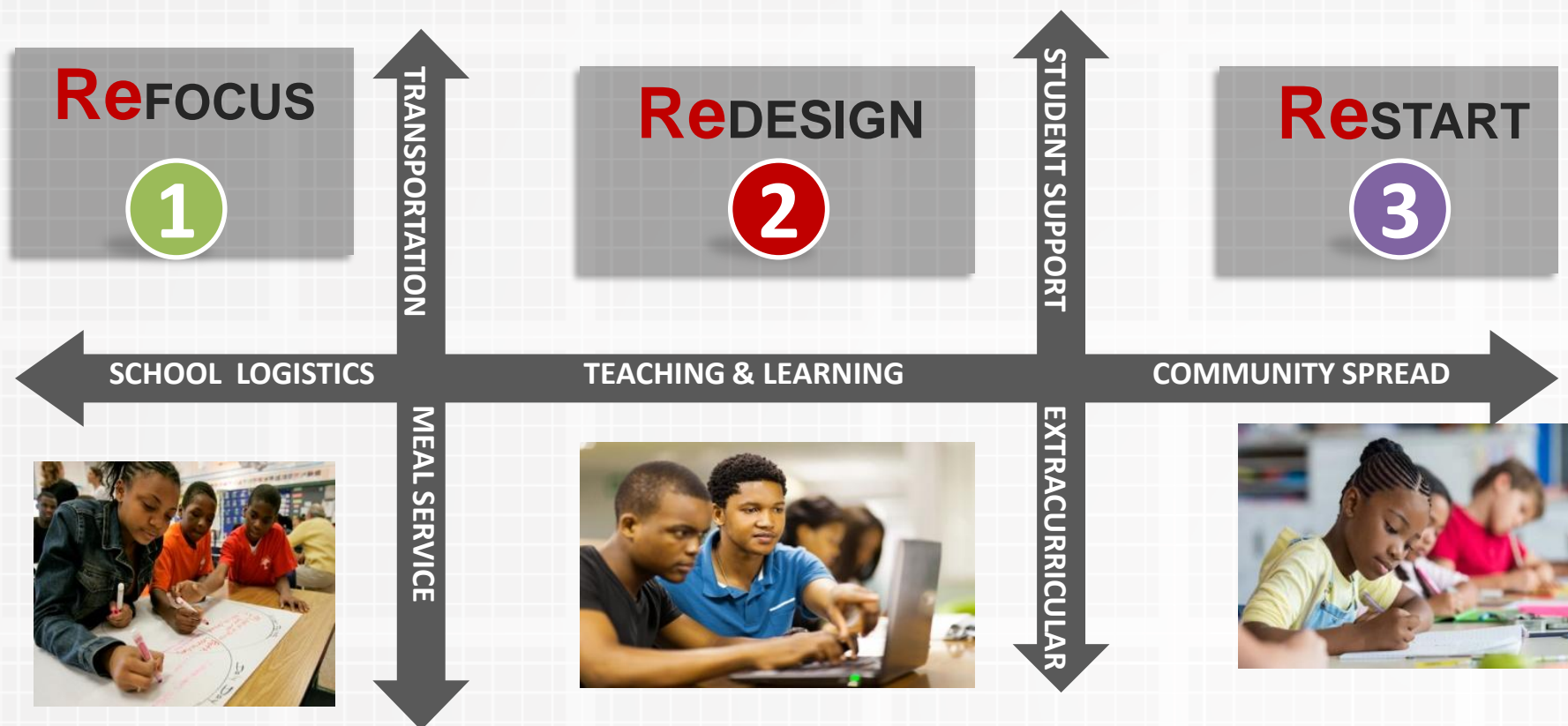
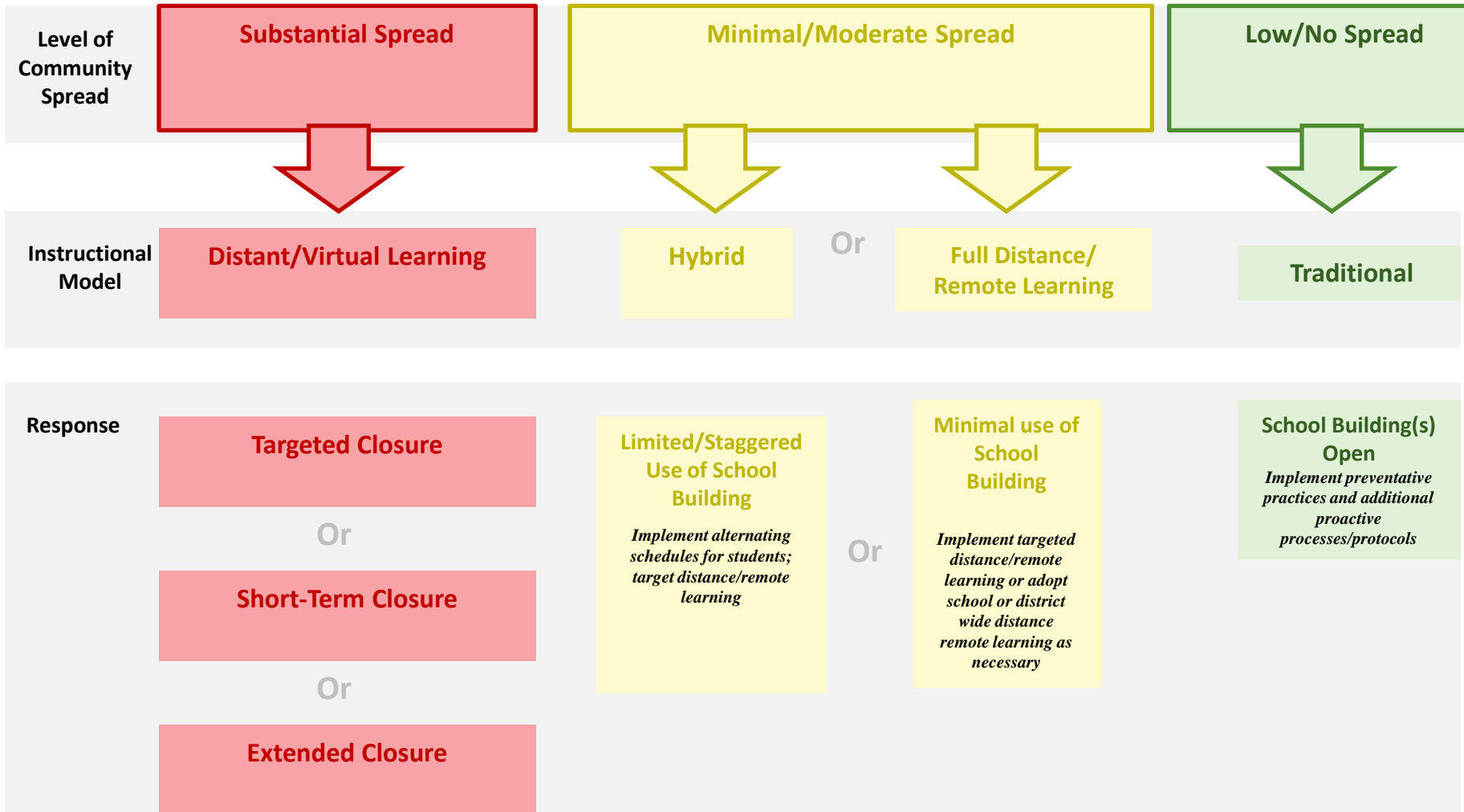


# MIDFIELD CITY SCHOOLS

## Pathway to Recovery



Midfield City's Plan for Continuity of Operations for K-12 provides consideration, recommendations, and best practices to ensure a safe and successful 2020-2021 school year.





## ADDRESSING COMMUNITY SPREAD

### Substantial Spread

- *Coordinate with local and state DPH health officials*
- *Participate in contact tracing efforts and specimen collection efforts as directed by local health officials*
- *Schools that are closed, remain closed. Implement distance/remote learning*
- *Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.*
- *Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness*

### Minimal/Moderate Spread

- *Establish and maintain communication with local and state DPH health officials*
- *Participate in contact tracing efforts and specimen collection efforts as directed by local health officials*
- *Implement **enhanced** social distancing measures*
- *Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols*
- *Establish a protocol for students/staff who feel ill/experience symptoms when they come to school*
- *Isolate and deep clean impacted classrooms and spaces*
- *Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness*

### Low/No Spread

- *Establish and maintain communication with local and state DPH health officials*
- *Participate in contact tracing efforts and specimen collection efforts as directed by local health officials*
- *Implement **enhanced** social distancing measures*
- *Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols*
- *Establish a protocol for students/staff who feel ill/experience symptoms when they come to school*
- *Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness*



# SCHOOL LOGISTICS AND PROTOCOLS

## Substantial Spread

### District/School Considerations:

- Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols
- Implement distance learning, district device distribution and address connectivity needs.
- Encourage COVID-19 testing
- Retrain staff on proper clean/disinfecting of frequently touched surfaces

## Minimal/Moderate Spread

### District/School Considerations

- Face coverings are strongly recommended and expected for students and staff
  - Move non-essential furniture and equipment out of classrooms to increase distance between student learning stations and turn desks in the same direction
  - Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch or lidless trash cans in all bathrooms, classrooms, and frequently trafficked areas
  - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
  - Regularly clean/disinfect frequently touched surfaces.
    - Each classroom desk (tops and bottoms) as well as hard surfaces and touch points will be sprayed with CDC approved cleaning agents. This will include the front office.
  - Provide masks and other appropriate PPE to staff

## Low/No Spread

### District/School Considerations

- Teach and reinforce good hygiene measures such as hand washing, covering coughs, and face coverings.
  - Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
  - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
  - Regularly clean/disinfect frequently touched surfaces.
  - Clean/disinfect frequently touched surfaces at least daily.
  - Allow students and staff to bring hand sanitizer and face masks/coverings to use from home
  - Teachers, students, visitors and other school personnel shall sanitize their hands each time they enter and exit a classroom.
  - Conduct deep cleaning of schools prior to students/staff returning.



# TRANSPORTING STUDENTS

## Substantial Spread

### District/School Considerations:

- *School buildings are closed; buses used to deliver meals to students and families*
- *Reduce contact by delivering a week's worth of meals during a designated time (ex: delivering a week's worth of meals every Monday)*

## Minimal/Moderate Spread

### District/School Considerations:

- *Provide hand sanitizer for students and bus drivers*
- *Provide face masks for bus drivers; allow students to wear face masks/coverings*
- *Screen students and bus drivers for symptoms of illness and utilize spaced seating (to the extent practicable)*
- *Eliminate field trips*
- *Clean and disinfect frequently touched surfaces on the bus daily*
- *Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households*

## Low/No Spread

### District/School Considerations:

**Implement standard operating procedures while taking preventative measures such as:**

- *Provide hand sanitizer for students and bus drivers*
- *Allow bus drivers and students to wear face masks/coverings*
- *Limit field trips (to areas of limited/low transmission)*
- *Inspect buses prior to students returning and as part of a regular rotation*
- *Clean and disinfect frequently touched surfaces on the bus at least daily*
- *Air out buses when not in use*



# ENTERING SCHOOL BUILDINGS

## Substantial Spread

*School buildings are closed; the district will require only that essential staff report in-person to carry out functions that are absolutely necessary.*

### **District/School Considerations:**

- District/school leaders must remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements*
- District/school leaders should leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures)*

## Minimal/Moderate Spread

### **District/School Considerations:**

- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.*
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school*
- Mark spaced lines to enter the building and designate entrance and exit flow paths*

## Low/No Spread

### **District/School Considerations:**

**Implement standard operating procedures while taking preventative measures such as:**

- Hand sanitizer stations for students and staff*
- Limit unnecessary congregations of students and staff*
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.*
- Establish a protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings/masks, etc. Establish a protocol for student pick up/drop off: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup.*



## SERVING MEALS

### Substantial Spread

#### District/School Considerations:

##### **School buildings are closed.**

- Practice established social distancing protocols to the greatest extent practicable
- Provide PPE to participating staff
- Reduce contact by using the curbside and bus stop service. Distribute 7 days worth of meals Monday through Friday
- Distribute printed instructional packets/ materials and district/school communications along with meals
- Reduce person-to-person contact by using multiple locations to provide essential services.

### Minimal/Moderate Spread

#### District/School Considerations:

- Allow student hand washing before and after meal service
- Provide hand sanitizer for students and staff
- Use disposable plates, utensils, etc.
- Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day

#### Alternative Serving Models:

- Serving meals in classrooms
- Serving meals in cafeterias with spaced serving lines (marked on floors)
- Spaced seating (utilize outdoor space as practicable and appropriate)
- Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)
- Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.

### Low/No Spread

#### District/School Considerations:

Implement standard operating procedures while taking preventative measures such as:

- Provide hand sanitizer for students and staff
- Allow students and staff to wear face masks/coverings while in large group gatherings
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day



# TRANSITIONING

## Substantial Spread

**School Buildings Are Closed.**

## Minimal/Moderate Spread

**District/School Considerations:**

- *Limit mixing between groups (to the extent practicable)*
- *For class changes and other transitions throughout the school day:*
- *Provide additional time for transitions (utilizing state seat time waiver to extend transition period)*
- *Designate areas in the hallway (i.e. lanes) as flow paths to keep separated*
- *Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time*
- *Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)*

## Low/No Spread

**District/School Considerations:**

**Implement standard operating procedures while taking preventative measures such as:**

- *Allow students and staff to wear face masks/coverings while in large group gatherings*
- *Conduct cleaning of hallways and high-touch surfaces throughout the school day*
- *Designate areas in the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)*





# CONDUCTING LARGE GROUP GATHERING

## Substantial Spread

### School buildings are closed

*Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order*

## Minimal/Moderate Spread

### District/School Considerations:

- *Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order*
- *Discourage the congregation of students in parking lots and common areas*
- *Stagger the schedule for large group gatherings (i.e. recess and school meals)*
- *Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing*
- *Follow Alabama High School Association guidelines for sporting events and practices.*

## Low/No Spread

### District/School Considerations:

**Implement standard operating procedures while taking preventative measures such as:**

- *Provide hand sanitizer for students and staff*
- *Allow students and staff to wear face masks/coverings*
- *Limit unnecessary congregations of students and staff*
- *Follow Alabama High School Association guidelines for sporting events and practices*



# SUPPORTING TEACHING & LEARNING

## Substantial Spread

**School Buildings Are Closed.**  
**District/School Considerations:**

- *Implement a robust Distance Learning Plan*
- *Distribute printed instructional packets and district/school communications along with meals; designate and communicate collection/drop off points*

## Minimal/Moderate Spread

**District/School Considerations:**

*Survey families to gauge which students may want to conduct their schooling virtually for the 2020-2021 school year*

**Educational Option For Families**

**1. Hybrid /Blended Model**

*A blend of both traditional classroom instruction and online learning activities with alternating days.*

**Alternating Days:** *Students will be divided into 2 groups. Groups will alternate face-to-face and virtual instruction during the week.*

**For Example:** *Group A will attend Monday and Wednesday and work virtually the remainder of the week. Group B will attend Tuesday and Thursday and work virtually the other days of the week. Friday will be a professional development day for employees and e-learning day for students*

**2. Virtual Learning**

*Students will receive individualized instruction at home utilizing our learning management system. Students will be expected to be engaged in digital learning activities based upon their typical school schedule.*

**Additional Information**

*Grades will be given for each learning option.  
Learning options are not interchangeable  
Students will be able to change learning environments at the beginning of each 9 weeks*

**Online tutorials and instructional videos will be available for parents to help them navigate the learning portals**

## Low/No Spread

**District/School Considerations:**

**Implement standard operating procedures while taking preventative measures such as:**

- *Providing hand sanitizer for students and staff*
- *Allowing students and staff to wear face masks/coverings while in large group gatherings*
- *Conducting cleaning of cafeterias and high-touch surfaces throughout the school day*



# SPECIALIZED INSTRUCTION

## Substantial Spread

### School buildings are closed.

#### District/School Considerations:

*Services and supports will be provided through teletherapy options developed in collaboration with parents and based on services in the IEP/EP plan.*

*Specially designed instruction and related services will utilize virtual instruction and teletherapies*

*Services and supports that may be provided virtually include:*

*Speech Therapy Language Therapy*

*Occupational Therapy*

*Physical Therapy*

*Small group/individual social skills instruction*

- ELL supports will be provided remotely as appropriate*

- SEL programming will be incorporated into regular instruction*

## Minimal/Moderate Spread

### District/School Considerations:

- Services and supports will be provided based on the IEP/EP/504 plan. Some specially designed instruction and related services will utilize virtual instruction and teletherapies due to rotating schedules*

*Services and supports that may be provided virtually include:*

*Speech Therapy Language Therapy*

*Occupational Therapy*

*Physical Therapy*

*Small group/individual social skills instruction*

- ELL supports will be provided as appropriate*

- SEL programming will be incorporated into regular instruction and delivered through teacher-directed or eLearning activities*

## Low/No Spread

### District/School Considerations:

*Special Education support services based on the IEP/GEP*

*504 Plan accommodations implemented per plan requirements*

*ELL supports provided based on district and individual student plans*

*SEL programming will be incorporated into regular instruction*



# EXTRACURRICULAR ACTIVITIES

Athletics, Band, Clubs, Before & After School Activities

## Substantial Spread

### District/School Considerations:

**School buildings are closed.**  
Abide by and adhere to the maximum percentage of people allowed to congregate as defined by the Governor's current statewide Executive Order.

## Minimal/Moderate Spread

### District/School Considerations:

- Abide by and adhere to the maximum percentage of people allowed to congregate as defined by the Governor's current statewide Executive Order.
- All gatherings, events, and extra-curricular activities shall maintain appropriate and responsible social distancing. This includes limited tickets and seating.
- Follow Alabama High School Athletic Association (AHSAA) guidelines for sporting events and practices
- All facilities, equipment, instruments, uniforms, etc. should be thoroughly cleaned, disinfected, washed or wiped down after each use
- Have adequate cleaning and sanitizing supplies at an event for participants and attendees, including hand sanitizing stations.
- If a student is experiencing symptoms- isolate, supervise and call the parent/guardian
- Adhere to Transporting Students guidelines even if utilizing charter buses

## Low/No Spread

### District/School Considerations:

**Implement standard operating procedures while taking preventative measures such as:**

- Follow Alabama High School Athletic Association (FHSAA) guidelines for sporting events and practices.
- All equipment, instruments, uniforms, etc. should be washed or wiped down after each use.
- Signs to remind attendees of responsible social distancing (public restrooms, concessions, seating) and allow for multiple exit points.
- Have adequate cleaning and sanitizing supplies at an event for participants and attendees, including hand sanitizing stations
- Limit unnecessary congregations of students and staff
- Allow students and staff to wear face masks/coverings while in large group gatherings
- If a student is experiencing symptoms- Isolate, Supervise and call the parent/guardian



# STUDENT SUPPORT SERVICES

## Substantial Spread

**School buildings are closed.**  
**District/School Considerations:**

School Counselors, and Behavior Health  
Counselors will be available to:

- *Make contact with students receiving small group or individual services*
- *Serve as resources to families and for distance*
- *Wellness checks as warranted*
- *Provide virtual guidance curriculum*
- *Continue to monitor high risk student needs*
- *Provide academic guidance and support*
- *Facilitate 504 meetings*

## Minimal/Moderate Spread

**District/School Considerations:**

- *Assess Emotional Status*
- *Student Risk Screening Scale  
Internalizing/Externalizing*
- *Support Trauma Sensitive Training*
- *Incorporate Social Emotional Learning  
Elem/Secondary Guidance Curriculum*
- *Maintain and facilitate 504 meetings*
- *Provide academic guidance and support*
- *Counseling Services for students and  
resources for staff*

## Low/No Spread

**District/School Considerations:**

- *Assess Emotional Status*
- *Student Risk Screening Scale  
Internalizing/Externalizing*
- *Support Trauma Sensitive Training*
- *Incorporate Social Emotional Learning  
Elem/Secondary Guidance Curriculum*
- *Maintain and facilitate 504 meetings*
- *Provide academic guidance and support*
- *Counseling Services for students and  
resources for staff*



# PROFESSIONAL DEVELOPMENT

## Substantial Spread

### School Buildings Are Closed:

*Professional Development utilizing District-developed distance learning tools to support quality instruction.*

## Minimal/Moderate Spread

### District/School Considerations:

- *Using Data to Plan for Standard Based Instruction*
- *Social Emotional Learning (SEL)*
- *Trauma Informed Care*
- *Maintaining Safe and Healthy Learning Environments*
- *Digital GOOGLE Academy for Teachers*
- *High Quality Content via Learning Management System (School PLP)*

## Low/No Spread

### District/School Considerations:

- *Using Data to Plan for Standard Based Instruction*
- *Social Emotional Learning (SEL)*
- *Trauma Informed Care*
- *Maintaining Safe and Healthy Learning Environments*
- *Digital GOOGLE Academy for Teachers*
- *High Quality Content via Learning Management System (School PLP)*



# PROTECTING VULNERABLE POPULATION

## Substantial Spread

*Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.*

## Minimal/Moderate Spread

### District/School Considerations:

- *Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws*
- *Survey families with vulnerable children to gauge their intentions in returning to a traditional school*
- *Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials*
- *Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations*
- *Adhere to FERPA and HIPPA requirements*
- *Adhere to state and federal employment law and extended leave allowances*

## Low/No Spread

### District/School Considerations:

**Implement standard operating procedures while taking preventative measures such as:**

- *Establish a point-of-contact with the local health department*
- *Identify local COVID-19 testing sites*
- *Provide PPE to vulnerable students and staff as appropriate*
- *Allow vulnerable students to complete their coursework virtually*
- *Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)*
- *Establish a process for regular check-ins with vulnerable students and staff*
- *Allow an early transition for vulnerable students to go to classes*
- *Limit large group gatherings/ Interactions for vulnerable students and staff*



## When A Child, Staff Member, or Visitor Becomes Sick At School

- *Digital Temperature Check and check for other symptoms*
- *Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.*
- *School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection*
- *Contact parent/guardian/emergency contact to arrange for an individual who is sick to go home or to a healthcare facility.*
- *Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.*
- *Close off areas used by a sick person and do not use before cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.*
- *Advise sick staff members and children not to return until they have met Jefferson County Health Department criteria to discontinue home isolation*
- *Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow Alabama Department of Health guidance if symptoms develop. If a person does not have symptoms, follow appropriate Alabama Department of Health guidance for home quarantine*



**Midfield City Schools is committed to providing the highest-quality education possible during these challenging times while also promoting the health and well-being of our students, staff, families, and the broader community.**