

2020/2021

# RETURN TO CAMPUS

**COMMUNITY GUIDEBOOK** 





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#### MESSAGE FROM THE SCHOOL BOARD

Greetings on behalf of the Elizabeth City-Pasquotank Board of Education.

The Board of Education approved a Return to Campus Plan during the September 28, 2020, regular session. This plan will allow for the transition to in-person learning for the families that selected Plan B earlier this school year. The district has worked diligently to ensure safety for students who will be returning back to school campuses. Facilities are clean, social distancing is marked throughout campuses, and face coverings will be available for everyone and worn in compliance with health and safety guidelines. Buses will transport our students with the same safety protocols in place such as social distancing, sanitizing and the wearing of face coverings.

Returning to campus will take commitment from families who have selected that option as well as our educators and staff. We strongly encourage everyone to do their part in abiding by the safety guidelines that must be followed to ensure safety for all. Information will be shared with families for Returning to Campus. I cannot stress enough the importance of families and schools working together to make ECPPS a safe and positive learning environment for everyone.

Sincerely,

Denauvo Robinson, Ed.D. Chair Board of Education



#### MESSAGE FROM THE SUPERINTENDENT

Dear ECPPS Families,

I am so pleased to share the information included in this guidebook as we prepare for students to return for in-person instruction. We have missed having students in our schools and look forward to many returning to campuses. Face-to-face instruction is not an option that all families selected so we will continue to provide remote learning to ensure we are meeting the needs of everyone during this time.

Being back on campus will look very different than it did prior to school facilities closing in March. The district and schools will provide very specific information for parents so you are aware of the health and safety requirements for in-person instruction. Those health and safety requirements will include information on social distancing, wearing of face coverings, and washing hands/sanitizing. Classrooms will have fewer students, everyone will have their own supplies and materials, water fountains will only be used to fill water bottles, meals will take place in the classroom and many other protocols will be in place to ensure our learning environments are safe.

The support we have received from parents, staff and the community has been amazing and it is so important as we transition to in-person learning. Feel free to reach out to your child's school or to our district staff should you have questions or need assistance.

Together, we are ECPPS STRONG!

Sincerely,

Dr. Catherine Edmonds



# **OVERVIEW**

This guide presents protocols developed to prevent the spread of the novel coronavirus that causes COVID-19. It is based on guidance from the Centers for Disease Control and Prevention (CDC), North Carolina Department of Health and Human Services (NCDHHS), Albermarle Regional Health Services, ABC Science Collaborative, and the North Carolina Department of Public Instruction (NCDPI).

Our top priority in all decisions is the health, safety, and well-being of our students, employees, and school communities. This document is subject to updates. If and when the circumstances surrounding the COVID-19 pandemic change, this guidance may also change.

To combat the spread of this virus as a community, the expectation is that all employees, students and families comply with the procedures, protocols, and requirements outlined in this document and in any linked documents and websites. In addition, the ECPPS community is expected to comply with state and local regulations.

If state or local requirements differ from the guidance provided below, school communities will follow the stricter requirements.

Please check the district's website regularly for the latest information: www.ecpps.k12.nc.us



### PLEASE NOTE:

#### This information is subject to change.

Please understand that knowledge about the COVID-19 virus and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to entering the ECPPS facilities will also evolve. This guide will be updated frequently. Families will be notified via Parent Square and email with updates. Please ensure your school has valid contact Information on file and that your contact information is always up to date. If your contact information should change, please contact your school immediately. For additional information, see the district website www.ecpps.k12.nc.us.



### ENTERING THE FACILITIES

#### Protocol for Attestation, drop off, and check point

Attestation form will be sent to parents by email and Parent Square to be completed daily. All students must have on a mask and attestation form complete PRIOR to entering the school building

- Elementary, middle schools and Early College form must be completed by 7:00 am on the day of students entering the building.
- High schools form must be completed by 12:00 pm on the day of students entering the building.

#### **Drop Off Checkpoint**

- \* Parent/guardian arrives on campus and will give the name of the student to the staff member to ensure completion of attestation form.
- Attestation form not complete; car will pull in parking space to complete an attestation form and temperature check (student must have on a mask)
- Attestation form complete; car will pull forward in the line to complete a temperature check (student must have on a mask)





# Car riders - Student temperatures will be taken in the car and upon entering the building. Attestation forms must be completed prior to arriving at the school.

- A temperature of 100.4 or higher Student will remain in the car and return home.
- ♠ A temperature below 100.4 Student will proceed and enter the school, a mask must be on prior to exiting the car. Students will follow markings leading to the school entrance to ensure appropriate social distancing while entering the school.

Bus riders - Attestation forms will be collected as students board the bus (School Bus Health Screening Requirements). Students must be wearing a mask over their nose and mouth to board the bus. Students who arrive at the bus stop without a mask will be given a mask by the bus driver/monitor. After boarding the bus, they will go to their assigned seats.

- Each child will have a designated seat assigned to them by the bus driver/ monitor. Seats may be assigned in order to bring younger or needier children to the front of the bus in order to ensure mask compliance throughout the bus ride. To promote social distancing, no more than one student will be seated on a school bus seat at a time. Exceptions will be made for family members.
- \* Failure to wear masks during the bus ride will result in loss of transportation privileges. These consequences will be in alignment with the district Code of Conduct for non-compliance when riding the school bus.





- Weather permitting, bus windows will be open throughout the ride. Students will need to dress warmly in winter months.
- Upon arrival to school, students will exit the bus from the front of the bus to the back. Buses will release students in staggered groups to support social distancing. This will be directed and supervised by the bus monitor and/or staff on bus duty.
- Students will follow markings leading to the school entrance to ensure appropriate social distancing while entering the school.
- Staff will conduct temperature checks. Student temperatures will be taken upon entering the building.
- **a** A temperature of 100.4 or higher School nurse will be notified and the student will proceed to the isolation room.
- A temperature below 100.4 Student will proceed to the classroom, while maintaining appropriate social distancing.

ECPPS is committed to engaging students in relevant, rigorous, and meaningful learning. The COVID-19 pandemic has introduced many uncertainties, including how we will return to school and how that learning environment could change over the course of the school year.





#### **Learning Environment**

All parents had the option of selecting Remote Learning or Face-to-Face Hybrid. Parent selection of Remote Learning or Face-to-Face Hybrid, will remain in effect until the end of the 1st semester due to space restrictions.

#### **Face-to-Face Hybrid**

The ECPPS Board of Education approved the Face-to-Face Hybrid instruction for those students whose parents wanted their students to have some face-to-face instruction. Students in a Face-to-Face Hybrid learning environment will experience a combination of face-to-face learning in the school building with their teachers and classmates and online instruction through an online platform. The district will use a phased in approach for these students and they will return to campus as indicated under calendars and schedules in this document.

All students and staff will be remote on Wednesdays and on Remote Learning Days as scheduled on the ECPPS Board approved calendar.





#### **Remote Instruction**

Students will experience full virtual instruction. All learning opportunities will happen remotely and will include recorded and live instructional sessions along with offline activities. Instruction will be accessed using CANVAS and virtual meeting links.

#### **Remote Instruction Expectations**

- **\*\*** To the degree possible, students will be taught by teachers from their current school.
- **Students** will experience a schedule and grading structure similar to their peers engaging in daily in-person or blended instruction.
- instruction will be provided through Canvas.
- ightharpoonup between the both recorded and live instructional session
- Students will experience social and emotional support through meaningful connections and a classroom community.

#### All instruction will be relevant, rigorous, and meaningful.

It's our core belief that all students deserve to be challenged and engaged in relevant, rigorous, and meaningful learning each day. This school year, regardless of which learning environment your child attends, he/she will be taught rigorous content every day that aligns with North Carolina's grade-level standards.





### Here's what will be the same across all learning environments and across all schools:

- All students will have the same grading structures. (ECPPS Board Policy 3400)
- in All schools will take attendance.
- All classes will use similar, district-supported learning materials, texts and instructional tools
- All students will get appropriate support and services through the general education program, special education, Individualized Educational Plans (IEPs), 504 plans, Academically & Intellectually Gifted (AIG), English as a Second Language (ESL), and intervention.
- All students will get support from their counselors, social workers, and school psychologists, as needed.
- ightharpoonup All schools will focus on establishing effective relationships and community.



### **CALENDARS & SCHEDULES**

PHASES BY GRADE LEVEL	October 19, 2020	November 2, 2020	November 9, 2020
PRE K	7:30AM - 2:15PM		
ELEMENTARY (K-5)	7:45AM - 2:15PM		
MIDDLE SCHOOL (6-8)	8:45AM - 1:30PM		
HIGH SCHOOL (9-12)		1:45PM - 3:30PM	
EARLY COLLEGE		MON & TUE 8:00AM - 2:45PM	
		THURSDAY 1:50PM - 3:30PM	

WEEKLY SCHEDULE	Monday	Tuesday	Wednesday	Thursday	Friday
PRE K	Face to Face Remote Instruction Face to Face Remote Instruction Cohort A Face to Face Remote Instruction		Remote Instruction Day	Face to Face Remote Instruction	
ELEMENTARY (K-5)			(Asynchronous)	Face to Face Remote Instruction	
MIDDLE SCHOOL (6-8)				Cohort B Face to Face Remote Instruction	
HIGH SCHOOL (9-12)	1st Block	2nd Block		3rd Block	4th Block
EARLY COLLEGE	Face to Face Remote Instruction			Face to Face Remote Instruction	



# HEALTH SCREENING RESPONSIBILITIES

Daily health screenings can help reduce the risk of exposure to COVID-19. Students and employees who are sick or not feeling well must stay home. Students are required to complete a health attestation form at home, before riding school transportation. Students must be free of any symptoms potentially related to COVID-19 to be on a school campus. At this time, these symptoms include one or more of the following:

- **\*** Fever or chills
- **New Cough**
- Shortness of breath or difficulty breathing
- New loss of taste or smell



#### School Bus Health Screening Requirement

Families should complete and sign an Attestation Form daily for their child(ren) who rides the bus. Health officials advise that screening children at home and completing the form every day should reduce students' risk of exposure to illness while riding the bus. Every student must show the bus driver daily, their completed attestation upon boarding the bus. If students do not have the completed and signed daily Attestation Form, they will be asked symptom screening questions before they board the bus. All students riding a bus must wear a mask over their nose and mouth. Failure to wear masks during the bus ride will result in loss of transportation privileges.

After arriving at school, all bus riders will have their temperature taken at school. If a student begins to not feel well while on campus, shows signs of illness, or becomes sick during the day, he/she must immediately tell an employee. A parent or guardian will be expected to promptly pick them up from school. The student will be held in the isolation room while waiting for parent or guardian pick up.

Students must stay home if:

- They have tested positive for COVID-19 and have not met the criteria for returning to school;
- ighthat They have recently had close contact with a person with COVID-19 and have not met the criteria for returning to school;
- They have a temperature of 100.4°F or higher.





#### **Facility Entrance Requirements**

When arriving at school, all students will be instructed to use designated entrances for temperature checks using touchless thermal monitors. Students who are feeling unwell or have a temperature of 100.4°F or higher will be held in an isolation room. Employees will contact a student's parents/legal guardians to immediately pick him/her up from school.

#### Returning to School After Diagnosis, Exposure, or Illness

For students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19:

Students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19, should not be in school. They should stay home until they (or a family member answering for a younger child) can answer **YES to all three** of the following questions:

- it been at least 10 days since they first had symptoms?
- Has it been at least 3 days since they had a fever (without using fever-reducing medicine)?
- Has it been at least 3 days since the symptoms have improved, including cough and shortness of breath?



Students are not required to have documentation of a negative test in order to return to school. If students have a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

## For students who have been diagnosed with COVID-19 but do not have symptoms:

Students who have been diagnosed with COVID-19, but do not have symptoms must remain out of school until 14 days have passed since the date of their first positive COVID-19 diagnostic test.

Students are not required to have documentation of a negative test in order to return to school.

If a student develops symptoms, they cannot return to school until they meet all of the criteria for students who have experienced at least one symptom.

#### For students who have been exposed to COVID-19 and do not have symptoms:

Students who have been exposed to COVID-19 and do not have symptoms must remain out of school for 14 days since their last exposure, even if they test negative for COVID-19. If they develop symptoms, they cannot return to school until they meet all of the criteria for students who have experienced at least one symptom.



# PROCEDURE FOR REPORT OF COVID-19 ON CAMPUS

We will report suspected, presumptive, or positive cases of COVID-19 to Albermarle Regional Health Services and work with them for follow-up and contact tracing. If a person with COVID-19 was in a ECPPS facility while infectious, we will coordinate with local health officials to notify employees and families while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.

In the event of a confirmed case of COVID-19 in a school, the affected areas will be closed for 24 hours, then systematically disinfected.



## **EXCEPTIONAL CHILDREN**

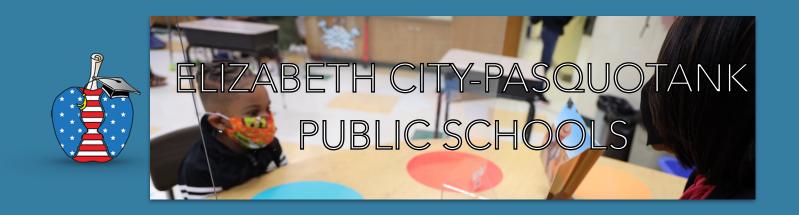
Students with disabilities may require modifications to the general health guidelines in order to provide required services and maintain healthy practices. We are committed to working closely with students with disabilities and their families to address individual concerns and needs.

#### **Arrival and Health Screening**

All students will be required to have a daily health screening and temperature check when they arrive at school. Schools may have a separate health screening entrance designated for students with special needs who may not be able to use one of the established health screening entrances.

Schools may make these modifications for students with special needs:

- Assigning a designated employee to conduct the screening.
- is Encouraging families of nonverbal students to complete the daily Attestation Form if an adult will not be available to answer the questions at drop-off.



#### **Face Coverings**

All PreK-12 are expected to follow Face Covering guidelines. Face coverings must cover the nose and mouth and adhere to ECPPS Board of Education Policy Code: 4316 Student Dress Code and Policy Code: 4328 Gang Related Activity that indicate wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang; or that is provocative or obscene. Failure to comply with Face Covering guidelines will be considered insubordination and violation of the student code of conduct.

All ECPPS employees are expected to follow Face Covering guidelines. Face coverings must cover the nose and mouth and adhere to ECPPS Board of Education Policy Code: 7340 Employee Dress and Appearance. Failure to comply with Face Covering guidelines will be considered insubordination and violation of Board of Education Policy Code.

#### **Social Distancing**

The district recognizes that some parents of students with complex medical needs will have additional concerns. Students with disabilities and employees who work with them are expected to practice social distancing when possible. Personal protective equipment will be utilized by employees.



#### Hand-washing

Teachers will teach hand-washing in the classroom, incorporating hand-washing breaks into the school day, and reinforcing hand-washing during key times throughout the school day, such as: before and after eating; using the restroom; and touching shared objects.

Students who require assistance with hand washing will have hand-over-hand assistance. If the student is unable to access a hand-washing station, hand sanitizer (containing at least 60% alcohol) will be provided.

If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so his/her teacher can provide your child other opportunities to clean their hands.



### MAINTAINING HEALTHY SPACES

#### **Face Coverings**

ECPPS requires a face covering for anyone on our campuses. This would include: Inside school buildings and anywhere on school grounds, including outside; and while traveling on buses. A face covering must be secured safely over the nose, mouth, and under the chin.

All students and staff will be required to wear a proper face covering, except when they are "actively" eating or drinking

Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

Face coverings will be provided for students who do not have access to one. If given a reusable face covering, it is the responsibility of the family to wash it for reuse.

Please also review face covering best practices on the **CDC website** with your child and help them practice wearing face coverings appropriately for extended periods of time.



#### Hand-washing

Hand-washing is one of the best ways to protect yourself and your family from getting sick. The CDC recommends everyone wash their hands often with soap and water for 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands. Teachers will teach hand-washing in the classroom, incorporating hand-washing breaks into the school day, and reinforcing hand-washing during key times throughout the school day such as before and after eating, using the restroom, and touching shared objects.

#### **Hand-Sanitizing Stations**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, individuals are encouraged to use an alcohol-based hand sanitizer (containing at least 60% alcohol). Schools will provide hand-sanitizing stations at every school entrance and exit and in every class. If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so his/her teacher can provide your child other opportunities to clean their hands.

To prepare for a return to campus, please review the hand sanitizer best practices on the **CDC website** with your child.





#### **Social Distancing**

All schools are taking actions to ensure all campus spaces and buildings support health and safety. These actions include: signage and floor markings to remind students of social-distancing practices, changes to foot-traffic flow through buildings and on campus pathways, furniture placement in classrooms and much more.

Before and after school, students are to avoid congregating on campus. Employees will direct students to clear the hallways and parking lots and leave campus in an effort to encourage social distancing.

#### **Cleaning and Disinfecting**

Buildings will be thoroughly cleaned and disinfected throughout the day and every evening. Our disinfectant is an EPA-approved disinfectant for SARS-CoV-2, the virus that causes COVID-19.





#### **Visitors**

Only essential visitors will be allowed on school campuses in an effort to protect the health and safety of our community by minimizing the number of people on sites.

All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests.

If it is essential to have family members or visitors enter the facility, they must go through the same health screening process as students and employees. All visitors are required to follow guidelines in the Cloth Face Covering section of this document. Any meetings with a family member or visitor must follow social-distancing guidelines.

#### **Water Fountains**

In response to COVID-19, students will be prohibited from drinking directly from water fountains.

All students are encouraged to bring their own bottled water or reusable water bottles. All water bottles should be clearly labeled with the user's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning.



#### **Transportation**

To promote social distancing, no more than one student will be seated on a school bus seat at a time. Exceptions will be made for family members.

Touch points, including doors and windows, grab handles, arm rests, hard seats, door handles, and seat belt buckles, will be cleaned and disinfected between each bus run with an EPA-approved disinfectant for SARS-CoV-2, the virus that causes COVID-19. Every bus will be cleaned between morning and afternoon runs and at the end of each day.

#### Cafeteria

Our child nutrition employees will continue to prepare food in our school kitchens following very strict food safety and sanitation procedures required by the United States Department of Agriculture.

(USDA), Occupational Safety and Health Administration (OSHA), NC Department of Health and Human Services (NCDHHS), and NC Department of Public Instruction (NCDPI). All meals will be individually packaged for direct service to students and served in the classroom.

Our menus will continue to feature student favorites, our signature in-house speedscratch specialties, fresh Got To Be NC farm-to-school fruits and vegetables, and will



provide the protein, whole grains, low-fat dairy, fruits and vegetables that are important ingredients in a nutritious meal.

#### **Athletic and Co-Curricular Activities**

At this time, no decisions have been made on resuming athletic and co-curricular activities.

There are currently extensive requirements for resuming athletic and co-curricular activities, including daily temperature checks and symptom screenings of every student-athlete and band member prior to allowing them to begin a workout or practice. Student-athletes and band members are encouraged to work out and practice at home if they can do so safely.

#### **Field Trips**

For the upcoming school year, in-person field trips have been suspended to ensure the safety of our students and employees.



### **SOCIAL & EMOTIONAL HEALTH**

The volume of information in the media and elsewhere about COVID-19 can cause concern for parents and students. Here are some tips to help address your family's social and emotional needs:

- Share age-appropriate information with students and correct misinformation.
- Reassure children that they are safe and that adults are working to keep them safe.
- **b** Emphasize ways children and families can be "germ-busters" and reduce the spread of illness.
- ightharpoonup Try to keep routines as normal as possible.
- imit the amount of exposure to television and social media regarding COVID-19.

If you have concerns about your student, please contact your student's school counselor. If you have an urgent concern, contact Alliance Health at 1-800-510-9132.



### STAYING CONNECTED



ECPPS uses a variety of communication resources to share information with parents which include: the ECPPS website www.ecpps.k12.nc.us, Facebook, Twitter, Instagram, Channel 8/ ECPPS TV, Blackboard Connect, local media outlets, and email. ECPPS implemented Parent Square as a new communication tool this school year so parents can utilize one tool to communicate with their child's teachers, their school and the district. Information is available at this link PARENT SQUARE.

#### **ECPPS COMMUNICATION RESOURCES - STAY CONNECTED**



www.ecpps.k12.nc.us











# Parent/Legal Guardian Statement of Compliance COVID RE-ENTRY 2020-2021

Parents and or Legal Guardians are required to review and sign this document prior to their child(ren) returning to campus for those who have selected that option at this time. This is a statement acknowledging you have read, understood, and agreed to fully comply with the *ECPPS Back to Campus Guidebook*. It further acknowledges that you have shared this information with your child(ren) and explained the importance of adhering to the safety protocol. The ECPPS guidebook was designed to ensure our district is operating in accordance with the Official Lighting Our Way Forward: NC Guidebook to Reopening Public Schools and StrongSchoolsNC Public Health Toolkit (K-12). The guidelines from these documents will ensure staff and students entering the building are adhering to and abiding by all safety protocols as provided. This form must be completed and returned to your child(ren)'s teacher prior to returning to school.

#### Safety Guidelines Parents/Students Must Follow

- Students must be socially distanced from others at all times.
- Face coverings are required to be worn at all times when on school campuses/ transportation (indoor and outdoor) except when actively eating or drinking.
   Staff will provide specific instructions on when students may remove face coverings and how to safely do so. Failure to wear proper face coverings and to comply with guidelines will be considered insubordination and violation of the student code of conduct. Non-compliance will result in students having to return to remote learning. Exceptions will be made for students in the adaptive curriculum.
- ECPPS will provide five reusable cloth face coverings per child. Parents must ensure their student(s) arrive each day with a clean face covering.
- Hand washing is imperative. There will be opportunities throughout the day for hand washing and sanitizing.
- Attestation forms must be completed daily prior to arriving at school or boarding buses
- Temperature checks will be completed daily prior to entering the school or facilities.

#### By signing this form, you are agreeing to the following:

"I have read and understand the safety guidelines as set forth by ECPPS. I further acknowledge that there could be additional protocols in place to ensure safety for all. I have received and read the ECPPS Returning to Campus Guidebook. I have also received links to the <u>StrongSchoolsNC Public Health Toolkit (K-12)</u> and the <u>OFFICIAL Lighting Our Way Forward: North Carolina's Guide to Reopening Schools</u>.

Child's Name:	Grade:
Teacher's Name:	School:
Sign:	Date:
Printed Name:	

If you leave home, know your Ws!

WEAR a cloth covering over your nose and mouth.	WAIT 6 feet apart. Avoid close contact.	WASH your hands or use hand sanitizer.
@NCDHHS		#StayStrongNC