

# ACHIEVEMENT CHARTER ACADEMY

## **2021/22 Plan A**

*IN RESPONSE TO COVID-19*



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## **INTRODUCTION**

We have created this plan to aid in navigating the establishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions in our school community. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## **GUIDING PRINCIPLES**

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## **SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS**

### **EMPLOYEE AND STUDENT SAFETY**

#### **VISITOR RESTRICTIONS**

ACA will allow for increased visitation to our campuses since the Governor announced the Plan A option, which lifts the more stringent requirements of Plan B.

#### **TRAVEL RESTRICTIONS**

ACA will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource Director. Some off site field trips may be approved during Plan A. However, on site field trips are preferable.

#### **EMPLOYEE/STUDENT SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, students and staff should not come to school if they have any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit •
- Known close contact with a person who is lab confirmed to have COVID-19

## HEALTH PROTOCOL

- If a student or employee becomes ill at school/work, they may be asked to leave school/work and go home or to the nearest health center.
- Students and employees returning to school/work may be asked to submit a healthcare provider's note before returning to school/work.

If you have been diagnosed with COVID19, you may return to school/work when all 3 criteria are met:

1. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
  2. Symptoms have improved (cough, shortness of breath, etc); and
  3. At least 10 days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to school/work until the three criteria listed above have been met.
  - If a student/employee comes into close contact with someone diagnosed with COVID19, they must remain out of school/work for 14 days since the last date of exposure unless they test positive, in which case the 3 criteria above would apply.

## PREVENTATIVE MEASURES

### GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and the health and safety of those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the

following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.

- a. Your healthcare provider
  - b. ACA office staff
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE is required for students and staff to prevent certain exposures. PPE can include:

**Masks: The ACA Board of Directors voted in favor of a mask optional policy. This policy requires a monthly vote by the Board of Directors.**

Students and Staff are encouraged to:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available ●
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **PERSONAL WORKSPACE/CLASSROOM**

Staff is required to disinfect their own personal workspace and classroom surfaces (spray disinfectant on student desks when exiting the classroom, teacher desk, door handles, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

## **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. ACA has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The ACA Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning classrooms/workspaces.*

## FACILITIES CLEANING

The safety of our students and employees is our first priority. Upon opening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students attend, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Staff Areas, Gyms, Common Areas	At the end of each use/day; between groups

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered if an active student or employee is identified as positive for COVID19 based on testing. Staff and parents of students who have been identified as close contacts will be notified that a positive case has been reported. ACA will contact DHHS for detailed guidance.

## **PREVENTIVE MATERIAL INVENTORY**

1. ACA will maintain an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
2. Masks are available upon request.
2. ACA will maintain an adequate supply of gloves and other protective gear 4.

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease.

## **RESTROOM USAGE DURING THE WORK/SCHOOL DAY**

Maximum capacity in restrooms is 1. Supplies for employees to clean up after themselves are provided in staff only restrooms.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The guidance counselor will develop videos and resources for parents and teachers to access. The counselor will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs. The social-emotional focus of the Glasser Quality School model will teach students about resilience and forming strong relationships; this will also aid in managing any COVID19 social-emotional consequences.

### **STAFF TRAINING**

**1. Pre-return to school training**

Presented remotely to ensure understanding and preparedness to align with this manual

**2. First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols

**3. Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our school website and the COVID19 Dashboard.
3. Follow our social media platforms.

## **II. ACADEMICS AND VIRTUAL LEARNING**

## 1. Optimize Professional Development

Tasks: Develop a plan for professional development for our staff for:

1. The addition of summer days to staff calendar for training
2. August professional development
3. Professional learning opportunities during the school year

A professional development survey will be developed to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers.

## 2. Optimize Instructional Services

**Instructional Gaps:** We will take the data from the baseline assessment to determine where the gaps are with each student.

**Scope and Sequence:** Our scope and sequence will integrate the previous grade level standards with our BOY instruction to ensure standards presented in the Spring are mastered.

**At Home Learning Packets, Remote Learning in case of quarantine/weather:** Should this ever happen again, we would like our instruction to be uniform across the board. ACA has created packets for each grade level that we would use as “Emergency Go-Packets.” We decided using ACA resources would eliminate the constant change and confusion for parents and teachers. It would also give administrators instant access to download extra copies should the need arise. We can convert these packets to digital copies for Google Classroom as well.

Remote learning for quarantine of individual students will be asynchronous. If a classroom is quarantined or there is a remote learning day due to weather, there will be at least one live virtual instruction scheduled.

### **Remote Learning Schedule Plan A (sample):**

8:30-8:45 Daily welcome  
8:45-9:15 Literacy lesson  
9:15-9:25 BREAK  
9:25-9:40 Literacy practice  
9:40-10:00 Math lesson  
10:00-10:20 PE video  
10:20-10:50 Math practice  
10:50-11:15 Science  
11:15-11:45 Social Studies  
11:45-12:45 Lunch/Recess  
12:45-1:15 Handwriting practice

Fridays will include Choice Time/PE/Guidance with at least one live session. Zoom

with instructor check-in/small group work teacher will schedule one per week.

### **3. Optimize Facility, Safety, and Security**

- ACA continues to develop the plan for students and staff in the buildings and update safety protocols.

### **4. Optimize All Available Resources**

- A needs assessment was created to help the school understand the technology needs of the families. Grants were obtained to purchase any additional technology components for student use while at home.

### **5. Optimize Student Services**

- This committee is made up of our Guidance Counselor and EC Coordinator. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

## **GRADING POLICY**

### Grading and Attendance

To receive credit and attendance for the grades offered at ACA this school year students are expected to complete assignments. The grading policy is located in the student handbook.

### Attendance

Attendance will be taken each day. Submission of assignments or two-way communication is necessary to count a student present. This can be through email, Zoom, phone call, etc.

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## **RECEIVING AND RETURNING STUDENT WORK IF ACA CLOSES**

In the event that the school has to close in, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the ACA is using Google Classroom. Google Classroom will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet (ACA will provide hotspots) or if a parent prefers paper. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet effectively, all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by ACA staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.