



COVID-19

Procedural Manual

2020-2021 School Year

TABLE OF CONTENTS

INTRODUCTION	3
EMPLOYEE & STUDENT SAFETY	3
VISITORS	3
LATE ARRIVAL	4
EARLY CHECKOUT	4
EMPLOYEE HEALTH SCREENING & PROTOCOLS	4
STUDENT HEALTH SCREENING & PROTOCOLS	5
HEALTH PROTOCOLS	5
CONFIRMED COVID-19 CASE & ISOLATION PROTOCOL	5
ON CAMPUS SUSPECTED COVID-19 CASE & ISOLATION PROTOCOL	6
PROBABLE CLOSE CONTACT EXPOSURE	7
EMPLOYEE PROTOCOL FOR ALL COVID-19 TRANSMISSION POSSIBILITIES	7
INDIRECT EXPOSURE	7
DIRECT EXPOSURE	8
PHYSICAL DISTANCING	8
PERSONAL PROTECTIVE EQUIPMENT (PPE)	9
SUPPORT NEEDED FROM PARENTS/GUARDIANS	9
PERSONAL WORKSPACE/SHARED WORKSPACE	10
GENERAL DISINFECTION EXPECTATIONS	10
GENERAL DISINFECTION PROTOCOL	11
DEEP CLEANING & DISINFECTION PROTOCOLS	11
SIGNAGE	12
PROCEDURES FOR COMMON AREAS	12
RESTROOM USAGE	12
STUDENT LOCKERS	12
CLASSROOM SPACE/MATERIALS	12
NURSE (NON-COVID SITUATIONS)	12
STAFF TRAINING	13
COMMUNICATION METHODS	14
IN-PERSON LEARNING	14
REMOTE LEARNING	14
GRADING POLICY & ATTENDANCE	14
INSTRUCTIONAL TECHNOLOGY	15
COMPLETION PROTOCOLS	15
STUDENTS SERVICES/SPECIAL PROGRAMS	16
COVID-19 LEAVE & PROTOCOLS	18
EMERGENCY PAID SICK LEAVE POLICY	18
EMERGENCY FAMILY & MEDICAL LEAVE POLICY	19

INTRODUCTION

eStem Public Charter School's COVID-19 Procedural Manual was created with input from parents, students, teachers, administrators and district level staff. This plan is intended to aid in guiding the reopening of our school buildings. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education (DESE) and Arkansas Department of Health (ADH). Regular updates will be 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 guiding principles have been put in place:

1. 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).
2. Ensure learning continues through blended and virtual instruction using research-based curriculum and data-driven practices.
3. Provide support and professional development for faculty and staff in technology, blended and virtual delivery of instruction.
4. Provide guidance and support for educators, parents and students in the areas of health, safety, and social emotional learning.
5. Engage educators, parents, students, and the community to ensure the success of our students

EMPLOYEE AND STUDENT SAFETY

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore **eStem PCS will require the use of face coverings for all employees and students**. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone forgets to bring it to the school. Masks are not required to match school dress code colors: however, they may not contain any writing, text, phrases, or language other than the eStem logo.

VISITORS

eStem PCS will significantly limit normal visitation to our campuses and facilities once school sites are reopened. Campus and facility visitation will be limited to essential business only. All visitors will be screened prior to entering the building and **will be required to wear a face covering**. Each school office will schedule appointments for parents and guardians for any necessary meetings with school staff, and we will utilize Zoom for virtual meetings as often as possible. We will not allow parents to drop off

lunches, materials, etc, and no lunch delivery services will be permitted. ADH guidelines will be strictly followed for the health and safety of all in attendance.

LATE ARRIVAL

When students are tardy, parents will need to call the main school number to inform the Campus Access Coordinator (see contact information below). 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 - Sunshine Crawford - 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

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 not be utilized as a way to avoid carpool line. 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 (contact information listed above) to request early check out. Your child will be escorted outside by a school employee.

EMPLOYEE HEALTH SCREENING AND PROTOCOLS

To support the health of all employees and students, each employee will complete the COVID-19 Screening Questionnaire daily before entering the work site in addition to having their temperature taken. If an employee has any of the COVID-19 symptoms or has been exposed to COVID-19, they are to stay home and follow the procedure for notifying their School Director. Employees typically come to work even when they feel sick, because of their dedication to their students. During this pandemic, it is imperative that employees stay home if they exhibit any of the symptoms below. Employees are to contact their Primary Care Physician (PCP) to determine if testing is needed.

The signs and symptoms of COVID-19 include:

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Continuous cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Employee medical information must remain confidential. eStem PCS will not share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, those who have been identified as potentially coming in contact with a person who has tested positive will be notified in accordance with the Arkansas Department of Health (ADH) guidance.

STUDENT HEALTH SCREENING AND PROTOCOLS

All students will have their temperature taken using an infrared thermometer prior to entering their classroom. Any student who exhibits a fever above 100.4 at any time will be sent immediately to the isolation room where he/she will be rechecked and, if necessary, isolated until a parent comes to pick them up from school within an hour of the phone call.

HEALTH PROTOCOLS

CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee is diagnosed with COVID-19, they are to notify their Director. The Director will then contact the Chief Operating Officer (COO) and the District's Point of Contact (POC). The POC will notify the School Hotline for COVID-19. A list of Probable Close Contacts is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes or longer within a 24 hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas Department of Health. eStem PCS will follow the most current guidance from ADH when an employee is identified as a "probable close contact", including any requirements for quarantine 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.

Employees returning to work from an approved medical leave should contact their School Director and will be required to submit a healthcare provider's note before returning to work.

If a student is diagnosed with COVID-19, the parent/guardian should contact the School Director immediately. The Director will inform the COO and POC. The POC will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. eStem PCS will follow the most current guidance from ADH when a student is identified as a "probable close contact", including any requirements for quarantine and cooperating for contact tracing.

EMPLOYEE OR STUDENT DEVELOPS SYMPTOMS WHILE ON CAMPUS SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee or student becomes ill on campus, he/she will immediately contact the Director. The School Director will complete the following steps:

- The Director must complete the **Employee or Student Report of COVID-19 Exposure Form** (included in this manual) and the POC will call the local health authority to seek advice regarding transportation and location, only when there is a school-related positive case.
- The nurse and others attending the suspected infected person, should also wear a protective face covering, face shield, gloves and any additional PPE that has been provided while working with the suspected infected person.
- The Director will instruct the ill employee to leave work or call the parent of the student to be picked up immediately.
- The POC must identify persons who may have come in contact with the suspected infected person and await the confirmation of the test results. Individuals who have been tested for COVID-19 should self-quarantine until test results are provided. *Unless required by the local health authority, the name of the employee should not be provided.*
- Probable Close Contacts will be contacted and advised to quarantine for 14 days awaiting a call from ADH for close contact confirmation.
- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

- The ADH protocol will be followed in the notification process. Contact tracing will be conducted with the POC and ADH and those who have potentially been exposed to a positive case will be contacted.

EMPLOYEE IDENTIFIED AS PROBABLE CLOSE CONTACT EXPOSURE

If an employee has been notified as a Probable Close Contact of a confirmed COVID-19 case, please do the following:

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

STUDENT IDENTIFIED AS PROBABLE CLOSE CONTACT EXPOSURE

If a student has been notified as a Probable Close Contact of a confirmed COVID-19 case, please do the following:

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

EMPLOYEE PROTOCOL FOR ALL COVID-19 TRANSMISSION POSSIBILITIES

INDIRECT EXPOSURE

- Employee completes required form (included in this manual) to provide details of exposure and monitors symptoms
- eStem PCS strongly encourages employee to be tested COVID-19.
- If directed by ADH or Doctor to test/quarantine, a letter or note will be provided. Employee provides the documentation to School Director.
- If no positive test result, Employee continues working on-site and follows all safety procedures as long as no symptoms.

DIRECT EXPOSURE

- Employee completes required form (included in this manual) to provide details of exposure and monitors symptoms
- eStem PCS strongly encourages employee to be tested COVID-19
- If directed by ADH or Doctor to test/quarantine, a letter or note will be provided. Employee provides the documentation to School Director.
- Employee would transition to remote work if they are able for the recommended days of quarantine.

Any employee who cannot perform job functions, even remotely, due to COVID-19 illness, need to care for another infected person or due to a child care facility or school being closed should be offered emergency sick leave in accordance with the Families First Coronavirus Response Act (FFCRA). This emergency sick leave is for two weeks or 80 hours only.

Individuals employed at eStem at least 30 days could qualify for up to 12 weeks of emergency family and medical leave in accordance with the FFCRA. This leave would be to care for their son or daughter due to COVID-19 related school or child care unavailability. The employee will sign a statement and attest that there is absolutely no other option to care for the child or children but to do so themselves and that they cannot work simultaneously.

HIPAA regulations state there will be no discussion of the employee's COVID-19 indirect or direct contact made by the employee or supervisor to other employees or stakeholders.

All FFCRA emergency leave options expire December 31, 2020.

PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. eStem PCS employees, students, parents and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever possible. We will achieve physical distancing through the following actions:

- Arrange classrooms and other areas to maximize spacing between students and teacher to the extent possible (student desks will be set at least 6' apart); this means we will remove flexible seating options or areas where students would be able to share seats, materials, etc.
- Amend daily school schedules to conform with physical distancing guidelines, such as staggering lunch times/locations, minimizing transitions for students, etc.
- Elementary students will have lunch delivered to their classrooms to ensure physical distancing can be practiced. Junior High and High School

students will eat lunch in the multipurpose rooms while following physical distancing requirements. No lunch deliveries (whether by parent or food service) will be allowed. Outdoor recess will follow regular schedules, weather permitting.

- Hold professional development sessions in large rooms where seats can be set up 6' apart, in small groups, and/or virtually.

Please note that physical distancing should still be practiced even with the use of face coverings.

In addition to physical distancing and wearing face coverings, additional safety precautions will be taken without limitation:

- Good hand hygiene; wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol, **if soap and water are not available;**
- Avoid touching your face
- Cover mouth and nose when coughing or sneezing or use the inside of your elbow;
- Monitor for signs and symptoms of COVID-19

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, **eStem PCS will require 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 forgets to bring it to the school. Masks are not required to match school dress code colors; however, they may not contain any writing, text, phrases, or language other than the eStem logo.

An adequate supply of soap, disinfectant, hand sanitizer, paper towels, tissues, and a supply of PPE will be available at all sites.

SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Ensure that your student(s)' immunizations/wellness checks are up-to-date
- Stress the importance of the utilization of masks/face coverings, adhering to social distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with our younger students

- Support the effective communication among students, parents, and staff members, which is even more critical now.

PERSONAL WORKSPACE/SHARED WORKSPACE

eStem PCS is committed to providing a safe and clean environment. The building custodial staff will clean and disinfect workspaces at the designated cleaning time; however, employees are encouraged to disinfect their own personal workspace (teacher desk, phone, door knobs, student desks, etc.) throughout the day, giving special attention to commonly touched surfaces. eStem PCS has placed hand sanitizer throughout the workspace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces. Specialized wipes intended for electronic equipment (copiers, keyboards, etc.) will also be provided.

Please note that eStem PCS will provide the proper equipment such as acceptable disinfectant and PPE.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity - eStem PCS will be monitoring the number of employees in the offices while the risk of infection exists**
- **Work Room - There will be limited access to the work room**
- **Physical Distancing - Employees will be required to physically distance 6' apart in all work areas**

During the day, all employees will be responsible for maintaining their space and communal areas that have refrigerators, microwaves, coffee machines, etc.. At the end of each day, custodial staff will follow daily disinfecting and cleaning guidance.

GENERAL DISINFECTION EXPECTATIONS

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/daily
Electronic Equipment	Copier machines, shared computer monitors, TV's, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Door handles, light switches, sinks, restrooms, elevator buttons, water	Throughout the day

	bottle fillers, stair handrails, etc.	
Common Areas	Multi-purpose room, conference rooms, etc	At the end of each use/daily; between groups

GENERAL DISINFECTION PROTOCOL

General cleaning and disinfection protocols will be followed regularly by all custodial staff members. Added safety procedures for the disinfecting process during the COVID-19 pandemic 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 will be placed throughout the building to encourage frequent use
- Disposable gloves are to be worn to perform each of the following tasks and should be removed immediately after. Handwashing is also required before and after wearing gloves:
 - **EACH** Classroom cleaning
 - **EACH** Restroom cleaning
 - Floor mopping
 - Office cleaning
- Spray bottles (containing EPA, CDC, and the 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 bacterial (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.

DEEP CLEANING AND DISINFECTION PROTOCOLS

eStem’s deep cleaning and disinfecting protocols are initiated nightly and when an employee or student is identified as positive for COVID-19. Each building has been thoroughly deep cleaned throughout the summer in preparation of the return of eStem employees and students.

Every night, each building will be deep cleaned and disinfected using the EvaClean Infection Prevention System which utilizes electrostatic spraying systems and Purtabs

disinfection tablets. For additional information on the EvaClean Infection Prevention System and a video on how the process works, visit [EvaClean Infection Prevention Solutions](#) and [Electrostatic Sprayer](#).

SIGNAGE

Signage will be placed throughout the offices and schools.

PROCEDURES FOR COMMON AREAS

We know that 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 handwashing anytime they are in a common area at school. ***Physical distancing and wearing masks/face coverings is required.***

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 a plan for restroom schedules for students that will maximize physical distancing to the extent possible.

STUDENT LOCKERS

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

CLASSROOM SPACE/MATERIALS

Each building will develop a plan to incorporate physical distancing to the extent possible during lunch periods. Teachers should remove any unnecessary personal items from the room to maximize space available for physical distancing. Additional measures may be implemented such as specialty classes being held in the student's homeroom, minimizing the need to share materials, reducing movement around the building, staggering transitions, etc.

NURSE (NON-COVID SITUATIONS)

Teachers will receive training in August to be able to manage minor health needs in the classroom (runny nose, chapped lips, paper cuts, loose teeth, bug bites, etc.) Teachers will follow guidelines from their School Nurse to identify which students need to be sent to the nurse and which students can be managed in the classroom. Teachers will receive additional supplies in their first aid kits that include the necessary PPE to manage health needs.

When students develop other signs of illness (not related to COVID) 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 parents/guardians will be called. **Parents are expected to pick students up from school within the hour.**

All vision and hearing screenings will be done while maintaining appropriate physical distancing to the extent possible. Face coverings and shields will be worn at all times unless removed for brief interactions needed to conduct screening.

To support the health of our students, families and employees, the school nurses will coordinate school flu vaccine clinics with the Arkansas Department of Health.

STAFF TRAINING

It is important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. A mixture of personalized and general professional development will be provided to all staff.

- 1. Pre-return to school training** - Presented remotely and limited in-person to ensure understanding and preparedness to align with this manual
- 2. First Day Training/Orientation** - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
- 3. Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training

Administrators, Teachers, and Support staff will receive training in the following:

- 1. Health and safety protocols**
- 2. Technology usage and tools for student engagement**

Parents and students will be offered virtual training or guidance:

- **August 17-21 Virtual Orientation**

Each school will provide students with information, opportunities to meet with teachers virtually, and practice technology with guidance. Each school will communicate this information with students and families.

COMMUNICATION METHODS

eStem PCS will use a variety of methods to communicate to all stakeholders. To stay updated on the most up-to-date information:

1. Check email often and ensure your contact information is up-to-date
2. Visit our district website
3. Follow our social media platforms
4. Check Google Classroom (K-9) and ItsLearning (High School)
5. Download eStem app for push notifications

IN-PERSON LEARNING

Families who chose in-person instruction will also be choosing to follow the safety protocols established for on-site instruction. This includes the use of face coverings, physical distancing, and maintaining a clean environment. **All K-12 students will be required to wear face coverings at all times.**

REMOTE LEARNING

In the event that the ADH and/or ADE requires the district to implement remote learning district-wide or in one building, teachers are equipped to seamlessly transition all students into 100% virtual learners. Teachers will monitor student learning in Google Classroom (K-9) or ItsLearning (High School) as well as hold 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. If students are not engaging in remote learning, teachers and/or administrators will contact parents to set up Zoom meetings to discuss concerns, obstacles, and/or issues that may be preventing them from participation. Supports can be discussed and put in place to ensure all students have the ability to actively engage in remote learning. Students will remain enrolled in their courses and will have interaction with their teachers daily based on a set schedule that will be provided by each school.

GRADING POLICY

GRADING AND ATTENDANCE

eStem PCS grading policy will be followed for all students. To receive credit for the courses enrolled, students are expected to complete their assignments. Grades will be calculated based on student work completed. Teachers are required to enter at least one grade per subject 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. Student attendance will be taken daily in both the virtual and in-person setting. Students who are enrolled in blended learning may opt to

temporarily attend virtually for a specific day or time and should contact his or her teacher(s) to ensure attendance is counted.

Our intent is that families have made a decision (virtual or blended) that is best for their child/children for the entire semester. If a family wishes to move from 100% virtual instruction to the blended option, it is unlikely that will be possible as class sizes and instructional plans will be made based on maintaining reduced numbers in classrooms to ensure appropriate physical distancing. If a family wishes to move from blended to 100% virtual learning at some point during the semester, that choice will likely be possible as it will not affect our efforts at meeting CDC and ADH guidelines. We do understand, however, that there may be circumstances which will cause a family to need to switch their instructional choice. In the event that a family needs to request a change, they should make a request in writing to their child's School Director requesting the change in delivery method.

INSTRUCTIONAL TECHNOLOGY

Given eStem's hybrid model of learning, all students (whether blended or 100% virtual), will be virtual at some point during the week. All classrooms will be equipped with web cameras to ensure a seamless transition for students who are learning on-site or virtually. Teachers will utilize Zoom for virtual students to be active participants in daily lessons. All teachers will have the capabilities to share their screen, utilize document cameras virtually, uploading new material, sharing documents and materials. Lessons will be recorded daily and available for review or if a student is absent. Training in technology resources for teachers will be provided during professional development prior to the start of school. During each school's Virtual Orientation, parents and students will have the opportunity to test their technology at home with guidance from their teachers to ensure they are prepared for the start of school. eStem PCS will provide laptops to any student who does not have an adequate device to use at home. eStem PCS will also participate in the ADE's distribution of wireless hot spots to provide internet access to families in need.

COMPLETION PROTOCOLS

eStem PCS attendance policy will be followed for all students. Students not making progress or opting not to participate during virtual instruction will be provided support from the teacher and Director. If non-participation continues, the student will be subject to failing the year/course. The students will be eligible for summer school or virtual summer school to make up credits. Student attendance will be taken daily in both the

virtual and in-person setting, and it will be taken daily based on participation in online assignments.

STUDENT SERVICES/SPECIAL PROGRAMS

Students who receive special services such as Special Education, 504, English Language Learners, or Dyslexia services will receive their instruction in both the virtual and in-person environments. It is important to work with parents and students to identify 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. Co-teachers will attend in person and virtual classes to assist special education students.

THERAPIES

- Speech and OT/PT will be provided according to student IEPs. Tele-therapy will be provided for students who choose the virtual instruction only. A blended approach of tele-therapy and school-based therapy will be provided for students who chose the blended option for classroom 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 2020-21 school year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students receiving ESOL services will continue to receive those in both the on-site and virtual settings. These services are differentiated based on the student's level of English proficiency as measured with the ELPA 21 Screener or Summative results from 2020. 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 and Heggerty Phonemic Awareness. 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.

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 for this, eStem is providing interventionists with masks that have a clear insert.

In non-Covid times, Intervention groups can have up to four students. To ensure safety for in-person intervention, divided plexiglass shields have been purchased. The design of the shield separates the interventionist and up to three students.

Given eStem's hybrid model of learning, all students (whether blended or 100% virtual), will be virtual at some point during the week. In their virtual environment, students will participate in live instruction with scheduled video Zoom sessions. Desktop computers in the classrooms are being equipped with external cameras and Interventionists are also receiving document cameras to project lesson components to the students at home. Each student is also being provided a Remote Connections Kit. This kit contains an Intervention Binder, magnetic lowercase alphabet letters, a magnetic white board, a plastic multisensory canvas and multisensory box with lid to practice new sounds and

words, a plastic pocket holder to practice handwriting, markers and crayons, and a short vowel book with matching manipulatives. Kits will be distributed to students by their interventionist.

In the event of school closure, 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.

COVID-19 LEAVE AND PROTOCOLS

EMERGENCY PAID SICK LEAVE POLICY

As a result of the Families First Coronavirus Response Act (FFCRA), eStem will provide eligible employees with emergency paid sick leave under certain conditions. All reasons for this leave must be related to the current COVID-19 pandemic as described below.

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

Employees may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has tested positive for COVID-19 or are advised to quarantine or isolate (documentation required);
5. You are caring for a child whose school or place of care is **closed**, or whose childcare provider is unavailable, due to COVID-19 precautions (documentation required).

Duration/Compensation

Employees are entitled to:

- Full-time employees: 80 hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4 and 5 above), sick leave is paid at two-thirds the employee's regular rate.

- Part-time employees: Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4 or 5 (care for others or school closures).

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave.

Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Expiration

This policy expires on December 31, 2020

EMERGENCY FAMILY AND MEDICAL LEAVE POLICY

As a result of the Families First Coronavirus Response Act (FFCRA), eStem will provide eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to the current COVID-19 pandemic as described below.

Eligibility

Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

If you need to take emergency family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Compensation

The first 10 days (two weeks) of leave are unpaid, but you may substitute accrued paid leave, including emergency paid sick leave.

The remaining 10 weeks are paid at 2/3 of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Expiration

This policy expires on December 31, 2020

Please reference eStem's [Frequently Asked Questions](#) for additional information.

Date _____



Employee Report of COVID-19 Exposure

Employee Name _____

Employee Cell Phone _____ Email _____

Employee Work Location _____

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 notified by a health agency?

Yes No

Was it suggested that you get tested?

Yes No

If yes, when will you complete the testing? _____

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.

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

Signature

Date

Director's Signature

Date



Date _____



Student Report of COVID-19 Exposure

Student Name _____

Parent or Guardian Name _____

Parent/Guardian Cell Phone _____ Email _____

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 notified by a health agency?

Yes No

Was it suggested that you get tested?

Yes No

If yes, when will you complete the testing? _____

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.

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

Signature

Date

Director's Signature

Date

