



FOOTHILLS

EDUCATION CHARTER HIGH SCHOOL

Regional Office

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GUIDELINES FOR OPENING SCHOOL IN AUGUST 2020

07/17/2020 Update

POSTERS NEED TO BE VISIBLE WITH INFORMATION. WE NEED TO EDUCATE AND TRAIN STAFF, STUDENTS AND PARENTS (Sample flyers/posters are included in the attached documents. Use them as needed). Many partner districts will already have signs placed in the building and on doorways. Those signs can be used for Foothills if necessary. We don't want to clutter the walls and doors with signage that may not be necessary.

Encourage staff and students to stay at home if sick, symptomatic or have been in contact with someone who had COVID19.

Foothills uses partner districts facilities to provide our instruction. When developing individual site plans, all sites must consider the guidelines of their partner site. When their regulations are more stringent than our guidelines, we must use the partner district guidelines.

ENTRY:

There will be cones/discs placed at the entrance 6 feet apart to keep social distancing intact. As students and staff approach, temperatures will be taken and basic COVID19 questions asked.

Questions: (These will be on a handout in more detail for student to look at when arriving at the site)

1. Have you or anyone in your household had any symptoms of COVID19?
2. Have you or anyone in your household been tested for COVID19? Have you taken any medicine for pain/fever in the past 24 hours?
3. Have you been around anyone in your community who has known exposure to COVID19?

Staff will be recording attendance and checking off temperature and asking the 3 questions above. If their temperature is at or above 100.4 degrees, they will be asked to leave and come back another night. If they answer "yes" to any of the questions, they will be asked to go home and get tested before coming back on campus. Foothills should contact parents if there is a high temperature or proof of other symptoms that cause us to send a student home. Students will be able to continue to work at home on computers. Jill Whitesell has a letter that can be sent home with students explaining the situation and what they need to do.

Everyone is encouraged to wear a mask/shield into the building and while moving from area to area. If an employee/student has no mask/shield, one will be provided to them upon entrance.

Front doors should be propped open or opened by an employee who is wearing gloves. This employee should also help monitor numbers and spacing of people getting ready to enter the building.

As all enter, hand sanitizer must be used. One employee (with gloves) should be handing students their folder or students should be bringing their own folders daily. As students enter, they should go directly to their work station.

Classrooms (Social Distancing Required) – all workstations should be at least 6 foot apart.

Employees will wipe down all computers before students come into the classroom and at the end of the day every day. Employees should wear their mask at all times unless they are socially distanced from others.

When students enter the classroom, they should use hand sanitizer again. All students should get a wipe and wipe down their work station before sitting down at the workstation. Once everything is wiped down, throw the wipe in the trash can and begin working on assignments.

Masks can be removed while a student is at work station and socially distanced. If at any time a student needs to cough or sneeze, they are asked to cover their mouth with their mask/Kleenex and then go directly and get hand sanitizer to use on their hands.

When a student asks for help, the staff member and student must put on masks before the staff member approaches the student. Staff should always wear their mask except when they can social distance.

If a student needs to leave and go to the restroom or any other location, they must wear their mask and use hand sanitizer when exiting the room and re-entering the room.

RESTROOM

Soap

Paper Towels

If these items are not in the restroom, we should put a table outside the restroom with hand sanitizer.

BREAKS

Breaks should be limited to as late in the evening as possible. Always remember to keep the groups separated by smaller numbers and social distancing. When breaking, if you can go outside, that would be an advantage to maintain social distancing.

When leaving for a break, students should use hand sanitizer when leaving. Masks should be worn at all times except when eating or drinking. Social Distance is vital when eating and drinking.

We suggest only prepared foods can be used and offered to students. When pizza or other foods are served, an employee must serve using gloves and masks and use disposable products.

When re-entering the classroom, use hand sanitizer.

Water Fountains should not be used. Bottle Water should be brought in by students and employees. Sites should provide bottled water to anyone who needs it.

CHANGING CLASSROOM

When leaving a computer, students should wipe it down and discard the wipe. Also, wipe down areas around the computer where they may have touched (desk, table, chair). Masks must be worn when moving from workstation to any other area in the classroom or building.

When entering a new classroom, follow classroom guidelines again.

Exiting for the Evening

When a student exits, they should take all supplies with them and tell the receptionist their code for attendance purposes. If materials are left and filed at the school, this should be handed to an employee wearing gloves and filed.

Everyone should use hand sanitizer when exiting the building

SUPPLIES NEEDED (SCOTT WOODALL WORKING ON THESE FOR ALL PUBLIC SITES)

Hand sanitizers: Gallons to be used at high traffic areas and to refill the classroom size bottles

Thermometers

Wipes (Lysol/Clorox): For Classrooms

Masks

Gloves

Kleenex: For each classroom

Soap: Restrooms

Paper Towels: Restrooms

Cones/Discs: At entrance for spacing

Shields

Final Acknowledgement: This is a fluid plan and will be changed when the State of Georgia, the CDC or the Department of Community Health give us updated and more specific guidance.