



# DCSD Re-Opening Plan Phase 2 and Phase 3

Our plan has evolved based on the science, research, and data. The District continues to focus on the implementation of the Centers for Disease Control and Prevention's five key mitigation strategies:

- Consistently and correctly wearing face masks or face coverings
- Practicing good personal hygiene and frequently washing hands
- Cleaning and disinfecting
- Socially distancing to the largest extent possible
- Contact tracing in collaboration with the DeKalb Board of Health



## Centers for Disease Control and Prevention (CDC)

*According to the CDC on February 12, 2021, "It is critical for schools to open as safely and as soon as possible, and remain open, to achieve the benefits of in-person learning and key support services. To enable schools to open safely and remain open, it is important to adopt and consistently implement actions to slow the spread of SARS-CoV-2 both in schools and in the community."*

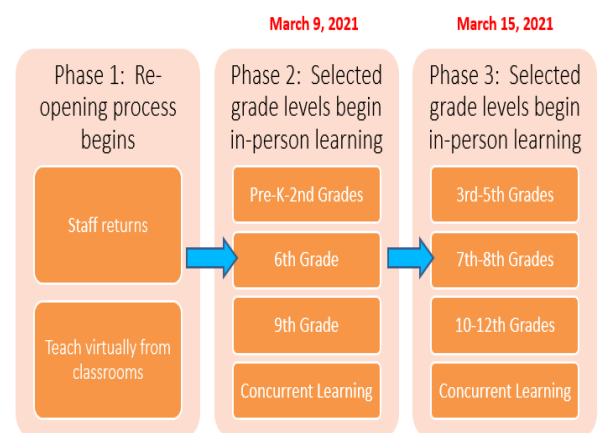
Combined with the key mitigation strategies, the school district will implement testing in partnership with multiple vendors to detect new cases to prevent outbreaks and reduce the risk of further transmission. The vendors will establish testing sites/clinics for our staff, students, and parents. Moreover, 31 of our school nurses have been trained by the DeKalb Board of Health to administer the COVID-19 vaccine to staff when available, which is considered an additional layer of mitigation and protection for staff and students.

After assessing building/facility readiness, addressing intermittent HVAC issues, refining the contact tracing protocols, securing a vendor to conduct COVID-19 testing, and positioning the District to be a "point of distribution" for the administration of the vaccine for the DeKalb Board of Health, the DeKalb County School District is now preparing to transition to hybrid, in-person learning coupled with distance remote learning. Over the next two weeks students will complete the Measures of Academic Progress (MAP) assessments, ACCESS for English Learners, and PSAT 8 for 8<sup>th</sup> graders only. Phase Two of the re-opening plan will begin after the administration of the latter mentioned assessments, so the schools can focus on the students safely transitioning to the school environment.

In Phase Two and Phase Three, cohorts of students will participate in hybrid, in-person learning based on their families' choice to attend school. Pre-kindergarten, kindergarten, first grade, second grade, sixth grade, and ninth grade students will begin in-person learning on Tuesday, March 9, 2021. The remaining grade levels will start on Monday, March 15, 2021, during Phase Three.

*Disclaimer: The staggered schedule may differ by region depending on the number of students who are returning for in-person learning. The staggered schedule will be revisited as reopening progresses.*

## RE-OPENING STAGGERED SCHEDULE



*The vision of the DeKalb County District is to inspire our community of learners to achieve educational excellence. Our mission is to ensure student success, leading to higher education, work, and life-long learning. We are making this vision and mission a reality – every day, in every classroom throughout the District.*





# DCSD Re-Opening Plan Phase 2 and Phase 3

## Staggered Schedule for Students

Schools will organize all classes into **two cohorts** based on **last name and/or instructional program** to adhere to social/physical distancing requirements, facilitate testing and contact tracing, and minimize transmission across cohorts. Local schools will collaborate with families to align the schedules of siblings. Wednesdays will be reserved for small group instruction, tutoring, appointments for student conferencing, parent conferencing, services, professional learning, collaborative planning and instructional planning. (Note: Students who continue with distance/remote learning will not be assigned to a cohort. Distance/remote learning will occur on designated school days for students continuing to learn virtually except for Wednesdays that are reserved for independent learning.)

### Student Town Hall

(Middle and High School Students)

March 4, 2021

#### Theme

*Reunite and Reconnect!*

#### Topic/Content Break Out Sessions:

- *How to Handle Asking for Social Space When Your Peers Don't Want to Socially Distance?*
- *What If My Friend Doesn't Wear a Mask?*
- *How to Manage Stress When Transitioning Back to School?*
- *What to Expect When Entering Your School?*
- *What to Expect When Learning in Cohorts?*

### In School Support for Elementary Students

March 1-5, 2021

#### Topics of Social-Emotional Learning Lessons:

- *Back to School Feelings*
- *Lots & Lots of Changes*
- *Coping with Stress*
- *Wearing a Mask Safely*
- *What to Expect When Entering Your School*

March 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 Distance Remote Learning Day for Students	2 Distance Remote Learning Day for Students	3 Distance Remote Learning Day for Students	4 Distance Remote Learning Day for Students	5 Distance Remote Learning Day for Students	6	
7	8 Distance Remote Learning Day for Students  9 <sup>th</sup> PSAT 9 <sup>th</sup> Graders Only	9 PHASE TWO Cohort A Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade	10 Independent Learning Day for Students	11 Cohort B Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade	12 <sup>A</sup> Distance Remote Learning Half Day for Students (Early Release for Students)	13	
14	15 PHASE THREE Cohort A Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade  AND Cohort A 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	16 Cohort A Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade  AND Cohort A 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	17 Independent Learning Day for Students	18 Cohort B Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade  AND Cohort B 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	19 Cohort B Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade  AND Cohort B 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	20	
21	22 Cohort A Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade  AND Cohort A 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	23 Cohort A Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade  AND Cohort A 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	24 Independent Learning Day for Students	25 Cohort B Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade  AND Cohort B 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	26 Cohort B Pre-Kindergarten Kindergarten 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade  AND Cohort B 3 <sup>rd</sup> – 5 <sup>th</sup> Grade 7 <sup>th</sup> – 8 <sup>th</sup> Grade 10 <sup>th</sup> – 12 <sup>th</sup> Grade	27	
28	29 All Grade Levels (Cohort A & B)	30 All Grade Levels (Cohort A & B)	31 Independent Learning Day for Students	1	2		
<p>*Note: March 12, 2021 – Distance Remote Learning Half Day/Early Release for Students</p> <p>Disclaimer: The District will continuously monitor current COVID-19 data and the implementation of the mitigation strategies to determine if and when the current learning model should be adjusted.</p>							

April 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	29	30	31	1 All Grade Levels (Cohort A & B)	2 All Grade Levels (Cohort A & B)	3	
4	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10	
11	12 All Grade Levels (Cohort A & B)	13 All Grade Levels (Cohort A & B)	14 Independent Learning Day for Students	15 All Grade Levels (Cohort A & B)	16 All Grade Levels (Cohort A & B)	17	
18	19 All Grade Levels (Cohort A & B)	20 All Grade Levels (Cohort A & B)	21 Independent Learning Day for Students	22 All Grade Levels (Cohort A & B)	23 All Grade Levels (Cohort A & B)	24	
25	26 All Grade Levels (Cohort A & B)	27 All Grade Levels (Cohort A & B)	28 Independent Learning Day for Students	29 All Grade Levels (Cohort A & B)	30 All Grade Levels (Cohort A & B)	1	
<p>Spring Break – April 5 – 9, 2021 (Schools are closed.)</p> <p>Disclaimer: The District will continuously monitor current COVID-19 data and the implementation of the mitigation strategies to determine if and when the current learning model should be adjusted.</p>							

Disclaimer: The District will continuously monitor current COVID-19 data and the implementation of the mitigation strategies to determine if and when the current learning model should be adjusted. The staggered schedule will be revisited as reopening progresses.



# DCSD Re-Opening Plan Phase 2 and Phase 3 Frequently Asked Questions

## School Re-Opening Engagement and Communications Plan

(February 19 - March 15, 2021)

February 19, 2021

- Student Advisory Council Meeting Preparation
- Stakeholder Outreach and Confirmation
- Superintendent's Newsletter

February 22, 2021

- Stakeholder Outreach and Confirmation Continues

February 23, 2021

- State of the District

March 4, 2021

- Student Town Hall  
(Tentative Date)

March 9, 2021

- Phase 2 (Pre-K, 1<sup>st</sup>, 2<sup>nd</sup>, 6<sup>th</sup>, and 9<sup>th</sup>)

March 15, 2021

- Phase 3 (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>)
- Board of Education Meeting

March 18, 2021

- Family Town Hall

### **1. How is DCSD addressing ventilation in schools and facilities?**

To reduce the potential spread of the COVID-19 virus, DCSD will increase outdoor air flow rates to dilute contaminants. Indoor temperature and humidity design criteria for all systems will be maintained. The increased fresh air was introduced in accordance with CDC and industry recommendations to the extent possible with our current systems. The facilities and maintenance department has implemented quarterly preventative maintenance schedules for all HVAC systems which includes system cleaning, filter changes, along with mechanical inspection and service. Higher level of MERV rated filters targeting MERV 11 and MERV-13 if the filter level does not adversely impact system operation are in use. HVAC corrective maintenance remains a priority with the Facilities and Maintenance Department.

While individual areas of need exist at some schools, DCSD operations is aware of the issues and responding to them as priorities. The District has provided portable HVAC units for the localized issues. This list represents less than 10% of our schools and is not representative of widespread outages.

Any HVAC issues remain a top priority for our facilities maintenance staff. DCSD facilities and operations continue to work diligently to make repairs and test systems to ensure that the District will have an environment conducive for teaching and learning.

### **2. What is the status of working HVACs in schools?**

Currently, there are less than 2% down time with all HVAC units in schools. The team is continuously monitoring all systems either through portal or the work order system. Operations is collaborating with Regional Managers to monitor all buildings individually and continue responding appropriately.

### **3. Is the District performing air quality assessments?**

Indoor Air Quality testing is being conducted when there is a suspected issue in a building. Whenever testing is performed and issues are identified, remediation of the problem occurs and then the area is retested. Moving forward, Operations will be developing and implementing a systemwide IAQ testing program.

### **4. Are face shields and partitions available?**

Face shields are currently being distributed to schools in PPE deliveries. Schools will start to receive them over the next few weeks as deliveries are being made. Per the CDC, face shields should not be used as a replacement for masks. They are only a supplementary measure to enhance safety. All staff and students must wear a mask while on campus.

The Operations Department is not providing plexiglass for the classrooms. Plexiglass for public facing spots such as the reception desk and circulation desk are being delivered. Plexiglass partitions for specific 1:1 and face-to-face in close proximity with students are also being provided for counseling sessions, individual evaluations, and social work services. Plexiglass will not be provided for classrooms.

The most important way to mitigate the spread of COVID-19 virus is to make sure everyone in the building is wearing a face covering (mask) and practicing social distancing. These are the most effective strategies to mitigate the spread of the COVID-19 Virus.

The preliminary estimate for providing plexiglass or similar dividers to all our classrooms for teachers and student to use is approximately \$9,000,000.00 for all 6,000+ classrooms in the school district. To provide this would require our department to put out a bid solicitation and have a vendor on board that can provide this volume of product.

### **5. How long should the towels be used to clean and disinfect before discarding them?**

Ready to Use Oxivir brand disinfectant spray has been provided specifically for the classrooms to each school. This is a very safe disinfectant that is used in hospitals for cleaning and disinfecting. Towels have also been provided towels that can be used up to four times and then thrown away. If the towels are excessively soiled, the towels should be disposed of sooner. Disposable paper towels that can be used instead of the reusable towels are also available. Teachers may obtain additional cleaning supplies through the head custodian. Operations continues to maintain a 4-week buffer of cleaning and sanitation supplies in the building.



# DCSD Re-Opening Plan Phase 2 and Phase 3 Frequently Asked Questions

## What is the 'Home-Based Symptom Screening' process recommended by the CDC?

Check your child for these symptoms daily before going to school:

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

If your child has any of the symptoms above:

1. Keep child home from school
2. Contact your healthcare provider
3. Contact your child's school and report that your child is sick

If your child does not have any of the symptoms above, send your child to school.

## 6. Are temperature screenings/checks required?

According to the Centers for Disease Control and Prevention, a temperature screening is an optional strategy because asymptomatic individuals or individuals with mild, non-specific symptoms may pass through the screening. Temperature screening and health checks are not a replacement for other protective measures such as social distancing.

Non-contact, infrared thermometers have been provided to all schools and centers to take the temperature of an employee or student who presents or exhibits symptoms. Mass temperature screenings/checks are not a practice in the District at this time. This decision is supported by our Medical Advisory Team and is consistent with CDC guidance.

## Screening K-12 Students for Symptoms of COVID-19

The Centers for Disease Control and Prevention's current guidance does not recommend that schools conduct symptom screening for all students in grades K-12 on a routine, daily basis. Parents/guardians are encouraged to monitor their children for symptoms of infectious illness through home-based symptom screening.

For more information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

## 7. Is the District performing contact tracing? Is the District partnering with the DeKalb Board of Health to conduct contact tracing?

Contact tracing helps to reduce the spread of COVID-19 by:

- Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and [symptoms](#) of COVID-19.
- Helping people who may have been exposed to COVID-19 get tested.
- Asking people to [self-isolate](#) if they have COVID-19 or [self-quarantine](#) if they are a [close contact](#).

DCSD collaborates with the Georgia Department of Public Health and the DeKalb Board of Health who promptly identify individuals who have had recent close contact with a COVID-19 positive individual(s) to prevent further spread. The district follows guidance from the Centers for Disease Control and Prevention (CDC), as well as the state and local health departments for best practices and procedures to protect everyone's health.

DCSD assists the DeKalb Board of Health by providing the name and contact information of individuals that test positive for COVID-19 and the names of contacts identified by the person with confirmed COVID-19. Isolation Guidance or Quarantine Guidance is provided to the individual by our Health Services Department based on their reported case.

Once students return to face to face, the schools will closely monitor the activities and location of students. If a student reports that he/she is feeling ill, the student will be referred to the school nurse for evaluation. If the student presents with a fever or symptoms, the student will be isolated from others, and parents will be called to pick up the student. Based on the symptoms, parents may be asked to seek medical advice to determine the cause of presenting symptoms.

Please see the steps below for contact tracing conducted by the DeKalb County Board of Health:

- When DeKalb Board of Health is notified of a case (a person with confirmed COVID-19), the case is interviewed and people they had close contact with (within 6 feet for 15 minutes or longer) beginning two (2) days before they became ill are identified.
- DeKalb Board of Health will then reach out to these individuals to inform them that they have encountered someone with COVID-19 and provide guidance.
- If an individual has tested positive for COVID-19 infection, he/she may be contacted by the Department of Public Health to collect information about their close contacts. The Department of Public Health recommends that positive individuals notify their close contacts of the illness.
- All information collected is provided voluntarily and will be kept confidential according to HIPAA standards.



# DCSD Re-Opening Plan Phase 2 and Phase 3 Frequently Asked Questions

## Did you know?

*COVID-19 testing will be offered by medical vendors during the week at various times based on our needs.*

*Once vaccines are available to teachers, 31 school nurses will assist the DeKalb Board of Health by providing vaccines to employees.*

*DCSD has partnered with the DeKalb Board of Health to become a point of distribution to administer vaccines.*

### 8. **What is the District's COVID-19 testing plan and vaccination strategy?**

Based on a review of vendors around COVID-19 testing strategies, the committee recommends utilizing multiple vendors to provide services within our 7 region school communities. Peachtree Immediate Care is the premier agency due to their ability to customize services, having clinics established in the community, efficiency of testing, and ability to provide free set up of walk-in or drive through clinics.

#### Rationale

Due to the size of the school district, utilizing multiple vendors will allow DCSD to provide a continuum of services to meet the diverse needs of the school community. Priority scheduling will be offered to staff and families so that they can select the most convenient time for testing. Vendors will provide PCR testing as a standard and can offer rapid tests based on the client's request. Vendors have the capacity to provide tests for up to 400 persons per day and will provide education/guidance to staff and families based on test results. Vendors will work collaboratively with the District to provide test results to the DeKalb Board of Health.

#### Impact

Vendors are finalizing proposed costs for consideration and establishing testing schedules. The District will utilize CARES Act funding to ensure testing is available at **no cost to staff and students**.

#### Overview of Services

Each vendor will provide drive-up clinics based on our identified needs. They will offer testing at identified school/facility locations with set-up within 2 to 3 weeks. Testing will be offered 5 days a week at various times, or on Mondays, Wednesday, or Fridays based on our needs.

Vendors will set up registration links, and every person must register and enter their name, phone number, email address and date of birth. Appointments will be scheduled within 24 to 48 hours (about 2 days) of registration. Vendors can take non-scheduled appointments, but the wait time may be longer.

The vendors have community partnerships to address language barriers, and all registration documents are translated in multiple languages.

#### Vaccination Updates

The DeKalb Board of Health is working with the DCSD to provide vaccines to individuals identified in the 1A category. Persons within the 1A category consists of first responders, health-care workers, individuals 65 years of age or older and care givers of individuals 65 years of age or older.

Once vaccines are available to teachers, 31 school nurses will assist the Board of Health by providing vaccines to employees. School Nurses have completed the necessary compliance training to be able to provide vaccines to staff. Since the selected vendors of COVID-19 testing are medical providers, they can assist in the distribution process when vaccines are available for teachers/staff.

### 9. **Is the District providing mental health support for students physically returning to school?**

- Morning Mindfulness Activities will be provided by school psychologists. Teachers will use the activities to help create a relaxing and calming environment for preparation to learn.
- Teachers have been provided resources to help them recognize stress/trauma responses in students.
- The Check-In/Check-Outs as part of the MTSS process will be facilitated mid-day to determine how well students are doing and at the end of the day to ensure students are not going home with unknown problems. The Check-in/Check-outs can be weaned off once students become acclimated to coming to school.
- Students experiencing significant difficulties will have access to support staff (e.g., School Counselors, School Social Workers, School Psychologists, School Nurses).
- Licensed Mental Health Professional Counselors are available at select schools to provide therapeutic support based on parent/school referrals.
- Small SEL counseling groups & individual counseling will be provided by psychologists, social workers, and counselors.
- Coping and resilience skills support sessions will be offered by support staff.
- Specialized support for diverse populations based on identified needs will be provided.
- The Second Steps SEL Program is available in most schools and is used to promote social emotional learning.



# DCSD Re-Opening Plan Phase 2 and Phase 3 Frequently Asked Questions

## How can employees help maintain a healthy work environment?

- *Maintain at least 6 feet distance from others when possible*
- *Avoid in-person, non-essential meetings and large gatherings*
- *Avoid congregating in classrooms or offices*
- *Perform a self-assessment check for symptoms of COVID-19 before reporting to work and stay home if sick*
- *Wear a mask or face covering correctly by covering your nose and mouth*
- *Use other non-contact methods to greet others (no handshaking)*
- *Avoid using each other's phones, desks, offices, or work-related tools and equipment*
- *Practice routine cleaning of your workspaces, keyboards, telephones, and equipment*

### 10. Is the District providing teachers/staff mental health supports?

- Professional Learning Modules entitled "Mental Health Matters" are accessible in Verge and provide tips and strategies to address staff mental health concerns.
- A teacher mental health resource guide is available to staff under the HR Portal.
- Support Services staff are offering teacher check-in sessions for school-based staff.
- Staff members experiencing acute distress are helped and encouraged to utilize the Employee Assistance Program.
- Employee wellness resources are being provided to offer additional strategic support to employees.

### 11. Are there COVID-19 leave options for employees?

The Division of Human Resources has supported employees with various types of leaves during the pandemic and school district closure. Family Medical Leave Act (FMLA) and COVID-19-related leave options have been extended to all eligible employees during this school year. The leave requests have been processed based on the requirements of the law.

**On December 31, 2020, the Families First Coronavirus Response Act (FFCRA) expired.** The FFCRA leave offered paid leave for the following options: having COVID-19 symptoms, quarantining due to COVID-19, caring for an individual due to COVID-19, and having childcare issues due to school or day care closure. **The legal provision and funding for those leave options are no longer available.** However, due to the pandemic and given the concern for our employees, the District will offer the following options in accordance with Board policy GANA and guidance from CDC and DPH:

- An employee who contracts the COVID-19 virus is expected to:
  - Isolate based on District's guidance. **Do NOT report to any district facility.**
  - Notify your immediate supervisor to determine the employee's ability to work.
    - If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
    - If an employee is able to perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should review documentation, assess if the employee can successfully complete tasks remotely, and give approval for an appropriate work assignment.
- An employee who experiences COVID-19-like symptoms or has a possible COVID exposure is expected to:
  - **Refrain from coming to work or any district facility** and seek a COVID test.
  - Notify your immediate supervisor at the first sign of symptoms.
    - If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
    - If an employee is able to perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should review documentation, assess if the employee can successfully complete tasks remotely, and give approval for an appropriate work assignment.
- An employee who has received **district-related** quarantine guidance OR has been notified of a school/district closure is expected to:
  - Follow District's guidance for quarantine or isolation.
  - Notify your immediate supervisor to determine the employee's ability to work.
    - If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
    - If an employee is able to perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should assess if the employee can successfully complete tasks remotely and give approval for an appropriate work assignment.



# DCSD Re-Opening Plan Phase 2 and Phase 3 Frequently Asked Questions

## 12. Is the District providing flexibility on Wednesdays?

During the 2020-2021 school year, the Division of Curriculum and Instruction provided guidance for adjusted instructional schedules, including the schedule flexibility on Wednesdays. The Virtual Learning Handbook shared with leaders provided guidance on how to best utilize Wednesdays during the instructional week. As we prepare for students to return to schools, the District remains committed to considering options to best support our entire community. Therefore, central office and school-based leaders may offer staff flexible options for working in-person or remotely on Wednesdays. By providing flexibility, schools and divisions can continue providing individualized attention to students, while demonstrating our commitment to our valued employees.

Suggestions for Wednesdays include:

- Small group intervention with students
- Social emotional learning initiatives
- Collaborative planning
- 504/MTSS/EL/IEP meetings
- Professional Learning, including mastering district tools
- Entering grades and assignments
- Entering progress monitoring data (IEP/MTSS)
- Calling parents and/or parent conferences
- Psychological Evaluations
- Small group testing

Special attention to the assessment calendar and required testing plans should be given when considering flexible options for staff. Time and attendance protocols must be followed. All employees, whether reporting to work locations or remotely, must document time and attendance each day.

**Get Connected & Stay Informed on the Re-opening of Schools**

**Information Channels:**

- DCSD Website**  
Updated daily  
<https://www.dekalbschoolsga.org>
- Superintendent Newsletter**  
Weekly updates also translated  
<https://www.dekalbschoolsga.org/newsletter/>
- School Websites**  
Your school administrator updates daily
- Social Media**  
Facebook, Twitter, YouTube, Instagram  
Visit @dekalbschools for daily updates
- School Messenger (Phone, Email, Text)**  
Important messages shared via text and email.  
Please check with your school principal to ensure you are set up for School Messenger

**Translations for Parents Whose Primary Home Language is Other Than English**

**School Messenger:**  
Text and email will be sent in the preferred correspondence language.

**Translation of DCSD webpages:**  
For basic translations of DCSD webpage content, use the Google Translate tool on the specific webpages.

- ✓ Click on the appropriate flag to translate the webpage in your language.
- ✓ Basic translations are available in 14 languages.

**Translation of DCSD documents:**  
Many of our documents are translated by the DIWC in the DCSD's top 15 languages. Please contact your local school for more information.

**DeKalb County School District**

Did you know that the *District is posting the COVID-19 health data?*

Visit <https://www.dekalbschoolsga.org/> and select **COVID-19 DCSD Health Data** to access the information. The data are reported by school, region, and central offices weekly.

**PROTECT ONE ANOTHER AND HELP REDUCE THE RISK**  
*Wear a mask! Wash your hands! Socially distance from others!*