



Reopening Guidebook

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REOPENING GUIDEBOOK

This guidebook is focused on health and safety protocols associated with in-person school during the COVID-19 pandemic. As the CDC and other health agencies update policies and recommendations, Fugees policies will evolve. Updates will be denoted with a timestamp.

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Team Fugees,

As a soccer coach, I am used to tough opponents. The past year and a half has been like one very long match against the toughest opponent imaginable. We are tired, we have lost some ground, and we are not doing as well as we need to (absences, isolation, technical issues, stagnant growth - in spite of so much hard work). So we do what we would do at halftime: we circle up, we recommit to our goal and we make the necessary adjustments to fulfill our mission.

Yes, continuing with in-person schooling brings new and different challenges as we face different variants and vaccination statuses, but I know that we can do this. We can do this safely, we can do this with PRIDE, and we can do this in a way that shows our community what it looks like to prioritize equity and wellness. We are a team. More than ever, let's be sticklers for the small stuff, let's take care of each other, and let's not consider defeat an option.

This *Reopening Guidebook* is designed and updated to provide clear, consistent, and strong guidance as we return to school and COVID-19 pandemic continues to evolve. The information and policies reflect input from Georgia and Ohio Departments of Education, CDC best practices, the expertise of industry professionals, local state and health experts, and the voices of our families and staff.

As we continue to work together to make Fugees a safe place for all students and staff, we encourage you to lean on our values of equity, respect, humility, and family. While we do not know what comes next with the pandemic, we do know that we will need to stay informed, remain flexible, and hold tight to safety policies. We will continue to make informed decisions and navigate this new normal through the lens of these guiding principles:

- Protect the health and safety of our students, staff, and families to the fullest extent possible.
- Show care for our entire community so we can thrive in our new normal
- Ensure that each Fugees student has access to excellent, equitable educational opportunities that honor the joy and sacredness of childhood regardless of whether we are inside the building or outside the school building.

We will follow best practices to mitigate risks, keep the entire Fugees community safe, and rise to be our best selves each and every day. We know that we are better together.

Best,

Coach Luma

INTRODUCTION

PURPOSE

The purpose of the Reopening Guidebook is to provide clear, consistent guidance, along with protocols and processes, in a centralized location regarding operational and safety aspects for the continued reopening for school-based teams as we plan for the 2021-2022 school year.

This Guidebook is focused on safety and operations; however, it also provides guidance on academics, workforce management, and additional FAQs, as well as, links to pertinent resources. We anticipate additional mandates or guidance from the state and federal government that could affect our planning. As information evolves, we will revise our guidance and share updates accordingly. School leaders will be trained in best practices and will, in turn, train their campus-based teams.

AUDIENCE

The primary audience for this Reopening Guidebook is Fugees Family Network and School-based Leadership Teams in Ohio and Atlanta, GA. The Guidebook can and should be available to all Fugees staff.

GUIDING PRINCIPLES

The reopening plans for Autumn 2021 are grounded in the three guiding principles listed here.

Fugees Family Reopening Guiding Principles

We commit to:

1. Protecting the health and safety of our students, staff, and families to the fullest extent possible
2. Providing access to excellent, equitable educational opportunities that honor the joy and sacredness of childhood regardless of whether we are inside the building or outside the school building
3. Caring for the entire Fugees Family so that we can thrive in this new normal

LEARNING PATHWAYS

The Fugees Family Reopening Guidebook was created to operationalize the decision to reopen Fugees campuses during Winter 2021; it will be updated periodically, as needed, based on new information. The guidebook is rooted in the plan to offer one learning pathway to Fugees students during Autumn 2021. The expectation is that **all** Fugees students fully participate in in-person learning; if needed based on local conditions, an entire campus may shift to virtual learning. We will not offer hybrid instruction or a remote pathway at this time.

Undoubtedly this approach means that the operating model of each campus will be nuanced based on campus-specific data. As a result, this guidebook provides network guidance and will need to be tailored to campus-specific needs with the understanding that certain aspects of the guidebook are non-negotiable (i.e. everyone in the school building must wear masks regardless of vaccination status).

When there is a question about what to do with an operational system, we will begin with the guiding principle to protect the health and safety of all, pushing to appropriately modify the system or operational detail. This will mean that part of our new normal will require a change in mindset, and in the way we operate our schools.

FUGEES'S SAFETY STRATEGIES SUMMARY

The Six Safety Strategies outlined below were developed using Centers for Disease Control (CDC), state, and local guidance in addition to input from Fugees Family staff and families. The strategies listed are based on both their efficacy in terms of safety and feasibility of implementation. This strategic framework will be used to align training across all Fugees Family operated schools, create clear and consistent communication to our Team & Family on how we are working to maintain the health and safety of adults and children in our buildings, and allow each school to develop their own school specific implementation plans. Fugees policies and procedures will be updated as the CDC and other health agencies adjust their policies and recommendations.

It is strongly recommended that all eligible staff and students are fully vaccinated. Vaccines are the best tool to prevent the spread of the COVID-19 virus.

<p>DAILY HEALTH SCREENINGS & ROUTINE COVID TESTING</p>	<p>All staff, students, and visitors will complete a daily Health and Wellness Survey, and all adults and students will be temperature checked before entering our school building.</p> <p>All unvaccinated students will take a daily COVID test; vaccinated students may be randomly tested. Staff members may be tested weekly.</p>
<p>FACE MASKS</p>	<p>Each individual in our buildings will be required to wear a mask to protect our school community.</p> <p>Face masks will be provided to each student and staff. Students can purchase additional masks.</p>
<p>PHYSICAL DISTANCING</p>	<p>Buses and classrooms will operate with reduced capacity to ensure physical distancing to the maximum extent possible.</p>
<p>HAND HYGIENE ROUTINES</p>	<p>Students and staff will frequently wash their hands or use hand sanitizer to maintain clean hands.</p>
<p>CLEANING AND DISINFECTING</p>	<p>All spaces will be cleaned daily/nightly with high-touch/high-traffic areas being disinfected with greater frequency.</p>
<p>RAPID RESPONSE PROTOCOLS</p>	<p>If an adult or student is feeling sick, they should stay home. All Fugees families, students, and staff are expected to follow the COVID-19 reporting protocols if they have COVID-19 symptoms, test positive for COVID-19, and/or has had direct contact with someone who has the virus.</p>

SAFETY STRATEGY DETAILS

In order to ensure that all schools are able to follow the Safety Strategy Plan, the Fugees Family non-negotiables and school implementation guiding questions for each strategy are listed below. Furthermore, supplies such as Personal Protection equipment (PPE) will be procured and signage will be ordered and/or internally created and approved. Network and school operations teams will collaborate to develop a system of distribution for PPE (face coverings, thermometers, etc) and ensure that the appropriate signage is posted throughout each campus (CDC signage, internally created signage posted where appropriate in restrooms, hallways, lobbies, etc).

SS01: DAILY HEALTH SCREENINGS

Although no single symptom is a definite indicator that a person does have COVID-19, showing certain symptoms are associated with COVID-19. However, since safety is one of guiding principles, we will conduct health screenings for all adults and children before they are permitted to enter a Fugees building.

SS01: DAILY HEALTH SCREENINGS

FUGEES FAMILY NON-NEGOTIABLES

All staff will complete daily health and wellness surveys on COVIDcleared as a preventative measure to screen for symptoms. Screenings will be completed each day of the week that a staff member enters the building, including weekends and holidays.

- All students will complete daily health and wellness surveys on COVIDcleared and/or use the Daily Self-Screening Checklist (Appendix A) to determine if it is safe to attend in-person learning for the day.
- All adults, students, and children will be temperature checked with a digital, non-contact thermometer while entering a Fugees building (i.e. during arrival, staff members coming to work, visitors). [Click here](#) for a guide to best practices for using a no-contact thermometer.
- If a **student** has a temperature greater than or equal to 100.4 degrees, in the same location, the temperature will be re-checked consecutively two times.
 - If the temperature is still greater than or equal to 100.4degrees, the child will be sent to a designated location where a Fugees staff member will contact the parent or designated guardian to come pick the student up immediately.
 - If the temperature is less than 100.4 degrees when the temperature is retaken, the student will be allowed to follow the normal procedure for going to class.
- If a **staff member** has a temperature greater than or equal to 100.4 degrees, the temperature will be re-checked consecutively two times.
 - If the temperature is still greater than or equal to 100.4 degrees, the staff member will be sent home and follow the directions outlined for a safe return to work.
 - If the temperature is less than 100.4degrees when the temperature is retaken, the staff member will be allowed to follow the normal procedure for going to work.
- If a **visitor** has a temperature greater than or equal to 100.4 degrees, in the same location, the temperature will be re-checked consecutively two times.

- If the temperature is still greater than or equal to 100.4 degrees, the visitor will not be allowed to enter the building. If they are already in the building (i.e. the lobby), they will be asked to exit the building.
- If the temperature is less than 100.4 degrees when the temperature is retaken, the visitor will be allowed to proceed as planned.
- If a student is feeling ill during the day, the teacher should take the student's temperature and contact both school leaders for that campus.
- Each campus will receive no-contact digital thermometers.

School Implementation Guiding Questions: Daily Health Screening

- Who will take temperature checks for student arrival?
- Who will take temperature checks for staff arrival?
- Who will take the temperature checks for approved visitors?
- Where is the isolation room and who is staffing this area?
- What are your designated entry-points for staff, students, and families to enter the building?
- How will you stagger student entry to increase efficiency of the screening process?
- Who will train on how to use the thermometer?

SS02: FACE MASKS

Face masks have been found to be one of the most effective strategies for reducing virus spread. Although, we understand that wearing face masks may be challenging for some students and adults, every individual on a Fugees campus, Fugees bus, or during any Fugees-related activity is required to wear a face mask at all times regardless of vaccination status.

SS02: FACE MASKS

FUGEES FAMILY NON-NEGOTIABLES

- Face coverings must cover the mouth **and** nose
- Students, staff, and visitors are required to wear a face mask while on a Fugees campus, a Fugees bus, or any related Fugees activity.

Face masks must be worn throughout the school day with few exceptions, which include:

- During scheduled times for eating and drinking
 - When a written medical waiver is submitted for medical necessity
 - During outside recess when physical distancing can be enforced
 - Anyone who is in respiratory distress
 - Anyone is incapacitated or otherwise unable to move the facemask without assistance
- A face shield will also be made available to any staff member who requests one. Face shields are to be used in partnership with masks because face shields do not effectively cover the mouth and nose. A face shield **may not** be worn without a mask.
 - Disposable masks will be available for students, staff, and visitors who forget to bring a mask. These masks will be available at the building entrances and reception areas.
 - Click here to see a [video](#) and other resources for how to correctly wear a face mask.

School Implementation Guiding Questions: Face Covering

- How do you determine the process for staff and student face covering exceptions? (i.e., Google form for staff, paper form for students)
- How will we get face masks and masks to each campus in time to prepare for Winter 2021 reopening?
- How will you track who has been given a reusable masks?
- How will you teach and remind students about the importance of wearing masks correctly?
- What is the response if a student refuses to wear a mask correctly?

SS03: PHYSICAL DISTANCING

The goal of [physical distancing](#) is to limit the amount of close face-to-face contact with others by keeping people reasonable apart when possible. Physical distancing spaces include any interior or exterior space utilized for any Fugees-related activities (i.e. school building, classroom, bus, soccer field, etc. **Whenever possible, people should stay at least arm's length apart.** Although times will arise when it is difficult to maintain three foot distancing, this is our goal; during times when this is not possible, other safety protocols should be followed with even more vigilance.

SS03: PHYSICAL DISTANCING

FUGEES FAMILY NON-NEGOTIABLES

Visitor & Reception Areas

- Furniture will be arranged to keep people 3-feet apart.
- Floors will be marked to show where individuals will stand in line.
- Signage will be posted reminding everyone to follow our safety rules and guidelines.

Classroom Spaces

- Desks, tables, and furniture will be arranged to conform to physical distancing.
- Desks will face the same direction.
- Soft items (couches, rugs, cloth items, etc) will be removed or marked so that they are not to be used at this time.
- Floors will be marked to indicate where students will line up to maintain 3-foot distance.
- Each classroom will be stocked with disinfectant and towels for the teacher to use as needed (i.e. wipe down the teacher desk, wipe down soccer ball before recess, etc.)
- Each classroom will be equipped with charging stations and power cords to charge Chromebooks when not in use.

Note: Before teachers or students return to the building, School Leaders and the Operations Team will set up approved classroom configurations. Any changes in classroom configuration must be approved by School Leaders and follow these guidelines.

Hallways and Sidewalks

- Floors and sidewalks will be marked to remind individuals to maintain a safe distance when moving through the school.
- Students and adults will be required to walk in single-file lines using the decals on the floor - no side-by-side walking.
- School leaders will map traffic patterns that are one-way whenever possible for each campus.
- Signage will be posted to remind everyone in the building to follow our safety rules and guidelines.

Recess and Outdoor Play Areas

- Teachers and school staff will monitor that students are following physical distancing norms during recess. Contact activities are not allowed.
- Games that allow for physical distancing are allowed (kicking the soccer ball back and forth, etc.)
- Whenever possible, ground will be marked for physical distancing in areas where students line up to return to the building.

**NOTE: When temperatures are below 20 degrees, students will remain indoors for recess.*

Restrooms

- Each restroom will have a sign posted indicating maximum capacity allowed in the restroom at any time. Optional: for single occupancy restrooms, display an occupied/not occupied sign on the exterior door.
- Whenever needed, sinks and toilets will be marked to ensure appropriate distancing.
- Signage will be posted to remind everyone to follow the safety rules and guidelines. Signage in the bathroom to wash hands for at least 30 seconds.
- Each campus should have a schedule for bathroom usage throughout the school day to minimize traffic in the hallways.

Staff Workrooms and Offices

- Each staff member will have an assigned workspace that is physically distanced
- Signs will be placed outside of these spaces to indicate maximum capacity at any given time.
- Campus policy will be created for shared spaces or machines (i.e. copiers) that would foreseeably need to be used by multiple staff members. This may include a schedule and/or policy for when shared machines can be used.

Parking Lots

- Even in parking lots and areas outside of the school building, staff members, students, and visitors must maintain physical distance. There should be no congregating or grouping.

Bus

- Students will sit in assigned seats reflecting their assigned seats in the classroom.
- All students and staff members will wear face masks while on the bus.
- All students and staff members will sanitize their hands when boarding the bus.
- To the greatest extent possible, seating on buses will be at a reduced capacity with one student per seat. Classroom seating charts should be followed; if appropriate, students who reside in the same household may sit together on the bus.

Note: No large parent gatherings, staff professional development (PD), or student groupings that cannot adhere to social distancing will be allowed.

School Implementation Guiding Questions: Physical Distancing

Visitor & Reception Areas

- How will visitors check-in?
- If needed, where will visitors wait?
- Where and how will individuals line up outside to enter the building?
- What signage will be posted to remind everyone of Fugees guidelines?

Classroom Spaces

- What additional guidance or procedures do you need to share with teachers to ensure physical distancing and appropriate traffic flow in classrooms?
- What signage will be posted in classrooms?
- Where will you post a seating chart and line order list in each classroom?

Hallways and Sidewalks

- How will you mark safe physical distancing in hallways with tape, decals, and/or signage?
- How will traffic flow throughout the building? How will this be communicated?
- What signage will be posted in hallways?

Recess and Outdoor Play Areas

- How will you implement recess and outdoor procedures to ensure that students follow physical distancing?
- What activities can be provided to allow students to play and remain safely distanced?

Staff Workrooms and Offices

- How will furniture be arranged and blocked off to ensure physical distancing?
- What signage will be posted in communal areas to remind staff of guidelines?

SS04: HAND HYGIENE ROUTINES

[Hand washing](#) with soap and water and hand sanitizing with alcohol-based hand sanitizer is a simple and effective component of an overall safety plan. Each Fugees Academy campus will be equipped with hand sanitizer stations throughout the building and classrooms. We encourage all students and staff to bring their own personal hand sanitizer, as well.

SS04: HAND HYGIENE ROUTINES

FUGEES FAMILY NON-NEGOTIABLES

- Hand sanitizer will be placed throughout every Fugees Academy building including in all classrooms, building entrances, and common spaces.
- Every adult and student must sanitize their hands when entering a new room or space.
- Each Fugees bus will be equipped with hand sanitizer. All bus riders must sanitize their hands as they enter the bus.
- Students should wash their hands multiple times per day (i.e. after using the restroom, wash or sanitize hands before eating, wash or sanitize hands before and after recess, etc.).
- Signs will be placed in restrooms and at all sinks to remind everyone that proper hand washing includes scrubbing hands 30 seconds with soap and water (hum the Happy Birthday song from beginning to end TWICE).

School Implementation Guiding Questions: Hand Hygiene

- When will students be able to wash their hands with soap and water? How will this be staggered to provide physical distancing?
- What plan is in place to ensure that each campus does not run out of soap and/or hand sanitizer?
- How will bottles of hand sanitizer be delivered to schools so they can be set up throughout each campus.

SS05: CLEANING AND DISINFECTING PROTOCOL

Routine cleaning and disinfecting is important to maintaining a safe environment for students and staff and will be prioritized as part of the safety strategy. Cleaning removes dirt and germs and is usually done with soap and water; however, disinfecting kills most germs. Additionally, to enhance the efficacy of this strategy, procedures will be put in place to limit the sharing of objects for both staff and students.

SS05: CLEANING AND DISINFECTING PROTOCOL

FUGEES FAMILY NON-NEGOTIABLES

General Cleaning and Disinfecting

- Gloves should be worn while cleaning, disinfecting, and taking out the trash.
- All surfaces and high-touch points will be disinfected daily/nightly.

Daily Cleaning and Disinfecting Plan Summary

- Disinfect all high-touch surfaces (i.e. light switches, door knobs, etc.) in high high-traffic areas (i.e lobbies, hallways, etc.)at least once daily.
- Disinfect and clean areas and equipment to collect snack and breakfast daily.
- Disinfect and wipe down surfaces in all restrooms twice daily.
- Disinfect teacher work rooms and lobbies daily.
- In buildings with elevators, disinfect elevators daily.

Nightly Cleaning and Disinfecting Plan Summary

- Disinfect all classrooms, offices, lobbies, clinics/ isolation rooms, and high touch surfaces.
- Disinfect and clean restrooms.
- Disinfect staircase rails.
- Disinfect drinking stations.
- Fog and/or use a sprayer, as needed.

Deep Disinfecting Plan Summary

Outside of the daily/nightly cleaning and disinfecting plan, campuses will be deep disinfected (i.e. use specific chemicals to fog and/or use an electrostatic sprayer):

- Before the start of every new instructional cycle (when staff and students are not in the buildings)
- If there is a COVID-19 exposure in a school building
- More frequently as needed

Shared Objects & Spaces

- Discourage sharing of items that are difficult to clean or disinfect (i.e. toys, electronic devices, books, etc).
- Minimize sharing of high-touch materials (i.e. assign each student personal art and yoga supplies) or limit use of materials when you only have one classroom set. If you do use these materials, you must disinfect after each use.
- Students should label personal belongings and store them in individual cubbies, containers, or specified areas.
- Students and staff should bring their own water bottles. Fugees will provide one water bottle to each student labeled with the student name. The student should clean the water bottle at home each day. If bringing in a water bottle from home, try to bring a water bottle with a straw. Water stations will be placed throughout each campus to safely refill water bottles.
- Limit use of communal areas for staff. Be mindful of safety precautions when sharing copier, refrigerator, microwave, coffee makers, etc. For example, bring food in an ice-packed lunch box to eliminate the need to use a shared refrigerator or microwave.

School Implementation Guiding Questions: Cleaning & Disinfecting

Cleaning & Disinfecting

- What high-touch areas or materials should have increased cleaning and disinfecting?
- Where will disinfectant materials be placed? How do staff get additional supplies?
- What signage should be posted in communal areas to remind staff of guidelines?

Shared Objects & Spaces

- What modifications need to be made to classroom procedures to limit sharing objects and spaces?
- What additional supplies does your campus need to procure to limit use of shared objects and materials?
- What protocols will be established for obtaining and replacing teacher workroom supplies (i.e. Expo markers, highlighters, staples, etc)?
- What are the procedures for checking out library books? Who will oversee this?

SS06: LEARNING PODS

Learning pods (aka cohorts) are groups of students that stay together throughout the school day to minimize exposure to COVID-19. The CDC supports the use of learning pods as an effective mitigation strategy in a school setting.

SS06: LEARNING PODS (AKA COHORTS)

FUGEES FAMILY NON-NEGOTIABLES

- Students will remain in their assigned cohort through all parts of the school day.
- Great care will be taken to ensure that learning pods have minimal interaction. This will require adhering to scheduled times for recess, bathroom, breaks, etc.
- If students from multiple learning pods will be in a single place, for example the bus to and from school, a plan should be made so that students from different cohorts have minimal to no interactions.
- If a student from one learning pod needs to quarantine and has siblings or other household members who attend Fugees Academy, school leaders must consider the impact on other learning pods. For example, if a student tests positive for COVID-19, any student who lives in the same household would need to quarantine.
- Within a learning pod, students should follow consistent traffic patterns and maintain assigned seats to minimize exposure within the learning pod.

School Implementation Guiding Questions: Learning Pods

- Prior to re-opening, are there any changes that need to be made to current cohorts?
- Are there any siblings or students who live in the same household currently in different learning pods? For these students, if one student is exposed or tests positive, how will this impact the other learning pod?
- What procedures need to be in place to ensure that students get adequate movement and social interaction throughout the day?
- What procedures need to be in place for teachers to help minimize exposure between learning pods?

SS07: RAPID RESPONSE PROTOCOLS

RAPID RESPONSE TEAM		
CLEVELAND	Kevin Nahabakomeye	<p>Rapid Response Protocols (RRPs) are the specific steps that must be followed if a student or staff member at any Fugees Academy develops COVID-19 symptoms, tests positive for COVID-19, or has a confirmed or potential exposure with an individual who tests positive or is showing symptoms for COVID-19. As with all health information, this information will be treated as confidential. Families must stay in contact with their school. The Rapid Response Team members will collaborate with the local health department.</p> <p><i>Note: The Rapid Response Protocol (RRP) for staff is outlined in the HR section of this guidebook.</i></p>
	Kevin@FugeesAcademy.org	
	678.717.9358	
COLUMBUS	Celeste Ferguson	
	Celeste@FugeesAcademy.org	
	626.340.7163	
GEORGIA	William Chester	
	William@FugeesAcademy.org	
	770.885.0854	

SS07: STUDENT RAPID RESPONSE PROTOCOL (RRP)

FUGEES FAMILY NON-NEGOTIABLES

(a) Student tests positive for COVID-19

If a student tests positive for COVID-19, the parent/guardian must contact the school leader immediately and keep the student at home. The student can only return when all three conditions are met:

- No longer has symptoms
- At least ten days have passed since symptoms first appeared
- At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications)

(b) Student has COVID-19 symptoms off-campus

If a student has a fever above 100.4 degrees **OR** two or more symptoms as outlined in the Daily Self-Screening Checklist, **AND** has not been evaluated by a medical professional or tested for COVID-19, the student is assumed to have COVID-19. The student may not return to any Fugees campus or activity until all three conditions are met:

- At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications)
- No longer has symptoms
- At least ten days have passed since symptoms first appeared

If a student has COVID-19 symptoms and wants to continue to come to school without completing the above, the student must obtain a medical professional's note clearing the student for return based on an alternate diagnosis.

(c) Student has COVID-19 symptoms on campus

- The student is immediately separated from others at school until the student can be picked up by a parent or guardian.
- The student will follow protocol (b) above.
- Areas used by the student who showed COVID-19 symptoms will be cleaned as soon as feasible.
- Any student who reports feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19. If a student has a fever of 100.4 degrees or higher, the student should be immediately isolated and parent or guardian contacted to pick them up.
- *Note: In scenarios (a) - (c) contact tracing protocol will be initiated to identify any close contacts. Contact tracing described below.*

(d) Student has direct contact with an individual who is COVID positive

- The student will be asked to quarantine for 10 days from the most recent date of contact and the parent/guardian is strongly encouraged to transition the student to online learning for these days.

Contact Tracing: *the process of collaborating with an individual who has been diagnosed with COVID-19 (cases) to identify and provide support to individuals (contacts) who may have been infected through exposure to this individual. This process is intended to prevent further transmission of the virus by separating individuals who have or may have COVID-19 from those who do not.*

Confirmed Exposure, Potential Exposure, or Close Contact: *currently defined as anyone within three-feet of an infected person for at least 15-minutes over a 24-hour period. An infected person can spread COVID-19 as early as 48 hours (or two days) before the person has any symptoms or tests positive for COVID-19. A potential exposure can include having exposure to someone who is symptomatic, but does not yet have test results. This definition may evolve as the CDC updates guidelines.*

SCHOOL-BASED HEALTH PROTOCOL

In most cases a School Leader will assist students with minor first aid and medication administration as needed. As always, health information is treated as confidential.

SCHOOL-BASED HEALTH PROTOCOL

FUGEES FAMILY NON-NEGOTIABLES

Referral to the Clinic

- Each campus should have a room where students can go if they are not feeling well; this space will be identified as **the clinic**.
- The clinic **is not** the designated isolation room for students that are contagious and/or showing symptoms of COVID-19.
- If student injuries and/or needs are able to be managed in the classroom, the student should remain in the classroom with their learning pod. Referral to the school leader should be made only **as a last resort**. Appropriate reasons for referral include:
 - Bloody nose that cannot be contained by a tissue.
 - Hives or a rash
 - Injury that cannot be treated in a classroom setting
 - New sprain or bruise
- Any student referred for COVID-19-like symptoms should be referred to the **isolation room**.

Clinic Procedures

- All students who are referred to the clinic will have their temperature checked before entering the room.
- Staff members should use proper PPE when assisting students who have been referred to the clinic (i.e. gloves, gown, masks, and face shields)
- To the best of their ability, students must be masked when entering the clinic.
- After assisting each student, staff will wash their hands with soap and water for at least 30 seconds. If soap and water are not available, staff will use an alcohol-based hand sanitizer.
- Use of clinic facilities is limited to referred students. Clinic and connected facilities may not be used by staff or non-referred students.
- Staff will clean and disinfect touched objects and surfaces frequently.
- Staff will keep an accurate log of students who come to the clinic. Logs will be kept on hand through the end of the 2021-2022 school year.
- Clinic should have no more than 2 students at a time. Students should maintain a physical distance of at least 3 feet.

- Monitor for the isolation room should stay outside the room; they should not be in the room with a person showing symptoms.

Storage of Materials and Medication

- All clinics should be stocked with PPE, disinfecting agents, medical supplies, student medication, emergency binder, and medication log.
- All clinic supplies, such as PPE, disinfecting agents, and medical supplies should be stored in a secure location.
- Medication will be securely stored in the clinic, unless otherwise determined by leadership staff.

School Implementation Guiding Questions: School-Based Health Protocol

- Where is the clinic located on your campus?
- Who will create the clinic sign-in log?
- How will teachers communicate when a student needs to go to the clinic?
- What is the procedure if the clinic is full?
- Who will administer medication during the school day?
- Who will ensure that each classroom has a current first aid kit?
- What is the schedule and who will monitor the isolation room and clinic?

SCHOOL CLOSURES

We will do our best to provide a safe, in-person learning environment for all students. Exceptions include:

- Any day a campus is ordered closed by a state or local authorized entity
- Closures as a result of a confirmed COVID-19 case on campus as outlined by Fugees COVID-19 guidelines

As always, our goal is to be as transparent as possible and cultivate open communication. Within 24-hours of receiving confirmation of a confirmed positive case, we will notify all impacted staff and students at that campus. We will individually contact parents of students or staff members who meet the criteria of confirmed exposure. Additionally, we will share up-to-date COVID-19 data each week.

SUPPLY AND SIGNAGE LIST

Below is a list of necessary supplies and signage needed for Autumn 2021.

SUPPLY AND SIGNAGE LIST			
No-contact thermometers	Hand sanitizer for stations	Funnels	Painter's tape
Disposable face masks	Hand sanitizer for students	Disinfecting wipes	First aid kit s (one per classroom)
Reusable face masks	Paper towels	CDC signs, additional signs, decals	Teacher carts
Face shields (as requested)	Spray bottles (for students) or hand sanitizing wipes.	Fugees signage including signage with Rapid Response Teams and contact information (Appendix B)	Batteries (thermometers, mics, mouse, keyboards, etc)
Labels (for student materials)	Disinfecting spray refill (for students)	Floor decals, sidewalk paint/tape	Disposable cups

OPERATING PROCEDURES

This section outlines operations procedures (OPs) and key tasks that need to be done to operationalize these procedures at the school level. School-based staff should coordinate with network staff to determine ownership of re-opening tasks.

OP01: Transportation

In the interest of the health and safety of our students and staff, transportation procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP01: TRANSPORTATION

FUGEES FAMILY NON-NEGOTIABLES

- Each parent or guardian must register their student(s) for the appropriate form of transportation
- Parents/guardians and students must agree to follow all safety procedures including students wearing their masks while on the bus, sitting in the appropriate seat, keeping distance from other students, and following all directions from the bus driver.
- All Fugees bus drivers will wear masks.
- While waiting at their assigned bus stop, students will remain physically distanced from one another. Those who live in the same household may wait together. It is highly recommended that all students and adults wear face masks while at the bus stop.
- If a student does not have their face mask, the bus driver will provide a disposable mask before the student is allowed to enter the bus. The bus driver will remind the student to bring their own mask each day. Any student who does not have a reusable face mask can contact their school leader to get one.
NOTE: After three instances of not wearing their own mask on the bus, a student can receive a bus suspension of three to five days.
- Students will use hand sanitizer as they enter the bus -- either the hand sanitizer provided on the bus or their own hand sanitizer.
- Students will have assigned seats on the bus. Students will sit one student per seat with a total of two students per row. Students will have assigned seats on the bus.
- Students will exit the bus one at a time from the front of the bus to the back of the bus. Students should remain physically distanced while exiting the bus.
- Students will remain physically distanced as they walk to the assigned entrance to line up. They will have their temperatures checked as they enter the building.
- Bus drivers will clean and disinfect the bus after each route, according to a cleaning checklist, to prepare for the next set of riders.

- For dismissal, students will be dismissed from classrooms when their bus arrives. Students should maintain physical distance and walk directly to the bus. Students will wear a mask at all times and sanitize their hands before boarding the bus.
- Students will sit in the appropriate seat, and follow all bus safety rules, including the bus driver directions.

Key Reopening Tasks: Transportation

- ❑ Confirm bus needs with each family to get accurate counts and rosters for in-person learning on each day.
- ❑ Send new bus protocols to families and ask for acknowledgement signature.
- ❑ Train drivers on spacing, hand sanitizing, seat assignment, and mask policies.
- ❑ Post signs on all buses that all riders must wear masks, use hand sanitizer, and maintain physical distance when getting on or getting off the bus.
- ❑ Stock buses with disposable masks for students who forget their mask.
- ❑ Stock each bus with plenty of hand sanitizer.
- ❑ Create a bus cleaning checklist.
- ❑ Ensure cleaning supplies, trash cans, and tissues are available on each bus.
- ❑ Create a clear system for communicating with bus drivers, students, and families regarding bus behavior.

OP02: ARRIVAL

In the interest of the health and safety of our students and staff, arrival procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP02: ARRIVAL

FUGEES FAMILY NON-NEGOTIABLES

Early Arrival

- Limit the number of entrances. Post signs on entrances with times that doors will open. Remind staff not to admit students into the building early.

To ensure safety and reduce liability, students and families may not arrive at their campus prior to its opening. All families, staff, and visitors must adhere to the safety protocols included in this Reopening Guidebook.

Arrival

- Staff members on arrival duty will go to assigned posts before students arrive to get temperature checked, and are PPE-ready for the arrival of families.
- As always, staff members on arrival duty must wear face masks.
- Staff members assigned to temperature check must wear face masks.
- Families and buses pull into the designated unloading zone set by school.
- Students exit cars or buses on their own. Staff members do not open doors.
- Before the student exits the bus or car, staff visually checks to see that the student is wearing a face mask. If the student is not wearing a mask, a face mask is provided immediately.
- Staff member conducts a temperature check & indicates if the student is clear or not clear of symptoms.
 - If the student is clear, the student walks to the assigned entrance of the building maintaining physical distance from others. .
 - If the student arrives by car and is not cleared, the student, siblings, and any other student in the car, if applicable, will be marked as "not clear," and parents or guardians will be given a document with the attendance policy and next steps.
 - If a student arrives on a bus and is not clear, the student will be escorted to the isolation room until they can be picked up.
- Students that have cleared the temperature check station will line up along physically distanced markers at assigned entrances.
- Each student will use hand sanitizer as they enter the building.
- Once inside the building, students will follow directional and physical distancing signs to walk to their assigned classroom.
- Students will use hand sanitizer as they enter the classroom.

Late Arrival

- School staff will visibly check to ensure each student is wearing a mask prior to entering the building.
 - If the student is wearing a mask, the student proceeds to the symptom check line.
 - If the student is not wearing a mask, they are asked to put their mask on. Once the mask is on, the student proceeds to the symptom check line.
 - If the student forgot their mask, the student is given a disposable mask. Once the mask is on, the student proceeds to the symptom check line.
- Students will line up at physically distanced markers for temperature check at designated entrances.
- If students arrive by car, the car should wait until the student clears the temperature check.
- Students will utilize hand sanitizer as they enter the building.
- The staff member conducts a temperature and symptom check:
 - If the student is clear, the student walks to the designated entrance of the school.
 - If the student arrives by car, and is not cleared, the student, siblings, and any other student in the car, if applicable, will be marked as "not clear," and parents or guardians will be given a document with the attendance policy and text steps.
 - If a student arrives on a bus and is not clear, the student will be escorted to the isolation room until they can be picked up.

Key Reopening Tasks: Arrival

- Create a map of the school's arrival plan.
- Create day-by-day rosters.
- Assign arrival duties
- Create detailed arrival schedule
- Create step-by-step campus specific procedures
- Create tardy slips
- Determine location of isolation room and clinic
- Create campus-specific standard operating procedures for students who arrive tardy

OP03: DISMISSAL

In the interest of the health and safety of our students and staff, dismissal procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP03: DISMISSAL

FUGEES FAMILY NON-NEGOTIABLES

Dismissal

1. Staff members will be assigned to monitor classrooms, hallways, exits, and other areas.
2. Designated staff member will dismiss walkers 3-5 minutes prior to beginning dismissal for buses. Classroom teachers will dismiss students from the classroom helping them to stay physically distanced.
3. When buses are ready, designated staff member will call for bus riders one bus at a time. Classroom teachers will dismiss students from the classroom helping them to stay physically distanced.
4. Once all bus riders have exited the building, designated staff member will dismiss car riders by name as their ride arrives. Classroom teachers will dismiss students from the classroom helping them to stay physically distanced.

Early Pick-up

1. An approved adult must call ahead if they need to pick a student up early. Students may not be picked up 45 minutes prior to the start of the dismissal process, unless previously approved by School Leaders.
2. The approved adult must call from the school parking lot. The student will be called to leave.
3. Student will follow early dismissal procedures and sign out.
4. A staff member escorts the student to the car and check the approved pick-up form.

Late Pick-up

1. The school will contact a parent or guardian.
2. Student waits physically distanced in the dismissal area.
3. The car dismissal protocols are followed.

Walkers

1. Students will wait for classroom teacher to dismiss them from the classroom.
2. Students will follow the transition process.
3. Students should walk directly home, remaining physically distanced, and are not permitted to linger on campus.

Bus Riders

1. Students will wait for classroom teacher to dismiss them from the classroom.
2. Students will follow the transition process.
3. Students will walk directly to the assigned exit maintaining physical distance.
4. Students follow the rules and regulations for riding the bus.

Car Riders

1. Students will wait for classroom teacher to dismiss them from the classroom.
2. Student will follow the transition process.
3. Student will walk directly to the assigned exit maintaining physical distance.
4. For the health and safety of our staff, school staff will not be able to open car doors or help students situated in the car.

Key Reopening Tasks: Dismissal

- ❑ Tape spots in the staging area for car and bus dismissal to allow for physical distancing. If needed, you may utilize a hallway or nearby classroom.
- ❑ If needed, develop clearer campus-specific guidelines for families
- ❑ As needed, update the late pick-up policy
- ❑ Designate an area for late pick-ups to wait
- ❑ Create clear map of dismissal duties and schedule for who waits with late pick-up students

OP04: SNACK

In the interest of the health and safety of our students and staff, snack procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP04: SNACK

FUGEES FAMILY NON-NEGOTIABLES

Overview

- Snack is **FREE** to all students; students may not bring snack from home or share food.
- Individually wrapped grab-and-go snacks will be distributed to designated area in each classroom at least 15-30 minutes prior to scheduled snack time.

Procedure

1. The teacher will direct students one to two at a time, staying physically distanced, to follow the traffic pattern of the classroom to sanitize hands and pick up snack.
2. Students may remove their mask during scheduled snack time while they are eating. Students must put their mask back on when they are finished eating or when the scheduled snack time ends - whichever happens first.
3. When students finish eating, they should keep garbage at their desk until the teacher dismisses them individually, physically distanced, to throw away the garbage in a large designated garbage can.

Key Reopening Tasks: Snack

- Map out traffic flow in each classroom to show how students how to move through the room to pick up snack
- Designate locations for grab-and-go snacks to be dropped off in each classroom
- Floor decals or tape marking physical distance in snack pick-up area
- Ensure hand sanitizer is available for students before snack pick-up area
- Determine schedule for who will take out garbage and at what time
- Ensure there are plenty of large trash containers (with wheels) for every two or three classrooms

OP05: LUNCH

In the interest of the health and safety of our students and staff, lunch procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP05: LUNCH

FUGEES FAMILY NON-NEGOTIABLES

Overview

- Lunch is **FREE** to all students; students may not bring lunch from home or share food.
- Individually wrapped grab-and-go lunch will be distributed to designated area in each classroom at least 15-30 minutes prior to scheduled lunch time.
- To avoid group gatherings, students will eat lunch in their classrooms.

Procedure

- The teacher will direct students one to two at a time, staying physically distanced, to follow the traffic pattern of the classroom to sanitize hands and pick up lunch.
- Students may remove their mask during scheduled lunch time while they are eating. Students must put their mask back on when they are finished eating or when the scheduled lunch time ends - whichever happens first.
- When students finish eating, they should keep garbage at their desk until the teacher dismisses them individually, physically distanced to throw away the garbage.
- Once all students are finished eating and have masks back on, the teacher will call them one to two at a time to throw away their garbage and sanitize hands.
- When students return to their seats, they should use personal cleaning spray to wipe down the desk area.
- Once the classroom has been cleaned, students may engage in a physically distanced activity, game, or conversation. Students may **NOT** play games that require them to share resources - i.e. traditional Uno.
- Garbage cans will be removed shortly after lunch.

Key Reopening Tasks: Lunch

- Designate locations for grab-and-go lunch to be dropped off in each classroom
- Floor decals or tape marking physical distance in lunch pick-up area
- Ensure hand sanitizer is available for students before lunch pick-up area
- Determine schedule for who will take out garbage and at what time
- Ensure there are plenty of large trash containers (with wheels) for every two or three classrooms

OP06: Transitions

In the interest of the health and safety of our students and staff, transition procedures and expectations will be adjusted to adhere to our Fugees Safety Strategies.

OP06: Transitions

FUGEES FAMILY NON-NEGOTIABLES

During Class & Hall Pass:

1. The student must receive permission from staff to leave the classroom, with agreed upon location and time for return.
2. The student will carry their personalized laminated hall pass (with lanyard).
3. The teacher will record the student's name, time, and destination in a campus-specific Google Doc or Google Form.
4. The student uses hand sanitizer before leaving the classroom.
5. The student follows directional signage in hallways and maintains physical distance.

Whole Group Transitions:

1. Students follow traffic flow in the classroom to line up in line order physically distanced.
2. The teacher dismisses the class and travels with them to the destination. The teacher remains physically distanced, but when possible is able to monitor the entire line.
3. Students sanitize hands prior to leaving the classroom.
4. Students follow directional signage in the hallways and maintain physical distance.
5. Teachers should plan where students will pause along the way to wait for the teacher to continue (i.e. at the top of stairs, external doors, before entering a cafeteria, etc).
6. Upon reaching the new destination, each person should sanitize their hands.

Key Reopening Tasks: Transitions

- Mark floors or post signs to guide students to maintain three feet of distance during transitions
- Add clear signs to indicate direction of traffic flow (i.e. one way signs)
- Post signs at each classroom door reminding students and staff to sanitize their hands upon entering the room
- Develop protocols for restrooms and refilling water bottles.
- Adjust transition times to coordinate staff movement and limit the number of people in the hallways.
- Whenever possible, utilize one-way traffic patterns
- Develop a process for classroom entry that includes hand sanitizing.
- Post reminder signs in each classroom and throughout campus to remind students and staff to sanitize hands frequently
- Tape or mark lines outside of each classroom to help students line up during transitions.
- Create and laminate individual hall passes for each student to store with their personal supplies.
- Ensure hand sanitizer is appropriately stocked in each classroom.

OP07: STUDENT RESTROOM BREAKS

To ensure the health and safety of students and staff, student restroom break procedures will be adapted to follow our Fugees Safety Strategies.

OP07: STUDENT RESTROOM BREAKS

FUGEES FAMILY NON-NEGOTIABLES

Individual Student

- Students should utilize the time scheduled for their cohort to go to the restroom when at all possible.
- If a student needs to go to the restroom during a non-scheduled time, the student must have permission from the teacher, have a disposable restroom pass, walk directly to the assigned bathroom, and return in the allowed amount of time.
- Teachers should record the date, time, student name, and destination in a school-specific Google Doc. This allows us to know where students are at all times and supports efforts of contact tracing, if needed.
- The student sanitizes their hands before leaving the classroom.
- The student follows directional signage in the hallways and adheres to physical distancing.
- Students follow all safety protocols, including washing hands for at least 20 seconds with soap and water.
- Student returns promptly to assigned seat in class following all signage & adhering to physical distancing.
- As always, students should wear a mask at all times -- even when alone in the restroom.

Scheduled Classroom Time

- Prior to scheduled restroom time, the teacher will create a list of students who need to go to the restroom.
- At the scheduled time, teachers should dismiss students ONE BOY and ONE GIRL at a time to the restrooms. Consider staggering when students leave to reduce congestion in hallways.
- Students remaining in class should continue working and stay engaged in classroom activities.
- The student sanitizes their hand before leaving the classroom.
- The student follows directional signage in the hallways and adheres to physical distancing.
- Students follow all safety protocols, including washing hands for at least 20 seconds with soap and water.
- The student returns promptly to their assigned seat in class following all signage and adhering to physical distancing.
- After about three minutes, the teacher can send the next boy and girl to the restroom. If the restroom is still occupied, they should knock once and wait in the designated area until the bathroom is available.
- As always, students should wear a mask at all times -- even when alone in the restroom.

Key Reopening Tasks: Student Restroom Breaks

- ❑ Campus-specific restroom procedures
- ❑ Create schedule for bathroom usage
- ❑ Assign monitors to restrooms
- ❑ Post maximum capacity signs in restrooms
- ❑ Tape spots on the floor to indicate where to stand if waiting in line to use the restroom based on physical distancing
- ❑ Tape off any sinks, toilets, or urinals that should not be used to maintain physical distancing
- ❑ Post signage to remind students to wash their hands with soap for at least 20 seconds prior to leaving the restroom

OP08: RECESS, BREAKS, AND SOCIAL OPPORTUNITIES

To ensure the health and safety of students and staff, student procedures for recess, breaks, and social opportunities will be adapted to follow our Fugees Safety Strategies.

OP08: RECESS, BREAKS, AND SOCIAL OPPORTUNITIES

FUGEES FAMILY NON-NEGOTIABLES

- All recess items (i.e. soccer balls, frisbees, etc) must be sanitized before use at recess. Teachers can use their classroom disinfectant wipes to perform this task.
- Students can and should bring their personal water bottles to recess. Sharing of water bottles is prohibited.
- Students will sanitize their hands as they leave the classroom to go to recess.
- Teachers will reiterate to students the following guidelines:
 - Masks must stay on
 - All students need to stay physically distanced
 - No sharing of water bottles or other items
- Teachers will monitor and remind students to stay at least two arm lengths apart.
- When it's time to line up, students line up physically distanced in the designated area
- After recess, students should sanitize their hands before returning to the classroom.

Key Reopening Tasks: Recess, Breaks, and Social Opportunities

- Create and share schedule for bathroom breaks and opportunities to refill water bottles
- Label water bottles for each student
- Develop a process for reviewing and deciding which activities will allow students to maintain appropriate physical distance

HUMAN RESOURCES GUIDELINES

OUR COMMITMENT

Fugees Academy is committed to providing all employees with a safe working environment by following the guidelines published by the Center for Disease Control and other government agencies. When deemed safe to do so, we will open Fugees campuses for in-person learning, requiring all staff to return to in-person work. The staff members who are required to work in-person may change as COVID-19 conditions change in the various communities where we live and educate children.

Our goal is to have clear, easy-to-follow steps for mitigation, symptom checking, quarantine, exposure & case tracking, and return-to-work clearance. We will keep lines of communication open, updating this document as necessary, and work together to help our entire community follow the guidelines consistently.

EXCEPTIONS AND ACCOMMODATIONS WHILE WORKING ON-SITE DURING COVID-19

It is expected that all school employees will work from the school buildings beginning August 6, 2021.

Having students in the building means that we cannot give staff the option to work from home continually without creating an undue financial and operational hardship for the school. In order to return to school safely and effectively, we need all school-based staff present and modeling safe behaviors for our children.

EMPLOYEE EXPERIENCING COVID-19 LIKE SYMPTOMS

RAPID RESPONSE TEAM		If a Fugees employee is experiencing COVID-19-like symptoms or living in the same household as someone experienced COVID-19-like symptoms, that employee must follow the guidance provided for a confirmed or potential exposure. The employee should notify the school leaders immediately. Employees should take the molecular test with the shortest turnaround time, so as to limit interruption to the student learning, and they will need to submit evidence of testing appointments and/or test results.
CLEVELAND	Kevin Nahabakomeye	
	Kevin@FugeesAcademy.org	
	678.717.9358	
COLUMBUS	Celeste Ferguson	
	Celeste@FugeesAcademy.org	
	626.340.7163	
GEORGIA	William Chester	
	William@FugeesAcademy.org	
	770.885.0854	

Symptoms may include:

Temperature above 100.4 degrees		
• Cough or difficulty breathing	• Unexplained muscle aches	• Congestion
• Chills, body shakes	• Loss of taste or smell	• Nausea, vomiting
• Sore throat or runny nose	• Headache	• Unexplained fatigue

The employee or a designated family member or friend should communicate with their school leader and follow the advice of their healthcare provider.

TESTING POSITIVE FOR COVID-19

Any employee who tests positive for COVID-19, lives with someone who tests positive for COVID-19, and/or has been exposed to someone with COVID-19 must do the following immediately:

- Contact their school leaders about their situation
- Quarantine or isolate following our policies

Fugees employees or a designated family member or friend should communicate with their school leader and follow the advice of their healthcare provider. All health information will be treated as confidential. The employee may work remotely at this time, if able.

WHEN AN EMPLOYEE MAY RETURN TO WORK

RETURN TO WORK POLICY AFTER COVID-19 POSITIVE TEST

Any individuals who have been confirmed to have COVID-19 cannot return to work until cleared by CEO, Coach Luma Mufleh and all the conditions have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to work when all of the following criteria are met:

Not Vaccinated	Vaccinated
<p><u>PATH ONE</u></p> <ul style="list-style-type: none">○ If the test is positive, isolate at home for 10 days from when the symptoms began○ At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications)○ Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test OR clearance from a medical professional to return to work.	<p><u>PATH ONE</u></p> <ul style="list-style-type: none">○ If the test is positive, isolate at home for 10 days from when symptoms began○ At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications)○ Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test OR clearance from a medical professional to return to work.

RETURN TO WORK POLICY AFTER EXHIBITING COVID-19 SYMPTOMS

In the case of an individual who exhibited COVID-19 symptoms, the individual may return to work when all of the following criteria are met:

Not Vaccinated	Vaccinated
<p><u>PATH ONE</u></p> <ul style="list-style-type: none"> Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test. At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications) Cleared by a medical professional to return to work 	<p><u>PATH ONE</u></p> <ul style="list-style-type: none"> Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test. At least one day (24 hours) have passed since recovery (no fever without fever-reducing medications) Cleared by a medical professional to return to work
<p><u>PATH TWO</u></p> <ul style="list-style-type: none"> Doctor's clearance based on alternative diagnosis or chronic condition (this is approved on a case-by-case basis) 	<p><u>PATH TWO</u></p> <ul style="list-style-type: none"> Doctor's clearance based on alternative diagnosis or chronic condition (this is approved on a case-by-case basis)

RETURN TO WORK POLICY AFTER CONFIRMED/ POTENTIAL EXPOSURE TO COVID-19

In the case of a **staff member** who has a confirmed/ potential exposure to COVID-19, but is not showing any symptoms, the **staff member** may return to work when all of the following criteria are met:

Not Vaccinated	Vaccinated
<p><u>PATH ONE</u></p> <ul style="list-style-type: none"> Negative test (diagnostic molecular test, NOT the antibody test,) has been received; this should be a molecular (not antigen or antibody) COVID-19 test. Cleared by a medical professional to return to work 	<p><u>PATH ONE</u></p> <ul style="list-style-type: none"> If completely asymptomatic may continue to work wearing a mask and practicing all safety protocols for 3-5 days after exposure. Should test at 3-5 days after initial exposure. Negative test (diagnostic molecular test, NOT the antibody test,) has been received; this should be a molecular (not antigen or antibody) COVID-19 test. Cleared by a medical professional to return to work

RETURN TO WORK POLICY AFTER CONFIRMED EXPOSURE TO COVID-19: STAFF MEMBER

In the case of a **staff member** who has a confirmed/potential exposure to COVID-19, the **staff member** may return to work when all of the following criteria for whichever pathway occurs first:

Not Vaccinated	Vaccinated
<p><u>PATH ONE</u></p> <ul style="list-style-type: none">○ Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test.○ Cleared by a medical professional to return to work	<p><u>PATH ONE</u></p> <ul style="list-style-type: none">○ If completely asymptomatic may continue to work wearing a mask and practicing all safety protocols for 3-5 days after exposure. Vaccinated employee should test at 3-5 days after initial exposure.○ Negative test (diagnostic molecular test, NOT the antibody test, NOT the antibody test) has been received; this should be a molecular (not antigen or antibody) COVID-19 test.○ Cleared by a medical professional to return to work

These are the most recent guidelines from the [CDC \(updates as of 07.28.2021\)](#) and [guidelines](#) for those who have been vaccinated.

GUIDELINES DURING QUARANTINE OR ISOLATION

While quarantining or in isolation, individuals should follow the current government and CDC guidelines for safety during the pandemic. Learn more about quarantine and isolation at this [link](#) from the CDC. Additionally, during quarantine or isolation, individuals **cannot**:

- Come to their work location of any Fugees property or activity without approval from the CEO
- Visit with any other Fugees employees or students outside of those who live in their household

PAY AND TIME OFF DURING COVID-19

EMPLOYEES WHO ARE WORKING

If an employee is working in one of these two categories, normal pay practices apply:

- Working on-site
- Working remotely because the employees job does not require on-site work

STAFFING AND COVID FAQs

Who pays for my COVID-19 test? Many COVID-19 tests are available free of charge; however, if necessary, COVID-19 tests taken by staff members for clearance to return to work will be reimbursed by the school.

What COVID-19 test should I get? To be cleared to return to work, staff members should take a diagnostic molecular test, NOT the antibody test); **rapid antibody COVID-19 test results will not be accepted to return to work.**

Is COVID-19 testing covered by Fugees provided medical insurance?

Yes. School leaders will provide a list of testing sites who accept insurance.

What if a staff member has children who are students in another district and the children are on a hybrid model and at home several days a week? Staff members are encouraged to make arrangements to work. In order to fulfill our commitments to Fugees students, it is important that as many staff members are in our schools as possible.

How should staff be groomed?

All staff members will be required to shave(or wax) all head and facial hair at least once a week.

After COVID-19 related leave, do staff members need to submit negative test documentation before returning to work? Please see the Return to Work section.

Will Fugees conduct contact tracing if a student or staff member has symptoms or is diagnosed with COVID-19?

Yes. We will work with local public health officials to conduct contact tracing. We will send general weekly COVID-19 dashboard updates. For anyone who has a confirmed exposure while at Fugees Academy, we will contact each individual and/or a parent or guardian.

ACADEMICS

OVERVIEW OF LEARNING PATHWAYS

It has been important to hear the voices of parents and other community members as we developed plans for school during this time.

At this time, all Fugees Students will participate in in-person learning. Remote learning is not currently an option.

IN-SCHOOL LEARNING

- Students will attend school in-person all day each school day.
- Students will wear masks and maintain physical distance.
- 1:1 Chromebook technology so students do not need to share devices.
- Lunch will be provided daily.
- Students will be able to remove masks and eat lunch while physically distanced.
- Students will stay with their learning pod.
- Students will have socially distanced, assigned seating (no less than 3 feet apart)
- Students will remain in one classroom or instructional space while teachers rotate.
- Teachers will offer live instruction to the students who are present in the room.
- Lessons will be streaming live to any students who are seated in a spill-over room (for social distancing) or who are learning from home.

If a student is out for an extended period of time due to COVID-19, teachers will work with the family to provide independent study materials.

INSTRUCTIONAL CALENDAR

Some changes were made in the Fugees Instructional calendar in response to COVID-19. Ongoing changes may need to be made in response to circumstances related to COVID-19.

ADDITIONAL DETAILS

When updating calendars and academic policies and procedures, we considered multiple factors, including:

- Meeting or exceeding state and local requirements for instructional time
- Aligning, when possible, across the Fugees Family Network
- Following our typical instructional cycle for terms and semesters, while allowing time for deep cleaning when appropriate

ACADEMIC NON-NEGOTIABLES

PLANNING FOR INSTRUCTION

FUGEES FAMILY NON-NEGOTIABLES

- Students engage in Fugees-approved **core content instruction** for the required number of daily instructional minutes
- Teachers use Fugees-approved curriculum and instructional resources
- Teachers submit planning documents with daily lesson objectives in a timely manner

Guiding Questions: Planning for Instruction

- ❑ How will you design schedules to ensure instruction meets the required number of minutes per day per course and or maximizes instructional minutes?
- ❑ How will you ensure that teachers have access to all necessary supplemental resources, such as Amplify lesson plans, Singapore resources, etc?
- ❑ What systems or structures must be in place to support teachers when internalizing Fugees Values for remote learning? (i.e. 1:1 planning meetings, content team meetings, etc)

CURRICULUM IMPLEMENTATION

FUGEES FAMILY NON-NEGOTIABLES

- Schools fully dedicate time during the first up to 5 days of in-person instruction to community building and student connections.
- Schools should transition into full instruction by the third week after reopening.
- To the fullest extent possible, teachers stay on pace with teachers across the network for the same grade & cohort.
- Teachers will enter **at least two** grades each week for each class to monitor student learning throughout the term.
- Teachers will administer a Fugees-approved end-of-term exams.

Guiding Questions: Curriculum Implementation

- ❑ What systems or structures must be in place to ensure teachers are on pace and following Fugees-approved curriculum with fidelity?
- ❑ When and how will instructional leaders and teachers analyze weekly student progress and end-of-term assessments?
- ❑ How will learnings from this data analysis impact future instruction?
- ❑ When and how will teachers be trained on best practices for in-person and remote learning with streaming? How will this continue during the year?

ACCELERATING LEARNING

FUGEES FAMILY NON-NEGOTIABLES

- Academic and network leaders use recommendations and values in [TNTP's Learning Acceleration Guide](#) to the **approach to acceleration**. Paying particular attention to the idea that we do not need to go back to fill in gaps caused by COVID-related closures and remote learning; rather, we should focus on addressing critical gaps, not in isolation, but in the moment where it is most appropriate (p.8)
- Teachers use embedded **flex days** to strategically accelerate learning with "just in time" instruction
- Teachers use data from regular formative assessments (daily checks for understanding, weekly quizzes, and end of unit assessments) along with student work to inform reteaching and spiraling.

Guiding Questions: Acceleration Learning

- ❑ When and how will academic leaders internalize the recommendations and guiding principles outlined in TNTP's Learning Acceleration Guide, if they have not already?
- ❑ When and how will academic leaders and teachers be trained to gather and respond to formative data to accelerate learning?

ASSESSMENT STRATEGY

Fugees Academy's assessment plan - comprised of a variety of assessments- provides the framework for our approach to assessments. It is important that we consider the following questions to ensure effective implementation and response to assessments and data:

- What are our guiding principles that inform our assessment strategy?
- How does our assessment strategy incorporate feedback from teachers and leaders from previous years?
- What are different purposes, frequencies, and types that comprise our assessment strategy?
- Which assessments are required versus optional during a given instructional cycle?
- What considerations are there for in-person versus remote assessment administration?

CLASSROOM SAFETY CONSIDERATIONS

To ensure the health and safety of students and staff, classroom safety procedures will be adapted to follow our Fugees Safety Strategies.

CLASSROOM SAFETY CONSIDERATIONS

FUGEES FAMILY NON-NEGOTIABLES

- Items that cannot be easily cleaned and sanitized should not be used.
- To the greatest extent possible, all student work should be completed and submitted online. When necessary to promote learning or motor coordination, writing on paper may be beneficial.
- For any items that are shared within a classroom, clearly label “clean” and “dirty” bins to minimize sharing items that have not been sanitized. The teacher who distributed the materials must clean and sanitize the items before they can be used again.
- Sharing of materials is greatly discouraged. If students borrow & return items that cannot be easily cleaned or sanitized, it must be quarantined for 72 hours before being reshelved.

ATHLETICS, EXTRACURRICULARS, AND FIELD LESSONS

ATHLETICS

Fugees is rooted in the belief that athletics is an essential component of whole child education. During this season, soccer may look different, but we will strive to provide students with safe opportunities to continue to participate in soccer and other athletic activities.

SOCCER PRACTICE

FUGEES FAMILY NON-NEGOTIABLES

Outdoors

- As students are leaving the classroom, they should line up in seat order and remain physically distanced.
- Once outdoors, students should stay in a physically distanced line and go directly to their assigned “seat”
- If students are doing conditioning exercises, they should remain in the same “seating” configuration as indoors.
- Outdoors, students should wear mask if they cannot maintain 3-foot physical distance or if someone in their home is immunocompromised.
- When practice ends, students should line up physically distanced in line order.
- As students re-enter the building, they should sanitize their hands on the way to their classroom.
- Students stay physically distanced, in line order, as they return to the classroom and their assigned seats.
- Students will not play soccer outdoors in inclement weather or if the temperature is below 20 degrees Fahrenheit.

Indoors: Off-campus

- As students are leaving the classroom, they should line up in seat order and remain physically distanced.
- When boarding the bus, students should stay in the same order and sit in their assigned seat with a mask on.
- When exiting the bus, students should remain physically distanced and in the same line order with a mask on.
- Students should remain physically distanced while entering the indoor practice area, and go to assigned spots staying in order with a mask on.
- While practicing indoors, even if students are 6 ft apart, they still must wear a mask.
- At the end of practice, students should line up in order to board the bus with a mask on.
- Students should board the bus, in order, sanitize their hands, and sit in their assigned seat with a mask on.
- When students exit the bus, they should sanitize their hands and remain physically distanced. Students should walk in line order back to the classroom and sanitize hands again on the way to their assigned seat.

Key Reopening Tasks: Soccer

- Finalize practice locations for both indoor and outdoor practice
- Ensure that all students have appropriate clothing for winter and spring weather
- Create "seating charts" that mimic classrooms to use as much as possible
- Ensure that the bus has plenty of masks and hand sanitizer

EXTRACURRICULARS

Beginning Autumn 2021, Fugees will reopen the after school program. The after school program may include activities like soccer, cross country, clubs, and tutoring. We will strive to provide students with safe opportunities to participate in extracurricular activities. Staff and students will follow the school day mitigations procedures; except student groupings may be different during the after school time.

EXTRACURRICULARS

FUGEES FAMILY NON-NEGOTIABLES

Outdoors

- As students are leaving the classroom, they should line up in seat order and remain physically distanced.
- Once outdoors, students should stay in a physically distanced line and go directly to their assigned "seat"
- If students are doing conditioning exercises, they should remain in the same "seating" configuration as indoors.
- Students should wear masks outdoors if they cannot maintain 3-foot distance or if someone in the home is immunocompromised.
- When practice ends, students should line up physically distanced in line order.
- As students re-enter the building, they should sanitize their hands on the way to their classroom.
- Students stay physically distanced, in line order, as they return to the classroom and their assigned seats.
- Students will not play soccer outdoors in inclement weather or if the temperature is below 20 degrees Fahrenheit.

Indoors: Off-campus

- As students are leaving the classroom, they should line up in seat order and remain physically distanced.
- When boarding the bus, students should stay in the same order and sit in their assigned seat with a mask on.
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- Students should remain physically distanced while entering the indoor practice area, and go to assigned spots staying in order with a mask on.
- While practicing indoors, even if students are 6 ft apart, they still must wear a mask.
- At the end of practice, students should line up in order to board the bus with a mask on.
- Students should board the bus, in order, sanitize their hands, and sit in their assigned seat with a mask on.
- When students exit the bus, they should sanitize their hands and remain physically distanced. Students should walk in line order back to the classroom and sanitize hands again on the way to their assigned seat.

FIELD LESSONS

At Fugees Academy, we value the real life application that field lessons offer our students. However, at this time, all field lessons are cancelled to ensure the health and safety of our students and staff. When excursions become less risky, the CEO will advise School Leaders.

RAPID RESPONSE TEAM & TRAINING

RAPID RESPONSE TEAM

In order to ensure timely response to any COVID related notifications, if you have tested positive or have a potential exposure to COVID, isolate yourself and contact the Rapid Response Team member for your campus immediately.

RAPID RESPONSE TEAM	
CLEVELAND	Kevin Nahabakomeye
	Kevin@FugeesAcademy.org
	678.717.9358
COLUMBUS	Celeste Ferguson
	Celeste@FugeesAcademy.org
	626.340.7163
GEORGIA	William Chester
	William@FugeesAcademy.org
	770.885.0854

TRAINING

Staff Orientation will take place the week of August 6, 2021 with the goals of:

- Communicating reopening priorities and key pieces of information to ensure a successful, strong start to Autumn 2021
- Preparing the path forward to the best of our abilities in an ever-changing environment
- Committing to being leaders of change and excellence in our schools and communities

Prior to Reopening Academy high level details will be provided to school leaders to provide time for reviewing and operationalizing school-specific information. The Winter Reopening Academy will allow school-based teams to put these details into practice prior to reopening the building to students.

ADDITIONAL GUIDANCE

VISITORS

All visitors will be required to follow the procedure outlined below to enter the building:

1. Visitors must enter through the main entrance.
2. All visitors, above the age of 2-years-old, must wear a mask and have their temperature checked. If they do not have a mask, a disposable mask will be given to them.
 - a. If the visitor clears the temperature check, they will go through the entry process. Once approved, they may enter the building. All visitors must sign the visitors' log.
 - b. If they do not pass the temperature check, the visitor will be asked to leave immediately and all surfaces in the main entry area are sanitized.
3. Visitors who are not entering the building may communicate their needs at the main entrance.
4. Visitors who do enter the building must follow directions for physical distancing, mask wearing, and all other safety precautions.
5. Visitors must sanitize their hands upon entering the building.

MAIL AND DELIVERIES

1. Mail will be isolated for at least 48 hours prior to sorting process
2. After 48 hours, designated staff member will sort mail using all necessary PPE: gloves and mask.

EMERGENCY PREPAREDNESS

Emergency drills will be held as normally scheduled or required. Schools should follow the transition procedures when a drill requires students and staff to exit the building. In addition, all evacuation and shelter in place zones will be adjusted to accommodate physical distancing.

AFTER SCHOOL MEETINGS, PD, AND OTHER EVENTS

All in-person events must follow event planning guidelines and be approved by School Leaders or Network Leaders. Events should be virtual when at all possible. In person events must follow all physical distancing and health and safety guidelines. Full staff PD sessions will be scheduled and held virtually. Small meetings may take place in spaces that allow participants to maintain appropriate physical distancing. All participants must wear masks and sanitize their hands before entering a meeting space; sharing items is strongly discouraged.

SUBSTITUTES AND SUPPORT STAFF

Substitutes and support staff must follow the same health and safety procedures as all Fugees employees. School leaders should train substitutes and support staff regarding all safety procedures prior to them coming to campus.

SUPPLIES AND UNIFORMS

SUPPLIES

Supplies will generally be provided for students. In addition to supplies provided by Fugees, each student should have plenty of reusable face masks and personal hand sanitizer. Fugees will provide a limited number of reusable face masks, a water bottle, a chromebook, and a chromebook charger. If a family is experiencing financial difficulty and needs assistance with any supplies they should reach out to their school leader.

UNIFORMS

During Autumn 2021, students who are participating will wear the uniform that is appropriate for that campus. That includes khaki uniform pants, a white or blue button down shirt, a Fugees tie, a belt, and closed toed shoes.

FAMILY ENGAGEMENT AND COMMUNICATION

In the spirit of safety and keeping family engagement and communication as simple as possible, we will utilize WhatsApp and other social media to share out Fugees information to families. In addition, campuses will reach out to individual families to ensure that we stay connected in this time of being physically distanced.

RESOURCES

VIDEO RESOURCES

- [How to wear a mask](#)
- [Social Distancing](#)
- [How to wash your hands](#)

CDC GUIDANCE

- [K-12 School Recommendations \(08.05.2021\)](#)
- [Guidance for Fully Vaccinated People](#)

APPENDIX A: Self-Screening Checklist

Use this Self-Screening Checklist to make sure it is safe and healthy for you to attend school.

COVID-19 SELF-SCREENING CHECKLIST				
		YES	NO	Can I go to school?
	Have you been in close contact with someone who has tested positive or may have symptoms for COVID-19?			 Contact your Coach or School Leader and stay home.
	Do you have a fever over 100.4°F?			
	Do you have difficulty breathing?			 If you have two or more of these symptoms, stay home.
	Do you have a headache?			
	Do you have a sore throat?			
	Do you have a runny nose?			
	Do you have a cough?			
	Do you have vomiting or diarrhea?			
	Have you lost your sense of taste or smell?			

APPENDIX B: Fugees Internal Signage

Post in entrances, bathrooms, hallways, classrooms, teacher work areas, and other common spaces.

Version A

Do you have any of these SYMPTOMS?

Fever above 100.4 degrees?

- Cough/ difficulty breathing
- Headache/ unexplained fatigue
- Sore throat/ runny nose
- Chills, body shakes
- Unexplained muscle aches
- Loss of taste or smell
- Nausea, vomiting
- Congestion

LET'S FIGHT CORONA

FUGEES RAPID Response Team

RAPID RESPONSE TEAM	
CLEVELAND	Kevin Nahabakomeye
	Kevin@FugeesAcademy.org
	678.717.9358
COLUMBUS	Celeste Ferguson
	Celeste@FugeesAcademy.org
	626.340.7163
GEORGIA	William Chester
	William@FugeesAcademy.org