

Return to In-Person Instruction Plan

School Re-Opening COVID-19 Procedures

2022-2023



ICAGEORGIA
International Charter Academy of Georgia

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FAMILY GUIDELINES AND RESOURCES

SCHOOL YEAR 2022-2023

The information contained in this document serves as a guide for maintaining a safe and healthy learning environment on our campus. This information is intended to assist our families with understanding the procedures, protocols and practices that have been established for our school campus.

We are implementing thoroughly researched methods and mitigation strategies in order to protect our students and staff. The safety of our students and staff are our main concern and we encourage all of you to do your part at home to ensure the safety of everyone around you. ICAGeorgia is committed to doing everything possible to preserve the health of our school community. In the end, however, the health and well-being of our school community will only be as strong as those who comprise it. Remember wearing a mask is a great defense against the virus, socially distance yourself from others, wash your hands frequently, and stay home when you **or a family member is ill.**

Have a Fever?



Temperature checks will be conducted for everyone entering ICAG's buildings. Anyone with a temperature over 100.4 degrees Fahrenheit are not permitted on campus. Medication may not be given to reduce or mask a fever. Temperatures will be re-checked 4 hours into the school day.

MASK UPDATE



On February 25, 2022, the Centers for Disease Control and Prevention (CDC) updated its guidance and the prevention steps that should be taken based on the spread of COVID-19 in communities. As part of the changes announced, the CDC is dropping its recommendation for universal school masking and instead will recommend masking only in communities at a high level of risk.

As you are aware, International Charter Academy of Georgia is located in Gwinnett County. According to the CDC, Gwinnett County is currently at a "Low" level of community spread. At this level, individuals are encouraged to stay up to date with COVID-19 vaccines and to get tested if they have symptoms. In light of this

updated guidance and Gwinnett ng masks to OPTIONAL use of masks in its facilities for all students, teachers and staff starting this Thursday, March 3rd, 2022.

- In the coming days, the administrative team will be reviewing the ICAGeorgia' Return to In-Person Instruction Plan and update the Plan according to the CDC most recent updates.
- The administrative team will continue monitoring the COVID-19 Community Level for major counties where ICAGeorgia students reside in Georgia. When the level goes up to a high level of risk, the mask policy will be revised and will be announced to the ICAGeorgia community accordingly.
- ICAGeorgia's mitigation strategies such as temperature checks will remain in effect.
- A weekly on-site COVID-19 testing will continue taking place at ICAGeorgia.

For mask guidelines go to [Your Guide to Masks | CDC](#)

Feeling Sick?



Click here for indications on when you should keep your student at home [Stay Home When You Are Sick | CDC](#) Anyone exhibiting any symptoms of illness are not permitted on campus.

Procedures and Protocols

Reporting Positive COVID-19 Cases and Contact Tracing

UPDATED COVID-19 REQUIREMENTS

- Cases will continue to be reported to the Department of Health, due to the fact that we continue to have an inhouse testing program every Monday. Cases reported to us by families will not be reported to the DPH.
- If we experience a cluster of COVID-19 cases we are required to report to the local public health district.
- Classrooms will not be closed if a child or staff member contracts COVID-19.

Mask & Face Cover Resources

Correct Universal Wearing of Masks

Core requirements for masks: All students and staff will have the option to wear face coverings provided that the COVID-19 Community Level remains Low, starting March 3rd, 2022. If you do wear a mask observe the guidelines below:

- Masks will be well-fitted completely covering the nose and mouth.
- Will fit snugly against the sides of the face and not have any gaps
- Will be touched or handled only by the ear loops, cords or head straps (not by the surface of the mask)
- Masks will be made of cotton or cotton blends and breathable, masks with exhalation valves are not recommended. Masks with scary, inappropriate pictures are not allowed.
- Teachers and staff will be encouraged to model the correct and consistent use of masks.
- All visitors will be required to wear a mask at all times, except briefly removal for the purpose of checking identification.

A Face Shield (a clear plastic barrier that covers the face), Shall be Used When :

- Wearing a face covering could be problematic for Kindergarten students. The determination of whether a face covering is problematic will be made on an individualized , case-by-case basis and a face shield will be used instead.
- By teachers, when wearing a face mask impedes the educational process.
- By anyone who experiences difficulty breathing while using a face mask. i.e. asthma patients.
 - Staff working alone in their offices.
 - When communicating with a person who is hard of hearing or has a disability, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally and there should be no exposed gap between the forehead and the shield's head piece.

Physical distancing

1. We will continue to implement physical distancing and cohorting since everyone is not up to date on COVID-19 vaccination.
 - Maintain 3 feet between adults (teachers and staff), and between adults and students, in the school building. A 3 feet distance will be maintained during activities such as when eating.
 - Activities that require shouting or sports and exercise will be moved outdoors when possible.
 - Students will be in fixed cohorts throughout the day.
 - Physical education classes will also be held outdoors, weather permitting.
2. All nonessential furniture will be removed to maximize distance between students and staff.
3. All desks will face the same direction.
4. Volunteers and visitors and external groups will be given limited access to the school building.

Protecting Vulnerable Populations

- Families and staff will be provided with a form to self-identify as high risk for illness due to COVID-19. Alternative arrangements will be in place to address requests for alternative learning.
- All Individual Healthcare Plans, IEP or 504 plans will be current and updated to decrease their risk of exposure. Medically vulnerable students will be offered distance learning.

Handwashing and Respiratory Etiquette

Children will be taught proper handwashing through health education lessons and adequate demonstrations. ICA Georgia will ensure that adequate supplies will be provided at all times.

- Washing hands for at least 20 seconds with soap and water will be taught and reinforced. Students will be monitored to ensure adherence.
- Students and staff will be reminded and encouraged to cover coughs and sneezes when not wearing masks and to immediately wash hands after blowing nose, coughing or sneezing.
- **Adequate supplies** such as soap, tissue, no-touch trash cans and alcohol based hand sanitizers containing 60% alcohol, disinfectant wipes will be readily available. Personal Protective Equipment (PPE) Will be readily available to teachers and staff members. i.e masks, face shields, disposable gloves and barrier coats when necessary.
- Each classroom will be equipped with disinfectant wipes, hand sanitizers and paper towels at strategic locations in the classroom.
- Anyone with sensitivity to hand sanitizers will use soap and water instead.

Cleaning and Maintaining a Healthy School

Ventilation: ICAGeorgia will improve ventilation to increase circulation of outdoor air by:

- Ensuring the proper functioning of the ventilation, Air Conditioning (HVAC) are in good working condition.
- Keeping doors open, safely.
- Ensure that ventilation systems are working properly and providing an acceptable level of indoor air quality for the occupancy level for each classroom/space.

Cleaning: Surfaces, equipment, door handles, sink handles, toilets and drinking fountains will be cleaned daily. All classrooms and bathrooms will be decontaminated once per week using the **AIR ARMOUR DECON DECONTAMINATION KIT**. Building 1 will be decontaminated on Tuesdays and building 2 on Wednesdays. This will be done after school.

Communal Spaces: The cafeteria will be closed, and students will eat in their classrooms. The cafeteria will be used for large scale testing and other small group activities with a maximum of 19 individuals at a time. The gym will be used by cohort groups at a maximum of 15 individuals at a time.

Food Services: Students will bring meals and those students who require free lunches will be served in their classrooms. Students will watch something interesting while eating to avoid too much talking.

Water systems: Students will be encouraged to bring water to school as the water fountains will remain closed to avoid crowding. If a student forgets to bring water, water bottles will be provided.

Support for Mental Health and Wellness

The COVID-19 pandemic is causing a great deal of stress, fear and anxiety for many people. ICAGeorgia will play an important role in helping students, families, and staff cope, provide access to needed resources and build resilience. This will be done by:

Providing information that is truthful and appropriate for the age and developmental level of the child. Letting them know that some stories on the internet may be based on rumors and inaccurate information.

- Keeping an eye out for behavioral changes in the child/children and addressing them in a meaningful way. Such as:
 - Excessive crying or irritation.
 - Excessive worry or sadness
 - Poor performance or avoiding school.
 - Difficulties with attention and concentration.
 - Avoidance of activities enjoyed in the past.
 - Unexplained headaches or body aches.

The School Counselor and School Nurse will:

- Help in the recognition of warning signs, and provide timely feedback to families, physicians and mental health professionals.
- Provide health screening and basic education about mental health issues. By providing educational programs to teachers, administrators, parents , students and guardians about mental health concerns and assisting with crisis intervention planning.
- Provide information on how to access resources for mental health and wellness to families, staff and students.

Steps for Determining Close Contact and Quarantine in K-12 Schools

Per CDC guidelines 2022

We are no longer required to contact trace for cases and to close a classroom after a child, student, or staff member has contracted COVID-19 while in the classroom. **ICAGeorgia will notify any groups or classroom members that may have been exposed whenever a case arises.**

QUARANTINE GUIDELINES:

Standard Quarantine: All close contacts including people who are not up to date on COVID-19 vaccines, if exposed to someone with COVID-19, the quarantine procedure is consistent with the existing guidance for people who are up to date on COVID-19 vaccines. It is very important for your own safety and the safety of others that you monitor your health for 10 days from your last possible exposure to COVID-19. The time period that you must remain at home will depend on your situation. You are required to cooperate fully with all state and federal public health authorities, including the Georgia Department of Public Health, and to follow the measures outlined below.

1. All persons exposed to COVID-19 regardless of vaccination status should wear a well-fitting mask for 10 days after exposure. And get tested on day 5.
2. If you are not sick, monitor your symptoms for 10 days after exposure.
3. If you get sick after close contact. Quarantine at home for 10 days and be tested. You may leave quarantine after day 5 if your symptoms stop, but continue to wear a mask for an additional 5 days.
4. Even if you remain asymptomatic, it is recommended that you seek testing after at least 5 days after your exposure.

If you are:

- **Negative:** Leave quarantine, but continue to wear a mask for a total of 10 days.
- **Positive: Isolate yourself (see school isolation protocols page 15).**

If for any reason, you are unable to wear a well-fitting mask, it is recommended that you quarantine for the full 10 days regardless of test results.

Screening testing of asymptomatic people without known exposure will no longer be recommended in most community settings.

What to do if fully vaccinated or unvaccinated?

Individuals who are **fully vaccinated** and exposed to someone with suspected or confirmed COVID-19 are **NOT** required to quarantine, but should:

- Check for symptoms
- Seek testing 5 days after exposure
- Wear a mask for 20 days
- **If positive, isolate.(page 15)**

Unvaccinated individuals who are exposed to someone with COVID-19 should:

- Quarantine for at least 5 days
- Get tested, if negative you may come out of quarantine on day 6 but continue to wear a mask.
- **If positive, isolate.(page 15)**

Daily Home Screening for Students, Parents, Caregivers & Staff

Please complete this checklist each morning before leaving for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 99-100.4 degrees Fahrenheit or higher
- Chills
- Sore throat
- Uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Fatigue
- Nausea or vomiting or abdominal pain
- Diarrhea,
- New onset of severe headache, especially with a fever
- Muscle or body aches
- Loss of taste or smell
- Congestion or runny nose

EMERGENCY WARNING SIGNS

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion Inability to wake or stay awake
- Bluish lips

Close Contact*/Potential Exposure

- Had close contact* (within 6 feet for a total of 15 minutes or more) with a person with confirmed COVID-19.
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open.

School Isolation Protocols

per CDC guidelines

ICAGeorgia shall take action to isolate:

Confirmed COVID-19 cases regardless of vaccination status: child, teacher or staff member that tests positive for COVID-19.

- Isolation begins from the first day that symptoms of COVID-19 or if an individual never develops symptoms, the day they tested positive for COVID-19.
- Isolation for 10 days is the safest option, but if the individual leaves isolation earlier than 10 days, they should continue to **wear a well -fitting mask around others for the remainder of the 10 days.**
 - **Individuals with symptoms who are able to wear a mask may discontinue isolation when:**
 - At least 5 full days (0-5) have passed since symptoms first appeared
 - At least 24 hours have passed since last fever without the use of fever reducing medications
 - Symptoms have improved.
 - **Individuals without symptoms who are able to wear a mask may discontinue isolation when:**
 - At least 5 full days (0-5) have passed since the positive test and they remain asymptomatic.
 - If they later develop symptoms, they should follow guidance for symptomatic individuals above.
 - **If individuals are unable to mask, or cannot mask consistently and correctly, they should complete the full 10 days of isolation prior to returning to school.**
 - Isolation for 10 days (0-10) is the safest option for children or anyone who cannot wear a mask and are generally grouped with others who are not vaccinated or eligible for vaccination.

Who needs to isolate?

People, who are confirmed to have COVID-19, need to be isolated. This includes people who are not fully vaccinated and fully vaccinated people. More specifically,

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms, need to be isolated.
- People with classic symptoms of COVID-19, including people who are awaiting test results or had a positive result. Day 1 is the day after symptoms began or, if a person does not have symptoms, the day after the person tested positive (use the date the test was collected).
- People with moderate illness (if you experienced shortness of breath or had difficulty breathing or severe illness, you were hospitalized due to COVID-19 or you have a weakened immune system).
- People with severe illness or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- After ending isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to your healthcare provider if you have any questions about your symptoms or when to end isolation.

Can a student or staff member come to school while in isolation?

No. It is very important that a student or staff member not attend in-person school while in isolation. ICAGeorgia no longer offers remote learning options for students who cannot attend in-person school but instead students will be provided with packets of learning materials for offline instruction. Please contact us via email for more information.

Attendance Policy

- If a child tests COVID Positive...
 - Quarantine at home according to the CDC Guidelines.
 - A parent/guardian submits the COVID Positive Test Result to the office within 5 days for the absent to be excused.
 - Upon return to the school, a child wears a well-fitted mask for 5 days.
- If a parent/guardian tests COVID Positive...
 - Keep your child at home to monitor the symptoms.
 - A parent/guardian submits the COVID Positive Test Result to the office within 5 days. AND
 - A child must complete the homework within the quarantine period and submit upon return to the school for the absent to be excused.
 - Upon return to the school, a child wears a well-fitted mask for 5 days.
- If a child is CLOSE CONTACT regardless of vaccines status...
 - A child does not need to quarantine.
 - Monitor for symptoms for 10 days, get tested at least 5 days after the close contact.
 - It is recommended to wear a well-fitted mask around others for 10 days from the last close contact.
 - If a child tests positive or develops symptoms, a child needs to isolate and get tested immediately.
 - Upon return to the school, a child wears a well-fitted mask for 5 days.

TRAVEL GUIDELINES

There is ongoing transmission of novel coronavirus within the [United States](#) and in [destinations](#) throughout the world. Travel increases your chance of getting and spreading COVID-19. **Staying home is the best way to protect yourself and others from COVID-19.**

You may have been exposed to COVID-19 on your travels (domestic and/or international). You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including [children](#)) pose a risk to your family, friends, and community for 14 days after you were exposed to the virus. Regardless of where you traveled or what you did during your trip, take these actions to protect others from getting sick:

- When around others, [stay at least 6 feet](#) (about 2 arms' length) from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors.
- Wear a [mask](#) to keep your nose and mouth covered when you are outside of your home, and including when using [public transportation](#).
- [Wash your hands](#) often or use hand sanitizer.
- Watch your health and look for [symptoms of COVID-19](#). Take your temperature if you feel sick.

Follow [state, territorial, tribal](#) and local recommendations or requirements after travel.

Higher Risk Activities

Some types of travel and activities can put you at higher risk for exposure to COVID-19 (see list below). If you participated in higher risk activities or think that you may have been exposed before or during your trip, take extra precautions (in addition the ones listed above) to protect others for 14 days after you arrive:

1. Stay home as much as possible.
2. Avoid being around people at [increased risk for severe illness from COVID-19](#).
3. Consider getting [tested](#) for COVID-19.

What activities are considered higher risk?

Here are examples of activities and situations that can increase your risk of exposure to COVID-19: • Being in an area that is experiencing high levels of COVID-19, including destinations with a Level 3 Travel Health Notice. You can check the [Travel Health Notices](#) for recommendations for places you have traveled, including [foreign countries and U.S. territories](#). You can also check [states, counties, and cities](#) to determine if these areas are experiencing high levels of COVID-19.

- Going to a [large social gathering](#) like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds – for example, in restaurants, bars, airports, bus and train stations, or movie theaters. •

Traveling on a cruise ship or river boat.

If you know that you were exposed to someone with COVID-19, postpone further travel. Even without symptoms, you can spread COVID-19 to other people on your journey.

Check Travel Restrictions

State, local, and territorial governments may have travel restrictions in place, including testing requirements, stay-at-home orders, and [quarantine](#) requirements upon arrival. Follow state, local, and territorial travel restrictions. For up-to-date information and travel guidance, check the [state, territorial, tribal](#) and local health department where you are, along your route, and where you are going. Prepare to be flexible during your trip as restrictions and policies may change during your travel.

If traveling internationally or across international borders, check with the destination's Office of Foreign Affairs or Ministry of Health or the [US Department of State, Bureau of Consular Affairs, Country Information](#) for details about entry requirements and restrictions for arriving travelers, such as mandatory testing or [quarantine](#). Local policies at your

destination may require you to be tested for COVID-19 before you are allowed to enter the country. If you test positive on arrival, you may be required to [isolate](#) for a period of time. You may even be prevented from returning to the United States, as scheduled.

Before You Travel

Before you travel, consider the following:

- **Is COVID-19 spreading at your destination?**

The more cases at your destination, the more likely you are to get infected during travel and spread the virus to others when you return.

- [Check Each State's Cases in the Last 7 Days](#)

- [Travel Recommendations for Destinations Around the World](#)

- **Do you live with someone who might be [at increased risk for severe illness from COVID-19](#)?** If you get infected while traveling, you can spread the virus to loved ones when you return, even if you don't have symptoms.

- **Are you [at increased risk for severe illness from COVID-19](#)?**

Anyone can get very ill from the virus that causes COVID-19, but older adults and people of any age with certain underlying medical conditions are at [increased risk for severe illness](#) from COVID-19.

- **Does your destination have requirements or restrictions for travelers?**

Some state, local, and territorial governments have requirements, such as requiring people to wear masks and requiring those who recently traveled to stay home for up to 14 days. Check [state, territorial, tribal](#) and local public health websites for information before you travel. If you are traveling internationally, check the destination's Office of Foreign Affairs or Ministry of Health or the [US Department of State, Bureau of Consular Affairs, Country Information page external icon](#) for details about entry requirements and restrictions for arriving travelers, such as mandatory testing or [quarantine](#).

Holiday Travel

Find out how to keep yourself and your family safer when you celebrate fall and winter holidays. If you are planning to travel for an upcoming holiday, see CDC's information about Holiday Celebrations.

If You Travel

During your trip, take steps to [protect yourself and others](#) from COVID-19:

- Wear a [mask](#) to keep your nose and mouth covered when in public settings, including on [public transportation and in transportation hubs such as airports and stations](#).
- Avoid close contact by [staying at least 6 feet apart](#) (about 2 arms' length) from anyone who is not from your household.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

Traveling Abroad? Check CDC's [COVID-19 Travel Recommendations by Destination](#) before planning your trip.

Considerations for Types of Travel

Travel increases your chances of getting and spreading COVID-19. Your chances of getting COVID-19 while traveling also depend on whether you and those around you take steps to protect yourself and others, such as wearing masks and staying 6 feet away from people outside your household ([social distancing](#)). Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to [social distance](#). In general, the longer you are around a person with COVID-19, the more likely you are to get infected.

Air travel

Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19.

Also consider how you get to and from the airport, as [public transportation and ridesharing](#) can increase your chances of being exposed to the virus.

Bus or train travel

Traveling on buses and trains for any length of time can involve sitting or standing within 6 feet of others, which may increase your risk of getting COVID-19. If you choose to travel by bus or train, learn what you can do to [protect yourself on public transportation](#).

Car travel

Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact with other people and frequently-touched surfaces.

RV travel

You may have to stop less often for food or bathroom breaks, but RV travel usually means staying at RV parks overnight and getting gas and supplies at other public places. These stops may put you and those with you in the RV in close contact with others.

Learn more about how to [protect yourself from COVID-19 on different types of transportation](#)

Tips to avoid getting and spreading COVID-19 in common travel situations:

In public:

- Wear a [mask](#) in public settings, [including on public transportation and in transportation hubs such as airports and stations](#).
- [Stay at least 6 feet](#) (about 2 arms' length) from anyone who is not from your household.

Bathrooms and rest stops:

- Wash your hands with soap and water for at least 20 seconds after using the bathroom and after you have been in a public place.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Getting gas:

- Use disinfecting wipes on handles and buttons at the gas pumps before you touch them (if available).
- After fueling, use a hand sanitizer with at least 60% alcohol. When you get to your destination, wash your hands with soap and water for at least 20 seconds.

Hotels and accommodations:

- See [advice for traveling overnight](#).

Food stops:

- The safest option is to bring your own food. If you don't bring your own food, [use drive-through, delivery, take-out, and curbside pick-up options](#).

What to Do if You Get Sick After Travel

If you get sick with fever, cough, or other [symptoms of COVID-19](#):

- [Stay home and take other precautions](#). Avoid contact with others until it's safe for you to [end home isolation](#).
- Don't travel when you are sick.
- You might have COVID-19. If you do, know that most people are able to recover at home without medical care.
- **Stay in touch with your doctor.** Call before you go to a doctor's office or emergency room and let them know you might have COVID-19.

- If you have **an emergency warning sign** (including trouble breathing), get emergency medical care immediately.
- If you live in close quarters with others, take **additional precautions** to protect them. If you have a medical appointment that cannot be postponed, call your doctor's office and tell them you have or may have COVID-19. This will help the office staff protect themselves and other patients.

ACADEMICS

For most schools around the country, there are three reopening scenarios: 1) The Hybrid Model 2) Distance Learning or 3) Life Before COVID-19. The leadership team will reassess the situation and modify learning plans every nine weeks. Families will be notified as soon as possible to prepare for any and all changes.

Option #1 – The Hybrid Model:

The hybrid model is a combination of distance learning and face to face instruction. Students have the opportunity to receive instruction for two days on campus and three days digitally. To minimize the spread of COVID-19, we will stagger enrollment to decrease class sizes. For example, students will be split into two groups: (Groups A and B). Each day, one half the population will receive in person instruction while the other half receives instruction online. Friday instruction will also be online. The school day will begin at 8:15am. Parents must arrive no later than 8:09am. Students will be dismissed by noon to prevent the spread of the virus as well as allow clean up to prepare for the next school day. As an option, students who are not able to attend live lessons will have access to recorded lessons on the learning management system.

SAMPLE HYBRID MODEL SCHEDULE					
GRADE	1.8:15-8:45	2.9:00-9:30	3.9:45-10:15		FRIDAYS
K-1	ELA/MATH H	JLA	JMATH	FLEX	CL/ART RTI
K-2	FLEX	ELA/MATH	JLA	JMATH	CL/ART Art
1-1	JLA	JMATH	ELA/SS	J-MATH	MATH/SCI Music
1-2	JLA/JSOL	MATH/SCI	JMATH	ELA/SS	JMATH PE
2-1	JLA	ELA/SS	MATH/SCI	JMATH	JMATH RTI
2-2	JLA/JSOL	JMATH	ELA/SS	MATH/SCI	JMATH Art
3	MATH/SCI	JMATH	JLA/SJOL	ELA/SS	JMATH Music
4	JLA/JSS	JMATH/JSCI	ELA//SS	MATH/SCI	ELA/SS PE
5	MATH/SCI	MATH/SCI	JLA/JSS	ELA/SS	JMATH/SCI RTI

Note 1 (Hybrid Model): Siblings will be grouped together.

Note 2 (Hybrid Model): Families who feel insecure about on campus instruction may choose to log-in five days per week. Either way, following a consistent schedule for your child is highly encouraged.

Note 3 (Hybrid Model and Distance Learning): ESOL, Gifted, and Special Ed services will be provided throughout the week .

Option #2 - Distance Learning:

In the distance learning model, all instruction is conducted online. Students will be provided a scheduled time to meet with their teachers to receive live instruction. As an option, students who are not able to attend live lessons will have access to recorded lessons on the learning management system.

SAMPLE DISTANCE LEARNING PROGRAM SCHEDULE
7:45 - 8:00 Breakfast
8:15 - 12:00 Online Instruction w/Teachers
12:00 - 12:30 Lunch
12:30 - 1:00 Recess/Fresh Air Time (go for a walk or run)
1:00 - 1:30 Art, PE, or Music w/Parents (every 3 days)
1:30 - 2:30 Flex Learning Time <ul style="list-style-type: none">• read aloud or silently• Use online platform (IXL, Imagine Learning, Reading Plus)or play a board game>

Note 3 (Hybrid Model and Distance Learning): ESOL, Gifted, and Special Ed services will be provided throughout the week

Option #1 and Option #2

Attendance Note: Students will submit daily assignments to be counted as present for each school day by 8 pm.

Option #3 - Traditional Learning:

In the traditional learning model, students receive instruction face to face on the school campus. School hours and campus activities may return to normal (life before COVID-19) depending on recommendations from CDC and school officials.

ICAGeorgia Daily Schedule (Traditional)
Early Arrival From 7:30am Carpool drop-off From 7:45am Tardy Bell At 8:10am Dismissal Begins (M-R) At 2:45pm Dismissal Begins (Fri) At 2:00pm Late Pickup Fee Begins (M-R) At 3:15pm Late Pickup Fee Begins (Fri) At 2:00pm

OPERATION

Level of Community Spread	SUBSTANTIAL SPREAD LEVEL 1	MINIMAL/MODERATE SPREAD LEVEL 2	LOW/ NO SPREAD LEVEL 3
Instruction Models	Distance Learning	Hybrid or In-School	
<p>ARRIVALS (Level 2—7:45AM TO 8:09AM) (Level 3—7:30AM TO 8:09AM)</p>	<p>SCHOOL BUILDINGS CLOSED</p>	<ul style="list-style-type: none"> ● AT-HOME TEMPERATURE CHECK <ul style="list-style-type: none"> ○ Before leaving home, please check your child’s temperature. If your child has a fever of 100.4F or higher, please keep your child at home and contact the main office via email. ○ If your child suffers from asthma or any other upper respiratory illnesses, please contact the school nurse to discuss the necessary steps to take. ● CARPOOL-LINE TEMPERATURE SCREENING <ul style="list-style-type: none"> ○ Upon arrival at ICAGeorgia, all families drive up in the carpool lane. <u>STUDENTS AND FAMILIES MUST REMAIN IN YOUR CARS UNTIL BEING SCREENED FOR TEMPERATURE BY ICAGEORGIA STAFF.</u> ● ENTERING SCHOOL BUILDINGS <ul style="list-style-type: none"> ○ Students will go directly to their designated classrooms after temperature and symptoms check are cleared. ○ Masks or face coverings for students, teachers and staff are optional starting March 3rd, 2022 while the COVID-19 Community Level remains at Low level. ○ If your child cannot wear a mask or face coverings due to health complications, a parent/guardian must notify the school nurse in advance. 	
<p>ATTENDANCE/TARDY</p>	<ul style="list-style-type: none"> ● Teachers take attendance at the beginning of each period for distance learning. ● If students are unable to join zoom classes, they must complete the assignment by 8pm for the attendance to be present. 	<ul style="list-style-type: none"> ● Teachers take attendance at the beginning of each period. ● If a student is not present in the classroom or online at the time of taking attendance, a student is marked as tardy or absent. ● For an excused absence/tardy, a parent must submit the doctor’s note or send a parent note to the office email (info@internationalcharteracademy.org). Please refer to the Student Handbook for more details. 	

Level of Community Spread	SUBSTANTIAL SPREAD LEVEL 1	MINIMAL/MODERATE SPREAD LEVEL 2	LOW/ NO SPREAD LEVEL 3
Instruction Models	Distance Learning	Hybrid or In-School	
CLASSROOMS & TRANSITIONS	SCHOOL BUILDINGS CLOSED	<ul style="list-style-type: none"> ● Student desks to be placed per social distance guideline. ● 9 students at maximum in one classroom (Level 2) ● Student desks/chairs and supplies not to be shared as much as possible. ● Students remain in their homeroom classroom. (Level 2) ● Restroom breaks to be staggered. (Level 2) ● Cafeteria and the gym were closed. (Level 2) 	
LUNCH	SCHOOL BUILDINGS CLOSED <ul style="list-style-type: none"> ● Free & Reduced Lunch Program is available. Please contact the main office for the information. 	<ul style="list-style-type: none"> ● (Level 2, dismissal time at 2:15pm) Students eat lunches at their desks in their classrooms. ● School Nutrition Services is available to deliver lunches to ICAGeorgia for the families who placed an advanced order online. ● If you order the lunch through School Nutrition Services, lunches will be distributed to your students prior to lunch/dismissal time. ● Water fountains in the school buildings are closed in order to reduce the spread of virus. Please make sure that students bring their own water bottles. ● Free & Reduced Lunch Program is available. Please contact the main office for the information. 	
DISMISSALS	SCHOOL BUILDINGS CLOSED	<ul style="list-style-type: none"> ● In order to keep the social distance as much as possible, dismissals will be staggered by grades. Please be prompt at your scheduled dismissal times. (Level 2) ● For siblings, please pick up at your oldest child's time slot. Ex. If you have children in Kindergarten and 4th grade, please pick up both of your children at 4th grade dismissal time. <ul style="list-style-type: none"> ➢ 2:00pm-2:10pm Kindergarten ➢ 2:10pm-2:15pm 1st grade ➢ 2:15pm-2:20pm 2nd grade ➢ 2:15pm-2:20pm 3rd grade ➢ 2:20pm-2:30pm 4th & 5th grade <ul style="list-style-type: none"> ➢ At 2:30pm Outside Afterschool Care Pick-up 	

Level of Community Spread	SUBSTANTIAL SPREAD LEVEL 1	MINIMAL/MODERATE SPREAD LEVEL 2	LOW/ NO SPREAD LEVEL 3
Instruction Models	Distance Learning	Hybrid or In-School	
VISITORS/ VOLUNTEERS TO SCHOOL	SCHOOL BUILDINGS CLOSED	<ul style="list-style-type: none"> ● Making the advanced appointment is required. ● Visitors/volunteers must call the main office (Phone: 770-604-0007) from the parking lot before approaching the school buildings. ● Before entering the buildings, all visitors are screened for temperature. ● Number of visitors inside the buildings will be monitored. ● Visitors are required to wear a mask or face coverings while being inside the buildings ● 2 people in the main reception area are allowed to follow social distancing guidelines. (Level 2) ● Gathering outside the school buildings is prohibited. 	
AFTER SCHOOL PROGRAM	SCHOOL BUILDINGS CLOSED	<p>As soon as the school buildings are prepared to open the classrooms to After School Program, their program options are as follows:</p> <ul style="list-style-type: none"> ➤ Full time student, onsite (spots are limited) ➤ Extended day student, onsite (spots are limited) ➤ Virtual students, attending from home (three options) <p>If families are interested, please contact the office.</p>	
TEACHERS & STAFF	SCHOOL BUILDINGS CLOSED	<ul style="list-style-type: none"> ● At the time of check-in, the temperature screening will be conducted by the central office staff. (Level 2) ● If sick, teachers and staff stay home and inform the administrators via email. ● Masks or face coverings for students, teachers and staff are optional starting March 3rd, 2022 while the COVID-19 Community Level remains at Low level. ● Face shield to be provided by the school. 	
CLEANING & DISINFECTING	CLEANING TO BE CONDUCTED BY THE SCHOOL-APPOINTED CLEANING COMPANY	<ul style="list-style-type: none"> ● CLASSROOM: after each period, a highly touched surface to be cleaned and disinfected by teachers, and do so as needed throughout the day. ● BATHROOM: a team of teachers is scheduled to clean and disinfect the highly surfaced areas throughout the day. (Level 2) ● AFTER SCHOOL: school appointed cleaning company cleans and disinfects the classrooms, bathrooms, office, and common areas each day. (Level 2) 	

COMMUNICATION

ICAGeorgia families' safety is paramount. It is critical for the school to be able to contact parents/guardians. The school has the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons/guardians and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

The school informs its stakeholders of emergency announcements and changes in instructional models due to the pandemic.

The school announcement will be made via the following media tools:

ICAGeorgia website: www.internationalcharteracademy.org

School-wide email

ICAGeorgia official Facebook page: <https://www.facebook.com/internationalcharteracademyofgeorgia>

School Messenger

MEDICAL

PREPARATION FOR BACK-TO-SCHOOL:

- Practice washing hands per CDC guidelines at home
- If your child suffers from asthma or any other upper respiratory illnesses, please contact the school nurse to discuss the necessary steps to take.

RECOGNIZE SIGNS AND SYMPTOMS:

- Daily temperature screenings will be conducted at the beginning of the school day, and this will include both students and staff.
- Symptom screenings will be conducted, by the nurse, for anyone exhibiting COVID-19 symptoms. Anyone who exhibits symptoms will be immediately isolated and sent home or the hospital depending on the severity of the symptoms.

BEHAVIORS TO REDUCE SPREAD:

- If you or your child is sick or has had close contact with a person with COVID-19 or has tested positive, please remain at home and seek medical care.
- Face coverings/masks may be challenging for students (especially the younger students), however they should be worn by students and staff especially when distancing is difficult.
- Our students should be educated by parents and teachers about the severity of contracting the virus in order to understand that hugging and touching each other and or staff is no longer a healthy practice.

WHEN A STUDENT, STAFF MEMBER OR VISITOR BECOMES SICK AT SCHOOL • Working with a school nurse, the individual will be sent to an isolation room or area to separate anyone who exhibits COVID-like symptoms.

- If temperature registers at 99 degrees Fahrenheit, the school nurse will monitor the individual and recheck temperature two hours later to determine if the individual still has a fever.

EMOTIONAL SUPPORT

- Emotional support is available for all ICAGeorgia families. Please contact the School Nurse.

What should I do if my child exhibits symptoms?

Contact your doctor, a local public health clinic, or the local board of health. The Georgia Department of Public Health is currently advising that individuals who have traveled from affected countries/areas in the past 14 days and have a fever, cough, or difficulty breathing should seek medical care, and should contact their healthcare provider and inform them of their travel history before going in.

FAQs

ACADEMICS

Q1. Is 3 ½ hours an adequate amount of time to allow students to learn?

A1. The teaching schedule is temporary, the morning hours will focus on core content areas. In addition to the schedule, students will receive online subscriptions to IXL.com, Lexia, and Reading Plus to review and practice skills. Finally, they will have access to Miraseed for Japanese instructional material. The leadership team will continuously review the schedule and make the necessary adjustments.

Q2. When will parents receive notification of our child's schedule and the days required to attend school? A2. The team is currently working with Operations to stagger enrollment. The teachers will be contacting parents and releasing information about students that are in groups A and B.

Q3. Will there be pre-recorded sessions for children?

A3. Yes. If teachers determine that the posting of their live lessons is necessary, the sessions will be posted on Google Classroom for the students who would like to go back to the lesson later.

Q4. Do students have to wear uniforms for online class as well while they are at home?

A4. When students are learning online, they can decide what to wear. When coming to school, uniforms are required.

Q5. Which app will be used for teaching online?

A5. ICAGeorgia uses Google Classroom for live virtual classes.

Q6. Can parents decide to have online classes or in school daily?

A6. Yes. However, if you choose 100% online prior to the term starts, you cannot change it to a hybrid model in the middle of the term. School will email the families and ask you for your preference before the term starts. You also have an option to choose 100% online if you are not comfortable sending your child(ren) to the school.

Q7. Do we still bring the school supplies on the list to school even if you choose online schooling 5 days per week?

A7. Please bring English and Japanese classes' school supplies on the first day you return to the campus.

Q8. Will there be a Back to School/Curriculum Day on Thursday, July 30th? If yes, virtual or in-person?

A8. Team Teachers Meet & Greet via Zoom will be scheduled, and ICAGeorgia families will receive a welcome email from your child's teacher. The email will have the zoom access information for the team teacher Meet & Greet.

Q9. When do the children get evaluated to determine which Japanese program (JLA/JSOL1/JSOL2) they will be placed in for the 2020/2021 school year?

A9. Japanese Proficiency Testing took place in September, and the JSOL coordinator is reviewing the results at this time.

Q10. Can we switch between online 5-days and hybrid (online & face to face) classes?

A10. Due to the classroom's limited seating availability under the CDC guidelines, families need to stay with the final decision until the end of the term. When you decide to do hybrid, please make sure to come to the school on your scheduled in-person day. If you decide to do hybrid and would like to change it to virtual in the middle of the term, you can do so but please notify the office before making the change. If you decide to do virtual, please stay with virtual until the end of the term.

Q11. While most local schools are planning full-day learning, I understand that ICAG will end at noon. How do we accomplish the hours/days required by the State?

A11. Our schedule meets the hours and days required by the Georgia Department of Education.

Q12. My concern for returning to school would be to have my child to be placed on Monday/Wednesday remote days due to my work schedule.

A12. We understand that full-time working parents may have a conflicting schedule. If you have a specific request now, please email your request to the main office at info@internationalcharteracademy.org or speak to your child's teacher.

Q13. The Hybrid Model (Option #1) - For the 2 days of on-campus instruction – please clarify - will there be digital instruction in the afternoon or does the school day end at noon on those 2 days? (i.e., there will be no classes after 12, every day?)

A13. We provide the homework help sessions as an optional afternoon program.

Q14. My son will be entering the 2nd grade. Will it be possible to see a more detailed curriculum / learning plan than the sample hybrid schedule provided in the ICAG Family Reopening Letter?

A14. The curriculum will be shared via e-mail in the monthly classroom newsletter from your child's teacher.

Q15. Will ICAG provide culturally sensitive training and/or resources to teachers and staff on how to talk to and support children during this pandemic?

A15. We are looking into providing necessary support for our community.

Q16. Will the digital learning schedule be synchronous learning or is it flexible?

A16. Yes, the distance learning and in-person class will be synchronous learning.

OPERATIONS

Q1. Will specific details be available for policies and practices that are put in place to limit the spread? A3. Yes, please review the Operations and the Medical pages in this booklet. Please know that the safety of ICAGeorgia families is our priority.

Q2. Are the Student Supply Lists up to date on the school website?

A2. Yes the lists have been uploaded on the school website.

Q3. Are we going to have a Fall Picture Day?

A3. As soon as it is decided, we will send you an update.

Q4. Can Parents come into the building (classroom) with children? Or only drop off options on the first day of school?

A4. Due to the safety of our children and staff, parents will not be allowed to enter classrooms. Drop off only at this time.

Q5. Was parental input solicited and considered when this decision was made? If so, how did that occur? A5. The leadership team utilized all stakeholder data to determine the best solution for the safety of the students at this time.

Q6. Is there any chance that the hybrid model might change before the school starts? The hybrid schedule does not fit into our work/family schedule.

A6. Students' safety is our priority. Currently, ICAGeorgia will continue monitoring and make a decision per data to

ensure everyone's health and safety.

Q7. What specific procedures/steps will ICAGeorgia take if a staff member or student shows symptoms of COVID-19?

A7. Please refer to the Medical section of this booklet.

Q8. What changes and modifications, if any, have been made to the classrooms and other school's facilities to accommodate for social/physical distancing per CDC recommendations (e.g., space seating/desks at least 6 feet apart when feasible)?

A8. We have placed the CDC guideline posters regarding the hand-washing, mask/face covering, social distancing, etc. in the high traffic areas in both buildings. Acrylic dividers have been placed at the front desk. Face shields, no-touch thermometers, gloves, face masks have been ordered and received. Hand wipes, disinfecting wipes and sanitizing gels are available in the common areas and in each classroom.

Q9. Please describe or provide protocol for cleaning and disinfecting.

Teachers and staff will clean and disinfect the highly touched surfaces throughout the day. After hours, the cleaning crew will deep-clean and disinfect the building each day.

AFTERSCHOOL PROGRAM

Q1. Will there be after school care available?

A1. We are in the process of discussing options with Generation Focus for after school care.

Q2. Are there any childcare centers willing to pick up from school?

A2. Yes. In addition to our on-site provider, Generation Infocus, we have a couple of local childcare centers come to pick up our students. Please contact the main office for the list of childcare centers if interested.

Q3. Is anyone communicating about having camps for the days kids are not in school?

A3. Students have 2 days of face to face instruction and 3 days of distance learning per week. Under the Georgia Department of Education policy, attendance is required. There has been no discussion about day camps.

Q4. Is there anything available for parents who may not be able to afford the additional cost of childcare?

A4. It would be best to research any options for childcare, but there is an option for 100% distance learning.

Q5. Wondering if an afterschool program will be offered and lunch?

A5. Our school's lunch catering company, Atlanta Lunch Co., will have an option to provide take-home brown bag lunch options. As soon as we have more updates, we will share it with the community.

RESOURCES

Planning

CDC COVID 19: Considerations for Schools

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

COVID-19 Federal and State Resources for Schools Portal

<https://www.ed.gov/coronavirus>

FEMA Continuity Plan Template & Instructions for Non-Federal Entities and Community-Based Organizations

<https://www.fema.gov/media-library-data/1389194640607-1a5f9a6d6557846f6e5924eea089f798/Non+Federal+Continuity+Plan+Template+and+Instructions.pdf>

Implementing Safety Practices for Critical Infrastructure Workers Exposed to COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safetypractices.html>

U.S. DOE COVID-19 Information and Resources for Schools and School Personnel

<https://www.ed.gov/coronavirus>

National School Boards Association (NSBA) Coronavirus Resources

<https://nsba.org/Resources/coronavirus>

National School Boards Association Center for Safe Schools

<https://www.nsba4safeschools.org/home>

Physical, Psychological & Behavioral Health

National Association of School Psychologists Health Crisis Resources

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-andcrisis/health-crisis-resources>

American School Counselor Association (ASCA)

<https://www.schoolcounselor.org/>

Georgia School Counselor Association

<https://www.gaschoolcounselor.org/>

National Association of School Nurses

<https://www.nasn.org/home>

Coalition to Support Grieving Students

<https://grievingstudents.org/>

American Academy of Pediatrics

<https://www.aap.org/en-us/Pages/Default.aspx>

American Academy of Pediatrics-Novel Coronavirus

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/>

Physical Plant/Facilities

CDC Recommendations for Cleaning and Disinfecting Facilities

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

USDA Food Service Guidelines in Response to COVID-19

<https://www.fns.usda.gov/disaster/pandemic/covid-19>

Association of Physical Plant Administrators (APPA) COVID-19 Resources & Guidelines

<https://www.appa.org/covid19-resources-and-guidelines/>

Georgia Association of School Facilities Administrators (GASFA)

<https://gasfa.org/>

National Association for Pupil Transportation

<https://www.napt.org/>

Georgia Association of Pupil Transportation (GAPT)

<https://www.gaptonline.org/>

Communications

Georgia School Public Relations Association

<https://www.gspra.org/>

Managing Emergency Communications, Alerts, and Warnings /Notifications

<https://rems.ed.gov/ResourcesAlertsCommAndWarnings.aspx>

CDC Crisis and Emergency Risk Communication

<https://emergency.cdc.gov/cerc/>

Public Wi-Fi locations in Georgia

<https://georgia-dca.maps.arcgis.com/apps/webappviewer/index.html?id=5fed233c11c9417b940d93d8c0b68498>

Guidance

Georgia School Counselor Association

<https://www.gaschoolcounselor.org/>

Missouri School Boards' Association Center for Education Safety

<https://www.mosba.org/safety-task-force/>

Missouri School Boards' Association Resources for COVID-19 Pandemic

<https://ams.embr.mobi/Documents/DocumentAttachment.aspx?C=ZfON&DID=GJGDM>

National Education Association's School Crisis Guide

<http://www.nea.org/assets/docs/NEA%20School%20Crisis%20Guide%202018.pdf>

Georgia School Pandemic Guide

https://www.gadoe.org/schoolsafetyclimate/Documents/Georgia%20DOE%20Information%20for%20Pandemic%20Planning_March%2020202020.pdf

U.S. Equal Employment Opportunity Commission

<https://www.eeoc.gov/coronavirus>

State & Federal Agencies

Georgia Department of Education

<https://www.gadoe.org/Pages/Home.aspx>

Georgia Department of Education COVID-19

<https://www.georgiainsights.com/coronavirus.html>

State Charter Schools Commission of Georgia

<https://scsc.georgia.gov/>

State Charter Schools Foundation of Georgia

<https://scsfga.org/>

Georgia Department of Mental Health

<https://dbhdd.georgia.gov/>

Crisis Contacts

<https://www.georgiainsights.com/crisis-contacts.html>

Georgia's COVID-19 Hotline
844-442-2681

Georgia Department of Public Health
<https://dph.georgia.gov/>

Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
<https://gema.georgia.gov/>

Readiness & Emergency Management for Schools Technical Assistance Center (REMS TA)
<https://rems.ed.gov/>

U.S. Centers for Disease Control (CDC)
<https://www.cdc.gov/>
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

U.S. Department of Homeland Security (DHS)
<https://www.dhs.gov/>

U.S. Federal Emergency Management Agency (FEMA)
<https://www.fema.gov/>

U.S. Department of Homeland Security-School Safety
<https://www.schoolsafety.gov/>

U.S. Department of Education
<https://www.ed.gov/coronavirus>