

Alain Locke Charter School Reopening Plan

Updated 9/1/2020

General Information	
What is the school's start date?	August 31 st
What model did the school choose to implement? What is the timeline of implementation (i.e. 1 st quarter, 1 st semester, etc.)? Describe in detail what this looks like.	<p>Alain Locke implemented a full-remote learning model from August 31st to October 30th.</p> <p>During remote learning, students will be engaged for the entirety of the school day through a combination of live, real-time instruction with classmates and teachers, small group activities, and independent learning. Students will be provided with at-home learning schedules (includes daily whole and small group instruction, daily homeroom meetings for orientation and social-emotional support, time for independent learning and 1:1 support). Paraprofessionals will facilitate small group interventions and office hours during independent work time.</p> <p>Instructors will utilize Google Classroom so that students can easily access and turn in assignments and take quizzes remotely which will support progress monitoring in real time and encourage student engagement. Instructors will utilize Nearpod to support virtual teaching through the creation of interactive digital lesson slides and development of independent learning activities (self-paced lessons). Instructors will also utilize tools for progress monitoring and remote assessment like Affirm, Equip, MAP Growth, Anet, and Google Classroom quiz tools.</p>
If the school is planning for fully remote learning, will the school have anyone (e.g. students, teachers, parents, etc.) in the facility?	Administration and maintenance staff will be in the building during the school day. Instructional staff has the option to facilitate remote learning lessons from home or from the school building.
What is the return in-person date for students?	Tentatively the plan is to move to a hybrid model starting November 9 th after Alain Locke's fall break. We will assess this plan in light of updated health and safety data at that time.

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<p>What are the school's guiding principles for reopening?</p>	<ul style="list-style-type: none">• We believe the health and safety of students, families, and staff is our top priority when making decisions about reopening.• We believe the equitable access to high quality instruction and social/emotional support is a right for all students.• We believe that there is no way to fully eliminate the risk of COVID-19. However, we can implement smart and thoughtful practices that can significantly reduce the risk of transmission.• We believe that plans cannot be created in isolation. Every stakeholder must be given opportunities –through many means, methods, and modes – to be looped in during plan development and finalization.
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<p>Who is included in the school's reopening planning committee? How were these individuals involved and engaged throughout the planning process?</p>	<p>At Alain Locke we formed two working groups for planning over the summer. The working groups consisted of instructors and instructional assistants who volunteered to actively participate through virtual meetings. Descriptions of the two working groups, as formulated in the summer, are set forth below:</p> <ol style="list-style-type: none">1. <u>Remote Learning Working Group</u> With the probability of continuing some form of remote learning at the start of the next school year, we will need to build upon the remote learning plan we already have in place. This group would focus on reflecting on our current plan and developing recommendations for the school. Taking our remote learning plan to the next level will also be important in case another state mandated closure happens during the school year.2. <u>Reopening and Academic Recovery Working Group</u> We've participated in many, many webinars talking about what schools might look like in the fall. All we know for certain is that we don't really know right now, but we should start proactively planning for every possible scenario. This group would focus on planning our school's transition to in-person instruction and the development of our school's academic recovery plan. We will work closely with ISBE, the district, and, IDPH over the summer as well to consider their guidance on potential school re-opening plans. <p>Additionally, the Alain Locke school board formed a reopening working task force consisting of board members and associate board members to support school leadership in getting the resources required such as technology, cleaning supplies and tutoring support.</p>
<p>What is the school's remote learning/hybrid schedule for students and staff?</p>	<p>See Alain Locke's grade level remote learning schedules here.</p>

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Are you offering before or after school programs? If so, what programs? What is the schedule?	No final plans yet. If we move forward with a tutoring program it will be done completely online.
Will school sports be continued? What is the reopening schedule? What are the required health and safety protocols?	No.

Communication	
What are the school's communication goals? Is the reopening plan posted on the school's website?	<p>Alain Locke is always striving to ensure that our families feel connected and informed. Parents have a variety of means to connect with someone at the school through phone, email or Bloomz.</p> <p>Alain Locke's reopening plan is posted on the school website.</p>

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<p>What are the means of communicating to staff, students, and parents/guardians? (i.e. social media, website, etc.?) How will families know who to contact for what purpose?</p>	<p>Alain Locke adopted Bloomz as our school-wide communication tool. Bloomz is a user-friendly platform for connecting and communicating with all our parents. Instructors can post messages and updates to all parents at once. Administration can also send out messages to the entire parent and school community as well. Parents and staff can also directly message each other through Bloomz for a quicker response.</p> <p>Alain Locke also utilizes www.alainlocke.org to provide parents with messages and resources. The school website also had the contact information for all school instructors and support personnel. Alain Locke also utilizes social media like Facebook, Instagram and LinkedIn to share messages and updates with parents.</p> <p>To ensure that our families feel connected and informed, we will have someone available to address family questions every day during regular school hours (between 8-4pm). Parents can reach out to the school principal (plove@alainlocke.org or 773-265-7233) or Dean of Students and Operations (vfoster@alainlocke.org or 773-265-7255).</p>
<p>In what ways has the school engaged and collected feedback on their learning preference and school's reopening plan?</p>	<p>Alain Locke provided parents with a reopening plan survey for the start of the 2020-21 school year. On the school's website we described and offered families two options: hybrid learning model (A/B schedule) or full-time remote learning. Parents were asked to complete the "School Learning Plan Choice Form" that was available online from August 3-7, 2020. There parents would choose one of the two learning model options.</p>

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What is the protocol for family communication? Does the school host frequent family meetings either in-person or virtual to clearly outline the plan for each student, remote learning expectations, the daily schedule, how families can monitor student performance and course success, health and safety protocols, tools and resources, and ways families can give feedback along the way?	Instructors developed, finalized, and shared remote learning schedules with parents the week of August 14 th . Instructors hosted virtual parent orientation meetings from August 22-25 in the late afternoons and evenings to walk parents through remote learning expectations and accessing Google Classroom.
What is the school's timing and process of collecting and updating student records?	School Manager collects and updates students records on an annual basis. Any changes required are done the same day.
How is communication being provided to families in their native language?	n/a
What is the protocol for staff members or students to report exposure to COVID-19? Who is the designated person for a staff member to contact if he/she tests positive for COVID-19?	<p>Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return.</p> <p>A symptom checklist for families and staff will be used to determine if staff is well enough to attend that day. CDC and IDPH guidelines for those who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.</p>

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What is the communication protocol of notifying parents/guardians, staff, and students of potential exposure to COVID-19?	Alain Locke will notify parents/guardians, staff, and students of potential exposure to COVID-19. First communication will be done for pods or individuals through the Bloomz communication tool with a follow up phone call. Alain Locke will continually message that any individual who tests positive for CoViD-19 or who shows any signs or symptoms of COVID-19 must stay home. We will also request that families and staff report possible cases to the school where the individual attends school or works to initiate contact tracing.
What are the key steps that will be taken to communicate with parents and students about the transition to full remote learning because of COVID-19 exposures and or State mandates?	If required to go from in-person to full-remote learning due to COVID-19 exposure or state mandate, parents will be notified immediately via Bloomz, school's website and social media. Instructors will also contact parents directly through Bloomz, phone and/or email.

Instruction Remote & Hybrid	
What is the process of ensuring students will engage in meaningful instruction?	Instructors will monitor live instruction and completion of daily independent assignments for the entirety of the school day. To count as a day present, students must be engaged during live instruction. Other evidence of engagement include participation in class discussions, completing assignments or engaging with tech resources. Administration has been made co-teachers for every Google Classroom in order to help monitor engagement and remote learning lessons.
Is the school returning back to a regular grading process? How will grades be assigned?	Alain Locke will transition back to a traditional grading system with all students receiving letter grades ("no promotion for all" policy). Grades will be assigned through Aspen by instructors. Parents will receive academic progress reports and report cards.

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What is your plan for distributing devices to students? Are you 1:1? How many additional devices do you need per grade?	Alain Locke has distributed over 350 laptops or tablets to parents. Alain Locke assessed need through direct contact and online surveys. We are currently at 1:1. We do not need additional devices.
What is the process of opting in & out of remote and hybrid instruction? How will this be managed, what is the timeline, and what is the communication process? What is the % of your student population that will attend in person/full remote?	<p>Alain Locke will be facilitating a full-remote learning program from August 31-October 30. When parents have a choice between the hybrid learning model or full-time remote only, parents may choose remote learning only for their child for any reason. Once that option is chosen, the parent must commit to that choice for the entire quarter. Parents will be able to identify their choice through an online survey like the one that was shared August 3-7, 2020.</p> <p>Currently 100% of our student population attends our full-remote learning model. Parents will not be provided with choice between hybrid learning model or full-time remote only until early November.</p>
What online platforms will be used to facilitate online learning? List each and provide its purpose.	<ul style="list-style-type: none">• Google Classroom: instructors will utilize this online platform to communicate times for live instruction and to share independent work assignments. Students will utilize Google Classroom to access and turn in assignments and take quizzes or exit tickets remotely.• Zoom: instructors will utilize Zoom to facilitate whole and small group live, real-time instruction with students.• Nearpod: instructors will utilize Nearpod to support virtual teaching through the creation of interactive digital lesson slides and development of independent learning activities (self-paced lessons).
How will online learning be scheduled (% of synchronous, asynchronous, or a combination)?	See Alain Locke's grade level remote learning schedules here . For real-time, live instruction the primary grades (PK-4) will prioritize small group instruction over whole group. For PK-4 th grades 30-40% of the day is spent participating in live, real-time instruction through whole or small groups. The 5-8 grade schedule follows a departmentalized schedule, similar to what students would see in-person. Students will spend 60-70% of the school day participating in live, real-time instruction with the subject area instructor.

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What are some examples to describe the day in the life of a student who is hybrid and remote instruction?	Students will be engaged for the entirety of a typical school day (minimum of 5 academic hours) through a combination of live, real-time instruction with classmates and teachers, small group activities and independent learning. See Alain Locke's grade level remote learning schedules here . For hybrid instruction students will do a mix of in-person (2x a week) learning and remote learning each week (3x a week).
What are the remote learning expectations for your students?	See our school's virtual learning norms for live instruction here . Students will be expected to fully engage for the entirety of the remote learning day through participation in a combination of live, real-time instruction and independent learning activities. Students will be expected to turn in independent learning assignments on a daily basis.
How will schools identify students who are disengaged, figure out the cause of the disengagement (internet, hardware, software, content, social-emotional concerns (e.g. housing, instability, food insecurity), abuse/ed-neglect) and the school's action plan for resolving the problem?	<p>As part of the remote learning plan, Alain Locke will identify students who are disengaged using attendance rates, teacher reports, and results from weekly student check-in. The SEL team (comprised of school counselor, social worker, psychologist and high school/career counselor) and administration will have ongoing collaboration with teachers in order to identify students who are having difficulties with technology and connect them to our network manager on staff. Teachers, Administration, and Social Emotional Team will also be reaching out to parents to discuss low attendance rates and help address concerns.</p> <p>Every Friday, students will receive a check-in form assessing their current level of social, emotional, and academic functioning. The results will help identify students who need additional support. Students who are identified as at-risk for disengagement or already displaying indicators will receive a check-in from a member of the SEL team and/or a referral for school-based counseling or outside counseling services.</p>































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For charter schools that do not follow CPS' Student Code of Conduct have you updated your 2020-21 Student Code of Conduct to reflect remote learning student discipline guidelines? How are you dealing with zoom or classroom bombing?	No. We have shared virtual learning expectations and Zoom norms with parents. Instructors know what to do in case of classroom bombing which is to immediately close the Zoom meeting if anything like that occurs.
How will you identify and schedule student pods? Are you using a family first approach? How will the needs and situations of each student/family be considered for hybrid learning schedule?	Students will be assigned to either Pod A or B depending on last name (e.g. last name starting with A-M will be assigned to pod A, etc.). Diverse Learners and STLS students will be prioritized for scheduling purposes. Siblings will be placed in the same pod. If parent has a preference for either Pod A or Pod B then that parent will be encouraged to contact the school administration.

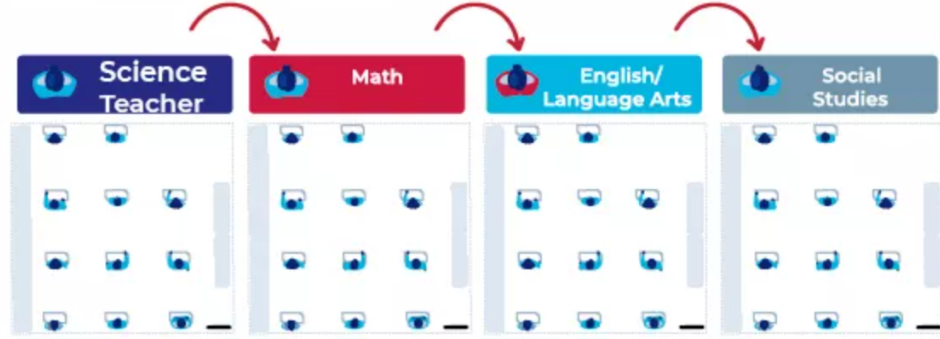
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How will you separate your pods into shifts?	<p>As part of the hybrid model starting in November, students will do a mix of in-person learning and remote learning each week:</p> <ul style="list-style-type: none">Pod A will learn at school on Mondays and Wednesdays, work independently at home on Tuesdays and Thursdays, and engage in real-time virtual instruction on FridaysPod B will work independently at home on Mondays and Wednesdays, learn at school on Tuesdays and Thursdays, and engage in real-time virtual instruction on Fridays <div><table><tr><td></td><td>Monday</td><td>Tuesday</td><td>Wednesday</td><td>Thursday</td><td>Friday</td></tr><tr><td>POD A</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>POD B</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Monday	Tuesday	Wednesday	Thursday	Friday	POD A						POD B					
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How will you ensure the integrity of each pod?	<p>Students will be assigned to pods – groups of no more than 15 students – to mitigate the risk of transmission by limiting interactions between students. “Pods” will stay together to keep students and instructors interacting with the smallest number of people possible. Teachers will rotate while students stay in classroom. Breakfast and lunch in classroom. No shared classroom materials and supplies shared must be cleaned before use by another student.</p>																		

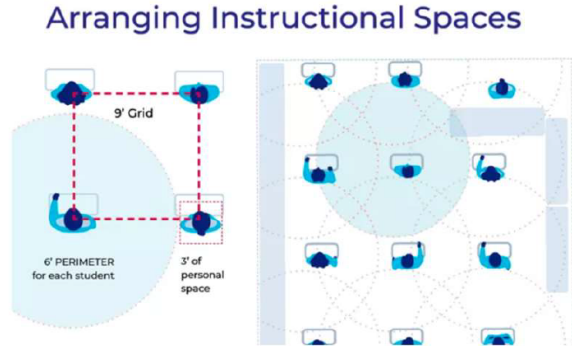
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<p>How will teachers shift with pods? What is the maximum number of classes/pods per teacher?</p>	<p>Teachers will rotate, students stay in classroom.</p> <p>CORE SUBJECTS ARE FOCUS FOR IN-PERSON INSTRUCTION Students remain in one room for the day, as core teachers shift rooms. Electives are left for remote learning.</p> 
<p>What is the process for ensuring time is built into the schedule for school counselors to teach SEL skills?</p>	<p>SEL lessons are built into the weekly schedule of every classroom schedule. The SEL team will develop grade level appropriate lessons each week. Lessons will be centered on CASELS 5 learning competencies within social emotional learning. The SEL team will collaborate with teachers bi-weekly to discuss lesson themes, student progress, and identify student concerns that may require additional small group or individual support. In addition to teacher facilitated SEL lessons, members of the SEL team will implement SEL lessons based on classroom needs. Additionally, every Friday we will have a whole school meeting to reinforce SEL skills being taught throughout the week.</p>
<p>What is the process for ensuring that each student with an IEP has a remote learning plan that outlines how IEP services and minutes will be provided.</p>	<p>The Diverse Learning Team will meet weekly to review each teacher's caseload and current IEPs. Students who currently do not have a remote learning plan will be revised to incorporate school's adopted remote learning platform encompassed with student's accommodations and modifications. The parent will be contacted to actively participate in an IEP meeting to revise IEP with remote learning action plan.</p>

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School Setup Protocols	
How many classrooms will be utilized during the hybrid model?	24 classrooms for PK-8
Describe how desks or tables will be positioned to accommodate 6ft. of social distancing in each classroom.	<p>Students will be seated at least six feet apart in all spaces. As feasible, desks will face the same direction toward the front of the classroom (rather than having them face each other). The space between the teacher and students will be maximized due to the risk of increased droplets from teachers during instruction. Desk shields will be provided for each classroom and teacher desk.</p>  <p>Arranging Instructional Spaces</p> <p>The diagram illustrates two classroom seating arrangements. The left arrangement shows a 3x3 grid of desks with a 9' Grid and 6' PERIMETER for each student. The right arrangement shows a circular arrangement of desks with a 3' of personal space indicated.</p>
What additional spaces will be used and for what purposes (e.g. lunch room, auditorium, etc.)?	Communal spaces - such as multipurpose rooms, auditoriums, gymnasiums, and dining halls - will be closed or repurposed as additional classroom space as needed.

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What are your arrival/dismissal procedures outdoors to limit cross-pod student interaction? Will arrival and dismissal have staggered times? Will your school utilize multiple entrances? How many EXTERNAL “meeting” points are you expecting to use for arrival at your school? Will students drop off/pick up occur outside of the building?	Entry and exit doors will be assigned. Student’s arrival and departure times will be staggered. The school will utilize multiple entrances and exits. We expect to have three EXTERNAL “meeting” points to use for arrival at school. Drop off/pick up will occur outside of the building.
What is your arrival/dismissal plan for inclement weather? How many INTERIOR “meeting” points are you expecting to use for arrival at your school? (Note this is a plan for inclement weather when students cannot meet outdoors).	Event tents will be set up outside in case of rain. If students cannot meet outside due to inclement weather, we will have three INTERIOR “meeting” points.
Are the designated “meeting” areas outside of school for specific pods spaced a minimum of 6 feet apart?	Yes.
What are your indoor procedures to monitor hallways during arrival/dismissal/instructional time to minimize student interaction? What is your hallway movement schedule?	<p>All staff will monitor hallways during arrival and dismissal times. Classroom instructors will monitor classroom during bathroom transitions.</p> <p>The number of persons in a hallway at one time will be limited to the greatest extent possible. For example, staff will rotate through classes rather than requiring movement/mixing of student groups. Alain Locke will develop a hallway movement schedule for transitions such as bathroom breaks, arrival, and dismissal.</p>

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Where will markers and tape be placed throughout the building to guide student traffic? Ex. Designated stairwells for “up” traffic and “down” traffic, one-way hallways, designated the right side of the hall for one-way traffic, and the left side for the opposite direction traffic.	The flow of foot traffic will be only in one direction, if possible. If one-way flow is not possible, hallways will be divided with either side following the same direction. Alain Locke will designate one-way directions for hallways and exterior paths. We will use tape, signage and other markers to designate traffic flow for the hallways and other common areas.
What are your restroom procedures? Ex. a. Restroom schedule, b. Pods assigned to specific restrooms in order to minimize interaction between students and staff in different pods, c. Pods assigned specific times to use the restroom.	<p>Alain Locke will consider appropriate means to maintain social distancing in restroom areas including scheduling restroom breaks and escorting individual classrooms to the restroom area to monitor social distancing, as appropriate.</p> <p>Physical barriers will be added, such as plastic flexible screens, between bathroom sinks and urinals. School will maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. We will turn off and avoid use of hand dryers. Finally, a trash can and a roll of paper towels will be placed near the restroom door so door handles do not need to be touched with a bare hand.</p>
What is your process for organizing breakfast/lunch distribution and consumption? Ex. a. breakfast/lunch distribution schedule, b. staggered breakfast/lunch times, c. health and safety and clean-up expectations, c. who will manage the breakfast/lunch process?	<p>Students will eat breakfast and lunch in the classroom to allow for social distancing. Grab-and-go stations will be utilized to serve breakfast as students arrive to school. Students will be allowed to arrive as early as 8:00am to go through the screening process and pick up their breakfast before heading to the classroom for the day. Lunch will be served in the classroom by staff members.</p> <p>Meals, snacks, and beverages served at school will be individually packaged, while ensuring the safety of children with food allergies. Students will be required to replace face coverings when they are not consuming food.</p> <p>Food service staff must wash their hands immediately after removing gloves and after directly handling used food service items.</p>

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Personal Protective Equipment (PPE)	
What PPE will be required? What is the number and type of face masks that will be provided to students and staff? Ex. daily, quarterly, per year?	<p>All individuals in school buildings must wear face coverings at all times, even if social distancing can be maintained, unless they are younger than 2 years of age, eating/drinking, have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</p> <p>Alain Locke purchased 3,000 cloth masks for use by students and staff. Additional masks will be provided daily as needed.</p>
What accommodations will be made for students with developmental, health, or behavioral conditions that preclude them from using a face mask?	<p>Anyone who cannot medically tolerate a facial covering or who is unable to remove the facial covering without assistance will not be required to wear one. Students who cannot wear a mask for medical reasons will be provided with desk shields and a face shield, if appropriate. Students will also maintain more than a 6 feet distance if necessary.</p> <p>Face coverings are not required outside if social distance is maintained (if individuals remain 6 feet apart from each other).</p>
Does the school have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans?	<p>Yes. Alain Locke will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques).</p>
Is the school providing staff with disposable disinfectant wipes, cleaners, or sprays that are effective against COVID-19 to wipe down work stations and frequently touched surfaces?	<p>Yes.</p>

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Healthy Hygiene	
What is the process for students, staff, and visitors to wash hands upon entry, exit, and throughout the day?	It will be required that hand hygiene is performed upon arrival or departure from school. Students, staff, and visitors will utilize hand sanitizer stations upon entry and exit of the building. Students and staff will have breaks throughout the day to wash hands with soap and water. For example, after blowing one's nose, coughing or sneezing; following restroom use; before food preparation or before and after eating; after contact with a person who is sick; and upon return from physical education outside.
What is the process of educating students on how to wear face masks, to wash hands often with soap and water for at least 20 seconds, especially after using the bathroom, after blowing their nose, after coughing or sneezing, after touching high touch surfaces, and before eating?	Instructors will provide students with instruction related to properly washing hands and properly wearing a cloth face covering. Instructors will educate students about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keep the virus out of one's mouth/nose/eyes).
What is the process of educating students on how and when to use hand sanitizer?	Signage and instruction will be used to reinforce proper hygiene, including the use of masks, soap, sanitizer, as well as how to cough and sneeze into their elbows or to cover with a tissue.
Where will hand sanitizer stations be placed throughout the building when soap and water may not be readily available?	Alain Locke will determine any "hot spots" where germ transmission may easily occur and ensure hand sanitation/hand washing supplies are readily available in the hallways and classrooms.
What is the break schedule in the day for hand washing/sanitizing and/or sanitizing desks, workstations, and supplies?	Classrooms will have a restroom break schedule to follow throughout the day for hand washing/sanitizing and/or sanitizing desks, workstations, and supplies.

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What is the process of encouraging students to avoid touching their eyes, nose, and mouth?	Signage and instruction will be used to encourage students to avoid touching their eyes, nose, and mouth. Instructors will educate students about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keep the virus out of one's mouth/nose/eyes).
Cleaning Protocols	
What is the process and timeline for cleaning, sanitizing, and disinfecting frequently touched surfaces daily (entrances, employee break rooms, common areas, door handles, sink handles, drinking fountains) using products that meet EPA's criteria for use against SARS-CoV-2, diluted household bleach solutions prepared according to the manufacturer's label for disinfection, or alcohol solutions with at least 70% alcohol and are appropriate for the surface?	More frequent cleaning and disinfection is necessary to reduce exposure. Alain Locke will develop a schedule for increased routine cleaning and disinfecting. Frequently touched surfaces such as light switches, doors, benches, bathrooms will undergo cleaning throughout the day. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution frequently throughout the day. Bathrooms will be cleaned and disinfected daily and between use as much as possible. This will be done primarily by our custodial teams, but will also be an "all-staff" effort as well.
Signage	

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Where will hand washing signage be displayed in all classrooms, hallways, and common areas to help remind students, teacher and staff about required safety precautions?	<p>Alain Locke will follow the CDC recommendation of posting signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures (e.g., proper handwashing and appropriate face coverings). We will focus on the distribution of information and regular communication about the actions our school community can take to stop the spread. This includes posting signs in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures, and providing instruction related to properly washing hands and properly wearing a cloth face coverings.</p> <p>Instructors will educate students about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keep the virus out of one's mouth/nose/eyes).</p>
Care Room	
Have you identified a separate room or area to isolate anyone who exhibits COVID-like symptoms?	Students with symptoms related to COVID-19 will be isolated from others. We will identify and designate a quarantine area (on site care room) and a staff person to care for students who become ill at school. At least one separate bathroom near the isolation room, preferably single stall, will also be designated only for those with COVID symptoms.
What is the process of tracking care room attendance?	The staff member managing the care room will keep track of students assigned there through an online spreadsheet. Information included will be student full name, parent contact information, health screening results, time picked up and date when can return from quarantine.
What is the process of recording the reasons a student has been sent to the care room? Where will this information be tracked?	Information will be tracked through an online spreadsheet found on the school's Google Drive. Reasons for student being sent to the care room will be added on the spreadsheet. The staff member managing the care room will ensure that the spreadsheet is filled in appropriately with all the required information.
What type of PPE equipment will be required in the care room?	Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.

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What is the process of ensuring that the care room attendant practices aggressive hand hygiene?	Students and staff in the care room will have frequent access to a designated bathroom as well as access to hand sanitizing station. Administration will communicate with the care room attendant to go over the need for frequent hand cleaning.
What is the process of maintaining social distance during the care room?	Students will be seated at least six feet apart in all space in the care room. Desks will face the same direction toward the front of the classroom (rather than having them face each other).
What is the process of providing lunch/water to students in the care room? The student may remove their mask during the meal.	Meals will be delivered to student(s) in the care room at breakfast or lunch time. Student will be provided access to single use bottle water.
What is the process of ensuring the care room is deep cleaned and cleaned on a daily basis?	<p>More frequent cleaning and disinfection is necessary to reduce exposure. Maintenance staff will follow a schedule for increased routine cleaning and disinfecting in the care room.</p> <p>Frequently touched surfaces such as light switches, doors, benches, bathrooms shall undergo cleaning throughout the day. Student desks shall be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Bathrooms shall be cleaned and disinfected daily and between use as much as possible.</p>
What is the process if a student requires emergency attention?	If a student requires emergency attention, 911 will be called and the parent/guardian will be notified.
What is the process of transitioning students from the care room to a designated family waiting area (indoors or outdoors)?	Student will be escorted to parent or guardian when they arrive, preferably outside if feasible. Symptomatic students sent home from school must be kept home until they have tested negative or have completely recovered according to CDC guidelines.
Student Enrollment Process	
What is the modified virtual student enrollment and transfer process?	Parents can complete the online enrollment form at www.alainlocke.org . The transfer process has not been modified or revised.

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Updated 9/1/2020

Human Resources	
What is the process to monitor staff absenteeism and a roster of certified substitutes?	The School Manager will monitor staff absenteeism daily. Alain Locke utilizes internal staff for any absences that need coverage.
What is the process for a staff member to report that he/she feels ill and may need to leave work or self-quarantine?	Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had “close contact” with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection will isolate at home and monitor for symptoms for 14 days. Individuals who did not have “close contact” can return to school immediately after disinfection. “Close contact” means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes. Staff in quarantine will be required to report to administration with progress updates via email or phone.
What type of flexibility will be provided to teachers who are at-risk to opt-out of in person instruction?	Staff members who are at-risk will be required to provide administration with medical documentation.
What is the process of knowing who is in the building at all times? Does the school have a swipe machine that will monitor entry and exit times?	Alain Locke does not utilize a swipe machine. Staff will sign in and out by the front entrance.