



Welcome Back Raiders:

We know you are looking for information about what face-to-face (F2F) school will look like and how we will operate. The DOE has outlined three options for reopening schools depending on the COVID-19 spread in each community. A copy of the plan is available here: <https://www.georgiainsights.com/recovery.html>. We hope this document answers many of your questions as it outlines routines, procedures, and changes based on PCSD Back to School guidelines which can be found on the Back to School page of the PCSD website or by clicking the link shown below. We will continue to update this document with any new information as we receive directives from the County.

We appreciate your patience and understanding as we move forward. Please know that student and staff safety and well-being is our number one priority! Thank you for your dedication to our students and community!

[PCSD Back to School Reopening Plan](#)

[Back to School Supplemental Q&A](#)

### **Learning Options:**

The first day of school is Monday, August 3, 2020. Students had the opportunity to choose virtual learning through the Paulding Virtual Academy (PVA) or face-to-face (F2F) instruction at East Paulding High School. Registration for the PVA is closed, however, students may request to be added to the PVA waiting list at <https://www.paulding.k12.ga.us/PCSDVirtualWaitList>. Students that choose the PVA, may opt into F2F during the first 10 days of the semester. Once the 10-day window is closed, PVA students are committed to virtual learning through the end of 1<sup>st</sup> semester.

### **East Paulding High School Plans**

#### **Buses**

- Masks are required for drivers and are encouraged for students since physical distancing cannot be achieved on buses
- Buses will be loaded front to back
- Buses will be cleaned and sanitized after every route
- Parents/guardians may choose to transport their children to and from school

#### **Arrival to School**

- The building will open, and students will enter at 8AM
- Hand sanitizer will be available for students/staff
- Students will report to their 1<sup>st</sup> block class upon arrival to school
- Students will be strongly encouraged to wear masks; please reference Student Mask Guidelines
- All staff members including teachers will be strongly encouraged to wear masks when social distancing is not feasible
- Schools will not scan every student's temperature, though school clinics remain available for temperature readings. Parents are encouraged to monitor their children's temperature and health daily. Students who are sick, showing symptoms, and/or with temperatures above 100.4 degrees should stay home

#### **Hallways**

- Students and staff will be encouraged to bring their own water bottles to utilize during the school day as water fountains will be unavailable
- Students will be encouraged to wear masks while in the hallways
- Faculty and administrators will monitor hallway traffic to encourage traffic flow

### **Breakfast & Lunch / Cafeteria**

- Food Service staff are required to wear a mask in the presence of students
- Breakfast and Lunch will be "Grab & Go"
- Students will grab breakfast and report to their 1st block class upon arrival at school
- Lunch dismissal will be staggered, and students will return to their 3rd block class to eat
- Classrooms without desks (gym, weight training, etc.) will have a scheduled lunch in the cafeteria

### **Classrooms**

- Classrooms will be set up based on the most up to date information from the DPH and CDC
- Desks and tables to face the front of the classroom (all facing same direction)
- Desks and tables spread out in the classroom as much as the room allows
- Unnecessary classroom furniture and items removed to allow more space for distancing
- Classrooms will be sanitized (fogged) nightly

### **End-of-Day / Dismissal**

- Students will be dismissed using a staggered, alphabetical rotation
- Students will exit the building and leave campus immediately unless they have a scheduled after-school activity

### **Masks**

- Students and staff are encouraged to wear masks when feasible (buses, classrooms, hallways, etc.)
- Transportation and Food Service staff are required to wear a mask in the presence of students
- Students must remove mask as requested by school staff for identification purposes at any time
- Students must be able to manage masks independently without adult assistance
- Bandana face mask coverings are not allowed
- Masks must comply with Student Dress Code JCDB-R
- Student masks may not:
  - Advertise or display the symbols of drugs, tobacco products or alcoholic beverages
  - Be considered racially insensitive or which displays or implies profane or obscene language or symbols
  - Include emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school
  - Display or wearing of any gang articles, paraphernalia, or clothing that can be construed as being gang related

### **Hands**

- Students and staff will be reminded throughout the day to wash their hands with soap for a minimum of 20 seconds
- Hand sanitizer stations have been added throughout the building
- Students and staff are encouraged to bring hand sanitizer from home for personal use

### **Use of Technology**

- Students are encouraged to bring their own technology
- Chromebooks, laptop carts, and computer labs will be available for use on campus and will be sanitized after use

### **Media Center**

- The media center will not be open before or after school
- Students will have limited use of the media center throughout the day
- The number of students in the media center throughout the day will be monitored by the media staff

### **Raider Trader**

- The Raider Trader will be closed until further notice.

### **Field Trips/Assemblies/Special Performances/School-Wide Meetings/Events**

- Schools will follow GHSA and Department of Health guidelines for all club-related activities
- Schools will limit unnecessary congregations of students and staff

- Schools will abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order
- All field trips are temporarily suspended

#### **Nonessential Visitors/Volunteers**

- Masks and appropriate PPE recommended for entry into the office lobby.
- Visitors to EPHS will be restricted to essential persons only. Non-essential visitors and volunteers will not be allowed to enter the school.
- Staff members may not have visitors to their classrooms
- We will no longer accept deliveries of any kind for students: no forgotten homework, no forgotten forms; no forgotten sports equipment; no forgotten lunches, etc. Email blasts /calls to parents informing of this policy will go out prior to the start of school and will be repeated periodically the first few weeks of school
- The number of individuals allowed in front office lobby at one time will be limited to facilitate social-distancing guidelines.

#### **Guidance Office**

- Parents/guardians must make an appointment to see a guidance counselor for enrollment or other purposes.
- Appointments will be scheduled by each guidance counselor individually
- Guidance counselors will notify the front office of expected appointments
- Upon arrival at their scheduled time, guidance visitors will report to the front office to check-in and provide the front office staff with their cell phone #. They will then return to their vehicle and wait to be called back in when the counselor is ready to see them

#### **Athletics/Activities**

- Schools will follow GHSA and Department of Health guidelines for all athletic activities

#### **EPHS Enhanced Cleaning**

- Appropriate and thorough training is essential for stopping the spread of COVID. Custodians will attend a specific training on how to keep our schools clean through our contracted cleaning company, SMS. Our cleaning staff is also frequently trained to recognize the symptoms of COVID, along with other potential contaminants.
- Our EPHS faculty and staff will also undergo a thorough training on the CDC guidelines for stopping the spread of COVID. This training will include what social distancing looks like in our classrooms, hallways, cafeteria, and restrooms. We will also train our faculty and staff what to do if symptoms are present in themselves or with a student.
- Post signage: How to Stop the Spread, COVID-19 symptoms, Preventative Measures, Staying Home when Sick, and Good Hygiene (classrooms restrooms, hallways, all entrances)
- Custodial cleaning and disinfecting schedules for surfaces will be inspected continuously.
- Shared items/spaces utilized in classrooms including but not limited to computer keyboards, classroom novels, manipulatives, small group tables, PE equipment, etc., will be disinfected as often as possible.
- Two additional custodians have been brought in to assist with building sanitation throughout the day

#### **Health**

- The School Nurse will be the EPHS main COVID-19 point of contact
- Staff and families are asked to do daily temperature checks prior to leaving for school/work
- Frequent reminders will be made to cover coughs and sneezes with a tissue and to place the tissue in the trash and immediately wash or sanitize hands
- Students and employees with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home
- If a student or staff member tests positive for COVID-19, the Department of Public Health will be notified immediately for guidance on next steps, including closures. Letters will be sent home to notify parents/guardians of positive COVID-19 classes in the classroom

- All students and staff must stay home if they have COVID-19 symptoms or tested positive for COVID-19, and self-report to the school nurse. The Department of Health will advise them when to return
- The Department of Public Health will inform parents/guardians directly if their student has been in close contact with a person that has tested positive for COVID-19 and will advise them how long to quarantine
- Quarantined students will have access to their education through Canvas and other digital options provided by his/her F2F teachers
- The PCSD will take a more flexible stance with attendance this school year because it is extremely important that any student who is not feeling well and is exhibiting fever or other symptoms stay home from school. For that reason, PCSD schools will not be offering attendance incentives this school year

#### **How can families help?**

- Remain flexible with us. Information is ever-changing and we are working as fast as we can to ensure we continue to offer our students the best education while making sure our students are safe
- Talk to your students about the importance of following CDC guidelines such as social distancing and wearing masks
- Send students to school with their own school supplies (i.e. pencils, paper, binders, etc.), facial coverings, water bottles, and hand sanitizer
- Follow social distancing and other recommended CDC guidelines with your families while students are not at school