



Public Schools of North Carolina

ELISS Onboarding Webinar: Reopening Programs Safely

August 19, 2020

Jennifer Smith, Program Administrator
Federal Program Monitoring & Support Division

Today's Agenda:

- Welcome
- Staff and Student Safety
 - Disciplinary Action Plan
 - Internet Usage Safety
 - Written Emergency Preparedness
 - Transportation Safety
 - Facility Safety
 - Resources



Today's Agenda:

- Program Safety During COVID-19 Pandemic
 - Roadmap to Reopening
 - Screening
 - Social Distancing & Masking
 - Cleaning & Hygiene
 - Communication
 - Resources
- Virtual Programming Resources
- Questions





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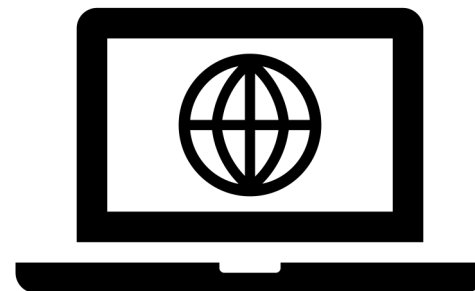
Student and Staff Safety

Student and Staff Safety

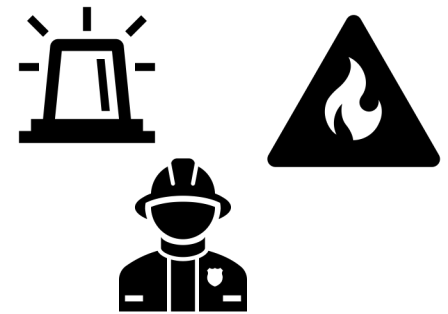
- Clear Policies and Procedures for expectations for student conduct and disciplinary practices
 - Communicated to staff, families, and students
 - Professional Development Support
- Policies and Procedures to ensure safe usage of the Internet
 - Internet Usage consent forms (for students)
 - Acceptable Use Policies for Staff
 - Clear Handbook procedures for monitoring internet usage while at program sites

[Internet Safety Resources and Sample Pledges](#)

Lesson [Plans](#) on Internet Safety



Staff and Student Safety



- Written Emergency Preparedness Plans
 - Fire, Adverse Weather, Intruder; Lockdown; Clear Staff Training
- Schedule of Safety Drills
 - Must occur during Out of School Time if an EL program
- Program Site must be Accessible to Persons with Disabilities
- Transportation Safety
 - ELISS program specific transportation procedures
 - Vehicle Maintenance, inspection reports, Pick-Up procedures
- Evidence of Site Facility Maintenance
 - Fire Inspection Reports, Building Inspections, Kitchen Safety, Fenced Play areas (if applicable)

[Readiness and Emergency Management for Schools Website](#)





















Staff and Student Safety

- [You for Youth's Developing and Implementing a Safety Plan Resource Page](#)

TOOLS

Here are several tools to help leaders implement program strategies. **Note:** Each of the resources are customizable to fit the needs of your program.

-   [Afterschool Go-Bag Suggestions – Frontline Staff](#)
-   [Communication With Families About Safety](#)
-   [Evacuation Steps](#)
-   [Incident Report Form](#)
-   [Lockdown Drill Modification Example](#)
-   [Safety Plan Meeting Request Letter/Email](#)
-   [Safety Through the Lens of Social and Emotional Learning](#)
-   [Site Coordinator Safety Checklist](#)
-   [Training and Practice Plan](#)



Sample Staff Handbook



You for Youth |

Sample Staff Handbook

This document is provided as a sample. The details, policies and in illustrate common program information to help guide your plan. include important topics. Nothing you see here is required. Please developing and inserting policies and guidelines for your program

**ABC School District
ELISS Program
ABC Middle School**

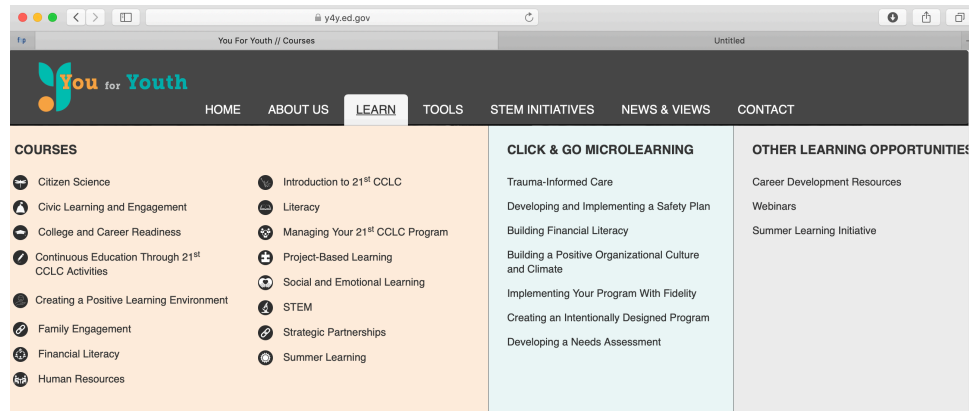


Program Management

<https://y4y.ed.gov/tools/sample-staff-handbook>

Staff Training

- Plan, implement and attend (agendas, sign-in sheets, minutes/materials)
 - Program Staff Training
 - Staff Orientation, Staff Meetings, Staff Planning
 - Software/Equipment Training
 - Volunteer Orientation and Training
 - Area-Specific (Classroom, Drivers, Janitorial, etc.)
 - Professional Development Opportunities
 - Conferences, Webinars, Online Classes





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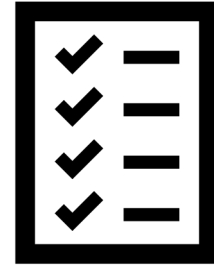
Program Safety During COVID-19 Pandemic

Roadmap to Reopening

Consider these key measures prior to reopening:



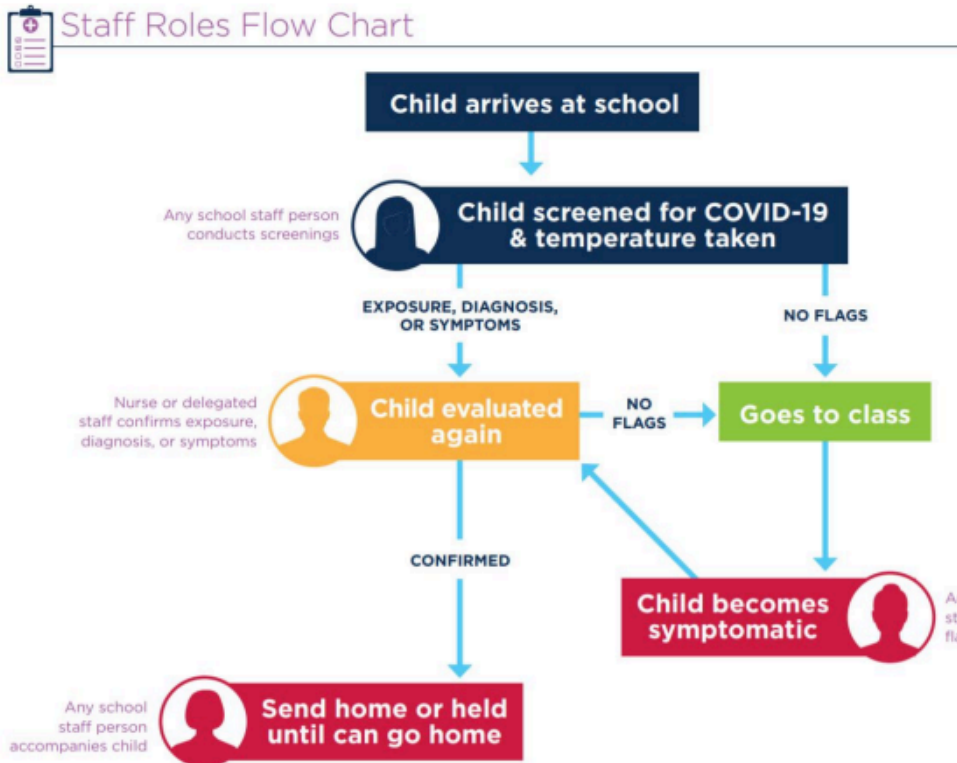
Pre-Arrival



- Things to Consider:
 - Establish a Guiding Team
 - Designate a staff member for COVID-19 reporting
 - Provide frequent updates to stakeholders
 - Write clear guidance
 - Ensure new waivers for parents and/or staff are in place prior to opening
 - Rethink transportation plans
 - Stagger arrival and departure
 - Require adults to remain in cars at drop-off and pick-up



Screening



- Provide information so staff, parents, and kids can self-screen prior to coming to the facility
- Identify screening location that allows for social distancing
- Establish protocols for return post failed screen
- Designate staff member who is responsible for communication with local public health officials

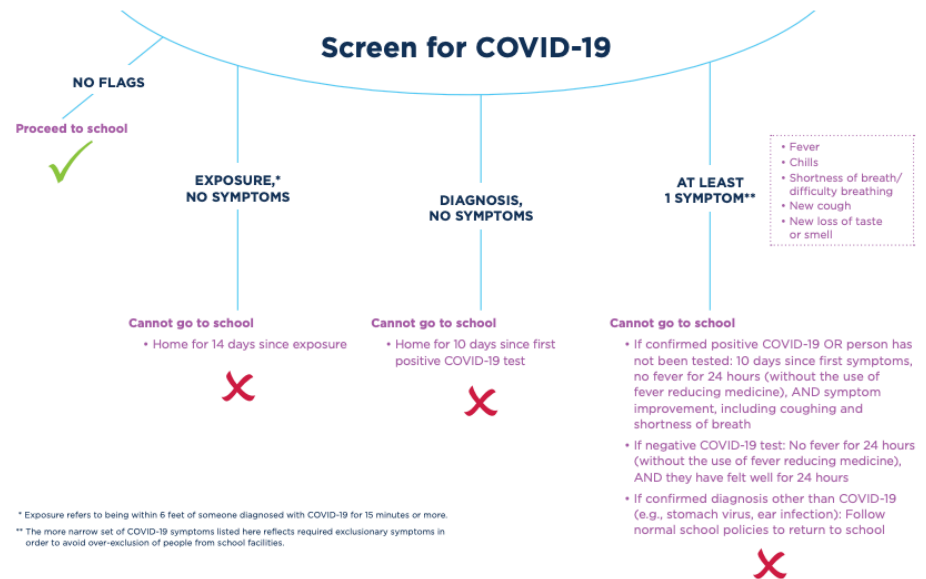
Screening Resources

Requirements:

- Symptom screenings, including temperature checks, will take place daily before children and staff enter your program (even if they were screened in the morning)
- Create a way to isolate students or staff who have symptoms and ensure that they can get home safely
- [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)
- [Guidance for Program Settings Serving Children and Teens](#)



Screening Flow Chart



Social Distancing



- Limit the total number of people in buildings so that 6 feet of distancing is possible, for example, when students are seated or in line
- Avoid having students sit face to face
- Maintain small consistent student/staff groupings
- Teachers should limit sharing of personal items and classroom materials
- Install physical barriers in areas where it is difficult to maintain SD (reception desks)
- Nonessential visitors and activities involving outside organizations will be limited
- Do not allow sports or activities in which participants cannot maintain social distancing of more than six (6) feet apart. Examples of activities that would not be permitted include (but are not limited to) basketball, football, and wrestling
- Programs will discontinue the use of self-service food or beverage distribution; whenever possible individually package snacks and serve in classroom to reduce group size
- [Social Distancing Signage](#)
- [Guidance for Program Settings Serving Children and Teens](#)



Social Distancing

Classrooms

- Student seats 6 feet apart
- Discourage Cubbies
- Centers eliminated
- No group carpet time
- No shared items unless cleaned

Restrooms

- Small groups
- Close down every other sink
- Ensure available soap and/or hand sanitizer
- Ensure program schedule updated to allow for frequent hand washing

Hallways

- Water fountains
Should be turned off
- Encourage students to bring their own water/provide water
- Use wait spots to show 6 feet spacing while waiting for restroom or carpool
- Directional markers

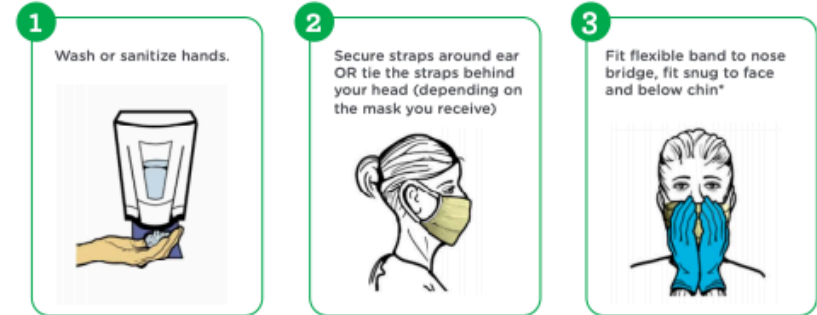


Face Coverings

- Face coverings will be required for every teacher, staff member and student from kindergarten through high school.
- Visit NC DHHS COVID-19 response site for more information about the [face covering guidance](#) and to access sign templates that are available in English and Spanish.

How to Wear a Procedure Mask

Donning/Putting On Cloth Mask



*Gloves not required for donning procedure mask.

Doffing/Taking Off Cloth Mask



Important Note:

- Wash or sanitize hands before and after touching your mask.
- Avoid touching the outside and inside of your mask.



Cleaning & Hygiene

- Things to consider:
 - Establish routine facility cleaning schedules that include high contact areas throughout the day and deep cleaning at closure
 - Provide hand sanitizer (with at least 60% alcohol) for staff, and make it available to age appropriate students
 - Train staff and students on proper hand hygiene
 - Provide routine opportunities for students to wash hands (accompany children under 10)
 - [Disinfectants for Use Against SARS-CoV-2](#)



Communication



- Frequent, transparent communication to all stakeholders is the single most important component of any reopening strategy.
- This should be done through all means available, including webinars, email, newsletters and physical signage.



ELISS Program Safety During COVID-19 Pandemic

- [Guidance for Program Settings Serving Children and Teens](#)
- [Strong Schools NC Public Health Toolkit](#)
- [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)
- [Infection Control and PPE Guidance](#)
- [NCDPI Lighting Our Way Forward](#)

This guidance covers the following topics:

- [Communication to Parents, Campers and Staff Prior to Camp Start](#)
- [Drop-off/Arrival Procedure](#)
- [Monitoring for Symptoms](#)
- [Returning to Camp](#)
- [Preventing Spread in the Day Camp/Program Facility](#)
- [Cloth Face Coverings](#)
- [Cleaning and Hygiene](#)
- [Protecting Vulnerable Populations](#)
- [For Facilities Planning to Reopen After Extended Closure](#)
- [Communication and Combatting Misinformation](#)
- [Additional Considerations](#)
- [Additional Resources](#)
- [Daily Health Screening for COVID-19 for Anyone Entering the Building](#)



Positive Screening Protocols Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (<i>Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell</i>)

Infection Control Checklist for K-12 Schools

In anticipation of K-12 school facilities reopening for instruction, this checklist reflects predicted items of need for infection control materials and PPE. These documents are intended to inform policy decisions.

*Note: This checklist does not address the routine use of PPE as normally indicated for completion of typical, daily medical procedures for students

School Building

- Hand Sanitizer (with at least 60% alcohol)
- Hand Soap
- Paper Towels

Teachers

- Cloth Face Coverings
- Hand Sanitizer (with at least 60% alcohol)
- Cleaning Products (EPA registered disinfectants effective against coronavirus) - See EPA's List N: [Disinfectants for Use Against SARS-CoV-2](#)
- Tissues

Students

- Cloth Face Coverings

Widely Used Virtual Learning Tools and Platforms (free versions with a

- Google Classroom (online classroom)*
- G Suite for Education
- Seesaw (communication, electronic portfolios)*
- Microsoft Teams (communication/collaboration management)*
- Edmodo (communication/collaboration management)*
- Classdojo (communication/collaboration management)*
- Yoteach (discussion app)*
- Voxer (voice, text, photo, video messenger)*
- Insert Learning (allows for placement of instructional content on any webpage, e.g
- Screencastify (screen recorder)*
- Screencast-o-matic (screen recorder)
- Genially (creates interactive content)*
- Deck.toys (virtual learning lesson creator)*
- Flipgrid (video discussion platform)*
- TeamViewer (screensharing)
- Zoom (video collaboration)
- Blackboard (online classroom)
- Schoology (online classroom)
- Padlet (online bulletin board)
- Kahoot (games and quizzes)
- Quizizz (quizzes)*

Virtual Programming Resources

Instructional Strategies for Virtual Learning

Virtual Learning Resources

- Ensuring cybersecurity and student privacy
 - The Consortium for School Networking (CoSN) has released a [comprehensive document on privacy considerations for virtual learning](#). Afterschool educators should reference this document, along with your school district policies on student safety, when planning to engage students in a virtual environment.
- Tools for Parents
 - [Online safety and privacy: Resources for Parents](#)
- Tools for Educators
 - [Repository of Distance Learning Programs and Resources](#)
 - Outschool, a platform for online schooling for k-12 students, has [a wealth of PD resources for educators to utilize to understand how to effectively engage over a virtual platform/](#)



Virtual Learning Resources

- [Educator Reviewers Share Tips and Best Practices for Virtual Learning](#)
- [Keeping Students Engaged in Digital Learning](#)
- [Keeping Students Engaged and Productive in a Remote Setting](#)

Staying active

PBS KIDS for Parents has a list of [8 indoor activities](#) that kids can participate in to be physically active at home. Joe Wicks, a YouTube fitness instructor, has dedicated himself to livestreaming [child-friendly workouts](#) every weekday in a *PE with Joe* series, in response to knowing that many children no longer have access to PE. Playworks also has a [Play at Home Playbook](#) with activities that children can participate in at home, along with livestreamed recess throughout the week!

DC Scores has also created a [curriculum to keep kids' minds and bodies active](#), which include activities that focus on soccer and writing. For parents of young athletes, Aspen Institute's Project Play has a list of [virtual training opportunities available to youth athletes](#).

Healthy eating

USDA ChooseMyPlate has a list of tips for [food planning during a pandemic](#). In addition, they have [cooking-based nutrition activities for children aged 8-12](#) and [nutrition-focused activities that the entire family can participate in](#).

For more cooking at home, the Washington Post has an article on [how to cook for and with your kids](#) during the extended coronavirus school closures. The Academy of Culinary Nutrition also has a list of the [top 25 kid-friendly food blogs](#).

Zoom

[Comprehensive Guide to Educating Through Zoom](#)

[Security tips every teacher and professor needs to know about Zoom, right now](#)

Download 

Google Meet

[Google for Education Teacher Center: Welcome to your first day of Google Meet](#)

[How to use Google Meet for elearning, online learning](#)

Download 

Wide Open Classroom

Wide Open Classroom has [resources for setting up a virtual classroom](#), including free distance learning plans and tools organized by grade-level and subject.

[Afterschool Alliance Virtual Programming](#)

NCDPI Remote Learning Resources and Information (website)



View our collection of instructional resources for use in virtual class environments.



View resources geared specifically for PSU administrators.



Explore professional development opportunities offered by NCDPI and others.



Learn about best practices for remote learning.



Learn more about and view training resources for common LMSs.



Learn about best practices and resources for acquiring and managing student devices.



View resources aimed at getting students connected equitably.



Explore professional development & other shared resources shared by others.



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Questions?