



## **Centennial Place Academy, Inc. Operational Reopening Plan – First Quarter**

### **I. OPERATIONAL GUIDELINES**

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Centennial Academy will reopen for the first quarter in a mostly remote learning environment for scholars and the ***building will be closed during this time***. Some in-person, small group activities will be available as an option for assessments, professional development and limited office use as approved by the Facilities Manager. Teachers will not be permitted to teach from their classrooms during the remote learning period.

To ensure the continued safety of school operations, no more than 50% of Centennial's staff and no more than 50 scholars will report to the building at any given time on an ***as-needed basis*** using the following guidelines:

- Face coverings are required for all scholars and staff except while eating, drinking and exercising, with limited exceptions for students or staff who have medical reasons for not being able to wear a mask or face shield. Extra masks will be made available in case someone requires one or needs a replacement.
- Access points for building entry will be the Cafeteria side double doors to the school building *prior to the first day of school* and designated staff must be in place to conduct and log temperature scans. All staff and scholars must be screened upon arrival, including temperature check and review of potential symptoms (cough, fever, and sore throat). Staff and scholars presenting with a fever of 100.4 degrees or higher, a cough or other COVID-19 symptoms will not be permitted with entry to the building.
- Access points for the building entry *on or after the first day of school* will be the front entrance doors. Each staff member and scholar will continue to be screened upon arrival as noted above.
- Large gatherings within the school building will be avoided. In most cases, no more than 10 people will be allowed at a time in any area. However, additional consideration will be given based upon the size of the area being utilized and the ability to implement physical distancing.
- The use of shared supplies and shared spaces will be limited.
- Nonessential visitors, volunteers, and activities will be limited.
- Signage will be visible and posted throughout the facility to promote hygiene, social distancing, and proper PPE (see Appendix)

- In addition to the guidelines, the Head of School will address the needs of staff who have underlying health conditions, staff at-risk due to age or those who cannot report to the building due to other concerns. No staff will be made to feel penalized for being in a high-risk group.
- The Human Resources Department, Nurse or SRO officer will be contacted if any positive cases of COVID-19 arise while maintaining confidentiality as required by state and federal laws.
- Areas will be closed off that were used by any sick person and will not be used before cleaning and disinfection. To reduce the risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as feasible. Contact facilities to ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from scholars.
- Sick staff members and scholars will be advised to not return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- Hand soap and hand sanitizer with at least 60% alcohol, paper towels and no-touch trash cans will be provided in all bathrooms, classrooms and frequently trafficked areas and usage mandated.
- Barriers/directional signs such as footprints/plexiglass and structures will be utilized to encourage social distancing.
- The APS Office of Innovation and Health Services will be notified of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws. Health Services personnel will provide additional guidance based on case investigation and in consultation with the local board of health.

## II. FACILITIES

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Centennial's plans for use of the facilities will be for some in-person, small group activities that will be available as an option for assessment, professional development and limited office time as approved by the Facilities Manager. Centennial teachers will not be permitted to teach from their classrooms during the remote learning period.

Atlanta Public Schools has recently completed a major HVAC project which has enhanced the quality of fresh air in the building.

Centennial plans to use the cafeteria for small group assessment (groups less than 40 people per day for a maximum time of 3-5 hours per day and 5 days for initial assessment are currently planned for August 17 – August 21.) Other assessment testing may be performed under the same setting during the first quarter.

Upon entering the building, along with the above guidelines, staggered entry will be required, and scholars will be led to their desk and instructed to remain there the entire time.

Restrooms immediately outside of the cafeteria will be utilized during all events. In the case of scholars needing to use the restrooms, scholars will be asked to raise their hand and a staff member

will accompany the scholar to the restroom where restroom attendants will monitor social distancing. Hand sanitizer will be required upon entering and exiting the restrooms in addition to hand washing.

The building will be cleaned and sanitized daily after each use.

Professional development or office use of the building will follow the above “Guidelines” and entry must be approved by the Facility Manager.

If and when necessary, the learning lofts will be made available under the “Guidelines” above.

After each use of the building, a thorough cleaning will be performed by the facilities and custodial staff and signed off by the facilities manager before the next event.

Below is a table of physical distancing during assessment testing or professional development in the cafeteria based on 4,250 square feet. Centennial will not have more than 50 staff members/Scholars in the cafeteria at any time.

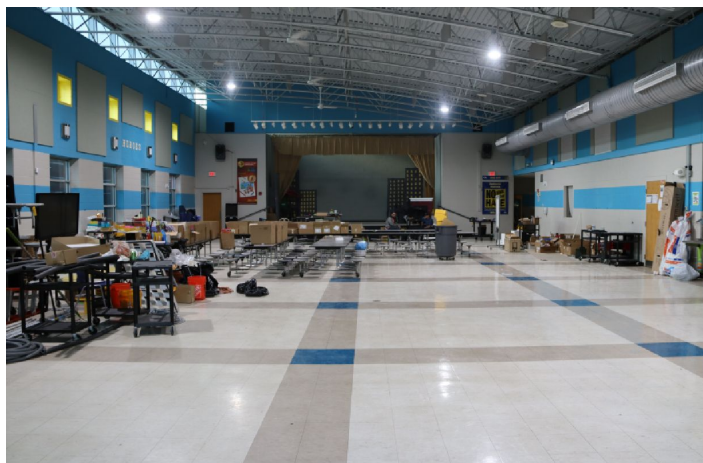
| <b>6 Feet Apart</b>  | <b># of People</b> | <b>Space Required</b> |
|----------------------|--------------------|-----------------------|
| 6 Feet Apart         | 118                | 4,250                 |
| <b>7 Feet Apart</b>  | <b># of People</b> | <b>Space Required</b> |
| 7 Feet Apart         | 86                 | 4,250                 |
| <b>8 Feet Apart</b>  | <b># of People</b> | <b>Space Required</b> |
| 8 Feet Apart         | 66                 | 4,250                 |
| <b>12 Feet Apart</b> | <b># of People</b> | <b>Space Required</b> |
| 12 Feet Apart        | 29                 | 4,250                 |

Due to the recent completion of the HVAC project, the facilities and custodial staff will be in the building during the first nine weeks performing a deep clean and preparing the building for potential reopening and will follow the above “Guidelines”. The Facilities Manager will be responsible for all Staff adhering to the above “Guidelines” during all events in the building. Below are pictures of the entrance and cafeteria that will be used in the initial assessments described previously where all pre-screening will be performed:

**ENTRANCE**



**CAFETERIA**



### III. TECHNOLOGY

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Centennial will provide a device and a hotspot to every scholar who needs one to ensure access to our remote learning program. Families must complete a Technology Agreement Form prior to receiving a device and will be asked to pay a \$50 Technology Fee. Families who are unable to pay the \$50 Technology Fee will not be penalized and will still receive the necessary equipment.

For damaged devices, scholars must immediately report the damage and coordinate repair/replacement with Centennial's Technology Manager.

For lost or stolen devices, scholars must immediately report this to the Centennial Technology Manager. The parent/guardian must provide a police report to be eligible for a replacement device.

For technical assistance (e.g. login or password issues), parents and scholars are to contact the Technology Help Desk to request service/support:

Scholars with an identified need will receive the following:

- Kindergarten - 2nd grade scholars will receive a Tablet.
- 3rd - 8th grade scholars will receive a Chromebook.
- Internet Connectivity: T-Mobile Hotspots and monthly data packages

#### **A. Device Pick Up and Meet Your Teacher Drive-Through**

Wednesday, August 12<sup>th</sup> and Thursday, August 13<sup>th</sup>

\*In order to accommodate all our families without a long back up, families are assigned a time to drive through the front of the school to meet their teacher and receive their technology devices (Chromebooks, Hotspots and tablets).

## **B. Drive-Through Guidelines**

Students and families should remain in their cars.

Grade levels will have tables set up. Proceed through the line until you stop at your child's grade level. Please wait patiently and do not pull around cars or skip the line.

Teachers will introduce themselves (physically distanced). If you have questions for teachers, you may email them after the drive-through. Please do not linger long.

Device pick up will be in the back of the school at the entrance to the cafeteria. All families must complete a technology contract before they can receive devices for the school year. Each family will receive an electronic copy of the technology contract.

The Technology Manager will be remotely available for the Centennial community between the hours of 7:45 AM and 4:30 PM, Monday through Friday, to provide technical assistance regarding computer hardware issues via email or phone.

## **IV. SAFETY & SECURITY**

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- Discourage staff and students from sharing equipment, property and other objects.
- Discourage the congregation of visitors in parking lots, at the schools' entrances and in common areas of the front office (as defined by the Governor's Executive Order).
- Each employee will be responsible for the enforcement of social distancing. Centennial's SRO Officer will support district social distancing recommendations.
- Centennial's SRO Officer will assist with the physical assessment and monitoring of individuals entering school properties.

**Below is the current list of PPE received from Atlanta Public Schools:**

| <b>Thermometer</b> | <b>Face Shields</b> | <b>Adult Masks</b> | <b>Child Masks</b> | <b>Adult Gowns</b> | <b>Hand Sanitizer / 4 Per case</b> | <b>Alcohol Wipes # of cases</b> |
|--------------------|---------------------|--------------------|--------------------|--------------------|------------------------------------|---------------------------------|
| 1                  | 15                  | 900                | 650                | 13                 | 9                                  | 1                               |

## **V. FINANCE**

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Finance, accounting, accounts receivable, accounts payable, and procurement will continue on a 100% remote basis.

## **VI. TRANSPORTATION**

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No use of buses is planned during the first quarter. Centennial will utilize APS' buses in the distribution of the district's meal plan.

## Appendices

### COVID-19 Screening Form

To reduce the risk of COVID-19 exposure and maintain a safe environment for the Centennial Academy Community, we ask that all visitors (*including staff*) complete the following screening questions:

Date: \_\_\_\_\_ Visitor/Staff Member's Name: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_ Visitor/Staff Member's Phone Number: \_\_\_\_\_

#### Self-Declaration by Visitor/Staff Member

|   |     |    |
|---|-----|----|
| Current Temperature Reading: _____<br>( <i>temperature must be below 100.4 Fahrenheit</i> )   | YES | NO |
| 1) Have you or anyone in your household been sick within the last 14 days?  |     |    |
| 2) Have you been in contact with anyone recently diagnosed with COVID-19 within the last 14 days?   |     |    |
| 3) Have you had any respiratory issues or flu-like symptoms (fever, cough, chills, and or vomiting) within the last 5-14 days, not including asthma and or allergies? |     |    |
| 4) Have you had to adhere to any isolation precautions per your doctor's orders based on an evaluation he/she has performed?  |     |    |

**\*\*\*Please be advised, visitors/staff answering YES to any of the questions listed above or having a temperature reading of 100.4 or higher will NOT be permitted access to the Centennial Academy campus.**

You are signing this form to attest to answering all questions above accurately and truthfully to the best of your knowledge.

VISITOR SIGNATURE: \_\_\_\_\_

*Warning: Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.*

**For internal use only:**

Access to campus (circle one)

Approved

Denied

Staff Member Name/Position: \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_



# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.**



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See **COVID-19 and Animals** if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>
- Additional guidance is available for those **living in close quarters**. (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



## Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

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

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

## Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **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.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



### Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



### Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



### Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

### When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.



- **I think or know I had COVID-19, and I had symptoms**
  - You can be with others after
    - 3 days with no fever**AND**
    - symptoms improved**AND**
    - 10 days since symptoms first appeared
  - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.
- **I tested positive for COVID-19 but had no symptoms**
  - If you continue to have no symptoms, you can be with others after:
    - 10 days have passed since test
  - Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
  - If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

How to prevent the spread of:

# CORONAVIRUS DISEASE 2019 (COVID-19)

## INFECTION PREVENTION STEPS

- ✓ **Wash** your **hands often** with soap + water.
- ✓ **Avoid touching** your **eyes, nose + mouth** with unwashed hands.
- ✓ **Cover** your **cough or sneeze** with a tissue, then **throw the tissue** in the trash.
- ✓ **Avoid close contact** with people **who are sick**.
- ✓ **Get a flu shot!**
- ✓ **Clean + disinfect frequently touched objects and surfaces** such as counters, door knobs, desks, keyboards, tablets and phones.

**Keeping hands clean is one of the most important things we can do to stop the spread of respiratory illnesses like flu and COVID-19.**



### PROPER HANDWASHING TIPS

- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

### HOW TO USE HAND SANITIZERS

- Apply the sanitizer to the **palm of one hand** (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over **all the surfaces of your hands + fingers** until your hands are dry.

For more information: [dph.georgia.gov/novelcoronavirus](https://dph.georgia.gov/novelcoronavirus)  
[cdc.gov/coronavirus/2019-ncov/index.html](https://cdc.gov/coronavirus/2019-ncov/index.html)



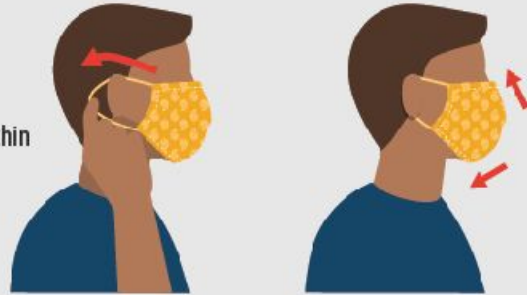


# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 1164981 07/16/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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# WARNING

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Under Georgia law,  
there is no liability for an  
injury or death of an  
individual entering these  
premises if such injury  
or death results from the  
inherent risks of  
contracting COVID-19.  
You are assuming this risk  
by entering these premises.  
O.C.G.A. § 51-16-3