



# READY FOR LEARNING PLAN

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## INTRODUCTION

eStem Public Charter School's Ready for Learning Plan is intended to aid in guiding the reopening of our school buildings. This plan was crafted with input from parents, students, teachers, administrators, and district-level staff. The guidelines in this plan are based on *the most recent* guidance from the Arkansas Department of Elementary and Secondary Education (DESE) and Arkansas Department of Health (ADH). The plan will be regularly updated based on information provided by the ADH, DESE, and applicable federal, state and local agencies.

In order to ensure the continued well-being of our eStem community, the following essential principles will continue to be put in place:

- Create and ensure a safe learning environment for our students and staff based on the most current guidance from the Arkansas Department of Health (ADH).
- Ensure learning continues by using research-based curriculum and data-driven practices, whether students are learning on-site or virtually.
- Provide support and professional development for faculty and staff in technology, data-driven instruction, and virtual learning.
- Provide guidance and support for educators, parents, and students in the areas of health, safety, and social emotional learning.
- Engage educators, parents, students, and the community to ensure the success of our students

# ACADEMICS



## CURRICULUM

All curriculum components are aligned to Arkansas state standards and to the instructional practices and goals of eStem. eStem's virtual option for students will look a little differently than it did last year. Elementary students who will be attending virtually will be grouped in one class and will have a teacher who is only working with virtual students. Secondary students will utilize Virtual Arkansas for core instruction. For organization and ease of use, Google Classroom and itsLearning will be used with added tools to engage the learner, examples of these online tools are Nearpod, Peardeck, Powtoon. On-line curriculum resources like StemScope, In Focus Math, Rocket Math, Newsela, Reading A to Z, and Lexia5 provide opportunities for teachers and students to access lessons both virtually and face to face. These resources provide opportunities for cyclic practice of skills with various media formats, as well as, provide lessons that are individualized for each student that can be accessed virtually or face to face.

## ASSESSMENT

NWEA provides data that identifies gaps in a student's learning and assists with the creation of an individualized, student-driven learning path through Edgenuity. Mobymax and IXL provide comprehensive curriculum resources with real-time diagnostics and analytical data that allow teachers to create personalized lessons and assist with learning gaps. Both assessment programs help identify unfinished learning from the prior year and help plan pathways of learning to address those gaps. Handouts and copied materials will be provided in both a hardcopy and digital copy. Manipulatives and resources used by students in the classroom are provided for students to keep at home, if needed. Laptops are distributed to all students as needed. For ACT Aspire and NWEA, students may be required to test on campus. Each school will communicate with parents regarding onsite testing through the building testing coordinator. The building testing coordinator will notify parents of onsite testing dates, expectations, and procedures. Alternate testing options may be given to virtual students on an individual basis to ensure all students have the opportunity to test.

## LEARNING OPTIONS

While we have seen that virtual learning can be effective, we believe students are more engaged, perform better academically and socially, and have a better educational experience when they attend school on campus. While we will offer a virtual option for students, it will look differently than it has this past school year. Families will either choose 100% onsite or 100% virtual. Elementary students will commit to a learning option for the 2021-22 school year, and secondary students will commit to a learning option for a semester due to Virtual Arkansas class scheduling.

## GRADING, ATTENDANCE, & COMPLETION PROTOCOLS

### **GRADING**

eStem PCS grading policy will be followed for all students. To receive credit for the courses enrolled, students are expected to complete their assignments. Teachers will enter at least one grade per week. Students will have opportunities to turn in missing assignments, and parent contact will be made for students who continually miss instruction and/or assignments.

### **ATTENDANCE**

Student attendance will be taken daily for both virtual and in-person learners. Parent contact will be made for students who continually miss instruction, and the attendance policy outlined in the student handbook will be followed. COVID-19 isolation and quarantine requirements will be taken into consideration when dealing with staff and students absences.

### **COMPLETION**

Students who are not making progress or not participating in instruction, virtual or in-person, will be provided support from the classroom teacher. If non-participation continues, the student may be subject to failing the year/course. Secondary students will be eligible for summer school to make up credits if necessary. At times, attendance for virtual students may also be taken based on participation in online assignments.

## LEARNING MANAGEMENT SYSTEMS (LMS)

Stem Elementary and Junior High Schools use Google Classroom, and eStem High School uses itsLearning. These Learning Management Systems will ensure students have access to learning opportunities anytime and anywhere. Teachers will monitor student learning in Google Classroom (K-9) or ItsLearning (High School) and may hold in-person and virtual sessions with students in whole group, small group, and/or one-on-one

settings. Teachers will provide daily assignments and assessments. Grades will be taken on assignments required by their teacher.

## STUDENT SUPPORT SERVICES

Students who receive special services such as Special Education, 504, English Language Learners, or Dyslexia services will receive their instruction based on the learning option they have chosen. It is important to work with parents and students to identify any barriers during this transition.

### **SPECIAL EDUCATION**

- All students who have an Individualized Education Program (IEP) will receive special education services.
- Parents or guardians are encouraged to contact their child's teacher, school administrator, or Special Education LEA Supervisor with concerns.
- Parents/teachers may request conferences at any time to discuss programming.
- Parent notifications regarding IEPs will follow due process procedures as outlined in procedural safeguards.
- Parents of children who receive special education services will be notified of any district-wide processes or changes as would all students.

### **SERVICES**

- Resource services will be provided according to a student's IEP. Resource teachers will provide/send modifications to general education teachers. General education teachers are required to implement/apply the modifications to the assigned classwork.
- Co-teachers should plan with the general education teachers in order to assist with instruction and modifications for students.

### **THERAPIES**

- Speech and OT/PT will be provided according to student IEPs. Tele-therapy will be provided for students who choose virtual instruction.
- Therapists will provide/send modifications to the general education teacher.

### **OTHER**

- There will NOT be off-site field trips during the school year. This directive will be revisited should current conditions regarding the spread of COVID-19 improve during the 2021-22 school year.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Students receiving ESOL services will continue to receive their services based on their learning option. These services are differentiated based on the student's level of English proficiency as measured with the ELPA 21 Screener or Summative results from 2021. The types of adaptations and modifications individual students receive are articulated in each English Learner's Annual Review. All data and review information is recorded in Ellevation Education. All supports are outlined in the student's Language Proficiency Assessment Committee's (LPAC) plan. Teachers will provide the supports outlined either on-site or virtually for students receiving ESOL services.

## **DYSLEXIA**

The Dyslexia Intervention programs used by eStem PCS are Connections OG in 3D, Heggerty Phonemic Awareness, and Foundations in Sounds. Intervention is provided by trained eStem interventionists, whether students are in-person or virtual learners. Several special adaptations are being implemented to continue providing safe, quality instruction.

### In-person Intervention

Students with characteristics of dyslexia typically struggle with deficits in phonological awareness. They are unaware of tongue and lip positioning in order to correctly make sounds. This makes it crucial for students to see the interventionist's mouth. To accommodate, interventionists have been provided with masks that have a clear, plastic insert.

Each intervention office has been provided with a divided plexiglass shield. The design of the shield separates the interventionist and up to four students. All CDC guidelines will be followed to sanitize materials, surfaces, and hands between classes.

### Virtual Intervention

Virtual students will participate in live instruction with scheduled video Zoom sessions. Interventionists are equipped with cameras and document cameras to project lesson components to the students at home.

Each virtual student will be provided with a Remote Connections Kit by their interventionist. Depending on the student's age and Connections level, a kit may contain the following: an Intervention Binder, magnetic lowercase alphabet letters, a magnetic white board, a plastic multi-sensory canvas, a plastic pocket holder to practice handwriting, a plastic box/lid to fill with rice or sand, markers and crayons, and a short vowel book with coordinating manipulatives.

In the event of a class quarantine, interventionists are equipped to seamlessly transition all students into 100% virtual learners. eStem is committed to working with families to meet the needs of all students.



We believe it is very important that we ensure every student is equipped with a personal device that he/she will be able to use during virtual learning. eStem does not consider smartphones appropriate devices for virtual learning. We also recommend that the device a student is using for virtual instruction is not shared by anyone else in the home during the school day if at all possible. To help accommodate families, parents can request a school laptop for their child at any point. If a student is an on-site learner and must quarantine due to COVID-19 exposure, they may request a laptop in order to continue their learning while at home.

# COMMUNICATION

As we begin the 2021-22 school year, we want to ensure all families have multiple opportunities to stay informed of important information from their child's school. We ask that parents check all contact information in the Home Access Center (HAC) prior to the start of school to ensure that we have the most up-to-date contact information on file. Teachers and school Directors will send out weekly newsletters to communicate important information, reminders, and updates. We will also post important information on our website and social media pages. Parents can also download our school app to receive push notifications, SMS text messages, and voice calls to ensure that they are up-to-date on all necessary information and announcements.

## ***How will we communicate COVID-19 information?***

For district-wide or school-wide updates and announcements, emails will be sent from school Directors, updates will be posted on our website & social media, and/or text alerts may be sent via our website. For information pertaining to a specific individual, eStem's Point of Contact will work closely with the Arkansas Department of Health for updates and contact tracing to ensure anyone who needs to be notified of possible exposure will be contacted as soon as possible.

## ***Who should parents contact for COVID-19 related matters?***

Parents and families should contact their school Director immediately to report any positive COVID-19 cases, possible exposure, or information related to COVID-19 and their family. The school Director will then work with the Chief Operating Officer and Point of Contact for next steps.

# COVID-19 PROTOCOLS



## CONTINUED SAFETY PRACTICES

We will continue the safety practices put in place in the 2020-21 school year. Read below for how these practices will be put into place for the 2021-22 school year. These practices include:

- Encouraging the use of face coverings in all buildings
- Physical distancing
- Contact tracing & quarantining due to exposure of students & staff
- Frequent hand washing and hand sanitizing
- Daily cleaning and sanitizing of each building
- Nightly deep cleaning and disinfecting of each building

## **VACCINATIONS**

COVID-19 vaccines are the most effective strategy to protect people from getting sick and to reduce the risk of people spreading COVID-19. Students 12 and older are now eligible to receive the Pfizer vaccination. The Junior Highs and High School will partner with local pharmacies to schedule vaccine clinics for staff and students. The clinics will be communicated with parents through school email, social media, and SMS notifications. Fully-vaccinated students or staff do not need to quarantine if deemed close contacts, unless they have or develop symptoms.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Per the CDC, PPE (masks, face coverings) is an effective way to minimize exposure to COVID-19 and protect yourself and others. eStem strongly encourages the use of face coverings in all buildings. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone needs one while on campus. Masks are not required to match school dress code colors; however, they may not contain any writing, text, phrases, or languages other than the eStem logo. Individuals exposed to a confirmed case of COVID-19 will not need to quarantine if they have no symptoms and both the infected and exposed individual were consistently and correctly wearing a mask.

## **PHYSICAL DISTANCING**

Whenever possible, students, staff, and any visitors should practice physical distancing of 6' while on campus. We will continue to follow the CDC's recommendations of social distancing of 3 feet between students within classrooms and 6 feet between students and adults, and between adults who are not fully vaccinated, as well as adults and students, in common areas, when masks can't be worn (such as while eating), during activities with increased inhalation like sports or physical activity, and in community settings outside the classroom.

### **EXTRA CURRICULAR ACTIVITIES/EVENTS**

We will continue to offer extra-curricular activities and events and follow all ADH guidance for AAA and non-AAA activities. In the event of a large gathering, we will follow ADH guidance and observe mitigation strategies, such as physical distancing, limiting attendance, etc. to decrease the risk of virus spread at the event. We will strongly encourage the use of face masks at all activities and events.

### **VISITORS/SCREENINGS**

We will do our best to conduct all parent conferences, meetings, etc. either by phone or virtually. During a time when this is not possible, all visitors will be required to follow the virus prevention and mitigation requirements we have in place at each building. We will continue to screen any adult who enters the building by taking their temperature and utilizing screening questions. If an individual does not pass the screening, he or she will not be permitted into the building unless they fall under an exemption (fully vaccinated close contact, etc.).

### **LATE ARRIVAL/EARLY CHECK-OUT**

When students are tardy, parents will need to call the main school number to inform the Campus Access Coordinator. Parents will NOT be allowed to enter the building to sign their child in. Parents may walk their child to the front door. Tardy slips will not be handed out; teachers will mark students as tardy in TAC. Students will have their temperature taken upon arrival.

### **Campus Access Coordinators**

Downtown Elementary - Yolanda Scott - 501.748.9208  
East Village Elementary - Jasmin Avery - 501.214.6845  
Downtown Junior High - Ella Washington - 501.748.9339  
East Village Junior High - Luella Wilbon - 501.214.6692  
eStem High School - Carmonlita Paul - 501.478.2775

Early check-out will only be allowed for doctor's appointments, dental appointments, emergencies, or if you've been contacted to pick up your child. Early check-out should

be utilized as a way to avoid carpool line. At this time, parents will NOT be allowed to enter the building to pick up their child, and we do not have the employee availability to escort multiple students at a time. Follow your child's school check-out procedures in the event that your child must leave school early and contact the Campus Access Coordinator to request early check-out. Your child will be escorted outside by a school employee.

### **EMPLOYEE HEALTH SCREENING AND PROTOCOLS**

All employees will answer screening questions and have their temperature taken using an infrared thermometer prior to entering the building. If an employee has any of the COVID-19 symptoms or has been exposed to COVID-19 and has not been fully vaccinated, they should notify their school Director. Employee medical information must remain confidential. eStem PCS will not share the name of any employee with a confirmed or suspected COVID-19 diagnosis or the vaccination status of any employee. However, those who have been identified as a close contact will be notified in accordance with the Arkansas Department of Health guidance.

### **STUDENT HEALTH SCREENING AND PROTOCOLS**

All students will have their temperature taken using an infrared thermometer prior to entering the classroom. Any student who exhibits a fever above 100.4 at any time will be sent immediately to an isolation area to be rechecked and if necessary, a parent will be called to come pick him/her up from school within an hour of the phone call.

## HEALTH PROTOCOLS

### **CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL- EMPLOYEE**

If an employee is diagnosed with COVID-19, he/she is to notify their school Director immediately. The Director will complete the Employee Exposure Form and then contact the District Point of Contact (POC) and the Chief Operating Officer (COO). The POC will notify the School Hotline for COVID-19. Any probable close contacts (PCC) will be notified as directed by the ADH. eStem PCS will follow the most current guidance from the ADH when an employee is identified as a PCC, including requirements for quarantine, vaccination status, and cooperating for contact tracing. eStem PCS will adhere to the most current guidance regarding the release from isolation when an individual has tested positive for COVID-19.

### **CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL- STUDENT**

If a student is diagnosed with COVID-19, the parent/guardian should contact the school Director immediately. The Director will inform the POC and COO. The POC will

contact the parent and notify the School Hotline for COVID-19. A list of PCCs will be identified and provided to the ADH. eStem PCS will follow the most current guidance from ADH when a student is identified as a PCC, including requirements for quarantine, vaccination status, and cooperating for contact tracing.

If an employee or student becomes ill on campus, he/she will immediately contact the school Director. The school Director will contact the POC and the COO and follow the appropriate steps for further action. The Director will instruct the employee to leave work and call the parent of the student to be picked up immediately. If the employee or student tests positive, the POC will notify the ADH and follow the steps listed above for a confirmed positive case.

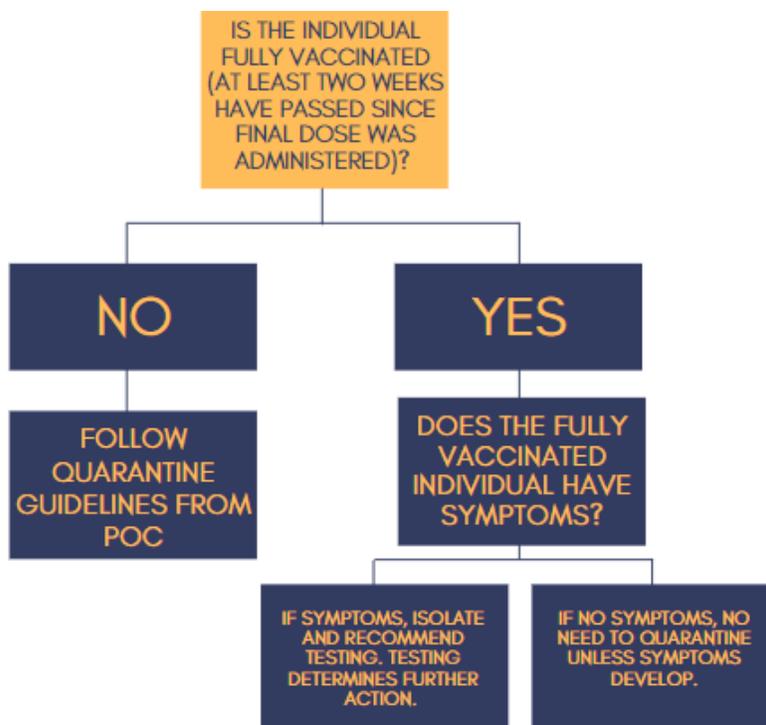
### **ISOLATION OF CONFIRMED COVID-19 CASES**

A person who tests positive for COVID-19 is required to isolate at home for 10 days from the onset of symptoms or, if asymptomatic, 10 days from the positive test date.

### **CLOSE CONTACT DETERMINATION & RESPONSES**

The CDC defines a close contact as an individual confirmed to have been within six feet for 15 cumulative minutes or longer within a 24 hour period during the infectious period of a person who has tested positive for COVID-19; however additional factors like masking, vaccination status, and prior infection status may affect this determination. Exceptions to this determination are listed below:

1. Individuals who have previously tested positive for COVID-19 and recovered and who are subsequently exposed to someone with COVID-19 within three months of their original diagnosis do not have to stay at home or get tested again, as long as they do not develop new symptoms. Individuals who develop symptoms again within three months of their first instance of COVID-19 should see their physician as they may need to be tested again if there is no other cause identified for their symptoms.
2. Individuals exposed to a confirmed case of COVID-19 will not need to be quarantined if they have no symptoms and both the infected and exposed individual consistently and correctly were wearing a mask.
3. Individuals who are fully vaccinated may not have to quarantine. To help determine whether a fully vaccinated individual should quarantine, check the chart below:



Exposed individuals should self-monitor for symptoms and stay home at the first sign of illness. They should also continue to wear a mask at all times to further reduce the likelihood of transmitting the virus. If quarantined employees return to work prior to the 14 day requirement (following the 7 or 10 day early release guidelines), they should wear a mask until they have completed the 14 days. Individuals who test positive for COVID-19 will still be required to isolate at home.

Individual scenarios will be determined in consultation with the district point of contact and the Arkansas Department of Health.

### **EMPLOYEE IDENTIFIED AS A PROBABLE CLOSE CONTACT (PCC)**

If an employee has been notified as a PCC of a confirmed COVID-19 case, follow the steps outlined below:

1. Contact the following (in order of priority), notify them of the exposure to COVID-19, and follow their instructions:
  - a. Healthcare provider - follow any testing and any quarantining recommendations
  - b. School Director
2. The school Director will work with the POC and COO to determine appropriate next steps.

3. If an employee learns of his/her exposure during the school day, immediately notify the school Director who will contact the POC and COO to determine appropriate next steps.

### **STUDENT IDENTIFIED AS A PROBABLE CLOSE CONTACT (PCC)**

If a student has been notified as a PCC of a confirmed COVID-19 case, follow the steps outlined below:

1. The parent will contact the following (in order of priority), notify them of the exposure to COVID-19, and follow their instructions:
  - a. Healthcare provider - follow any testing and any quarantining recommendations
  - b. School Director
2. The school Director will work with the POC and COO to determine appropriate next steps.
3. If a parent learns of his/her child's exposure during the school day, immediately notify the school Director who will contact the POC and COO to determine appropriate next steps.

### **QUARANTINE GUIDELINES**

Individuals who are required to quarantine but are experiencing no symptoms will follow the guidelines below:

1. Quarantine 10 full 24-hour periods since close contact exposure without testing, OR
2. Quarantine 7 full 24-hour periods since close contact exposure and after receiving a negative test result (sample taken no earlier than five 24-hour periods after exposure)

\*\*If individuals return to school from these shorter quarantine windows, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions, such as consistent mask usage, for the duration of the 14-day incubation period.

### **SCHOOL OR DISTRICT-WIDE CLOSURES**

In the event that an entire school or district must modify on-site instruction and pivot to remote learning, we will follow our Alternate Method of Instruction (AMI) plan.

## DISINFECTION AND SANITATION PROTOCOLS

We will continue to provide hand sanitizing stations at building entrances, provide hand sanitizer to teachers, students, & staff, and provide times during the day for frequent hand washing. General cleaning and disinfection protocols will continue to be followed

regularly by all custodial staff members. Deep cleaning and disinfecting protocols will continue to be done nightly, randomly throughout the school day, and if an employee or student has been identified as positive for COVID-19.

### **GENERAL DISINFECTION PROTOCOLS**

General cleaning and disinfection protocols will be followed regularly by all custodial staff members. Added safety procedures for the disinfecting process include the following:

- Additional hand sanitizer, disinfectant, and cleaning wipes will be distributed to every office and classroom so that these materials can be used upon entry and exit into any location and during transitions
- Additional free standing hand sanitizing stations have been placed throughout the building to encourage frequent use
- Disposable gloves are available for use during any disinfecting process
- Spray bottles (containing EPA, CDC, and ADH approved disinfectants) are to be utilized to disinfect. For daily cleaning, scrubbing, and mopping of floors, our custodial staff will use Tersano's Stabilized Aqueous Ozone (SAO). SAO eliminates germs, odors, stains, mold, and mildew, and quickly kills viruses and bacteria (including E.coli, Salmonella, MRSA, and more). It is safe and effective with no toxins, carcinogens, or chemical residue. For additional information on SAO and how it works, visit [www.tersano.com](http://www.tersano.com).

### **DEEP CLEANING AND DISINFECTION PROTOCOLS**

eStem's deep cleaning and disinfecting protocols are initiated nightly and randomly throughout the day (when students are not present in the classroom). Each building has been thoroughly cleaned throughout the summer in preparation for the return of employees and students.

These deep cleanings will utilize the EvaClean Infection Prevention System which uses electrostatic spraying systems and Purtab disinfection tablets. For additional information on the EvaClean Infection Prevention System, visit [EvaClean Infection Prevention Solutions](#).

## OTHER SAFETY MEASURES

### **SIGNAGE**

Signage will be placed throughout the offices and schools to remind students and staff of physical distancing guidelines, traffic direction, hand washing and sanitizing, and other safety measures in place.

## **PROCEDURES FOR COMMON AREAS**

Common areas at school are dynamic in nature, so it is imperative that all procedures that ensure the safety of stakeholders must be followed. Employees are encouraged to disinfect commonly touched surfaces and practice frequent hand washing anytime they are in a common area at school

## **RESTROOM USAGE DURING THE WORKDAY**

Each eStem PCS building will establish maximum capacity for the facility that allows for physical distancing. Disinfecting supplies will be provided for employees to maintain health and safety in staff only restrooms, along with each restroom being disinfected by our custodial staff multiple times each day. Buildings will develop plans for restroom schedules for students to maximize physical distancing to the extent possible.

## **STUDENT LOCKERS**

The use of lockers will be limited. Each building will determine which lockers will be used.

## **CLASSROOM SPACE/MATERIALS**

Students will be physically distanced as much as possible while in the classroom. Elementary students will have their own supplies, and desks/surfaces will be sanitized throughout the day. Additional measures may be implemented such as specialty classes being held in the student's homeroom, minimizing the sharing of materials as much as possible, reducing movement around the building, staggering transitions, etc.

## **NURSE (NON-COVID SITUATIONS)**

Teachers will receive supplies and information on how to manage minor health needs in the classroom when possible. Teachers will follow guidelines from their school Director to identify which students need to be sent to the nurse and which students can be managed in their classroom. Teachers will receive additional supplies in their first aid kits to manage health needs.

When students develop other signs of illness (not COVID-19 related) or injury during the day, the teacher will call the Health Room to notify the nurse to expect a student in need. The nurse will follow the ADE School Nurse guidelines for providing care. Students who receive treatment and are determined to be noninfectious will be sent back to class. When the nurse determines the student needs home care or further medical treatment, the parent/guardian will be called. Parents are expected to pick students up from school within one hour of the phone call.

All vision and hearing screenings will be done while maintaining appropriate physical distancing to the extent possible.

## **COVID-19 LEAVE POLICIES & PROTOCOLS**

eStem enacts this policy to provide employees sick leave and family leave related to COVID-19. These provisions are not a change in policy, but a new payroll procedure to ensure the safety of staff and students without employees having to use leave banks or risk financial hardship. The District will continue current protocol for required documentation from employees for isolation/quarantine, potential exposure, or illness. Failure to provide proper documentation will result in qualifying absences being charged to the employee's leave bank.

Eligible full-time and part-time employees who meet one or more of the qualifying reasons for leave, will receive up to 15 days of paid leave time to be approved by the CMO administration team when the employee is unable to work (or unable to telework). Due to many differing factors between each employee's situation, approval of COVID leave is at the discretion of the COO in conjunction with health department recommendations.

Eligible employees may use this COVID leave, at the District's expense, before using their personal leave days. Under this policy, the following qualifying reasons for leave due to inability to work (or telework) because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
3. is caring for a dependent subject to an order described in (1) or self-quarantine as described in (2);
4. is caring for a child whose school or place of care is closed temporarily for sanitizing or other reasons related to COVID-19; or
5. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

*This policy expires on June 30, 2022.*

**EMPLOYEE EXPOSURE FORM**

Date \_\_\_\_\_

**Employee Report of COVID-19 Exposure**

Employee Name \_\_\_\_\_

Employee Date of Birth \_\_\_\_\_

Employee Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Employee Work Location &amp; Position(s) \_\_\_\_\_

*List any positions (coaching, etc.)*

Describe your personal exposure.

 Direct     Indirect    *Direct - Transmitted by someone you reside with or spend a lot of time with without social distancing*  
*Indirect - Transmitted by unknown/community spread*

Have you been vaccinated?

 Yes     No    If yes, what was the date of your 2nd shot? \_\_\_\_\_

Have you been notified by a health agency?

 Yes     No

Was it suggested that you get tested?

 Yes     No    If yes, when will you complete the testing? \_\_\_\_\_

Have you been tested?

 Yes     No
Date of test \_\_\_\_\_ Type of test \_\_\_\_\_ Blood test  Yes  No

Testing Location \_\_\_\_\_

Was it recommended that you quarantine?

 Yes     No

If yes, by whom? \_\_\_\_\_

If yes, what date did you begin quarantining? \_\_\_\_\_

Do you currently have any COVID-19 symptoms?

 Asymptomatic     Cough     Fever or Chills     Sore Throat

 Shortness of Breath     Muscle or Body Aches     \_\_\_\_\_

Please share any other relevant information.

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Please attach any and all documentation regarding your COVID-19 exposure with your completed form.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Director's Signature\_\_\_\_\_  
Date

**COVID-19 COMMUNICATION FLOW CHART**

**COVID-19 COMMUNICATION FLOW CHART**

I have a COVID-19 related question, concern, or report (such as exposure, positive test, etc.), who do I contact?

**PROCESS FOR STAFF**



A parent or student contacts me with COVID-19 related information, who do I contact?

You respond to the parent or student with the following information:  
 "Thank you for reaching out. Please contact the Director with any COVID-19 related questions, concerns, or reports. We have a system in place to address your questions and information quickly and efficiently to ensure the safety of our students and staff. I have copied the Director on this email to ensure they can respond quickly."

Communication will then follow the process below:

**PROCESS FOR FAMILIES**

