



2020-2021 School Year Re-Entry Informational Packet

Inside this packet you will find the following information specific to re-entry changes to P.A.R.K. during the 2020-21 school year due to the current health pandemic. The rules of the Student & Employee Handbook still apply unless overridden by current regulations included in this packet.

NOTE: Alterations to the included procedures may be subject to change based on current health recommendations. These procedures are only in place until P.A.R.K. returns to our regular operation policies & procedures.

For additional questions, concerns or comments you may contact P.A.R.K. at park@positivekids.org or (501)562-5223.

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Procedures: Daily

Even in the midst of a global health pandemic, P.A.R.K. is still dedicated to honoring our commitment to students found in our mission statement:

Within a positive atmosphere built on love, nurturing and discipline, P.A.R.K. strives to enrich the lives of central Arkansas's at-risk youth. Specifically, P.A.R.K. exists to build the confidence, self-esteem and spiritual awareness in its members, to ensure academic achievement, to expand their horizons, and to instill in them the importance of helping others.

To accomplish this goal, we will be using a blended format of on-site as well as virtual contact with our students. Keep in mind changes to policies and procedures may be needed to ensure the health and safety of all students and staff. We are carefully considering all options to create physical distancing and will continue to require face masks, frequent handwashing, and additional sanitization, etc.

1. Every student must have an updated signed (1) ***Covid-19 Liability Release Waiver*** as well as (2) ***Transportation Authorization Form*** on file with P.A.R.K. before he/she can enter the building. (Please contact your child's SLM for further assistance with this.)
2. P.A.R.K.'s days & hours will shift as follows:
 - a. We will **open for students Monday through Thursday** (closed Fridays)
 - b. We will **close at 6:30 pm daily** to allow additional time for cleaning. Please be timely with pick-ups so that we can properly sanitize and prepare for the next day. See section labeled "Drop off / Pick Up" for more information.
3. Only students who have registered with P.A.R.K. **by the Learning Choice Deadline** (for first nine weeks that would be August 21st, 2020) as "**On-site**" will be allowed to physically attend P.A.R.K. until the next Learning Choice Update Period.
4. All students and staff entering the building must:
 - a. Wear a mask that covers the bridge of their nose and mouth the entire time they are in the building (except when eating snack).
 - b. Complete a temperature and health screening daily.
 - c. Remain socially distanced, using P.A.R.K.'s distanced markers for guidance, while in the building
5. Non-essential visitors / volunteers, and guardians will not be allowed to enter the building. Staff will oversee student check-out. See section labeled "Drop Off / Pick-Up" for more information.
6. Students will be grouped by their schools (for all grade levels) while in the building. Students will not be allowed to move out of their assigned group for any reason!



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7. Students **MUST** keep their personal belongings with them. (Do not ask another student for any items!)
8. Minimize use of shared materials such as markers, color pencils, textbooks, etc. and sanitize in-between individual usage when usage is unavoidable.
9. Smaller communal spaces such as the computer lab, game room and L'oreal Women's Center will be closed until further notice.
10. For our **virtual students**:
 - a. We will be offering online tutoring, Monday through Thursday.
 - b. Students will be able to complete the online form or directly email tutoring@positivekids.org with academic questions through **5:45 pm**.
 - c. At 6:00 pm P.A.R.K. tutors will go live on Zoom to answer questions emailed by the deadline.
 - d. Students can receive their 100 daily points by participation in the online tutoring or completing our daily virtual worksheet(s) available through our online link which will be posted beginning Monday, September 14, 2020.
11. Many of our social and recreational components will move to a strictly online services for the current time. We encourage our guardians to allow your student to join P.A.R.K.'s private Facebook group "P.A.R.K. Students Connect! (For Current Students and Staff Only)". We will be posting weekly bible studies as well as other engagement activities for all of our students here.
12. Events / gatherings will be limited to those which can either maintain social distancing and health requirements or be held virtually.
13. If a student / staff is sick and/or displays Covid-like symptoms, P.A.R.K. will isolate the individual. Staff will be sent home. Students will have a guardian contacted for immediate pick-up. No one displaying symptoms will be allowed to return until printed verification of negative test results to Covid-19 is submitted to P.A.R.K. **See FAQ for further information.**
14. In the event there is direct exposure to someone who has tested positive to Covid-19 or should a staff / student test positive to Covid-19, P.A.R.K. will contact the Arkansas Department of Health for detailed guidance, notify families of the situation and close the building for sanitizing. **See FAQ for further information.**
15. Students who do not comply with the on-site guidelines will be moved to a strictly virtual format.



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Procedures: Drop Off / Pick-Up

Daily Protocols

- Until further notice P.A.R.K. will **open to students Monday through Thursday** (closed Fridays).
- We will **close at 6:30 pm daily** to allow additional time for cleaning. Please be timely with pick-ups so that we can properly sanitize and prepare for the next day.
- Only students who have registered with P.A.R.K. **by the Learning Choice Deadline** (for first nine weeks that would be August 21st, 2020) as **“On-site”** will be allowed to physically attend P.A.R.K. until the next Learning Choice Update Period.

Drop-off

- Students will be transported to P.A.R.K. via the assigned bus for their school. PCSSD students will be notified on Monday, so listen for the announcement. LRSD students may find their school’s assigned bus below:

01L- Central
10G- Pulaski Heights
05N- Parkview
16L-Mabelvale Middle
03B- Horace Mann
82T- Southwest High

Pick-Up (6:30 pm)

- Staff will use the *Transportation Authorization form* submitted by the guardian to screen who is picking up your student. Please inform anyone on your Transportation Authorization Form to have photo identification ready upon request.
- Rides will form a line in the parking lot and stay in your car. Please watch for staff to direct traffic at the start of the school year.
- **To assist with student pick up**, P.A.R.K. is working to have a dismissal app available for guardians to notify when a student’s ride has arrived.
 - ◆ Until this app process is completed staff will be outside as of 6:25 pm to radio inside the building for student dismissal.
 - ◆ If a student’s ride arrives earlier than 6:25 pm, guardians may call into the building (501)562-5223 to notify staff. NOTE: Due to limited staffing and additional health protocols, please be aware that student dismissal may take additional time. Please plan accordingly.



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COVID-19 Exposure / Positive Test

Procedures are in place to notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

- a. Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before cleaning or disinfecting to reduce risk to the individuals cleaning the area. If it is not possible to wait 24 hours, wait as long as possible.
- b. Ensure the safe and correct application of disinfectants.
- c. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop.
- d. Advise sick staff members or children not to return until they have met CDC criteria to discontinue home isolation.
- e. If a person does not have symptoms follow appropriate CDC guidance for home isolation.
- f. Implement flexible sick leave policies and practices, if feasible.

If a student becomes ill at the center with a fever of 100° or a lower grade temperature with other symptoms including:

- Fever
- Cough
- Congestion
- Pain in the chest
- Shortness of breath or respiratory difficulty
- Bluish lips or face
- Confusion and or difficulty in waking up / staying awake
- Loss of smell or taste

The following steps will be taken:

1. Staff will take the student to a separate room or an area away from other students.
2. Staff will contact the guardian for the student to be picked up immediately.
3. Staff will inform the guardian that the student should be tested for Covid-19. Parents are to call P.A.R.K. with the test results.



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COVID-19 Exposure / Positive Test, Continued

If a student TESTS POSITIVE for COVID-19:

1. Parents are to contact P.A.R.K. to notify of the positive test status.
2. Per CDC guidelines, the student must stay out of the program a minimum of 14 days.
3. Staff will notify the guardians of other students who have been physically present at P.A.R.K. within the same school group to watch for symptoms and get a COVID-19 test if necessary.
4. Student may return after mandated 14 days with documentation of a negative test result.

If a staff TESTS POSITIVE for COVID-19:

If a staff has cleared the screening process but becomes ill during the day with of the following symptoms:

- Fever
 - Cough
 - Congestion
 - Pain in the chest
 - Shortness of breath or respiratory difficulty
 - Bluish lips or face
 - Confusion and or difficulty in waking up / staying awake
 - Loss of smell or taste
1. Staff will be sent home and not allowed to return until they take a COVID-19 test and provide documentation of a negative test result.
 2. The area where the employee was working in will be restricted from use for 24-hours before cleaning and disinfecting to protect those who must clean the area. If a 24-hour hold before cleaning is not possible, we will wait as long as possible without exposing anyone else to the area before cleaning/disinfecting.
 3. In the event an employee diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the building will close for cleaning/disinfecting and the employee will be required to quarantine per CDC guidelines.
 4. If the employee has been in contact with students, guardians of students in contact with the employee will be notified to watch for symptoms and get a COVID-19 test if necessary.

If an employee tests positive while not in the building, he/she will notify P.A.R.K.'s Point of Contact person. The above listed rules 1 – 4 will be applied as needed.



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Additional Frequently Asked Questions (FAQ)

What changes are being made to P.A.R.K. for this school year?

1. Students must have two updated forms on file before entering the building.
 - a. COVID-19 Liability Release Waiver
 - b. Transportation Authorization Form
2. Only students who attend school on-site will be allowed in the building. Virtual students may take advantage of our online tutoring & activities. *(See item #10 under the Procedures section for more information.)*
3. P.A.R.K. is changing our **days of service** to **Monday – Thursday** (closed Friday).
4. P.A.R.K.'s **closing time** has changed to **6:30 pm** to allow more time for cleaning.
5. **Guardians are not allowed in the building.** *(See Drop Off/Pick-Up section for more information on how to check students out.)*
6. Temperature and health checks are being performed daily on students & staff.
7. Students must remain in their school groups the entire time they are in the building.
8. Everyone must wear a mask & follow social distancing recommendations while in the building.

What if my child switches his/her learning option for school?

Transportation from schools and socially distanced seating was set based on the count provided by families during our initial Learning Choice Screening which **ended August 10, 2020**. Students who switch between “virtual” and “on-site” after this time can take advantage of our online services until the next Learning Choice Screening scheduled for the start of the 2nd 9 weeks in October. *(See item #10 under the Procedures section for more information.)*

What if my child’s school shuts down due a Covid-19 Outbreak?

If a school closes for COVID-19 concerns, students are not to come to P.A.R.K. They may take advantage of our online services until their school re-opens. *(See item #10 under the Procedures section for more information.)*

What are the contact tracing protocols?

1. The Department of Health will be provided a list of names and contact information the student or staff has been in contact with in our building.
2. Any student/staff testing positive or who is a probable close contact of a student/staff testing positive will have their names given to the Point of Contact for his/her school district.



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Additional FAQ, Continued

3. The Arkansas Department of Health will be responsible for obtaining additional names from the student's guardian.

What if a family member of a student test positive for Covid-19?

If a family member with whom the student has had contact, or someone in the student's household has had contact, tests positive the student is asked to remain home from P.A.R.K. for 14 days and monitor for Covid-19 symptoms. ***(See Covid-19 Exposure / Positive Test for a list of symptoms.)*** Student may still take advantage of our online services ***(See item #10 under the Procedures section for more information.)***

What if my student / family has traveled out of the country or to an area considered a Hot Spot?

You will need to quarantine for 14 days before returning to P.A.R.K. However, the student may take advantage of P.A.R.K.'s virtual options in the during this time. ***(See item #10 under the Procedures section for more information.)***