designated sick area in compliance with illness protocols.

The principal or direct supervisor will notify the Assistant Superintendent of Student Services who will coordinate with the Head Nurse and the epidemiologist with Cobb & Douglas Public Health and will follow the Process for Coronavirus Notification as developed by Student Services. The staff member may be required to stay home and follow DPH guidelines in accordance with illness protocols. In the event that possible exposure happens outside of the workplace, notify the supervisor immediately.

Non-School Visitors

The school district will implement plans for visitors based on community spread level. Non-essential visitors and volunteers are discouraged. This includes spouses, significant others, children or grandchildren who are not attending the school location. Students should restrict their access to a school building to those times when they are scheduled to attend.

Substitute Teachers

Plans will also be in place for the use of substitute teachers based on the level of community spread and the discretion of the principal. Substitute teachers will be trained on safety protocols prior to their assignment. Substitute teachers will be granted entry using the Video Secure Access System. The substitute teacher will be

screened and should have a face covering. Screenings may include a questionnaire and temperature check. School operation protocols along with other school specific information will be reviewed with the substitutes at the start of the assignment. Whenever possible, attempts to utilize the same substitute should be made. Principals should monitor substitute teachers to ensure that safety protocols are being adhered to.

Guidance for Supervisors

- Supervisors will review safety protocols, procedures and expectations with all staff as well as monitor to ensure staff are following the protocols and procedures with fidelity.
- Supervisors should provide training on safety protocols, illness protocols and reporting protocols.
- Limit in person meetings with staff to small groups with proper 6 foot spacing between participants in compliance with CDC guidelines.
- Establish an area or room that is isolated for students/staff exhibiting symptoms to be placed.
- Wherever possible, establish entrance and exit paths for high traffic or potentially congested areas. If an employee displays any sign of illness such as a cough, temperature, or shortness of breath, the employee should not be allowed to enter the facility or perform on-site work.