

Alain Locke Reopening Plan

Updated 1/7/2021

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Current Goal: In-person learning at start of third quarter | February 8, 2021

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General Information

What is the school’s reopening plan for the start of the third quarter, February 8, 2021? What model did the school choose to implement?

Alain Locke’s current goal is to welcome all students and staff back to the building at the start of our third quarter, February 8, 2021. Preschool students will be offered the option to return to school four days a week, Monday through Thursday. For K-8 grade students, we are following a hybrid model that will allow students to come back to school two days a week—either Monday-Tuesday or Wednesday-Thursday with Friday as a virtual learning day. A hybrid model will allow us to limit the number of students in the building to maintain recommended social distancing guidelines. More details of both options in the “Instruction” section of this reopening plan.

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<p>Is it safe to reopen schools?</p>	<p>While a vaccine will ultimately help bring us back to normal, keeping schools closed indefinitely is the worst option for students. Schools across the world, throughout the country, and here in Chicago have successfully demonstrated that they can safely reopen classrooms with the right safety protocols in place. Across the country where schools have been open since the fall, public health officials have not found a link between schools being open and transmission of COVID-19. This is also true in Illinois.</p> <p>We have developed a comprehensive health and safety plan, to ensure Alain Locke is aligned to the best available and most up-to-date public health guidance for a return to in-person learning for the start of the third quarter. Although we feel that we can provide in-person instruction in the safest way possible, we are offering our families a choice between an in-school option or full-time remote learning only.</p> <p>This plan will continue to be updated as more information is available to ensure the safety of all students and staff.</p>
<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 and adhere to the comprehensive health and safety protocols developed in coordination with the Chicago Department of Public Health.• 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>Note: Alain Locke’s reopening plan is designed to adapt to changing public health conditions and allow an easy transition to full at-home learning or full at-school learning should public health conditions change.</p>
<p>Are you offering before or after school programs? If so, what programs? What is the schedule?</p>	<p>Alain Locke is currently offering a select number of students virtual tutoring opportunities after school on Tuesdays and Thursdays from 3:30-4:30 p.m. each week. The tutoring sessions are being facilitated by student volunteers from Loyola Academy and Alain Locke alum.</p>
<p>Will school sports be continued?</p>	<p>No.</p>
<p>Who is included in the school’s reopening planning committee? How were these individuals involved and engaged throughout the planning process?</p>	<p>Prior to the start of the 2020-21 school year, Alain Locke formed two working groups consisting of instructional staff who volunteered to actively participate in developing our initial reopening plan. One group was focused on facilitating remote learning and the other focused on planning for a transition to in-person instruction through a hybrid model. Additionally, the Alain Locke school board formed a reopening working task force consisting of board members and associated board members to support school leadership in getting the resources required such as technology, cleaning supplies and tutoring support.</p> <p>When it was determined that the school would offer in-person learning at the start of the third quarter, another working group was formed in November 2020 to update the school’s reopening plan.</p> <p>For each draft of this plan, staff and parent feedback was sought out and incorporated in the final version of the reopening plan.</p>

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Return Model Options

Pre-Kindergarten (Pre-K) Return Model Options	Students enrolled in our preschool program will be offered in-person instruction four days a week, Monday through Thursday from 8:30 a.m. to 2:00 p.m. Or families may choose to continue the full-remote model where students will engage in a mix of live virtual instruction and independent learning at home.
K-8 Return Model Options: Hybrid or Full-Time Remote Learning Only	<p>Families with students in grades K-8 will be able to choose from TWO OPTIONS: Hybrid Learning Model OR Full-Time Remote Learning Only. Below is a breakdown of both options:</p> <p>OPTION 1: HYBRID LEARNING MODEL</p> <p>A hybrid learning model balances the need for health and safety while allowing for some in-person instruction every week. To meet proper social distancing guidelines, a “pod” of approximately 10-15 students will alternate between learning at home and at school. Students will be able to interact with their peers and instructors in the classroom at least a couple of times a week while maintaining social distancing guidelines (i.e., 6 feet distance) and other recommended safety precautions.</p> <p>The hybrid model was chosen to ensure the safest return because in this model the school building only serves 50% of the student population inside of the school building on any given day. While at school, students will stay in their pods for all in-person learning activities which will help ensure that social distancing can be maintained as well as mitigate viral transmission by decreasing the number of students and staff everyone must interact with, particularly during arrival, class transitions, and dismissal. We feel this return model will allow for the safest delivery of in-person instruction and social-emotional fulfillment for students.</p>











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Each pod will attend shift A or shift B. Pods will stay together to keep students and instructors interacting with the smallest number of people possible.

- **Shift A** will learn at school on Mondays and Tuesdays, engage in real-time and independent instruction at home on Wednesday and Thursdays, and engage in real-time virtual instruction with entire class on Fridays.
- **Shift B** will engage in real-time and independent instruction at home on Mondays and Tuesdays, learn at school on Wednesdays and Thursdays, and engage in real-time virtual instruction with entire class on Fridays.

The table below summarizes the hybrid model for K-8 students:

	Monday	Tuesday	Wednesday	Thursday	Friday
Shift A					
Shift B					

Pods will minimize interactions between students and staff and reduce the potential spread of COVID-19. Pods will also allow for more efficient contact tracing—if a COVID-19 case is identified, only that person’s pod may need to be quarantined instead of the entire school.

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To allow for additional cleaning time and more time for staff planning we will be revising our school hours for in-person days for the rest of this school year. **In-person school hours will be from 8:30 a.m.- 2:00 p.m.** Students will be allowed to arrive to the building as early as 7:50am to go through the health screening process and pick up their breakfast before heading to the classroom for the day. A staggered dismissal will start at 2:00 p.m.

Concrete schedules and logistics will be provided to parents as we transition to the hybrid model. Grade level instructors will communicate with parents on the at-home learning schedules so that parents know when students are expected to engage in real-time virtual classroom instruction with their instructor when learning at home.

All students will be expected to attend school during their scheduled shift. Students who are unable to come to school, but can participate remotely, will be encouraged to participate during class instruction remotely. In these instances, parents/guardians should reach out directly to classroom instructor to make any arrangements.


NOTE: Depending on class size and the number of students who choose in-person instruction, Alain Locke may be able to offer students additional days per week of in-person instruction. This will be based on whether the number of students who elect in-person instruction will be below the threshold of the maximum number of students that can be accommodated in a classroom while adhering to social distancing requirements. This will be determined on a case-by-case basis.

OPTION 2: FULL-TIME REMOTE LEARNING ONLY

Parents may choose to opt out of in-person learning and continue with remote learning only where their child will engage in all learning activities at home with no in-person learning. Students will receive

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	<p>a mix of live virtual instruction and independent learning at home following an at-home schedule determined by the classroom instructor.</p> <p>Families may choose this option for any reason. However, once that option is chosen then the family must commit to that choice for the entire quarter.</p> 
<p>What is the process for opting in and out of remote and hybrid instruction? How will this be managed, what is the timeline, and what is the communication process?</p>	<p>We are offering families an in-school option and families have the right to make a decision that works best for them. Parents/ guardians will be able to identify their learning preference choice through an online survey that will be on our school website (www.alainlocke.org) the week of January 4, 2021.</p> <p>If the full-time remote option is chosen, the family must commit to that decision for the entire quarter. However, a parent who chooses the in-person option (e.g., hybrid) will be allowed to go back to full-remote at any time and stay full-remote for the rest of the quarter.</p>
<p>How will the school identify and schedule student pods? How will the needs and situations of each student/family be considered for hybrid learning schedule?</p>	<p>Students will be assigned to either shift A or B. Siblings will be placed in the same pod. If a parent/guardian prefer either shift A or shift B, then that parent/guardian will be encouraged to contact the main office at 773-265-7232.</p>
<p>How will you ensure the integrity of each pod?</p>	<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. Instructors will rotate while students stay in classroom. Breakfast and lunch in classroom. No shared classroom materials and any supplies shared must be cleaned before use by another student. Cleaning supplies will be provided for</p>

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	each classroom.								
<p>How will instructors shift with pods? What is the maximum number of classes/pods per instructor?</p>	<p>Grades PK-4: These classrooms are self-contained so instructors will stay with only one class/pod for the entirety of the school day.</p> <p>Grades 5-6: Students will switch classroom twice a day for ELA/social studies and math/science. The 5-6 grade instructors will interact with two pods per day.</p> <p>Grades 7-8: Students will switch classrooms four times a day for ELA, social studies, math, and science. The 7-8 grade instructors will interact with four pods per day.</p>								
<p>How will online/in-person learning be scheduled? What delivery models will grade level teams utilize for virtual and in-person instruction?</p>	<p>Based on grade level need, the Alain Locke team will find innovative ways to attend to the needs of students who are learning at home either full time or as part of their regular hybrid schedule. For example, an instructional assistant can run a remote small group lesson for students at home to increase daily student access to live interactions with educators. Grade level teams will consider a variety of instructional delivery vehicles, including but not limited to, those summarized below:</p> <table border="1" data-bbox="632 933 1976 1211"> <thead> <tr> <th data-bbox="632 933 1087 974">Delivery Model</th> <th data-bbox="1087 933 1976 974">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="632 974 1087 1052">Simultaneous teaching</td> <td data-bbox="1087 974 1976 1052">The instructor, at-home students, and in-person students engage in the same instructional task at the same time.</td> </tr> <tr> <td data-bbox="632 1052 1087 1130">Simultaneous small group collaboration</td> <td data-bbox="1087 1052 1976 1130">The instructor provides opportunity for small group work between in-person, hybrid, or remote students.</td> </tr> <tr> <td data-bbox="632 1130 1087 1211">Synchronous small group instruction</td> <td data-bbox="1087 1130 1976 1211">The instructor provides dedicated small group instruction to fully remote students.</td> </tr> </tbody> </table> <p>Remote learning schedules may vary depending on grade level. Grade level instructors will communicate with parents on the at-home learning schedules so that parents are aware when their child is expected to engage in real-time instruction remotely when learning at home.</p>	Delivery Model	Description	Simultaneous teaching	The instructor, at-home students, and in-person students engage in the same instructional task at the same time.	Simultaneous small group collaboration	The instructor provides opportunity for small group work between in-person, hybrid, or remote students.	Synchronous small group instruction	The instructor provides dedicated small group instruction to fully remote students.
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<p>What are some examples to describe the day in the life of a student who is hybrid or full-time remote only?</p>	<p>In the full-remote option, students will be engaged for the entirety of a typical school day at home through a combination of live, real-time instruction with classmates and teachers and independent learning. In the hybrid model, students will do a mix of in-person (2x a week) learning in the school building and remote learning at home (3x a week).</p>
<p>What online platforms will be used to facilitate online learning?</p>	<ul style="list-style-type: none"> • Google Classroom: Instructors will continue to utilize this online platform to communicate times for live instruction and to share independent work assignments. Students will continue to 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 and simultaneous teaching through the creation of interactive digital lesson slides and development of independent learning activities (self-paced lessons).
<p>What is your plan for distributing devices to students? Are you 1:1? How many additional devices do you need per grade?</p>	<p>To date, Alain Locke has distributed over 400 laptops or tablets. The school is currently at 1:1 and we do not need any more additional devices.</p>
<p>With so many classrooms utilizing multiple online platforms at the same time, can the school handle all the additional online traffic?</p>	<p>Yes. Alain Locke has recently upgraded the network to meet the increased demand for internet usage during the school day.</p>
<p>What are the remote learning expectations for your students when learning at home?</p>	<p>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. Alain Locke has established virtual learning norms that have been shared with student and parents.</p>

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<p>How will school 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>	<p>As part of the remote learning plan, Alain Locke will identify students who are disengaged using attendance rates, instructor reports, and results from weekly student check-in. The Social Emotional Learning (SEL) team (comprised of school counselor, social worker, psychologist, and high school/career counselor) and administration will have ongoing collaboration with teachers to identify students who are having difficulties with technology and connect them to our network manager on staff. Teachers, Administration, and Social Emotional Learning team will also be reaching out to parents to discuss low attendance rates and help address concerns.</p> <p>Every week, 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 Social Emotional Learning team and/or a referral for school-based counseling or outside counseling services.</p>
<p>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?</p>	<p>No. Alain Locke has shared remote learning expectations as well as Zoom norms with students and parents. Instructors know what to do in case of classroom bombing which is to immediately close the Zoom meeting if anything like that occurs.</p>
<p>What is the process for ensuring time is built into the schedule for school counselors to teach SEL skills?</p>	<p>Social-Emotional Learning (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,</p>

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	members of the SEL team will implement SEL lessons based on classroom needs.
How will the school ensure that students with Individualized Educational Programs (IEPs) or 504 plans receive the accommodations outlined in their plan?	<p>Whether or not a family chooses the hybrid or full-remote only option, Alain Locke will work to ensure that students with an IEP or a 504 plan will receive all the accommodations as outlined in their individualized plan. The Diverse Learning team will collaborate regularly with the general education instructors to ensure that appropriate accommodations are being executed whether remotely or in-person. If it is deemed necessary to revise a student’s IEP or 504 plan during the current school year, the parent/guardian will be contacted to actively participate in the decision-making process.</p> <p>Parents with any questions regarding IEPs or 504 plans, should contact our school’s Case Manager, Eboni Harris at eharris@alainlocke.org or call the main office at 773-265-7232.</p>
What is the grading policy?	Alain Locke will continue to utilize a traditional grading system with all grades 1-8 students receiving letter grades. Grades will be assigned through Aspen by instructors. Parents/guardians will continue to receive academic progress reports and report cards on a quarterly basis.
What is the attendance policy?	Instructors will continue to report daily attendance for all students on their roster, regardless of whether the student is receiving in-person or remote instruction. 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.

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Operations School Setup Protocols

What are some of the health protocols that will be in place in the school building?

Anyone in the school building will be expected to comply with the [comprehensive health and safety protocols developed in coordination with the Chicago Department of Public Health](#), including:

- **Face Coverings:** Cloth face coverings will be provided to all staff and students and are required to be always worn.
- **Pods:** Students and educators will be grouped into stable pods or small class sizes to minimize exposure to other students, allow for social distancing in classrooms, and support contact tracing.
- **Daily Screenings:** Temperature checks, hand washing, and daily risk and symptom screenings are required of staff, students, and visitors to enter the school building.
- **Testing:** To help prevent the spread of COVID-19, the school will assist with referral of any student or staff member who is symptomatic or a close contact* of someone who tested positive to a COVID-19 test.
- **Contact Tracing:** To help reduce the transmission of COVID-19, Alain Locke will have a full-time nurse onsite to support the intake of cases and provide proper notification as well as ensure that all recommended health and safety guidelines are being followed. Alain Locke will work in coordination with the district and the Chicago Department of Public Health to ensure that those identified as close contacts have rapid contact tracing and are connected to city resources such as monitoring and testing.
- **Additional Custodians:** To ensure comprehensive cleaning protocols are completed every day, Alain Locke has hired an additional custodian (total of 4 custodians on premise).
- **Sanitizer and Soap:** Students and staff will have access to hand sanitizing stations in each classroom and in the hallways. Students and staff will have access to bathrooms with soap and paper towels. Air hand dryers will not be used.

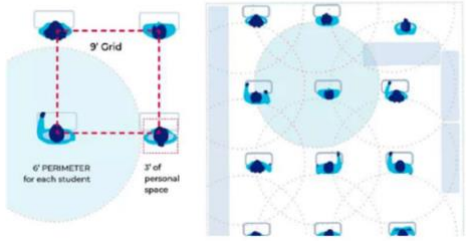

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	<ul style="list-style-type: none"> • Disinfectant Wipes: Staff and students will have access to disinfectant wipes for classrooms, offices, and other high-touch areas. • Air Filtration: Alain Locke purchased standalone air purifiers for each classroom and public area (PURASHIELD 500) which removes 99.9% of Aerosols Carrying Viruses including H1N1. • Hospital-Grade Disinfectant Sprayers: Alain Locke has hospital-grade mister spray units that will evenly apply EPA-approved disinfectant for maximum disinfection. • Sneeze Guards and Signage: Alain Locke installed sneeze guards and other physical barriers to protect staff. Sneeze guard shields will be provided for every student and instructor desks. Signage is posted throughout the school facilities to emphasize new policies and procedures. <p><i>*A “close contact” is any individual within 6 feet of an infected person for at least 15 cumulative minutes within 24 hours starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to positive specimen collection)</i></p>
<p>How many classrooms will be utilized during the hybrid model?</p>	<p>24 classrooms for PK-8.</p>
<p>Describe how desks or tables will be positioned to accommodate 6ft. of social distancing in each classroom.</p>	<p>To maintain recommended health and safety guidelines, it should be noted that in-person learning will look different than before. For example, 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 instructors and students will be maximized due to the risk of increased droplets from instructors during instruction.</p> <p>Desk shields will be provided for each classroom and staff desk. Student desks will be raised as necessary to ensure that the desk shield works properly. To help facilitate small group instruction, the primary grades will be provided with additional desk shields as well.</p> <p>Note the photo below. We mocked up a second-grade classroom with staff who are pretending to be</p>

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<p>Arranging Instructional Spaces</p>  <p>The diagram illustrates two desk layouts. The left layout shows a 3-foot grid with a 6-foot perimeter for each student. The right layout shows a circular arrangement of desks with a 3-foot personal space around each desk.</p>	<p>second graders. Student desks are positioned six feet away from each other. Every desk has a desk shield as well.</p>  <p>The photograph shows a classroom where students are seated at desks. Each desk has a clear plastic shield in front of it. The students are wearing face masks. The room has blue carpeting and various educational materials on the walls.</p>
<p>What additional spaces will be used and for what purposes (e.g., lunchroom, auditorium, etc.)?</p>	<p>The computer lab located on first floor will be used as the care room moving forward. The library, art room, board room and cafeteria will be utilized as separate places that instructional staff can go to provide virtual instruction for students learning at home.</p>
<p>What is 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</p>	<p>Entry and exit doors will be assigned. 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.</p> <p>Arrival: Students will be allowed to arrive to school as early as 7:50am to go through the health screening process and pick up their breakfast before heading to the classroom for the day. All students will be expected to be present at 8:20 a.m. in order to be in the classroom for the start of instruction at</p>

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<p>expecting to use for arrival at school? Will student drop off/pick up occur outside of the building?</p>	<p>8:30 a.m. Any student arriving after 9:00 a.m. will not be allowed to enter the building.</p> <p>Dismissal: Alain Locke will conduct staggered dismissal times:</p> <ul style="list-style-type: none"> • 2:00 p.m. – Walkers and bus riders dismissed • 2:05 p.m. – third floor dismissed • 2:10 p.m. – second floor dismissed • 2:15 p.m. – first floor and preschool students dismissed <p>Classrooms will have designated areas for parents/guardians to pick up students during dismissal to maintain social distance guidelines (6 feet distance). Students will be required to maintain 6 ft distance when waiting to be picked up outside during dismissal.</p>
<p>What is your arrival/dismissal plan for inclement weather? How many INTERIOR “meeting” points are you expecting to use for arrival at your school?</p>	<p>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.</p>
<p>Are the designated “meeting” areas outside of school for specific pods spaced a minimum of 6 feet apart?</p>	<p>Yes.</p>
<p>What are your indoor procedures to monitor hallways during arrival/dismissal/instructional time to minimize student interaction? What is your hallway movement schedule?</p>	<p>All staff will monitor hallways during arrival and dismissal times. Classroom instructors will monitor classroom during bathroom transitions. 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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<p>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.</p>	<p>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. The school will use tape, signage, and other markers to designate traffic flow for the hallways and other public areas.</p>
<p>What are your restroom procedures? Ex. a. Restroom schedule, b. Pods assigned to specific restrooms to minimize interaction between students and staff in different pods, c. Pods assigned specific times to use the restroom.</p>	<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. 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>
<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>	<p>Students will eat breakfast and lunch in the classroom to allow for social distancing. Meals, snacks, and beverages served at school will be individually packaged, while ensuring the safety of children with food allergies. Food service staff will wash their hands immediately after removing gloves and after directly handling used food service items.</p> <p>Students will eat breakfast and lunch in the classroom to allow for social distancing. During mealtimes, all students face the same direction and eat at least six feet apart; as a result, they will not be able to talk with friends who are far apart. Students will be required to replace face coverings when they are not consuming food. Staff members who are monitoring breakfast and lunch will be required to maintain 6 feet distance from students.</p>

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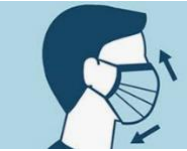
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	<p><u>Breakfast (20-25 minutes)</u> Grab-and-go stations will be utilized to serve breakfast as students arrive to school building. Students will be allowed to arrive as early as 7:50am to go through the health screening process and pick up their breakfast before heading to the classroom for the day. Identified staff members will be assigned to each classroom to monitor breakfast so that classroom instructors are able to prepare for the school day.</p> <p><u>Lunch (40 minutes)</u> Lunch will be served to students in the classroom. Identified staff members will monitor lunch in the classroom.</p> <p>To maintain social distance requirements, there will be no outdoor recess. Parents/guardians will be updated if this policy changes as the weather warms up.</p>
<p>What is your policy for late/early arrivals and early dismissals for the rest of this school year?</p>	<p>Early Arrivals: The screening process will start at 7:50 am. Parents must not drop off student at the front entrance to wait for school building to open. Parents who are dropping off their child in the morning must stay and be available to participate in the health screening process before the student enters the building. The screening process will start at 7:50 am.</p> <p>Late Arrivals: Students who are coming to school late will need to call the main office at 773-265-7232 to gain entrance into the building (main entrance only). The parent/guardian will be required to wait while student goes through the screening process protocols including temperature checks. Students will not be allowed to enter the building after 9:00 a.m.</p> <p>Early Dismissal: If a student needs to leave school early due to an emergency or other valid reason, the parent/guardian must call the main office at 773-265-7232 to request the early dismissal. The student will be brought outside to meet parent/guardian at the front entrance.</p>

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<p>What is the revised visitor policy for the rest of this school year?</p>	<p>To limit the number of people in the building, visitors will not be allowed in the building during school hours unless approved by the main office. Parents/ guardians will not be allowed to drop off materials during the school day either.</p>
<p>What is the student uniform policy?</p>	<p>Students will be required to wear their Alain Locke uniforms when attending school for in-person instruction. It is encouraged that students do not wear the same clothing each day unless washed. Parents should reach out to the school if they need help purchasing additional uniforms.</p>
<p>What happens if a student or staff member does not follow the health and safety protocols outlined in this plan?</p>	<p>Any individual who does not follow the school’s safety protocols or exhibits any behaviors that could jeopardize the health and safety of others will be required to leave the building. A student who receives multiple reminders but continues to display unsafe behaviors will be removed from the hybrid model and be required to return to remote learning until in-person learning fully resumes.</p>

<p style="text-align: center;">Personal Protective Equipment (PPE)</p>	
<p>What PPE will be required? What is the number and type of faces masks that will be provided to students and staff?</p> 	<p>Alain Locke purchased 3,000 cloth masks for use by students and staff. Additional masks will be provided daily as needed.</p> <p>Both staff and students will always wear masks. All individuals in school buildings must always wear face coverings, 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.</p> <p>Staff will take the following steps with students who do not comply with the mask/cloth face covering requirement and do not have documented cloth face covering exception:</p>

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	<ul style="list-style-type: none"> • First instance: Staff should remind/reinforce expectations around mask-wearing and allow student the opportunity to correct their behavior. Parents/guardians should be notified of the requirement and of their child’s noncompliance. • Second Instance: Administrators will have a conversation with the student and hold a meeting with the student’s parent/guardian. The parent/guardian will be informed that failure/refusal to wear a cloth face covering may result in the student being placed in remote learning. • Third Instance: The student will be recommended to return to full remote learning until in-person learning fully resumes.
<p>What if a student or staff member is unable to tolerate wearing a face covering?</p>	<p>Individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face covering are required to provide documentation from the individual’s healthcare provider. These persons may wear a face shield in lieu of a face covering; however social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons shall be implemented where possible.</p>
<p>What is the primary purpose of a face covering?</p>	<p>Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others. To be effective, face coverings must be worn properly and must completely cover both the nose and mouth. Personal cloth face covering should be taken home, laundered daily, dried in a dryer, and reused. Face coverings must be changed immediately if soiled, wet, or torn.</p>
<p>What accommodations will be made for students with developmental, health, or behavioral conditions that preclude them from using a face mask?</p>	<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>

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<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>	<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>
<p>Is the school providing staff with disposable disinfectant wipes, cleaners, or sprays that are effective against COVID-19 to wipe down workstations and frequently touched surfaces?</p>	<p>Yes.</p>

<p style="text-align: center;">COVID-19 Health Screening Measures</p>	
<p>What is the process for conducting daily health checks (e.g., temperature screening and/or symptoms checking) of staff, students, and visitors before they enter the school building?</p>	<p>To ensure the safety of our school community and help prevent the spread of COVID-19, a daily health check (or symptom screener) and contactless temperature checks will be used to determine if a student or staff member can enter the building.</p>
<p>How will the daily health checks be tracked and what monitoring tool will be used for tracking?</p>	<p>A daily health check (or symptom screener) and contactless temperature checks will be used to determine if a student or staff member is well enough to enter the building. If a person answers “yes” to any of the symptom screening questions, then that response will be recorded and tracked on an online internal spreadsheet. To the extent retained by the school, all reported responses will be kept as confidential medical information to the extent required under applicable law.</p>

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<p>How many symptoms does a person need to have to be considered a “suspect” or “probable” COVID-19 case?</p>	<p>Students and staff exhibiting one or more COVID-like symptoms are considered suspect cases and should be immediately isolated and evaluated. Evaluation of each symptomatic student/staff is required to determine if this symptom is new or if it is part of an existing condition for this student/staff.</p>
<p>What actions will be taken by students/staff sent home with COVID-like symptoms?</p>	<p>All students and staff sent home with COVID-like symptoms should be diagnostically tested. Students and staff will remain home from school until they receive the test results. Students and staff who are confirmed or probable cases of COVID-19 must complete “return to school” criteria, which requires the following: (1) completion of at least 10 calendar days of isolation from the date of first symptom onset; (2) be fever-free for 24 hours without use of fever-reducing medication and (3) experience overall symptom improvement before returning to school. Individuals who have been cleared for release from isolation may return to school even if other household members are in isolation or quarantine in the home.</p>
<p>If the sick person has a known condition causing the symptoms, e.g., allergies, migraine, etc., can this be taken into consideration?</p>	<p>Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Each episode of new symptom onset should be evaluated. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms; it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.</p>
<p>What mechanisms are in place to ensure that students and staff privacy will be maintained?</p>	<p>The school will notify anyone who came into close contact with someone who tested positive and provide a general notification to the entire school when it impacts normal school operations. As with any health-related issues, we will follow the law and cannot identify the person who is the case. This is a matter of protecting people’s confidential health information. While we understand that community members want as much information as possible, outing individuals may discourage people from telling the school when they test positive.</p>

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<p>What is the procedure for a staff member or student's return to school following confirmed or suspected COVID-19 infection?</p>	<p>Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medications and have had no diarrhea or vomiting in the previous 24 hours. A healthcare provider's note documenting the alternative diagnosis, or a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms.</p> <p>Students and staff who do not get tested for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.</p> <p>Medical evaluation and COVID-19 diagnostic testing are strongly recommended for all persons with COVID-like symptoms.</p>
<p>What is the procedure for a student who falls ill during the school day?</p>	<p>If a student falls ill during the school day, that student will be escorted to the school's onsite care room (quarantine area). Any student displaying symptoms related to COVID-19 will also be isolated from others in the care room. Parents will be immediately notified. 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.</p>

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<p>If a confirmed or probable COVID-19 case is identified in a classroom, who will be considered close contacts that need to be quarantined? Will this include the entire classroom?</p>	<p>Exposure in a classroom should be limited to everyone with whom the confirmed or probable COVID case had close contact, as defined above.</p>
<p>If the close contact and the COVID case were both wearing their cloth face coverings when the exposure occurred, is the close contact still required to be quarantined?</p>	<p>Yes. While there is strong evidence that face coverings significantly reduce the risk of infection, the likelihood for transmission cannot be ruled out.</p>
<p>If a student or staff member is identified as a close contact to a person with COVID-19 and is instructed to quarantine, are their household members and close contacts also required to be in quarantine?</p>	<p>No. Contacts of a person who is a close contact to a COVID-19 case (i.e., contacts to contacts) do not need to self-quarantine unless they develop symptoms or if the person identified as the close contact develops COVID-19. They should, however, monitor themselves closely for symptoms of COVID-19 and if they become symptomatic, self-isolate and seek medical evaluation/testing.</p>
<p>Is a healthcare provider's note required to return to school after a 'close contact' to a case completes the required time frame in quarantine?</p>	<p>Persons who remain in quarantine for 14 calendar days and who remain asymptomatic throughout quarantine do not need a healthcare provider's note to return to school. Individuals who remain in quarantine for 10 days and who remain asymptomatic may return [after receiving a negative SARS-CoV-2 PCR test]. It is the responsibility of the individual to provide the documentation of the negative SARS-CoV-2 result, in addition to the quarantine release letter.</p> <p>Regardless of when an individual ends quarantine, daily symptom monitoring should continue through</p>

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	<p>calendar day 14 after the exposure. If any symptoms develop during or after ending quarantine, the individual should immediately self-isolate and contact their healthcare provider to report their symptoms.</p>
<p>If a student is sent home sick with suspected COVID-19 symptoms (e.g., cough, fever, diarrhea, shortness of breath, etc.) must all the siblings/household members be sent home as well and quarantined?</p>	<p>Yes. If one household member is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received.</p> <p>Regardless of when an individual ends quarantine, daily symptom monitoring should continue through calendar day 14 after the exposure. Individuals should continue to adhere to recommended mitigation strategies, including proper and consistent mask use, social distancing, hand hygiene, cough hygiene, environmental cleaning, and disinfections, etc. If any symptoms develop during or after ending quarantine, the individual should immediately self-isolate and contact their healthcare provider to report their symptoms.</p>

<h2 style="text-align: center;">Healthy Hygiene</h2>	
<p>What is the process for students, staff, and visitors to wash hands upon entry, exit, and throughout the day?</p>	<p>It will be required that hand hygiene be 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.</p>
<p>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,</p>	<p>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).</p>

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<p>especially after using the bathroom, after blowing their nose, after coughing or sneezing, after touching high touch surfaces, and before eating?</p>	
<p>What is the process of educating students on how and when to use hand sanitizer?</p>	<p>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.</p>
<p>Where will hand sanitizer stations be placed throughout the building when soap and water may not be readily available?</p>	<p>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.</p>
<p>What is the break schedule in the day for hand washing/sanitizing and/or sanitizing desks, workstations, and supplies?</p>	<p>Classrooms will have a restroom break schedule to follow throughout the day for hand washing/sanitizing and/or sanitizing desks, workstations, and supplies.</p>
<p>What is the process of encouraging students to avoid touching their eyes, nose, and mouth?</p>	<p>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).</p>

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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 with one maintenance person responsible for each floor of the building throughout the school day. 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 between classroom use. Alain Locke has hospital-grade mister spray units that will evenly apply EPA-approved disinfectant for maximum disinfection. This will be done primarily by our custodial teams but will also be an “all-staff” effort as well.

The school is purchasing standalone air purifiers ([PURASHIELD 500](#)) for each classroom and shared areas including hallways and bathrooms. These air purifiers remove 99.9% of Aerosols Carrying Viruses including H1N1. Product is ideal for use in educational institutions, hospitals, medical facilities, senior living facilities, etc.



What are the cleaning expectations for staff?

Cleaning throughout the day is an “all-staff” effort. Classroom staff are responsible for ensuring that classroom materials are cleaned between student/pod use. Each classroom will be provided with disinfectant wipes so that students and staff can clean high-touch areas throughout the day and at the end of the day.

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Signage

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?

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 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).

Care Room

Have you identified a separate room or area to isolate anyone who exhibits COVID-like symptoms?

The school is going to designate the computer lab as the onsite care room (quarantine area) for any students displaying symptoms related to COVID-19 to isolate those students from others. The care room will be monitored by a staff person and nurse to care for students who become ill at school or have COVID symptoms. We will designate a separate restroom near the isolation room, single stall, will 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.

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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.
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 daily?	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. 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

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	possible.
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/ guardians can complete the online enrollment form at www.alainlocke.org . The transfer process has not been modified or revised.
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Communication

What are the school’s communication goals? Is the reopening plan posted on the school’s website?	Alain Locke is always striving to ensure that our families and staff feel connected and informed. Parents have a variety of means to connect with someone at the school through phone, email or Bloomz. The most up to date version of the school’s reopening plan will be posted on the school’s website (www.alainlocke.org).
What are the means of communicating to staff, students, and parents/guardians? (i.e., social media, website, etc.?) How will	Alain Locke utilizes 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 their 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

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<p>families know who to contact for what purpose?</p>	<p>response. Alain Locke also utilizes www.alainlocke.org to provide parents with messages and resources. Alain Locke also utilizes social media like Facebook and Instagram to share messages and updates with parents.</p> <p>To ensure that our families feel connected and informed, we have someone available to address family questions every day during regular school hours. 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 families and collected feedback on their learning preference and school's reopening plan?</p>	<p>Alain Locke's reopening plan will be posted on the school's website (www.alainlocke.org) on December 28, 2020. The school will continue to update the plan as necessary based on input from stakeholders and the latest public health guidance. Parents/guardians will be encouraged to review the school's reopening plan to help make an informed decision on what learning preference is best for their family. Parents/guardians will be able to select their choice via the "School Learning Preference Choice Form" which will be posted online on the school's website from January 4-8, 2021.</p>
<p>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,</p>	<p>At the start of the school year, instructors hosted virtual parent orientation meetings in August to walk parents through remote learning expectations and accessing Google Classroom. After parents select their learning preference (i.e., hybrid learning model or full-time remote only), additional virtual meetings will take place to walk through expectations and changes to the daily schedule. Parents will be encouraged to continue to reach out directly to the school to ask questions or address concerns.</p>

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<p>tools and resources, and ways families can give feedback along the way?</p>	
<p>What is the school’s timing and process of collecting and updating student records?</p>	<p>The school manager collects, and updates students records on an annual basis. Any changes required are done the same day.</p>
<p>How is communication being provided to families in their native language?</p>	<p>N/A</p>
<p>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>	<p>A health screening and contactless temperature checks will be used to determine if a student or staff member is well enough to enter the building.</p> <p>Staff or students who have been exposed to COVID-19 must inform the school nurse and administration. 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.</p> <p>Individuals who did not have “close contact” can return to school immediately after disinfection of physical space that the student was in such as the classroom. Staff in quarantine will be required to report to administration with progress updates via email or phone.</p> <p>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 the Center for Disease Control and Prevention (CDC) quarantine guidelines. 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.</p>

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	<p>While every case is unique, we will conduct interviews with the person who tested positive to determine any close contacts. Only those who come into direct close contact with the original case will have to quarantine and have their symptoms closely monitored. If a close contact develops symptoms, only then would members of the household be asked to stay at home for the quarantine period.</p> <p>Students or staff returning from illness related to COVID-19 should call to check in with the full-time school nurse or building administrator (if a nurse is unavailable) following quarantine. The school will follow the most up to date COVID-19 quarantine recommendations, considerations, and guidelines to prevent transmission.</p>
<p>What is the communication protocol of notifying parents/guardians, staff, and students of potential exposure to COVID-19?</p>	<p>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 cases to the school to initiate contact tracing.</p>
<p>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?</p>	<p>All families should be prepared for a switch back to full-remote learning at any time if the city or state determines it is necessary due to a rise in confirmed cases of COVID-19. Or if a pod must be quarantined due to close contact with a confirmed case, the pod will go back to remote learning only during the quarantine period.</p> <p>If student required to go from in-person to full-remote learning due to close contact with a confirmed COVID-19 case or state mandate, parents will be notified immediately via Bloomz, school’s website and social media. We will also contact parents directly through Bloomz, phone and/or email.</p>

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Human Resources	
<p>What is the process to monitor staff absenteeism and a roster of certified substitutes?</p>	<p>The School Manager will monitor staff absenteeism daily. Alain Locke will utilize internal staff for any absences that need coverage.</p>
<p>What is the process for a staff member to report that he/she feels ill and may need to leave work or self-quarantine?</p>	<p>A staff member who feels ill with COVID-19 symptoms while at work must isolate immediately, inform the school nurse and administration at 773-265-7232, and then leave the school building as soon as possible to self-quarantine. Such employees must then complete “return to school” criteria (discussed above) before returning to the school building.</p> <p>A staff member who was in “close contact” will be required to remain home or will be sent home once determined to have been in close contact and (or, if exposure is while in the school building, isolate and return home as soon as possible), and should inform the school nurse and administration at 773-265-7232. If a staff member does not know whether their interaction with someone constitutes a “close contact,” they should contact the school nurse to discuss further.</p> <p>To the extent retained by the school, all reported test results will be kept as confidential medical information to the extent required under applicable law.</p> <p>In the event a staff member is required to self-quarantine due to the onset of COVID-19 symptoms, his or her status as being a “close contact,” or other requirement of the school relating to COVID-19 prevention, the employee will be eligible to use available sick leave for such absences. Additionally, other paid leave may be allotted at the school’s discretion so that employees who are absent due to COVID-19 prevention efforts are not required to use their Personal Time Off (“PTO”).</p> <p>Non-symptomatic staff members required to self-isolate at home for a determined time will be expected to work remotely, subject to any other valid leave considerations. Instructors will be required to provide emergency sub plans to be utilized if needed.</p>

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	Please note that confirmed cases of COVID-19 may be reported to Chicago Public Health in accordance with Chicago and Illinois guidance and requirements. ¹
What type of flexibility will be provided to teachers who are at-risk or opt-out of in-person instruction?	Alain Locke will comply with applicable law including to provide reasonable accommodations to qualified individuals with disabilities. Employees who require disability accommodations should follow the accommodation request procedures in the school’s policy manual.
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 at their designated entrance. Staff are expected to follow social distancing guidelines at entrances and exits.
What precautions are teachers and staff asked to take outside of the school building?	We expect that all staff members will follow public health guidelines for preventing the spread of COVID-19 including by observing requirements for mask-wearing, frequent handwashing, and maintaining appropriate social distancing with others.

For communication purposes, please ensure Alain Locke has your up-to-date emergency contact information. For the most reliable information about COVID-19, please visit chicago.gov/coronavirus or cdc.gov/coronavirus.

¹ Cases can be reported at this link: <https://redcap.dph.illinois.gov/surveys/?s=FR7MAJAY84>