



MAP ACADEMY

**COVID-19 Reopening Plan  
Fall 2020**

Submitted: August 14 , 2020

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## A. Executive Summary

Map Academy undertook a feasibility study that included analysis of our ability to implement COVID-19 safety protocols, as well as a close study of our facility and surveys of staff, students, and families. This feasibility study informed the decision to open with a hybrid plan beginning on Wednesday, September 9, 2020.

The key findings from this feasibility study have informed the following guiding principles for reopening:

- Map Academy staff are committed and ready to come back onsite safely.
  - Map Academy staff are an incredible group of mission fit adults who understand the need to reopen for onsite operations to the fullest extent possible.
  - Survey results indicate that 100% of our staff plan to return to in person operations assuming that all DESE health and safety requirements are in place.
  - Unless public health conditions worsen to the degree that it is impossible, all staff will work on site regardless of whether students are in person or working remotely in order to offer more robust and effective service delivery.
- Map Academy's goal is to get students back in person to the fullest extent safely possible.
  - Our students and families want and need us to reopen for in person operations to the fullest extent safely possible.
    - Our students and families trust that all safety protocols will be implemented to keep them safe and the majority feel comfortable returning to school.
      - 76.4% of parents/guardians indicated that, assuming all recommended health and safety requirements are in place, their child/children *will attend* in person this fall.
      - 63.8% of students indicated that, assuming all recommended health and safety requirements are in place, they feel comfortable attending in person this fall.
    - Our students and families have a strong desire to resume onsite, in person operations.
      - 87.6% of parents/guardians indicated that their preference is for either fully in person (48.3%) or a hybrid of in person and remote (39.3%)
      - 78.7% of students indicated that their preference is for either fully in person (40.4%) or a hybrid of in person and remote (38.3%).
- Map Academy's facility and culture will allow us to bring students and staff back safely.
  - In order to maximize safety for students and staff and with the goal of being able to maintain onsite operations, we are planning for 6 feet distancing and assigned zones in the building to create separation between cohorts.
    - Current expansion of our facility (in process pre-COVID) from 11,400 sq. ft to 22,800 sq. ft. will provide much needed space for reopening.
    - Analysis of our facility indicates that we can maintain 6 feet distancing with 100% of our staff and approximately 70% of our students onsite at one time.
  - We are establishing dedicated outdoor spaces for mask breaks and outdoor learning.
  - We are confident that the Map Academy community will embrace safety protocols and procedures as necessary to keep everyone safe.
  - We are committed to ensuring that we have adequate supplies of all PPE on hand and are confident in our ability to do so.
  - We are fortunate to have a newly renovated facility with adequate, effective ventilation, both from HVAC and windows. Additionally, we are in the process of determining the feasibility of installing UV lights in the HVAC system, which would increase safety even further.

## B. Letter From Co-founders

Dear Map Academy Community,

We are pleased to present this Fall 2020 reopening plan. This document reflects our current thinking and outlines the guiding principles which underlay the decisions we have made about the start of the new school year. These are unprecedented times. Uncertainty and ambiguity are the new norm. Life as we all know it has temporarily changed, and school will continue to look and feel different for the foreseeable future. If we could, we'd flip a switch and go back to *normal*, but such a "switch" doesn't currently exist. We appreciate all of the feedback and input we have received from staff, students and families. Your perspectives have informed every aspect of this plan. While we cannot confidently reopen for 100% in person learning to start the school year, it is also clear that fully remote learning is not an effective instructional model for the vast majority of our students. Thankfully, Map Academy is flexible by design, and we continue to leverage that flexibility to meet the needs of our students as we navigate all of the ongoing uncertainties.

In founding Map Academy, we had a single goal: to put students at the center and to make all decisions about teaching and learning, curriculum, systems, supports, schedules, staffing, and environment with the student experience as the sole focus. This focus has been at the core of our response to COVID-19, from the initial closure in March through our current planning for this fall. When we keep the focus squarely on the needs and the experiences of our students, we cannot go wrong. As leaders, we acutely feel the weight and importance of the decisions and planning reflected in this document, and we have spent countless hours with our team ensuring that we have developed a plan that both keeps safety at the forefront and addresses the needs of our students.

Consistent with guidance from the Commissioner, the Governor, medical and public health experts, and with the feedback received from all Map Academy stakeholder surveys -- we plan to reopen Map Academy for onsite, in person operations to the fullest extent safely possible. **Thus, Map Academy will begin the 2020-2021 school year on Wednesday, September 9, 2020 with a hybrid learning model, with the goal of opening for full in person learning as soon as we can do so safely.** Students and families can also choose to remain fully remote and access a range of synchronous and asynchronous instruction and support.

As we enter this next phase together, we ask that we do so with the collective understanding that we will almost certainly have to make adjustments throughout the year depending on public health conditions - and also with the recognition that while there is no perfect option available to any of us, we will continue to work tirelessly, along with our phenomenal team, to keep doing what's in the best interest of our students. We pledge to keep you informed every step of the way, and to be available to address your questions and concerns.

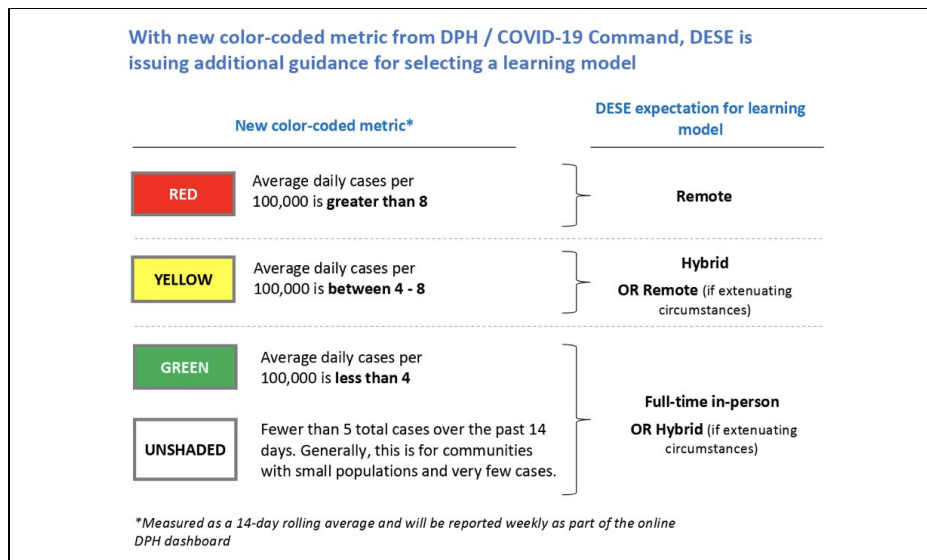
We thank you for being on this journey with us and look forward to being in touch with each of you--whether in person or remotely--very soon.

Sincerely,

Rachel Babcock & Josh Charpentier  
Co-founders & Co-directors

### C. In Person Learning Model

Map Academy’s goal is to bring all students back for full in person learning as soon as we can safely do so. As of August 14, 2020, the date of this submission, implementation of all safety protocols will not allow for a full in person reopening. We are committed to reopening this fall, however, and to staying open, and we believe that it is in our school community’s best interest to move in phases toward full in person learning. We plan to re-evaluate this plan at a minimum of every six weeks or at any time that a change in conditions warrants. Re-evaluation metrics and decision making will be based on the [Commonwealth of Massachusetts COVID-19 Weekly Public Health Report](#) color coding system, specifically the Count and Rate of Confirmed COVID-19 Cases Average Daily Incidence Rate per 100,000 for the last 14 days in our catchment area of Plymouth, Wareham, and Carver. This metric is updated weekly, and we will closely track any changes to the status of the towns in our region. We will rely on the DESE expectation chart to inform any potential changes in opening status:



As of the first week of this new color coding system, issued on August 12, 2020, Plymouth is in the green category and Carver and Wareham are white. If and when all three communities in our catchment area are listed in the white category for multiple consecutive weeks, the data will then suggest that a full time in person model is safe. At that point, we will plan for a transition to full time in person learning. If and when public health metrics warrant a full time in person opening, a fully remote option will continue to be available.

When we are able to resume full in person operations, Map Academy’s in person learning plan will leverage the existing blended, competency-based asynchronous learning model which is the instructional foundation of Map Academy’s personalized approach to high school, and which was in place before COVID-19. At Map Academy, students move through the core academic curriculum at their own pace, and teachers act as active facilitators, coaches, and advisors, designing strategies and interventions suited to each student’s individual needs, such as one-on-one support or a mini-lesson to a subset of students. The flexibility built into this model provides the foundation for an effective return to fully in person operations when our school community is ready.

Map Academy’s feasibility study and space analysis indicates that we can accommodate full in person operations and maintain social distancing of 3 feet. Resumption of full in person operations will rely on the existing cohort based structure of Map Academy’s learning studios and anchor groups to minimize interactions and facilitate contact tracing as described more fully in the discussion of the hybrid model section below.

## D. Hybrid Learning Model

**We plan to begin the 2020-2021 school year with a hybrid model** in which no more than 50-70% of students are in person at a time in order to ensure our ability to maintain full 6 feet of social distancing and provide a safe and meaningful in person learning experience. As discussed above, Map Academy's goal is to bring all students back for full in person learning as soon as we can safely do so. We are also committed to staying open, and we believe that it is in our school community's best interest to move in phases toward full in person learning. Feasibility studies indicate that returning all students and staff to in person learning will mean that we cannot ensure 6 feet of social distancing at all times in all areas of the building. Thus, we intend to move slowly and monitor public health conditions and the weekly color coded metric, while also continuing to closely study operations during the fall to assess the feasibility of maintaining safety protocols as we continue to move toward full in person learning.

Map Academy's hybrid learning plan will leverage the existing blended, competency-based asynchronous learning model which is the instructional foundation of Map Academy's personalized approach to high school, and which was in place before COVID-19. At Map Academy, students move through the core academic curriculum at their own pace, and teachers act as active facilitators, coaches, and advisors, designing strategies and interventions suited to each student's individual needs, such as one-on-one support or a mini-lesson to a subset of students. The flexibility built into this model provides the foundation for an effective hybrid model.

Under normal operations, instead of a typical, rigid master schedule, Map Academy students are assigned to interdisciplinary learning studios where teams of teachers are available to work with students in a range of flexible spaces throughout the building. A highly flexible daily schedule empowers students with the agency to move through the curriculum in ways that work for them, including choice of what to work on, where to work, and which teachers to work with. As we plan for a return to in person learning with the realities of COVID-19, we will need to add cohort-based structures to our model and will leverage our existing learning studios to create schools within the school for the purposes of social distancing while still maintaining as much flexibility for our students as possible.

- Key components of the Map Academy hybrid model:
  - Preserve Student Agency
    - It is our goal to offer students and families some level of choice about the hybrid schedule that will work best for them. Many of our students and their families juggle tremendous outside responsibilities--including jobs, parenting, transportation, insecure housing-- that even without a pandemic are not compatible with a rigid school schedule. These realities are the primary reason for the flexible, blended, asynchronous model Map Academy provides. While the current context requires us to create student cohorts to ensure safety, it is important to our mission to maintain as much student agency as possible. Thus, we are surveying students and families to determine their preferred in person schedule--either Tuesday/Thursday or Monday/Wednesday/Friday--in order to establish cohorts for onsite & remote learning so that between 50-70% of students are onsite each day . Based on previous survey results and the input we have received so far, we believe that we can create balanced and equitable cohorts based on student and family input. We believe that this choice-based approach to scheduling is preferable for our school community.
    - We understand that some of our highest need students may benefit from a full time in person schedule and will accommodate these circumstances on a case by case basis.
    - We are also committed to continuing to offer drop in evening and Saturday studios beginning in October. This will provide added flexibility and allow students to either extend their in person

days or to come in during the evening on their remote days. To start, the evening and Saturday programs will be appointment based to assess demand and ensure safety measures are in place.

- Evening Studio - Tuesdays, Wednesdays & Thursdays from 4 pm - 6:30 pm
  - Saturday Studio - 9 am - noon
- Preserve interdisciplinary Learning Studios for both in person and remote learning
- Cohort based studio teams of students and staff with designated areas of the building
    - 3 studios
    - Each studio cohort will be approximately 65 students and an interdisciplinary team of 4-5 teachers, including a special education licensed academic case manager, an additional special education teacher and a social worker
    - Based on student/family input, cohorts will be scheduled so that 50-70% of students are in person each day in order to ensure adequate social distance and bring students to school 2-3 days per week.
    - On the days they are not in person, students will learn remotely with the same team of studio teachers, according to the remote learning plan described below.
    - Each studio will be assigned classroom and common area space with enough square footage to physically distance at the length of 6 feet.
    - Dedicated studio cluster spaces will be intentionally distant from one another to minimize contact between cohorts of students and to facilitate contact tracing when and if necessary.
    - Studios will be further broken into anchor groups, cohorts of no more than 12 students onsite at a time.
  - Staff will be responsible for both remote and in person learning for all students in their studio, but not at the same time. Each teacher will teach one block of remote learning per day according to the schedule described in the remote learning plan below.
  - Each student will have a dedicated team of staff, including an academic case manager and an anchor teacher who will work to ensure that in person days set them up for success on remote learning days.
  - Electives, including seminar, wellness & experiential learning opportunities, will be open to students from all studios and will initially be offered primarily virtually in order to ensure access to all interested students. Students who are learning onsite will be able to participate in these courses by logging in virtually, which will create opportunities for connection and collaboration between students in all studios and hybrid cohorts.
  - To create community and engagement and link those students learning remotely with those who are in person, each day will kick off with a whole school community, studio and/or anchor meeting via Zoom or Google Meets in which students and staff will connect about plans for the day.
  - For physical education and fitness activities:
    - If outdoors, without masks, these activities can occur with 10 feet of distance between individuals.
    - If outdoors, with masks required, these activities can occur with 6 feet of distance between individuals.
    - If indoors, with masks required, these activities can occur with 6 feet of distance between individuals.

#### **E. Remote Learning Model (for both fully Remote and Remote days during Hybrid Model)**

In the hybrid learning model, Map Academy students will learn remotely some of the time, and additionally, we are acutely aware of the reality that we may need to pivot back to fully remote learning if public health conditions warrant. We also recognize that some students and families may opt into 100% remote learning. Map Academy is committed to providing a robust remote learning experience that leverages the flexibility of our model and incorporates lessons learned from our implementation of remote learning this spring. Our model allows for a consistent remote experience regardless of the reason a student is learning remotely on any given day. This ensures that students who are unable to come to school--for whatever reason--can engage fully in their learning from wherever they are.

- Key components of the Map Academy remote learning model:
  - Preserve self-paced, competency-based and asynchronous learning model while simultaneously offering increased structure and opportunity for synchronous learning.
    - Students can continue to work asynchronously from wherever they left off in their core academic coursework, with support from their teachers. This anytime/anywhere asynchronous option is foundational to Map Academy's model, regardless of COVID-19.
    - Students continue to move forward as they demonstrate competence rather than according to fixed, time-based grading periods.
    - All students continue to have the option to work asynchronously remotely AND we will also offer a synchronous remote learning schedule to provide structure and ensure that students have access to direct instruction and academic support throughout the day.
      - Remote instruction and academic support will be offered via Zoom and Google Meets, using audio and/or video conferencing.
      - To ensure that students learning remotely always have direct access to support, there will be at least one dedicated teacher in each studio available live via Zoom or Google Meets at all times during the school day and during Evening and Saturday Studio hours (Tuesday, Wednesday and Thursday from 4 - 6:30 pm and Saturday from 9 am - noon)
      - Students learning remotely will have access to a full schedule of hour long synchronous classes taught by their studio teachers and also to live academic support with their asynchronous coursework and to virtual synchronous elective, seminar and wellness courses taught by Map Academy staff.
  - Utilize academic case manager structure to ensure that each student has a dedicated teacher coordinating his/her/their learning. Academic case managers are all licensed special education teachers, ensuring that all students, both general education and special education, receive personalized case management.
  - Staff utilize a Remote Learning Dashboard created during the spring shutdown and iterated this summer to monitor student progress and engagement and inform responsive planning and service delivery for all students.
  - Consistent with the in person and hybrid models outlined above, all students will be assigned to an interdisciplinary learning studio, a cohort of approximately 65 students and 4-5 teachers. This studio placement will provide consistency regardless of whether students are in person or remote.
    - All remote core academic instruction will be provided by a student's studio teachers.
    - Electives, including seminar, wellness & experiential learning opportunities, will be open to students from all studios and will initially be offered primarily virtually in order to ensure access to all interested students. Students who are learning onsite will be able to participate in these



courses by logging in virtually, which will create opportunities for connection and collaboration between students in all studios and hybrid cohorts.

- To create community and engagement and link those students learning remotely with those who are in person, each day will kick off with a whole school community, studio and/or anchor meeting via Zoom or Google Meets in which students and staff will connect about plans for the day.

Sample Remote Schedule - Times and class order are subject to change

<b>TIME</b>	<b>BLOCK</b>
8:30 - 9:00	<b>Anchor check in/daily meeting</b>
9:00-10:00	<b>Math</b>
10:15-11:15	<b>Humanities (ELA/History)</b>
11:30-12:30	<b>Science</b>
12:30-1:00	<b>Lunch</b>
1:00-3:00	<b>Individual work time with responsive virtual academic support and/or synchronous seminar, elective or wellness classes</b>

**Student attendance and engagement in remote learning:**

Student attendance and engagement will be tracked by all staff in the Map Academy blended learning management system in the same way it normally would be in Map Academy’s foundational asynchronous model. In addition to attendance in person or in remote learning classes, engagement measures 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. Student and family communication will take place in a variety of ways, including but not limited to Zoom, Google Meets, phone, email, text, social media, home visits, etc. Any communications to students and families whose primary language is not English will be translated and sent to them separately and/or a translator will be provided.

**F. Out of School Time**

As mentioned above, we are committed to continuing to offer drop in evening and Saturday studios beginning in October. This will provide added flexibility and allow students to either extend their in person days or to come in during the evening on their remote days. To start, the evening and weekend programs will be appointment based to assess demand and ensure safety measures are in place. Students working remotely will also have access to live academic support via audio and/or video conferencing during these extended studio hours.

- Evening Studio - Tuesdays, Wednesdays & Thursdays from 4 pm - 6:30 pm
- Saturday Studio - 9 am - noon

## G. Supports for All Students

As an alternative charter school intentionally designed to meet the unique needs of disconnected youth who have not found success in other settings, Map Academy serves predominantly vulnerable students, many of whom have been inordinately impacted by COVID-19 and the resulting extended school closure. This knowledge is what drives our mission driven team to reopen Map Academy for onsite, in person operations to the fullest extent possible. At Map Academy, 75.2% of our students meet criteria for High Needs; 50.3% qualify for Special Education Services; 50.9% are Economically Disadvantaged; and 80.66% qualify as free lunch via district Community Eligibility Provisions. While it is clear that we cannot safely open fully for in person learning to start the school year, it is also clear that fully remote learning is not an effective instructional model for the vast majority of our students. We are fortunate that Map Academy is flexible by design, and we will continue to leverage that flexibility as we navigate all of the ongoing uncertainties particularly pertaining to meeting the needs of students with disabilities, English learners (ELs), former EL students, and Economically Disadvantaged students. Cognizant of the high needs of our student population, we have intentionally staffed each learning studio with a special education-licensed academic case manager, an additional special education teacher, and a social worker, in an effort to ensure all of our students' needs are met. We believe that in the hybrid model, in-person days will set students up for success during their remote days; however we are paying particularly close attention to our remote services as we know that remote learning is challenging for the majority of our students and we are committed to continuing to refine our service delivery so that we are prepared in the event of another extended closure.

Map Academy will continue to address the physical, social, emotional and health needs of all of our students through our student centered, highly personalized approach, helping them to feel safe and be productive in all aspects of their day *whether remote or in person*. Every student at Map Academy will continue to have a web of support ranging from their anchor teacher and academic case manager to support staff, facilitating connections to the resources they need to be successful.

Map Academy is firmly committed to creating a school culture remotely and in person that is unlike traditional models--one that recognizes that students enter the doors of our school whether virtually or in person each day carrying their own burdens, but also their unique strengths and interests. We understand that social emotional needs must be met in order for academic learning to occur. Students have access to the Map Academy Student Support Team, which consists of the Co-directors, three social workers, a school nurse, a pathways coordinator, two outreach staff at any time--during school hours and beyond. This support complements the 1:1 individualized instructional support students receive in Map Academy's asynchronous, blended learning studios.

Regardless of whether students are remote or in person, Positive Youth Development remains the cornerstone of the high support culture that guides all of Map Academy's decision-making. We help students cultivate caring, trusting and supportive relationships, set high expectations, and allow opportunities for students to learn through engaging and relevant work. This includes relentless social-emotional support to enable students to meet the high academic expectations necessary for post-secondary success. We place a priority on developing and sustaining a culture in which *every adult's* primary responsibility is to support student success. Map Academy embeds wraparound services and leverages partnerships with community-based organizations. Because many Map students arrive at our door with a history of trauma, our practice is to be sensitive to this reality, creating a culture and physical space where every student can thrive.

Every one of these foundational principles has remained at the core of our response to COVID-19, from the initial shutdown in March through our current planning for reopening this fall. It is for these reasons that--unless extenuating

circumstances prevent it-- all Map Academy staff will work on site at Map Academy for their regularly scheduled hours this fall.

Map Academy will continue to leverage the existing blended, asynchronous learning platform and personal relationships to maximize academic engagement while adding layers of virtual community when students are working remotely.

Examples of additional supports and resources available to our students include, but are not limited to:

- More regular check-ins with student support staff
- Increased outside agency support services partnerships and referrals
- More frequent parent and student surveys to gauge needs
- Food delivery on remote days

Special education and general education team members are creating interactive current performance/distance learning accommodation logs (i.e. links to student work samples, videos, graphic organizers and other staff updates) to ensure PLEP A & B accommodations and modifications are available to students while working remotely. These logs are used as tools to identify and document student IEP requirements while engaging in distance learning. Map Academy staff members will continue to follow all IEP goals and services noted within a student's IEP regardless of whether students are learning fully in person, in a hybrid model or fully remotely.

#### **Supports -- Available in all learning models**

- Daily and weekly outreach to families to inform them about services offered as well as the establishment of consistent lines of open communication
- One-to-one support via phone, video, Google Meets
- Virtual service delivery i.e. individual/small group reading, writing, math, science, and history and individual/small group social skills and counseling which are scheduled by staff and family communication on a daily and weekly basis
- Individual and/or enrichment groups to help with community building and engagement
- Individual and/or small group personal/academic organizational goal meetings (for example - executive functioning)
- Parent and student virtual engagement sessions
- Modifying and creating alternative assignments for online work through Map Academy's Tracker and Google Classroom, as well as paper-based hard copy assignments per a student's request
- Implementation of alternative responsive intervention when a student is having a difficult time

#### **H. Professional Learning**

As we plan for all that the upcoming school year will bring, we understand that staff training is of paramount importance, in order to ensure safety of our Map community as well as to ensure that staff are prepared to deliver high quality instruction in the hybrid model and also fully remotely if public health conditions warrant such a shift. We have expanded the number of staff professional development days prior to the start of the school year from the originally scheduled five days to eleven full days--August 24 - September 8. As a result, the first day of school for students will now be Wednesday, September 9, 2020.

Staff trainings will include, but will not be limited to:

- Proper safety measures and protocols
- Signs and symptoms of COVID-19

- Hybrid learning at Map Academy
- Remote learning at Map Academy
- Trauma sensitive practices
- Self care

## **I. Certification of Health and Safety Requirements**

### *Supplies*

Every Map Academy student and staff member is issued a computer and we have an established culture of providing the technology support necessary to ensure students can engage in work remotely, including wifi hotspots if needed. 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. As for other supplies, we are purchasing additional supplies in order to give every student their own essential school supplies, including but not limited to, pens, pencils, calculator, art supplies, etc. There will be no sharing of supplies, and we will replace supplies if and when necessary.

### *Hand Hygiene*

We have a sufficient amount of alcohol based hand sanitizer and hand soap on site and are in the process of installing motion detected hand soap, hand sanitizer, and paper towel dispensers to allow for touch free hand cleansing throughout the building.

### *Masks/Face Coverings and Other Safety Materials*

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 for mask breaks.

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.

In addition to masks, we currently have sufficient stock of all necessary protective equipment, cleaning supplies and other PPE.

### *Temperature Checks and Hand Sanitizing Upon Entry*

Student support staff will administer a temperature check of every student and staff member upon entry into the building and hand sanitizing stations will be placed at the main entrance for easily accessible hand sanitizing upon entry. We understand that larger schools may not have the capacity to institute a temperature check protocol, however at Map Academy we believe that we can effectively institute such a practice. Temperature checks alone are by no means a definitive way to determine if a student or staff member has COVID-19, however we do believe that a student or staff member with a fever over 100.3 should be further evaluated by medical personnel beginning with our nurse.

### *Food Service*

Map Academy's food service vendor already 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, and a hand washing station is available adjacent to the food service window as well, to allow for easy access. Similar to in the past, students can eat wherever they choose in the building - studio spaces, outdoor classroom space, common areas and conference rooms, etc. This allows for maintenance of 6 feet social distance. Cleaning/disinfecting supplies will be available throughout the building and students will be encouraged to wipe down their eating area before and after meals.

### *Building Visitors*

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.

### *Arrival, Dismissal and Transitions*

Staff will ensure that all students are socially distanced upon arrival. We will also utilize safety signage and additional doors when and if necessary. At dismissal, each studio will exit through a separate door to minimize crowding and cross cohort contact at dismissal. The Map Academy schedule is flexible by design and thus we do not have traditional "passing times" in which students need to travel en masse through crowded hallways. The current expansion of our facility provides ample space for students to maintain distance as they circulate through the building.

### *Transportation*

Historically speaking, on any given day Map Academy buses have enough room for students to socially distance themselves while on the bus. We will work with the bus company as well as the Plymouth Public Schools to ensure our students follow all safety procedures for safe socially distanced rides to and from school. In addition, for students who reside in Wareham and Carver who plan to take the GATRA bus to Map Academy, we will provide them with the following 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).

### *COVID-19 Rooms and General Facility*

We are fortunate to have a newly renovated facility with adequate, effective ventilation, both from HVAC and windows. Additionally, we are in the process of determining the feasibility of installing UV lights in the HVAC system, which would increase safety even further. All windows at Map Academy open fully and have well-fitting screens. We adjust and monitor the HVAC systems to maintain comfortable indoor temperature. At least once per day, we will operate all HVAC systems in the fan position to completely recirculate clean air from the outside. We will also adjust the dampers on all HVAC units to maximize the amount of outdoor airflow throughout the day. In addition, we are committed to creating outdoor classroom spaces by using canopies and outdoor seating as weather permits.

We have allocated three rooms for the nurse--the current health office, as well as two adjacent rooms. The nurse's office will serve one student at a time for examination purposes and a separate room will be utilized as a waiting/holding room. The third room will serve as an isolation room in the event it is needed. It should be noted that the waiting room not only has four exterior windows, but it also has a ductless ventilation system to help minimize the spread of airborne particles to the rest of the building via duct air flow in the event an examination results in cause for concern. In the event a student or staff member is suspected of or has COVID-19, we will follow the [DESE Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings](#).

*Cleaning and Disinfecting*

Ample and readily accessible cleaning supplies will be available throughout the building. All students and staff are expected to clean their work areas before and after use. Map Academy is in the process of hiring additional support staff to provide capacity to clean high-touch surfaces during the day while students and staff are present in the building. Map Academy has purchased disinfectant sprayers to clean common area spaces during the school day.

In addition to this day time cleaning, Map Academy has contracted with a commercial cleaning company which will be responsible for cleaning the following designated areas both daily and weekly:

<b>A. Entrances/Common Areas</b>	<b>Frequency</b>
Disinfect all horizontal surfaces & high touch surfaces such as door handles & light switches	Daily
Clean partition glass & windows	Daily
Sweep/vacuum & sanitize flooring	Daily
E-Stat disinfection application	Weekly
<b>B. Offices &amp; Classrooms</b>	<b>Frequency</b>
Clean & disinfect horizontal surfaces - countertops, tables, desks & high touch surfaces such as door handles & light switches	Daily
Sweep/vacuum & sanitize flooring	Daily
E-Stat disinfection application	Weekly
<b>C. Restrooms &amp; Kitchens</b>	<b>Frequency</b>
Clean & disinfect sinks, countertops, toilets & high touch surfaces such as door handles & light switches	Daily
Clean & disinfect flooring	Daily
E-Stat disinfection application	Weekly