



COVID-19 Reopening Procedures and Norms

Fall 2020



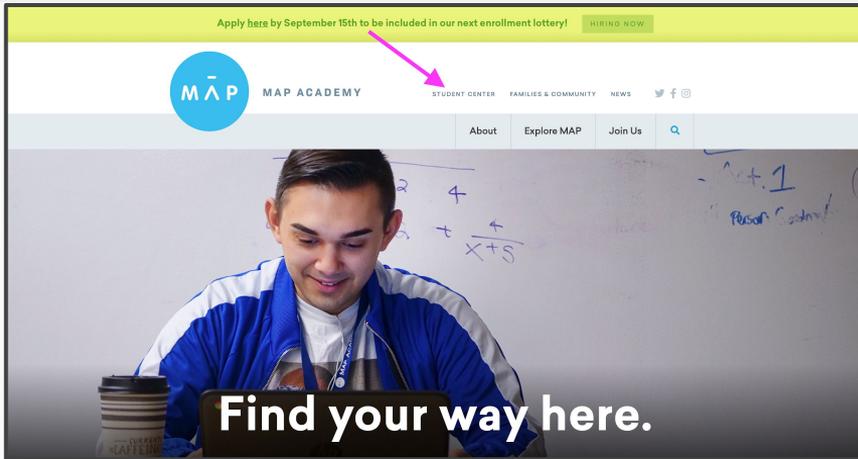
In Person Academics Daily Schedule (either M/W/F or T/Th)

Hybrid In Person - Cohort based schedule	
All students have been assigned either M/W/F or T/Th and are also assigned to a Studio, which is a section of the building and also a specific classroom within each studio.	
TIME**	BLOCK
8:30 - 9:00	Checkin and Morning Circle
9:00-11:30	Morning Studio Time
11:30-12:15	Lunch
12:15-2:30	Afternoon Studio Time
2:30-3:00	Check Out
This schedule allows for 15 minutes of rolling break time for students to take during the day for mask breaks.	

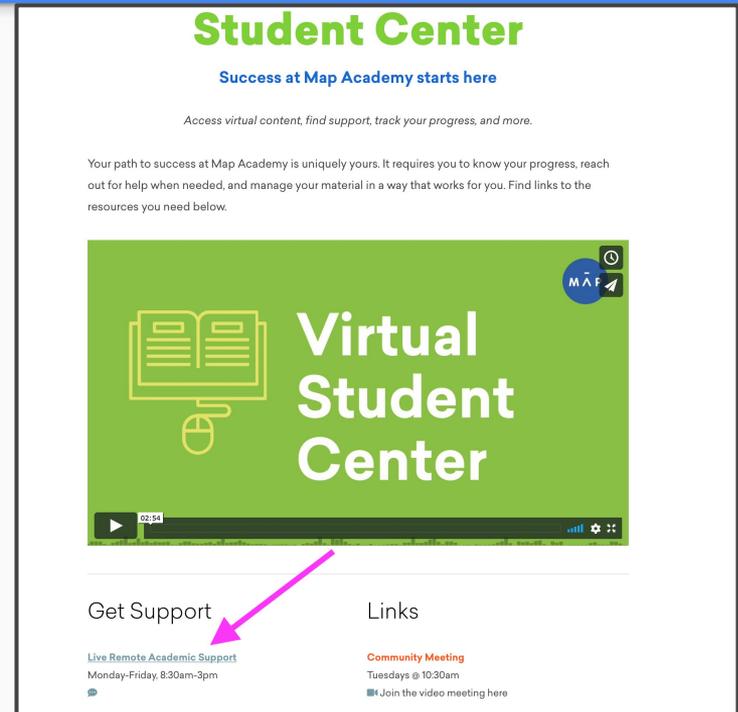
Remote Academics Daily Schedule

Time	Synchronous Option (Students work directly with a teacher on a single, teacher-directed course.)	Asynchronous Option (Students work at their own pace on their courses with support from teachers.)
8:30-9:00	Case manager Check In (required for all students learning remotely)	
9:00-10:00	History Seminar	Remote Academic Support--History and other
10:15-11:15	Math Seminar	Remote Academic Support--Math and other
11:15-12:30	Lunch & Independent Work Time	
12:30-1:30	ELA Seminar	Remote Academic Support--ELA and other
1:30-2:30	Science Seminar	Remote Academic Support--Science and other
2:30-3:00	Case manager Check Out (required for all students learning remotely)	

Remote Academic Support Links



Additional links for specific, synchronous courses will be provided by teachers to students enrolled in those courses.



Student Attendance & Engagement

- In person and remote student attendance and engagement will be tracked daily.
- In addition to attendance in person or in remote learning classes, engagement will include submission of work, participation in asynchronous remote learning, consultation with instructional or support staff and documented independent work.
- Students who are not reliably participating in remote or in person learning will be followed up with daily and weekly by academic case managers and/or student support personnel to identify barriers and support their re-engagement.
- Students learning remotely are expected to check in with their Academic Case Manager in the morning between 8:30-9 and check out in the afternoon between 2:30-3.

Safety Measures--Community Expectations

Student Arrival

- All students will enter through the main entrance of the school.
- Staff will be at the door to ensure all students are social distancing upon entry.
- All staff and students will be temperature checked upon entry.
 - Any staff or student with a temperature over 100 degrees will go directly to the nurse.
- After temperature check, students will proceed directly to their studio
 - North -- First Floor
 - East -- Down right side of main staircase to lower level
 - West -- Down left side of main staircase to lower level

Safety Measures--Community Expectations

Student Dismissal

- All students will dismiss from their designated exterior studio doors.
 - North -- 1st floor studio door and around to front of building
 - East -- Lower Level studio door
 - West -- Lower Level studio door
- Dismissal will be staggered to avoid congestion.
 - 1st -- Student Drivers
 - 2nd -- Buses
 - 3rd -- Parent/Supporter pickup
 - All drivers must pull in and drive all the way around the building. Students will exit on back of building. No students will be allowed to exit through the main entrance for parent pickup.
- Dismissal protocols will be monitored closely and adjusted as necessary to ensure safety for all.

Safety Measures--Community Expectations

Visitor Protocol

- All essential visitors will be required to be temperature checked upon entry and no more than two visitors will be allowed at any one time in the waiting area.
- All visitors will be required to wear masks/face coverings.
- There will be no non essential or out of state visitors allowed until further notice.
- If any visitor needs to use a restroom they will use the designated visitor restroom located closest to the waiting area.
- Adult supporters are asked to please remain outside for dismissal whenever possible. You may call the front desk at 508-830-9500 to ask that your student be sent out to you.

Safety Measures--Community Expectations

Building Zones

- North Studio - upstairs to the left side of the main entrance
 - Bathrooms -- Use bathrooms on the 1st floor
- East Studio - downstairs to the right side of the main staircase
 - Bathrooms -- Use designated bathrooms on the lower level
- West Studio - downstairs to the right side of the main staircase
 - Bathrooms -- Use designated bathrooms on the lower level
- Support Areas - 1st floor student support offices, support common areas & nurses suite

Students are expected to remain in their assigned studio or a support area.

Safety Measures--Community Expectations

Food Service

- Map Academy's food service vendor provides individually wrapped meals that are safely transported to us daily.
- We will continue to provide these individually wrapped breakfasts and lunches to all of our students free of charge.
- We will have staff ensure there is never a line at the food service window and that social distancing is always practiced while waiting for food.
- Hand sanitizer will be available in the food service area.
- Similar to in the past, students can choose where to eat - but they must remain in their assigned indoor or outside studio spaces and maintain 6 feet social distance indoors and 3 feet of distance outdoors.
 - Students may not enter other studios at any time during the day, including lunch.
- Cleaning/disinfecting supplies will be available throughout the building and students will be encouraged to wipe down their eating area before and after meals.

Safety Measures - Community Expectations

Leaving campus during lunch

- Students who are age 18 or older may sign themselves in and out at the front desk if they need to leave at any time other than lunch.
- Students who are at least 16 years of age and have a signed parental permission agreement on file may leave campus for lunch if they follow all rules and respect the privilege, which may be revoked at any time by either a parent/guardian or Map administrators.
 - **North Studio:** Sign out at the front desk and go out the front door.
 - **East and West:**
 - 11:30 -- Sign out with case manager and exit through the designated studio door.
 - No later than 12:15 -- Sign back in with case manager and enter through designated studio door.
 - Students who return late from lunch must enter through the front door and will lose their privilege to leave the next day.
- We will honor student leaving campus permission forms from last year until Monday, September 21, 2020. All students must return a new form for 2020-2021.
- No new or returning students under the age of 18 (other than those with existing privileges from last school year) will be allowed to leave during lunch until a leaving campus form is signed and on file.

Safety Measures--Community Expectations

Cleaning

- Map Academy contracts with a commercial cleaning company for nightly cleaning and disinfecting of the entire building.
- Ample and readily accessible cleaning supplies will be available throughout the building for staff and student use.
- Student support personnel will follow a cleaning schedule during the school day that includes a minimum of twice daily disinfecting of high touch surfaces, including bathrooms, door handles, and common area tables and chairs.

Safety Measures--Community Expectations Supplies

- Every Map Academy student and staff member is issued their own computer. Students are expected to bring their device daily. Loaner computers and desktop stations will be disinfected between uses.
- It is an established norm and expectation that students and staff keep their computers with them at all times and be the sole users of that equipment.
- Each studio will have two designated supply carts-- one for M/W/F and another for T/Th-- with all necessary school supplies for student and staff use. There will be no sharing of supplies across studios at any time.

Safety Measures--Individual Expectations

Overall Wellness

- All students and staff are expected to stay home when they are sick.
- All students and staff are expected to notify the school nurse immediately if they have reason to believe they have been exposed to COVID-19.
- All students and staff are expected to follow all protocols for isolation and quarantine as necessary for:
 - Potential exposure
 - Confirmed exposure
 - Travel out of state
- Flu Shot Clinic
 - On site and free of charge for staff and students: October 13th and 14th

Safety Measures--Individual Expectations

Personal Distancing

- All students and staff are expected to maintain safe distance of 6 feet at all times.
- Staff will work to ensure social distancing is enforced.
- Signage will be located throughout the building reminding students to practice social distancing.
- All studio and classroom spaces have a posted maximum occupancy which is calculated based on 6 feet of distancing plus 1.5 feet radius of personal space.
 - Classrooms are set up to have the maximum number of seats.
 - Furniture may not be moved between classrooms or from common areas into classrooms.
- Each studio has a designated outdoor seating area. Students and staff are expected to maintain 3 feet of distance outside.

Safety Measures -- Individual Expectations

Masks

- It is mandatory that all staff and students wear a mask or face covering while at Map Academy.
- Students are always allowed to take breaks as needed and there is plenty of outdoor space designated for each studio for mask breaks.
- Signage will be posted throughout the building reminding everyone of the mask requirements.
- No exceptions will be made to the mask requirement for staff or students except in medical situations documented by a doctor's note specifically stating that the individual cannot wear a mask or face covering.
- It is expected that all students and staff provide their own face coverings. However, we have plenty of extra disposable masks on site to provide as needed.

Safety Measures -- Individual Expectations

Hand Hygiene

- We have a sufficient amount of alcohol based hand sanitizer and hand soap on site and have installed motion detected hand soap, hand sanitizer, and paper towel dispensers to allow for touch free hand cleansing throughout the building.
- Students are expected to practice good hand hygiene throughout the day.
- Signage will be posted throughout the building to remind students to practice good hand hygiene.

Safety Measures -- Individual Expectations

Cleaning

- Cleaning supplies are available throughout the building for student and staff use.
- All students and staff are expected to clean their work areas before and after use.

Safety Measures -- Individual Expectations Transportation

- Historically speaking, on any given day Map Academy buses have enough room for students to socially distance themselves while on the bus.
 - Students will be required to wear a mask while on the bus.
- Bus routes have been assigned by Plymouth Public Schools and incorporate all precautionary measures to ensure enough room is available to social distance while on the bus.
- Students who reside in Wareham and Carver who plan to take the GATRA bus to Map Academy are expected to follow these safety guidelines for using public transportation:
 - Limit touching frequently touched surfaces such as kiosks, touchscreens, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons, and benches as much as possible.
 - Wear a mask at all times during transportation.
 - Follow physical distancing guidelines by maximizing space between riders as feasible.
 - Practice hand hygiene (e.g., use hand sanitizer after leaving the transit station or bus stop).