

Return STRONGER

S.A.F.E. Plan for 2020-21 School Re-Entry



Purpose: What To Expect When Schools Reopen

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S.A.F.E. Plan for 2020-21 School Re-Entry



- Safety Protocols
- Utilization of Student Devices
- Social Distancing when Possible
- High-Quality Instruction
- Social-Emotional Support



A Comprehensive Process

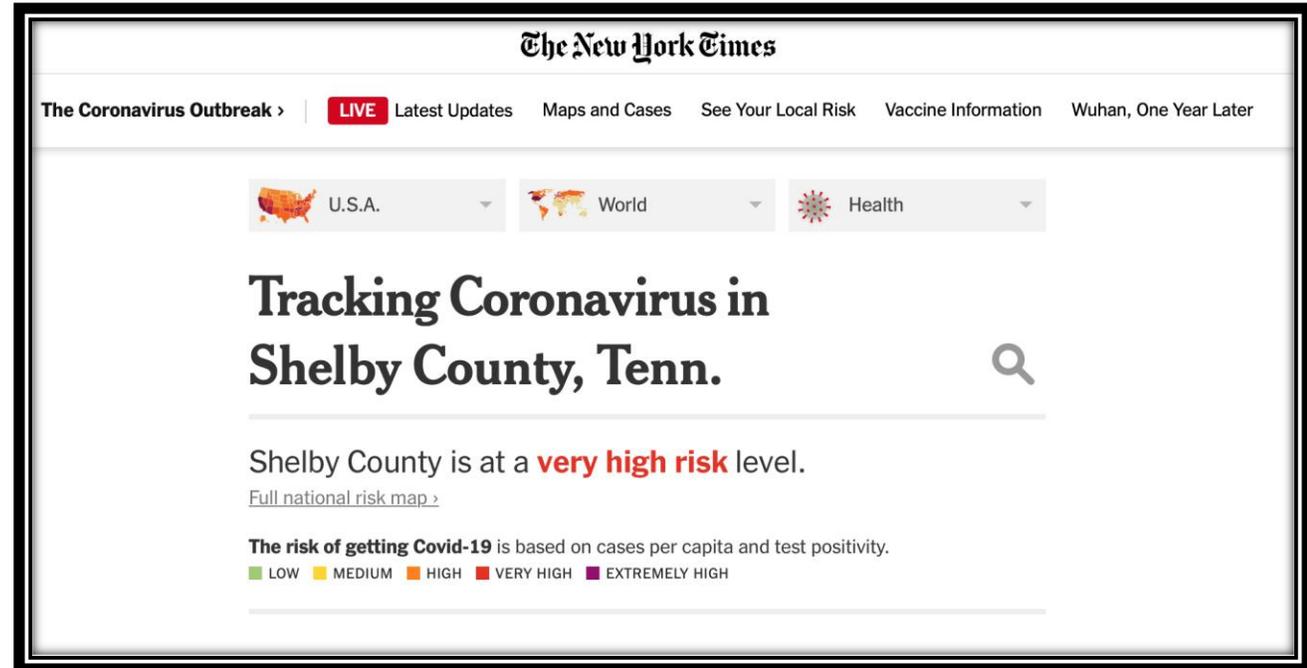
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- Daily cross-collaborative internal planning
- Published the Road Map for Continuous Improvement
- Established the Re-Entry Task Force
- Published the S.A.F.E. Plan
- Community Town Hall (more than 20,000 views)
- Parent, teacher, student focus groups and surveys
- Supported Principals in their Detailed Plans
- School Operations walk-throughs
- Simulation videos
- More than 5 million website visits since March 2020

Signs of Hope

- Although the New York Times rates Shelby County as very high risk...
- Four weeks of declining test positivity in Shelby County
 - 17.5% to 9.7% since the holidays
- Consistent – but not continual – improvement in case counts
- More than 25% decline in the 7-day case count since December
- CDC's official guidance says schools can re-open safely, but only when communities support mitigation efforts



The New York Times

The Coronavirus Outbreak > **LIVE** Latest Updates Maps and Cases See Your Local Risk Vaccine Information Wuhan, One Year Later

U.S.A. World Health

Tracking Coronavirus in Shelby County, Tenn.

Shelby County is at a **very high risk** level.
[Full national risk map >](#)

The risk of getting Covid-19 is based on cases per capita and test positivity.

LOW MEDIUM HIGH VERY HIGH EXTREMELY HIGH

A Key to Our Safe Return

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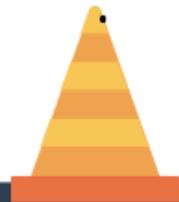


5 Key Mitigation Strategies

Consistent and correct use of masks



Social distancing to the largest extent possible



Proper hand hygiene



Cleaning and disinfection



Contact tracing in collaboration with local health department



District-wide Enhanced Health & Safety Protocols

INCREASED CLEANING

- All common areas will be thoroughly cleaned & disinfected at least twice per day
- Thorough cleaning & disinfection of all frequently touched areas at least four times per day
- Daily restock of all tissue, paper towels, hand soap & hand sanitizer dispensers

SAFEGUARDS TO LIMIT SPREAD OF GERMS

- Temperature & health monitoring for all students, staff & visitors
- Those with a fever or symptoms will not be allowed to remain at school/work; isolation areas designated for individuals with symptoms.
- Social distancing markers in all buildings, reduced class transitions & reduced visitor volume
- Limiting class interactions & gatherings
- Hand sanitizer stations in all common areas & hallways
- Frequent opportunities for handwashing

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face mask requirements for students, staff & visitors will be based on current guidance from the Centers for Disease Control, Shelby County Health Department, and local government ordinances.
- All buildings equipped with emergency stock of PPE

HEALTH & SAFETY SIGNAGE IN ALL BUILDINGS

- Social distancing floor decals
- Visitor entry guidelines & mask requirement
- Handwashing, steps to avoid germs & stay home when sick

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COVID-19 Response Protocols



REPORTING CASES OF COVID-19

PROTOCOLS & PROCEDURES

In preparation for the reopening of schools for in-person learning, Shelby County Schools (SCS) has implemented extensive procedures to address positive cases of COVID-19. This process includes investigating schools and mitigating a plan of action to protect students and employees. SCS follows all appropriate protocols for reporting cases based on Shelby County Health Department (SCHD) guidance.

SELF REPORTING FOR FAMILIES/STAFF

Parent/guardian or employee self-reports positive case to the school principal/site administrator.

Principal/site admin. notifies the SCS Contact Tracing team and initiates in-school contact tracing.

SCS Contact Tracing team reports the case to the SCHD to implement mitigation strategies.

SCHD NOTIFIES SCS OF A CONFIRMED CASE

SCHD notifies the SCS Contact Tracing team of a confirmed case.

SCS Contact Tracing team notifies principal/site admin. of confirmed case.

Principal/site admin. initiates in-school/site contact tracing and implements mitigation strategies.

To report a case or ask questions about contact tracing, parents should contact their child's school during regular hours.



CONTACT TRACING

The investigative process includes reviewing the student's schedule, determining whether the student rode the school bus and participates in athletics or extracurricular activities, and confirming if there are any members of the household at other District schools/facilities.

MITIGATION STRATEGIES

- The school building/facility will be sanitized thoroughly following CDC and SCHD requirements.
- Anyone at the school or location recognized as being in close contact with individuals who tested positive for COVID-19 will be contacted directly by the school principal or designee.
- The principal or designee will also inform the school community, including parents and employees, whenever there is a positive case.

CRITERIA FOR SCHOOL CLOSURES

The health and safety of individuals in the school building are essential. The decision to close a school is based on the local health authorities' guidelines, recommendations, and District safety protocols, which will be made individually. These decisions are made with care, involve investigation/data gathering, and may not be the same for every school. A determination will be made on an individual school-by-school basis due to various factors that can affect the concluding decision. Below are some factors to consider, but are not limited to:

- Number of positive COVID-19 cases of student and staff
- Possible exposure to other students and employees identified through contact tracing
- Capability to sanitize the school-site prior to the return of students and staff
- Cases that are linked within the same school

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Day in the Life



Bell Times and Dress Code



- All school bell times (including iZone) will return to their original times for both in-person and virtual learning.
 - Bell times vary from 7:15, 8:15, 9:15 a.m.
- Students will not be required to wear uniforms during virtual learning. All in-person learners will be required to follow the SCS Board Policy on uniforms.



EXAMPLE SCHEDULE

All schools will return to regular bell times.

7:15 – 7:30 am

- Angela travels to school.

7:30 – 7:55 am

- Angela enters the building and gets her temperature checked at the front door with mask on.
- Angela proceeds to a designated area to eat breakfast (classroom or cafeteria).
- School will practice social distancing to the extent possible.

8:00 – 11:00 am

- Angela washes her hands before entering the room.
- Angela enters the classroom and finds her seat for instruction.
- Angela wears her mask.
- Angela receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually).
- Angela will receive synchronous and asynchronous instruction.
- Throughout the morning instruction, Angela will go to the restroom to wash hands.

11:00 – 11:30 am

- Angela washes hands and eats lunch in classroom or designated area. After lunch, Angela washes hands and returns to classroom.

11:30 am – 3:30 pm

- Angela will sign back on to TEAMS with her teacher (teacher may be teaching in-person or teacher may be at home teaching virtually).
- Angela returns to class for afternoon classes (recess or outside breaks will be incorporated into the school).

3:00 pm

- Angela prepares to go home and exits the building.



Day in the Life of an Elementary School Student During COVID-19

1

7:15 - 7:30 a.m.
Angela travels to school.



2

7:30 - 7:55 a.m.
Angela enters the building and gets her temperature checked at the front door with mask on. Angela proceeds to a designated area to eat breakfast (classroom or cafeteria). School will practice social distancing to the extent possible.



3



8:00 - 11:00 a.m. (Morning Instruction)

- Angela washes her hands before entering the room.
- Angela enters the classroom and finds her seat for instruction.
- Angela wears her mask.
- Angela receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually)
- Angela will receive synchronous and asynchronous instruction.
- Throughout the morning instruction, Angela will go the restroom to wash hands.

* Synchronous - learning together
Asynchronous - learning independently

4

- 11:00 - 11:30 a.m.
- Angela washes hands and eats lunch in classroom or designated area.
 - After lunch, Angela washes hands and returns to classroom.



5

- 11:30 a.m. - 3:00 p.m.
- Angela will sign back on to TEAMS with her teacher (teacher may be teaching from a remote location or teacher may be present in the classroom).
 - Angela returns to class for afternoon classes (recess or outside breaks will be incorporated into the school).



6

3:00 p.m.
Angela prepares to go home and exits the building.





Day in the Life of a Middle School Student During COVID-19

EXAMPLE SCHEDULE

All schools will return to regular bell times.

7:15 – 7:30 am

- Angela travels to school after either walking siblings to school or being dropped off by care or bus (Angela wearing a mask waits outside for school to open to enter)

7:30 – 7:55 am

- Angela enters the building and gets her temperature checked at the front door with mask on.
- Angela proceeds to a designated area to eat breakfast (classroom or cafeteria).
- School will practice social distancing to the extent possible.
- Angela will wash hands after eating and before class starts which will be monitored by adults who don't have a homeroom.

8:00 – 11:00 am

- Angela enters the classroom and finds her seat for instruction.
- Angela wears her mask.
- Angela receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually)
- Angela will receive synchronous and asynchronous instruction throughout the morning which will be approximately 45 – 50 minutes per class period.

11:00 – 11:30 am

- Angela washes hands and eats lunch in classroom or designated area.
- After lunch, Angela washes hands and returns to classroom.

11:30 am – 3:30 pm

- Angela will sign back on to TEAMS with her teacher (teacher may be teaching in-person or teacher may be at home teaching virtually).
- Angela will go to the restroom to wash hands between class transitions and as needed.
- Angela returns to class for afternoon classes (recess or outside breaks will be incorporated into the school day).

3:00 pm

- Angela prepares to go home and exits the building.
- Angela travels home after either picking siblings up from school or being dropped off by car or bus.



Day in the Life of a Middle School Student During COVID-19

1 7:15 - 7:30 a.m.

- Angela travels to school after either walking sibling to school or being dropped off by car or bus (Angela wearing a mask waits outside for school to open to enter)



2 7:30 - 7:55 a.m.

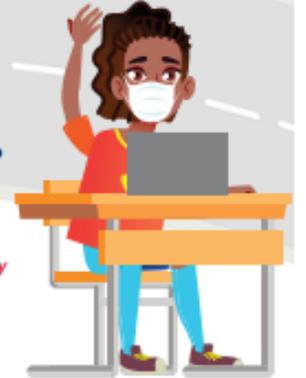
- Angela enters the building and gets her temperature checked at the front door with mask on. Angela proceeds to a designated area to eat breakfast (classroom or cafeteria). School will practice social distancing to the extent possible. Angela will wash hands after eating and before class starts which will be monitored by adults who don't have a homeroom.



3 8:00 - 11:00 a.m. (Morning Instruction)

- Angela enters the classroom and finds her seat for instruction.
- Angela wears her mask.
- Angela receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually).
- Angela will receive synchronous and asynchronous instruction throughout the morning which will be approximately 45 to 50 minutes per class period.

* Synchronous - learning together
Asynchronous - learning independently



4 11:00 - 11:30 a.m.

- Angela washes hands and eats lunch in classroom or designated area
- After lunch, Angela washes hands and returns to classroom



5 11:30 a.m. - 3:00 p.m.

- Angela will sign back on to TEAMS with her teacher (teacher may be teaching from a remote location or teacher may be present in the classroom).
- Angela will go to the restroom to wash hands between class transitions and as needed.
- Angela returns to class for afternoon classes (recess or outside breaks will be incorporated into the school day).



6 3:00 p.m.

- Angela prepares to go home and exits the building.
- Angela travels home after either picking sibling up from school or being dropped off by car or bus.





Day in the Life of a High School Student During COVID-19

EXAMPLE SCHEDULE

All schools will return to regular bell times.

6:45 – 7:00 am

- Alicia travels to school

7:00 – 7:15 am

- Alicia enters the building and gets her temperature checked at the front door with mask on.
- Alicia proceeds to a designated area to eat breakfast (classroom or cafeteria).
- School will practice social distancing to the extent possible.
- Students who arrive late to school will report to a designated area when they arrive to have their temperatures checked and to sign in.
- Cafeteria Guidelines – Cafeteria workers will have prepared grab-and-go breakfasts for students
- Classroom Guidelines – Cafeteria workers will have “go bags” prepared for each teacher to pick up prior to homeroom or first period. Pre-printed rosters will be available for students to sign when they pick up lunch in the classroom.

7:15 – 10:15 am (Morning Instruction)

- Step 1 - Alicia utilizes hand sanitizing stations found in the hall and/or in individual teacher’s classes to wash her hands before entering the classroom.
- Step 2 – Alicia enters the classroom and finds her seat for instruction.
- Step 3 – Alicia wears her mask throughout the lesson.
- Step 4 – Alicia receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually)
- Alicia will receive synchronous and asynchronous instruction
 - Alicia wears her mask in the hall to transition to next class where she begins steps 1-5 again for each class transition.
 - Adults will be placed strategically in the hall to monitor social distancing and PPE implementation to the extent possible.
 - Students who attend CTE/DE classes off site will report to a designated area when they return to school prior to attending classes. They will have their temperatures checked and will be required to have on their masks.
 - Throughout the morning instruction, Alicia will go to the restroom in designated periods assigned to each teacher during morning instructional hours.

10:15 – 11:15 am Lunch (depends on school schedule)

- Alicia washes hands and eats lunch in classroom or designated area. After lunch, Alicia utilizes hand sanitizing stations found in the hall and/or in individual teacher’s classes to wash her hands before entering each classroom.

11:15 am – 2:15 pm (Afternoon Instruction)

- Same as morning instruction.

3:00 pm

- Angela prepares to go home and exits the building. There will be staggered dismissal in this order (as appropriate) 1). Bus riders; 2). Walkers; 3). Car riders
- All students who are participating in extracurricular activities/tutoring will report to the auditorium to social distance in a seat until the appropriate teacher/sponsor reports to the auditorium to collect them. All sponsors will escort students out of the building at the conclusion of the practice/meeting and the teacher will remain with the students until they leave campus.



Day in the Life of a High School Student During COVID-19

- 1 6:45 - 7:00 a.m.**
- Alicia travels to school.



- 2 7:00 - 7:15 a.m.**
- Alicia enters the building and gets her temperature checked at the front door with mask on. Alicia proceeds to a designated area to eat breakfast (classroom or cafeteria). School will practice social distancing to the extent possible. Schools may elect to have students eat breakfast in the classroom.
 - Students who arrive late to school will report to a designated area when they arrive to have temperature their checked and to sign in.

Cafeteria guidelines: Cafeteria workers will have prepared grab and go breakfasts for students.

Classroom guidelines: Cafeteria workers will have "go bags" prepared for each teacher to pick up prior to homeroom or first period. Pre-printed rosters will be available for students to sign when they pick up lunch in the classroom.



- 3 7:15 - 10:15 a.m. (Morning Instruction)**
- Step 1:** Alicia utilizes hand sanitizing stations found in the hall and/or in individual teacher classes to wash her hands before entering each classroom.
- Step 2:** Alicia enters the classroom and finds her seat for instruction.
- Step 3:** Alicia wears her mask throughout the lesson
- Step 4:** Alicia receives instruction from her teacher with headsets on and she signs into TEAMS (teacher may be teaching in-person or teacher may be at home teaching virtually).
- Step 5:** Alicia will receive synchronous and asynchronous instruction.



- Alicia wears her mask in the hall to transition to next class where she begins steps 1-5 again for each class transition.
- Adults will be placed strategically in the hall to monitor social distancing and PPE implementation to the extent possible.
- Students who attend CTE/DE classes off site will report to a designated area when they return to school prior to attending classes. They will have their temperature checked and will be required to have on their masks.
- Throughout the morning instruction, Alicia will go the restroom in designated periods assigned to each teacher during morning instructional hours.

- 4 10:15 - 11:15 a.m. Lunch (depends on school schedule)**
- Alicia washes hands and eats lunch in classroom or designated area.
 - After lunch, Alicia utilizes hand sanitizing stations found in the hall and/or in individual teacher classes to wash her hands before entering each classroom.



- 5 11:15 a.m. - 2:15 p.m. (Afternoon Instruction)**
- Step 1:** Alicia utilizes hand sanitizing stations found in the hall and/or in individual teacher classes to wash her hands before entering each classroom.
- Step 2:** Alicia enters the classroom and finds her seat for instruction.
- Step 3:** Alicia wears her mask throughout the lesson.
- Step 4:** Alicia receives instruction from her teacher with headsets on and she signs into TEAMS.
- Step 5:** Alicia will receive synchronous and asynchronous instruction.



- 6 2:15 p.m.**
- Alicia prepares to go home and exits the building. There will be staggered dismissal in this order (as appropriate)
 - Bus riders
 - Walkers
 - Car riders
 - All students who are participating in extracurricular activities/tutoring will report to the auditorium to socially distance in a seat until the appropriate teacher/sponsor reports to the auditorium to collect them.
 - All sponsors will escort students out of the building at the conclusion of the practice/meeting and the teacher will remain with the students until they leave campus.



* Synchronous - learning together
Asynchronous - learning independently



Day in the Life of an Elementary School Student Working Virtually During COVID-19

EXAMPLE SCHEDULE

All schools will return to regular bell times.

6:30 a.m.

- Karen wakes up from a good night's rest and starts her day.

6:45 a.m.

- Karen brushes her teeth, showers, combs her hair and gets dressed for virtual classes.

7:30 – 7:55 a.m.

- Karen makes sure to eat a good breakfast.

8:00 – 11:00 a.m. (Morning Instruction)

- Karen logs on to her virtual class.
- Karen receives instruction from her teacher via TEAMS.
- Karen receives synchronous and asynchronous instruction.
- Karen takes stretch breaks between morning class transitions

11:00 – 11:30 a.m.

- Karen eats a healthy lunch

11:30 – 3:00 p.m. (Afternoon Instruction)

- Karen logs back on to her virtual class.
- Karen receives instruction from her teacher via TEAMS.
- Karen receives synchronous and asynchronous instruction.

3:00 p.m.

- School is out and Karen is free to enjoy her afternoon.



Day in the Life of an Elementary School Student Working Virtually During COVID-19



6:30 a.m.
Karen wakes up from a good night's rest and starts her day.



6:45 a.m.
Karen brushes her teeth, showers, combs her hair and gets dressed for virtual classes.



7:30 – 7:55 a.m.
Karen makes sure to eat a good breakfast.



8:00 – 11:00 a.m. (Morning Instruction)

- Karen logs on to her virtual class.
- Karen receives instruction from her teacher via TEAMS.
- Karen receives synchronous and asynchronous instruction.



8:00 – 11:00 a.m. (Morning Instruction)

- Karen takes stretch breaks between morning class transitions



11:00 – 11:30 a.m.
Karen eats a healthy lunch

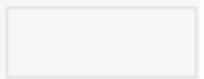


11:30 – 3:00 p.m. (Afternoon Instruction)

- Karen logs back on to her virtual class.
- Karen receives instruction from her teacher via TEAMS.
- Karen receives synchronous and asynchronous instruction.



3:00 p.m.
School is out and Karen is free to enjoy her afternoon.





EXAMPLE SCHEDULE

All schools will return to regular bell times.

6:30 a.m.

- Melissa wakes up from a good night's rest and starts her day.

6:45 a.m.

- Melissa brushes her teeth, showers, combs her hair and gets dressed for virtual classes.

7:30 – 7:55 a.m.

- Melissa makes sure to eat a good breakfast.

8:00 – 11:00 a.m. (Morning Instruction)

- Melissa logs on to TEAMS.
- Melissa receives instruction from each of her teachers via TEAMS. She switches between classes according to her schedule.
- Melissa receives synchronous and asynchronous instruction.
- Melissa takes stretch breaks during class transitions.

11:00 – 11:30 a.m.

- Melissa eats a healthy lunch

11:30 – 3:00 p.m. (Afternoon Instruction)

- Melissa logs on to TEAMS.
- Melissa receives instruction from each of her teachers via TEAMS. She switches between classes according to her schedule.
- Melissa receives synchronous and asynchronous instruction.
- Melissa takes stretch breaks during class transitions.

3:00 p.m.

- School is out and Melissa is free to enjoy her afternoon.



Day in the Life of a Middle/High School Student Working Virtually During COVID-19



6:30 a.m.
Melissa wakes up from a good night's rest and starts her day.



6:45 a.m.
Melissa brushes her teeth, showers, combs her hair and gets dressed for virtual classes.



7:30 – 7:55 a.m.
Melissa makes sure to eat a good breakfast.



8:00 – 11:00 a.m. (Morning Instruction)

- Melissa logs on to TEAMS.
- Melissa receives instruction from each of her teachers via TEAMS. She switches between classes according to her schedule.
- Melissa receives synchronous and asynchronous instruction.



8:00 – 11:00 a.m. (Morning Instruction)

- Melissa takes stretch breaks between morning class transitions



11:00 – 11:30 a.m.
Melissa eats a healthy lunch



11:30 – 3:00 p.m. (Afternoon Instruction)

- Melissa logs on to TEAMS.
- Melissa receives instruction from each of her teachers via TEAMS. She switches between classes according to her schedule.
- Melissa receives synchronous and asynchronous instruction.



3:00 p.m.
School is out and Melissa is free to enjoy her afternoon.

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Transportation

Shelby County Schools Transportation

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Bus Transportation & Drivers

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- Students should practice social distancing at the bus stop and wear their masks.
- School bus routes will remain the same.
- Buses will be cleaned and disinfected between routes and at the end of each day.
- Bus monitors will be on all Special Education buses.



Bus Safety and PPE Protocol



- Drivers will be screened each day as they arrive to the work site
- Drivers are required to wear disposable or clean reusable masks
- Buses will be cleaned inside with disinfectant spray twice daily between each route (AM & PM)
- Hand sanitizer will be available on all buses for student and driver usage
- Bus drivers will be provided with additional masks for distribution to students as needed
- Use of natural ventilation (i.e., opening windows) to increase outdoor air dilution of indoor air will be practiced when environmental conditions allow
- Drivers will disinfect high-touch surfaces throughout the day
- Drivers will ensure first row of bus is empty to encourage social distancing
- Drivers will wear a mask while driving unless it causes a safety concern (glasses fogging)
- Drivers will use gloves when touching surfaces that may be contaminated

Bus Safety and PPE Protocol

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- Drivers will be required to wear a face shield in addition to a disposable face covering when securing wheelchairs, car seats and seatbelts
- Temperature checks for students will be implemented at schools when students first arrive in the AM
- Siblings and students in the same household will be encouraged to sit together
- Students will be seated two to a seat and masks will be required as the goal is to maintain social distancing when feasible
- Bus pass files will be emailed to Principals and designees
- Transportation handbooks and bus rules will be sent to all schools
- Updated information will be uploaded to Leaderboard throughout the transportation re-entry process

Morning Arrival (Faculty)



- All staff and visitors must undergo a temperature check upon entering the building each day. Temperature checks will likely require staggered entry times or multiple entry points into the building.
- When entering buildings, all staff and visitors must wear face masks properly and maintain social distancing protocols.
- In addition to masks, staff will wear gloves and protective covering (as necessary), to protect themselves.
- Staff with temperatures of 100.4 degrees Fahrenheit or more will be asked to return home.
- Staff will avoid gathering in groups in the halls and will maintain social distancing at all times.
- Teachers will log onto Teams 15 minutes before the period begins to prepare for morning meeting.
- All teachers will participate in a morning huddle with admin via Teams.

Morning Arrival (Students)

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- Specify entry point(s) or staggered entry times
- Student temperature checks upon entry
- Temps must be under 100.4 degrees
- Children of faculty/staff who arrive early must remain in their parent's classroom until start time
- School specific procedure should be in place for temperature checks for all early arrivals including teachers and students.

Arrival Procedures for Car Riders, Walkers, Bike Riders, Day Care Riders, and Students Who Drive Cars

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- Parents will check student temperature before leaving home.
- Parents will not be permitted to walk their students to class.
- Parents must become familiar with **drop off times** and locations (vary by campus, i.e., staggered drop-off and dismissal; school map will be provided as a visual).
- Students (car riders and walkers) will enter building at entrances specified by school personnel.
- Students will be required to wear masks at the bus stop and before entering the building.
- Students must stand 6 feet apart at the bus stop and while waiting to enter the building according to school procedures.
- Students will sit in assigned seats on the bus. Siblings will be allowed to sit together.
- Students will unload and enter the building according to schools' procedures.
- Upon arrival, students will undergo temperature check(s) at the school.
- If students are found to have an elevated reading after two checks, they will be escorted to the isolation room and parents will be contacted to pick up their child.
- Students will be dismissed according to schools' procedures.
- Buses will be cleaned and disinfected between morning and afternoon pickup, between routes, and at the end of each day.

Saferoom Protocols



- Individuals who present infectious symptoms will need to be evaluated and isolated for a short period of time in school's designated Saferoom until the person has been dismissed.
- The following general procedures should be followed to create a safe environment for students and staff to help mitigate the risk of transmission.
- The school saferoom checklist is a list of recommended measures on how to approach possibly infected faculty, staff, and students during the COVID-19 pandemic
- The parent/guardian will be immediately notified of the status of a symptomatic student upon the student's entry into the Saferoom.
- School staff will ask the parent/guardian to immediately pick up their student from school and seek medical attention.
- The school team will follow emergency medical protocol if conditions warrant.

Principal Saferoom Actions

- **Principals will establish the room to be used as the Saferoom and the set up for the room.**
 - When feasible the room should be near a (dedicated) restroom that is only used by the persons in the Saferoom.
 - When feasible, there should be an outside access door for retrieval of faculty/staff/student without contaminating additional school areas.
 - Seating should be 6 feet apart.
 - Ensure proper signage is posted.
- **Principals will designate a staff person who will be responsible for responding to COVID- 19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.**
 - Identify Saferoom Symptoms Monitors and develop a schedule to ensure monitoring at all times.

- **Principals will train designated staff and Saferoom Monitors on how to recognize if a student, faculty or staff member shows symptoms of an infectious disease while at school. Training will provide a clear understanding of the following:**
 - Ensuring confidentiality and the importance of not sharing personal, protected health information (HIPPA)
 - How to perform temperature checks using the infrared thermometer
 - How infections spread
 - How to identify infectious symptoms
 - How to protect themselves using PPE
 - The importance of social distancing
 - Environmental cleaning and disinfection procedures
 - When to contact parents and/or guardians
 - When to contact health services

Disinfecting Saferoom Areas

Principal actions include:

Principal or designee monitors symptoms and follows action steps after an individual is admitted to the Saferoom.

Principal actions include:

- Notify the custodial staff once faculty, staff, and/or student has vacated the area/room.
- Custodial staff will clean and disinfect the area/room once faculty, staff and/or student has vacated the area/room.



If additional guidance is needed, please contact the Department of Exceptional Children and Health Services (DECHS) at (901)-416-2424. They will provide specific health guidelines and follow-up instructions, including approved parent communication (when necessary) based on the Shelby County Health Department's recommendations and/or our own Communications team.

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School Meals

School Meals

Expect a combination of grab-and-go meals, shorter periods, or lunch consumed in the classroom.

Breakfast – Each school will share their plan.

Lunch – Each school will share their plan.

Normal operation with social distancing when feasible

Virtual parents will still be able to pick up meals at school sites on the designated days.



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Recess

Recess



- Every effort will be made for students to have recess with their class cohort while engaging in some degree of physical distancing.
- School administrators should plan to stagger recess times.
- Students will sanitize their hands before and after recess.

**Playground equipment will be inaccessible.*

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Dismissal

Car Riders, Walkers, Bike Riders and Day Care Riders - Dismissal

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- Parents will not be allowed to enter the building to pick up their students.
- Parents must become familiar with **pick up times** and locations (vary by campus, i.e., staggered drop-off and dismissal; school map will be provided as a visual).
- Students will depart the school building at exits specified by school personnel.
- Students will be required to wear a mask as they exit the building to their awaiting cars/parents; walkers will walk home.
- Parents will not be allowed to exit their cars or gather in groups while waiting for students to dismiss.
- Walkers should practice social distancing.

Bus Riders - Dismissal



- Bus riders will be dismissed based on the school's protocol.
- Students' masks must be worn properly before entering the bus, during the bus ride and upon exiting the bus.
- Students will practice social distancing when exiting the bus.



School Specific

- Teachers and students disinfect classroom supplies and materials (i.e., computer keyboards, desktops, calculators, etc.).
- Each building principal will determine the use of lockers and will prohibit the sharing of lockers.
- Class dismissals and end-of-day dismissals will be scheduled on a staggered basis and will include the six-foot social distancing protocol.
- Restroom breaks, lunch breaks, recess, co-curricular activities will be scheduled on a staggered basis and will be aligned with the most current Centers for Disease Control (CDC) and Shelby County Health Department (SCHD) guidelines.

Classroom Operations Before/After School Activities or Care

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- ELOP and YCARE programs will resume and follow the CDC and SCHD guidelines.
- Teachers and students will sanitize their hands prior to entering and leaving classroom and practice physical distancing when feasible.
- Small groups should include no more than 2-3 students.
- Teachers and students are required to wear face masks or face shields. All Personal Protective Equipment (PPE) must be always worn properly.

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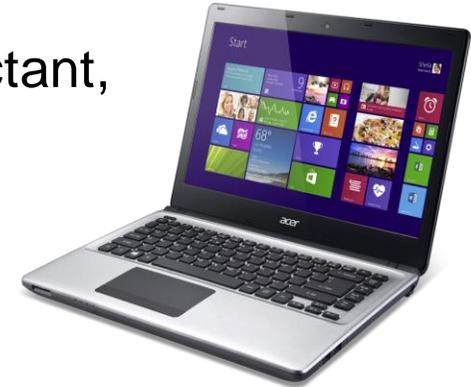
Classroom Instruction & Operations

Student Devices & Classroom Instructional Expectations

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- Students will bring their fully-charged SCS devices and power cords, daily.
- Students will be assigned dedicated headsets that will be cleaned with disinfectant, daily.
- Instructional content and curriculum will remain the same.
- Students with individual instructional technology needs will be assisted as needed.
- Teachers instructing in-person or virtually will continue to use Microsoft Teams to deliver instruction.
- Quarantined and sick students who opted for in-person learning, will revert to virtual learning.



Daily Attendance



- Virtual Daily Attendance processes will be followed:
 - Teachers will call roll using Microsoft Teams and record attendance in Power Teacher Pro within the first 15 minutes of every class period.
 - Students' absences will be indicated by the Absent by Teacher (AT) code.

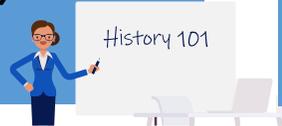
Classroom Monitors & Subs



- The primary task of classroom monitors and subs is to support students in the classroom. However, they should be prepared to perform other duties as assigned by the principal.
- Teacher-specific and schoolwide support includes, but is not limited to:
 - Assisting with monitoring and supervising students during school opening, throughout the school day and during dismissal
 - Assisting with taking attendance
 - Helping students troubleshoot issues with devices
 - Helping to monitor students during breaks
 - Answering students' questions
 - Assisting with monitoring students' grades
 - Observing and reporting behaviors of students that would impact the well-being of others.
 - Informing the appropriate school administrator and/or security personnel when emergencies or questions arise.

How A Teacher's Day will Look

Whole Group Synchronous (aka Live Stream) Via TEAMS



Teacher actions for Students who are In Person
(Teacher live delivery streamed on TEAMS)

- Teacher welcomes students, checks attendance, SEL activity
- Teacher displays Do Now in TEAMS
- Teacher or student discusses answers to Do Now
- **Instructional Practice 1:** Teacher introduces PBO (Performance Based Objective) to students
- **Instructional Practice 2:** Teacher moves through all seven strategies as appropriate
- **Instructional Practice 3:** Teacher moves through the first three phases of gradual release



Teacher actions for Students who are at Home
(Students view lesson on TEAMS)

- Teacher welcomes students, checks attendance, SEL activity
- Teacher displays Do Now in TEAMS
- Teacher or student discusses answers to Do Now
- **Instructional Practice 1:** Teacher introduces PBO (Performance Based Objective) to students
- **Instructional Practice 2:** Teacher moves through all seven strategies as appropriate
- **Instructional Practice 3:** Teacher moves through the first three phases of gradual release

Small Group Synchronous Via TEAMS



Teacher actions for Students who are in Person
(Teacher live delivery streamed on TEAMS)

- Teacher assigns differentiated small group activities based on individual learning needs.
- Teacher monitors all students to ensure mastery
- Teacher pulls small groups for re-teaching

Teacher actions for Students who are at Home
(Students view lesson on TEAMS)

- Teacher assigns differentiated small group activities based on individual learning needs.
- Teacher pulls small groups for re-teaching
- Adult monitors student progress



Asynchronous Via TEAMS



Teacher actions for Students who are in Person
(Teacher assigns and monitors work for students to complete independently)

- Projects
- Practice Pages
- Review video lessons
- iReady/ FVS/ Edgenuity/Naviance
- Grade Recovery Assignments
- Exit Tickets

Teacher actions for Students who are at Home
(Teacher assigns and adult monitors work for students to complete independently)

- Projects
- Practice Pages
- Review video lessons
- iReady/ FVS/ Edgenuity/Naviance
- Grade Recovery Assignments
- Exit Tickets



Considerations:

- Instructional Practice 4 is incorporated into the phases of Gradual Release.
- Gradual Release components timing is at the discretion of the teacher.

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Social and Emotional Learning (SEL)

SEL 2020-21 Implementation

• Virtual SEL Supports

- SRT & virtual check-ins, with Tier II students & parents, and staff, classroom guidance
- Virtual meetings w/the Mental Health Clinician/Social Worker, Bright Bytes referrals, individual and group counseling
- Provide virtual student behavior interventions at the tier-1 and early tier-2 levels.
- Social-Emotional Support Lines and Tele-therapy, grief, crisis counseling
- Virtual services with parental consent to new and existing student and new Tier III students
- ReSET Rooms operating supports and interventions through MS Teams to include student attendance, student searches, chronic absenteeism, and trauma sensitivity.
- Virtual SEL PD & consultation sessions.
- SEL curriculum pilot and district planning
- Providing registration & enrollment, homeless, truancy, discipline/behavior, restorative practices, chronic absenteeism, homebound, custody and POA support.
- Investigating Cyber-bullying complaints and state process.

• In-Person Supports

- Resume In-person SRT check-ins, with Tier II students & parents, and staff
- Meetings w/the Mental Health Clinician/Social Worker, Bright Bytes referrals, Group and individual counseling for students
- Provide virtual behavior interventions at the tier-1 and early tier-2 levels.
- Social-Emotional Support Lines and in-person and tele-therapy, grief, crisis counseling
- Reconvening Tier II and III services with parental consent to new and existing student and new Tier III students
- ReSET Rooms operating in person at all 30 sites.
- ReSET Assistants present at schools/available during school hours, supporting students impacted by pandemic and/or SEL competency needs
- District and School PD & consultation sessions.
- SEL curriculum pilot PD and planning for district-wide implementation for 2021-2022 SY
- Providing registration & enrollment, homeless, truancy, discipline/behavior, restorative practices, chronic absenteeism, homebound, custody and POA support.
- Investigating bullying complaints and state process.

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Athletics

Return to Play Update

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- The District will offer the option to return to play for student-athletes as we prioritize in-person learning.
- We will ensure all coaches have protocols for practice preparation, processes for safe entry/exit and proper procedures for athletic activities
- The District will limit practices to essential personnel only and limit games to no spectators or a set number based on health and safety.

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School Reentry Planning & Supports

School Re-Entry Visits Summary

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- **Purpose:** Academic operations reviewed each school leader's reentry plan for alignment with district safety protocols/guidelines and offered school leaders support as we continue to prepare for in-person learning.
- **School Re-Entry Visits Dates:** October 19th - December 11th
- **School Re-Entry Visits Checklist Look Fors:** <http://bit.ly/COVID19ReadinessChecklist>
 - Entry Protocols
 - Saferoom Capacity, Location, and Restroom Accessibility
 - Social Distance Spacing in Classrooms, Markers in Hallways, and Signage
- **School Re-Entry Visits Follow-up Letter:** <http://bit.ly/SchoolVisitsFollowupLetter>

Elementary Re-Entry Plan



		All Students Face to Face	Some Students Face to Face & Some Virtual (Parent Option)		All Students Remote Learning
			Learning at School	Learning Remotely	Students Learning Remotely (School Buildings Restricted Access/ Telework Agreement)
OPERATIONS MANAGEMENT	Campus Access (Entry and Exit) *Refer to plan submitted to SCS security	- (Richland School Specific) -Normal entry procedure with social distancing when feasible	- (Richland School Specific) Students will enter from all front doors. 2 nd grade will enter from their ramp entrance and 3 rd grade will enter from their ramp entrance. 1 st and 5 th grades will line up and enter from the main doors and KK and 4 th will line up and enter from the front doors to the right of the office. 4 th grade will go through the cafeteria to get to the annex building to avoid congestion with 5 th grade as they too go to the annex building.	- (Richland School Scheduled) School will begin at 8:15 for all students, both virtually and in-person.	- (School Specific) -School Buildings Closed (Restricted Access) <ul style="list-style-type: none"> • Only teachers will be allowed in the school building to virtually teach in their classrooms. • Their personal children will be allowed to stay with them or remain in a designated area.
	Cleaning & Sanitizing	- (School Specific) - Common areas cleaned and sanitized a minimum of 2x's a day	- (School Specific) -Common areas cleaned and sanitized a minimum of 2x's a day	- (N/A)	-School Buildings Closed (Restricted Access) <ul style="list-style-type: none"> • Common areas cleaned and sanitized a minimum of 2x's a day • Teacher restrooms cleaned and sanitized a minimum of 4x's a day

Middle Re-Entry Plan



		All Students Face to Face	Some Students Face to Face & Some Virtual (Parent Option)		All Students Remote Learning
			Learning at School	Learning Remotely	Students Learning Remotely (School Buildings Restricted Access/ Telework Agreement)
OPERATIONS MANAGEMENT	<p>Campus Access (Entry and Exit)</p> <p>Entrance/exit with card readers: 2 – Front Door and North Door</p> <p>Front Door entrance has A-Phone</p> <p>All entry and exits are identified with an X on attached blueprint</p> <p><small>*Refer to plan submitted to SCS security</small></p>	<p>- (School Specific) -Normal entry procedure with social distancing when feasible</p> <p>Students will enter their specific check point by grade level</p> <p>Details in “Learning at School” Column</p>	<p>- (School Specific)</p> <p>Ridgeway IB Middle In-School Schedule</p> <ul style="list-style-type: none"> • Students will receive a copy of their class schedule; parents may contact Grade Level School Counselor for an extra copy: Counselor Williams (6th Grade and HR 7-1 thru 7-5) and Counselor Leverson (8th Grade and HR 7-6 thru 7-9) • Staggered Arrival Times into Grade Level Hallways: 6th Graders – 8:00 a.m.; 7th Graders 8:10 a.m.; 8th Graders 8:20 a.m. • Our Breakfast in the Classroom Program will continue • Lunch will be “grab and go”; students will be escorted to designated locations in the building to ensure CDC Social Distancing/safety guidelines 	<p>- (School Scheduled)</p> <p>Ridgeway IB Middle Virtual Schedule</p> <ul style="list-style-type: none"> • Students will receive live instruction from their teachers daily • Student Class Schedules will be emailed to Families • Parents may contact Grade Level School Counselor for an extra copy: Counselor Williams (6th Grade and HR 7-1 thru 7-5) and Counselor Leverson (8th Grade and HR 7-6 thru 7-9) • Schedules will reflect suggested guidelines for virtual learning according to the SCS S.A.F.E. Plan • Virtual Classes will be monitored daily by School Administrators and Instructional Support Staff • Each teacher will 	<p>=(School Specific)</p> <p>Details Plan are located in “Learning Remotely Column”</p> <p>-School Buildings Closed (Restricted Access)</p> <p>Plan details located in “Learning Remotely” Column</p> <p>To date only 1 Teacher has selected to Telework.</p> <p>Teachers and staff will enter through the North Door, using the card reader for building access</p> <p>Personal Interaction with the Teacher (s)</p> <ul style="list-style-type: none"> • Students will see their teachers daily for each class session in Microsoft TEAMS • Parents will able to schedule conferences with teachers during the teachers’ conference periods; parents can contact their child’s grade level School Counselor to schedule Conference dates and times through Microsoft TEAMS or by Phone • Email, Class Dojo, Google Voice, Remind

High School Re-Entry Plan



		All Students Face to Face	Some Students Face to Face & Some Virtual (Parent Option)		All Students Remote Learning
			Learning at School	Learning Remotely	Students Learning Remotely (School Buildings Restricted Access/ Telework Agreement)
OPERATIONS MANAGEMENT	<p>Campus Access Students will enter the campus via the three main arrival points: Bus line, Back Student parking, or Front Circle Drive. Once on campus students will precede to a COVID-19 check point to complete the questions and temperature checks. In the event a student is unable to pass the COVID screening or temperature check they will be required to exit campus</p>	<p>Bus Line Screening: Drivers will be instructed to pull to one of the three drop off locations for student screening. Once students exit the bus students will complete the COVID-19 Screening, questions/temperature checks. Once temperature checks and students have cleared the COVID-19 screening students will be receive a clearance stamp for the day and allowed to proceed to their first period class.</p> <p>Student Parking</p>	<p>Students will enter the campus via the three main arrival points: Bus line, Back Student parking, or Front Circle Drive. Once on campus students will precede to a COVID-19 check point to complete the questions and temperature checks. In the event a student is unable to pass the COVID screening or temperature check they will be required to exit campus immediately or wait in the Isolation Room till a guardian arrives to check them out. All students are required to wear a mask / face</p>	<p>Parents please encourage students to develop healthy routines, designed to promote student success. Students should be dressed school appropriate attire during the school hours. Students are expected to look presentable regardless of location in which learning occurs. To ensure continuity of expectations for appropriate dress while participating in the virtual learning environment, dress code requirements outlined (see</p>	<p>-(School Specific)</p> <p>-School Buildings Closed (Restricted Access)</p>

Vaccination Update



- **MOU with Shelby County Government in Process**
- **Tentative Date Originally Given For Vaccination Availability:** Starting week of February 15 (note: If confirmation of available doses not provided by Health Department by Monday, Feb. 8th this date will be delayed)
- **Planned Distribution Locations:** TLA and Bayer Building
- **Hours of Operations:** TBD

COVID-19 Pool Testing



- We are planning to dedicate ESSER II (COVID-19 relief) dollars for pooled COVID-19 testing with community partners.
- We are exploring options to maintain safety and minimize burden.
- Any option for testing will be voluntary and available for all schools.



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Part II

A Detailed Review of COVID-19 School Operations

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School Operations



Shelby County Schools Principal Actions for Reentry

Before Day 1

- Principals and staff will prepare building and classrooms for reentry maintaining CDC guidelines.
- Principals will meet with COVID task force, technology coordinators, and MIE ambassadors.
- Principals will review reentry plans and meet with building engineer to inspect building.
- Principals will meet with teachers and staff to share reentry protocol.
- Principals will create schedules for teachers to prepare/set up classrooms for reentry.
- Principals will create hybrid schedules for instruction including homeroom schedule and rosters.
- Principals will meet with parents to share specific reentry plans for their schools.
- Principals and staff will practice arrival and dismissal procedures for students.
- Principals will create a ppt. for teachers to share with students on Day 1 outlining systems, routines, and expectations that align to both school and CDC guidelines.

Day 1

- Principals will hold brief morning huddle (virtually) to review expectations for Day 1.
- Principals and Task Force will monitor student arrival, checking temperatures, proper hand sanitizing, and building transitions.
- Principals will designate specific team members to monitor and assist late arrivals.
- Principals and SMS coordinators will track student attendance both virtually and in person.
- Principals will ensure teachers share ppt. with students that outline systems, routines, and expectations that align to both school and CDC guidelines.
- Principals and staff will practice arrival and dismissal procedures and building transitions, i.e., hallway, breaks, lunch, restroom, with students and staff.
- Principals will designate student space for all personal belongings.
- Principals will ensure teachers create asynchronous assignments for students who are working remotely while in person students practice schoolwide procedures.
- Principals will use the TEAMS platform to monitor both hybrid and in person instruction for evidence of instructional practices 1-4.
- Principal will ensure the technology coordinator assist students, parents, and teachers trouble shoot minor technological needs.
- Principals will monitor digital engagement in PowerBI.
- Principals will dismiss students according reentry plan.
- Principals will hold a brief afternoon huddle (virtually) with school staff to share “glows and grows” and determine needed adjustments.

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Pre- K (Early Childhood)

Pre-K Parent Drop-Off and Pick-Up

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- Due to health checks and the questionnaire that must be completed daily, students must be dropped off and picked up by an adult.
- Teachers will establish specific drop-off and pick-up locations for Pre-K students (approved by Principal or Center Director).
- Arrival and dismissal times will be staggered for students' families. The recommendation is no more than five students, every ten minutes (i.e., 8:00, 8:10, 8:20, 8:30).
- Social Distance markers will be outside for parents waiting to drop off and/or pick up students.
- **Parents will not be allowed to enter the building.**

Pre-K Parent Drop-Off and Pick-Up

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- Teachers will scan students in and out of class using the Raptor System.
- Parents and students should wear masks upon arrival and dismissal.
- Teachers will have pre-populated forms with health questions & a space for a parent's signature for sign-in each day.
- Student Temperature/Health Checks must be performed before parents leave the premises.
- A teacher or assistant will check off arrival and verify their completion of the pre-populated health questionnaire.
- All students will wash or sanitize hands before entering the classroom.

Pre-K Cleaning and Sanitizing



- Early Childhood Staff will continue to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Toys that cannot be cleaned and sanitized will not be used.
- Machine washable, cloth toys will be removed.
- Students will not share toys with other children unless they are washed and sanitized before being moved from one group to the other.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are hand-washed by someone wearing gloves. Specially-marked sanitizing buckets will be used for soiled toys and kept out of reach from children to prevent reuse.
- The cleaning process for toys will include washing with water and a cleansing solution followed by rinsing and sanitizing with an EPA-registered disinfectant. The items will be rinsed again, and air-dried.

Pre-K In-Person Learning



Whole Group

- All large carpet will be removed.
- Students will be divided into two groups A and B. Teacher will conduct lesson (Big Experience 1 or 2) with each group or the TA can lead another group simultaneously.
- When available, teachers will utilize outdoor courtyards/areas for whole group experiences.
- Teachers will mark social distance seating areas.
- During story time (mostly Big Experience 3), students will be spaced throughout the room to listen or continue with group A and B format.

Centers

- Teachers will design and establish rules to accommodate no more than two students at a time.
- Directional markings will be placed on floor/walls to outline the traffic flow.
- Students will alternate in groups of ten in centers. Remaining students will be placed in small groups of two or they will participate in individual activities.

Pre-K Meals



- Early Childhood staff will continue to routinely clean, sanitize, and disinfect surfaces for mealtime.
- Students will eat all meals in the classrooms.
- Eating times will be staggered with groups A & B allowing only two students per table (utilizing all tables within classroom).
- While eating, students will place their masks in labeled bags to limit exposure.

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Thank You