

AIM's Return to Campus Plan

Plans for Extraordinary Education for
2020-2021

AIM Academy Reopening Task Force

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Table of Contents

Table of Contents	1
Executive Summary	3
COVID-19 Response Team Members 2020-2021	4
The “AIM Way” School Program Reopening	5
The “AIM Way” Lower School	6
The “AIM Way” Middle School and Upper School	7
The “AIM Way” 100% Remote Learning Option	10
AIM Fully Remote for All	10
Mental and Emotional Health Support	11
School Program and Procedures	12
The First Ten Days of School (September 8 - 21)	12
Events	12
Attendance	12
Transitioning Throughout Campus	12
Restrooms	13
Lockers	13
ID Badges	13
Shared Technology Use	14
Extracurricular Activities and Athletics	14
Food Services	14
Transportation	15
Health + Safety Strategies	16
Campus Capacity Limits	16
Health & Safety Protocols	18
Social Distancing	18
Expectations for Face Masks	18
Daily Self-Screening Protocol	19
Hand Washing and Hand Sanitizing Protocol	20
COVID-19 Symptoms or Infection Protocol	20
Self-Quarantining and Return to School Protocol	20
Isolation Protocol	21
COVID-19 Infection Protocol for Cleaning and Disinfecting	22
Visitor Policy	22



Institute Training Protocol	23
Campus Investments and Enhancements	24
Facilities Cleaning & PPE	24
Preventative Material Inventory & Personal Protective Equipment (PPE)	24
General Disinfection Measures	25
Disinfection Frequency	25
Deep Cleaning and Disinfection Protocol	27



Executive Summary

Commitment to the **health and safety of AIM students and staff** determines where and how learning will occur during the 2020-2021 school year. AIM will deliver on its **MISSION** and live by its **PHILOSOPHY** and commitment to **Diversity, Equity and Inclusion** regardless of where or how learning happens. AIM's long-standing leadership in **research-driven instruction** and relentless commitment to cutting edge technology and training for its faculty and staff will ensure AIM demonstrates the **highest standard in the education of children with language-based learning differences.**

Three Core Objectives:

1. Follow **governmental guidelines (CDC, PA Department of Education, Montgomery County Office of Public Health)** to ensure that the health and safety of our students, faculty, and staff are kept at the forefront of our data-informed decisions.
2. Maintain **AIM's educational excellence and commitment to research-informed and innovative teaching** regardless of whether the training is conducted at AIM or remotely.
3. Maintain the **financial sustainability of AIM** as we continue to support families during the crisis with financial aid as well as continuing to enhance our academic programming for all students.

Strategic Directions - We will continue to be guided by our AIM vision and mission of changing lives through literacy, recognizing that some strategic pivots may be necessary.

- **Remote learning:** We will offer a 100% remote learning option for students who are unable to be on campus physically, and we will have the ability to switch rapidly between remote and on-campus learning platforms if and when circumstances require restrictions to on-campus learning.
- **Education of the whole person:** Our remote learning platform will continue to encompass meaningful academic, co-curricular, and community components, which have been differentiators for our remote learning program.
- **Flexibility:** Innovative program models that enable increased flexibility of student schedules will be advantageous given substantial uncertainty about how the pandemic will unfold.
- **Community:** Maintaining the strength and unity of our community is integral to the student experience and our culture; we must, therefore, strive to maintain the cohesion of our community even if some students are learning remotely; time for the entire community experience will be important.
- **Growing acceptance of remote learning:** Response to parent survey and faculty's skill at navigating remote learning this spring shows growing openness to hybrid learning models and skilled remote learning.



COVID-19 Response Team Members 2020-2021

AIM Leadership Board of Trustees Pat Roberts & Nancy Blair		
COVID-19 Operating Task Force Grace Ashton, Amanda Beeler, Mike Brooks Ed Gallagher & Evan Jackson		
Financial/HR Leader: Sid Ghosh Members: Grace Ashton, Dawn Brookhart, Cheryl Ferst, Ed Gallagher, Kevan Turman	Academic/School Program Leader: Grace Ashton Members: Lindsey Boden, Aviva Coyne-Green, Erin DeVault, Ed Gallagher, Evan Jackson, Beau Martin, Gen Marvin, Chrissy Mellon, Laura Rup, Jessica Spatz-McNeary, Alli Williams, Tina Zampitella, Kristin Zielinski	Health and Safety Leader: Mike Brooks Members: Grace Ashton, Erin DeVault, Ed Gallagher, Evan Jackson, Thea Maurer, Jessica Spatz-McNeary, & AIM Parent Health Experts



The “AIM Way” School Program Reopening

When finalizing our reopening plans, AIM looked to CDC, State and Montgomery County guidance for health and safety of staff and students, input from parent health experts including infectious disease specialists, nurses and pediatricians, as well as responses to our parent survey which indicated a desire for students to return to in-person learning while also focusing on health and safety.

While we recognize that it is impossible to fully protect against COVID-19 infection on our campus, this plan was developed so that we can maintain AIM’s mission and provide real-time, interactive instruction to students while adhering to best practices for health and safety including 6-feet distancing of students and staff in the classrooms and requiring face coverings throughout the school day for both students and staff.

If the Commonwealth of Pennsylvania allows independent schools in Montgomery County to open their campuses for on-site learning, AIM intends to open for on-campus learning with the amount of time on campus varying by division.

Lower School Grades 1 - 5 In-Person Model	Middle School (6 - 8) Upper School (9 - 12) Hybrid Model	<i>Optional</i> 100% Remote Learning Grades 1 - 12
Lower School students are invited to learn in-person on campus five days per week with social distancing.	Students divided into groups learning on campus 3 days per week and via live remote learning 2 days per week. 3-Day on campus schedule will alternate weekly	Students in grades 1 - 12 may select to attend school via 100% remote learning connecting live with students, learning both on campus and at home, and teachers

On Tuesday, August 24, AIM shared an updated [Rolling Start Plan](#) for the start of school and September 2020. Please refer to the Rolling Start communication for complete details.

The constantly changing circumstances due to the COVID-19 pandemic means that AIM may have to adjust its program, without compromising our mission, in order to comply with guidance from public health officials. AIM will follow CDC, State and Local guidance and gain approval on our decisions by the AIM Board of Trustees.



These models also allow students to pivot to 100% remote learning should it become necessary during the school year. It also allows AIM to slowly add more students to the classroom should state guidance and health and safety recommendations be changed. Limiting the number of students at school and maximizing social distancing actually gives students more opportunity to have space to move and interact with others during their in-person learning time.

Most importantly this teaching/learning model was chosen because it allows our innovative teachers to adhere to our mission as closely as possible.

This learning plan is designed to adhere to the state's guidance for schools when Montgomery County is in the yellow and green zone. It includes Fully In-Person instruction for our youngest students and a Hybrid Learning Model, the synchronous program for Middle and Upper School students, participating in live classes throughout the school day with some students accessing the class using remote technology and others learning in the classroom.

The “AIM Way” Lower School

5 Days a Week On Campus for Grades 1 - 5.

Recent research suggests that younger children are academically more reliant on in-person instruction for learning. Older students are more able to self-regulate, an executive functioning skill necessary for online work. The act of following a calendar, logging on to the correct link, and bringing the right materials are all executive functioning tasks that our younger students are less able to manage on their own. Additionally, younger students are less able to think abstractly-- a reason why early math is rife with manipulatives--and so they are more reliant on a physical learning space.

In addition to regular instruction, Lower School teachers will work closely with children in the classroom to teach them how to navigate the technology and class formats for Remote Learning so that should we need to pivot to Remote Learning they will be comfortable and ready to do so.

Build Foundational Knowledge Together

- Host required training sessions on safety protocols and new routines for students and families prior to the start of school
- Devote time during first two weeks of school to teaching and practicing school health and safety routines, teaching technology skills, and building relationships to support strong classroom communities



Schedule Time and Space in Thoughtful, Creative Ways

- Relocate some classrooms to new spaces such as the Training Room or the Board Room to accommodate greater social distancing
- Add longer transition times between classes to allow for hand washing, students packing up their own individual materials, trips to the restroom, etc.

Limit the movement of LS students to the lower school wing as much as possible and maximize the use of larger spaces (e.g., specials will likely be taught in the classroom rather than traveling)

Lower School

Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
In-School / In-Person	In-School / In-Person	In-School / In-Person	In-School / In-Person	In-School / In-Person

Note: If the county is in Red, Remote Learning will take place 100% of the time.

The “AIM Way” Middle School and Upper School

Following our [Rolling Start opening](#), our 6th-12th grade students will learn using a 3-day in-person, 2-day remote learning model.

Students will be divided into Blue and Gold Groups attending classes on campus 3 days per week (with classmates from the other group joining from home) and attending classes remotely (joining their on-campus classmates) 2 days a week in alternating weeks. On home days students will participate synchronously with their classmates at school so that classes will be comprised of students in Blue and Gold groups.

Alternating Blue/Gold Wednesdays provide an additional day of in-person instruction every other week.

State of the Art Technology allows students, regardless of setting, to have synchronous experience with peers and highly-trained teachers. Targeted instruction and ongoing assessment continue as part of the AIM Way model.

- Adding longer transition times between classes and at the start and end of each day to allow for sanitizing, hand washing, packing up materials, trips to the restroom, etc.



- Special plan for the first two weeks of school to establish relationships to promote academic, social and emotional health and to practice/reinforce the routines necessary in the new environment.
- With an inevitable increase in new apps, technology, and online instructional routines, in-person learning provides an opportunity to help students troubleshoot issues with technology and become familiar with digital tools while they are still in school, hopefully making any necessary transition to remote learning all the more seamless.
- The academic benefits come from the robust, responsive, digitally-based instruction--an experience that is equitable for all students regardless of location. The benefits garnered from in-person experiences are social-emotional ones.

Middle School & Upper School

Schedule following Rolling Start Plan				
Monday	Tuesday	Wednesday	Thursday	Friday
Blue Group: In-School / In-Person	Blue Group: In-School / In-Person	Blue Group and Gold Group Alternate weeks In-School	Blue Group: Remote Synchronous Learning	Blue Group: Remote Synchronous Learning
Gold Group: Remote Synchronous Learning	Gold Group: Remote Synchronous Learning		Gold Group: In-School / In-Person	Gold Group: In-School / In-Person

Note: Wednesdays 3rd day in-person every other week.

If the county is in Red, Remote Learning will take place 100% of the time.

AIM’s commitment to small class sizes and social distancing requirements means that there is not enough space in our classrooms to hold in-person classes for all students five days a week. In order to provide students the best opportunity to interact in the hybrid classroom while online it is important that they have a workspace conducive to conversation, with distractions minimized.



September 2020 Rolling Start Calendar

7 Labor Day SCHOOL CLOSED	8	9	10	11
	Lower School: On Campus 6th - 12th Grade Blue and Gold: Learning At Home	Lower School: On Campus 6th - 12th Grade Blue and Gold: Learning At Home	Lower School: On Campus 6th - 12th Grade Blue and Gold: Learning At Home	Lower School: On Campus 6th - 12th Grade Blue and Gold: Learning At Home
14	15	16	17	18
Lower School: On Campus	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus
6th & 9th Blue: Learning On Campus	6th & 9th Blue: Learning On Campus	6th - 12th Grade Blue and Gold: Learning At Home	6th & 9th Gold: Learning On Campus	6th & 9th Gold: Learning On Campus
7th, 8th, 10th - 12th Blue: Learning At Home	7th, 8th, 10th - 12th Blue: Learning At Home		7th, 8th, 10th - 12th Gold: Learning At Home	7th, 8th, 10th - 12th Gold: Learning At Home
All 6 th - 12 th Gold: Learning At Home	All 6 th - 12 th Gold: Learning At Home		All 6 th - 12 th Blue: Learning At Home	All 6 th - 12 th Blue: Learning At Home
21	22	23	24	25
Lower School: On Campus	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus
6th - 12th Blue: Learning On Campus	6th - 12th Blue: Learning On Campus	6th - 12th Grade Blue and Gold: Learning At Home	6th - 12th Gold: Learning On Campus	6th - 12th Gold: Learning On Campus
6th - 12th Gold: Learning At Home	6th - 12th Gold: Learning At Home		6th - 12th Blue: Learning At Home	6th - 12th Blue: Learning At Home
28 Yom Kippur SCHOOL CLOSED	29	30	1 October	2
	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus	Lower School: On Campus
	6th - 12th Blue: Learning On Campus	6th - 12th Blue: Learning On Campus	6th - 12th Gold: Learning On Campus	6th - 12th Gold: Learning On Campus
	6th - 12th Gold: Learning At Home	6th - 12th Gold: Learning At Home	6th - 12th Blue: Learning At Home	6th - 12th Blue: Learning At Home



The “AIM Way” 100% Remote Learning Option

Our parent survey found that in mid-July at least 30 families were currently considering 100% Remote Learning for their children this fall with many more unsure of their decision. **Our 100% Remote Learning program will be taught by AIM teachers with live instruction and allow for interaction with both teachers and students.** Teachers will prepare project supply kits to allow students to engage in even more immersive learning even while working from home.

While families will of course interact with teachers and advisors about the academic and social experiences of their students, Jim Flemming, AIM’s Academic Technology Specialist, will serve as the technology point person for our 100% Remote Learning students.

We ask that all participants commit to being in 100% Remote Learning through Winter Break before evaluating other options. Students participating in 100% Remote Learning will still have the opportunity to participate in scheduled extracurriculars and athletics programs at AIM. Families choosing to keep a child home for 100% Remote Learning will accept additional responsibilities related to supporting student achievement and well-being making sure students are attending classes, completing work, and monitoring behavior if needed.

The 100% Remote Learning program will also be available on an as-needed basis to any students required to quarantine due to exposure to someone with COVID-19 or someone isolating from the virus but well enough to attend school. And any AIM Hybrid Model student has the option to change to full time 100% remote during the year.

AIM Fully Remote for All

If required to close the campus, all AIM students will pivot to our **Fully Remote Learning** plan. This enhanced model, which was developed this spring with great success, will include updates based on parent and faculty feedback, features synchronous classes using online meeting technology. With our hybrid learning model and focus on technology in Lower School, all students and teachers should be fully prepared to switch to this fully remote model without difficulty.



Mental and Emotional Health Support

AIM anticipates and is prepared to address the mental health needs of students when school reopens. We continue to strive for a partnership with students and families in order to ensure that student mental health needs are met through school and community resources. When students face social-emotional challenges, their learning may become impeded; therefore it is of utmost importance that AIM and families partner to support student wellbeing. Specifically, we recognize the social and emotional impact of the pandemic on students and their families, including but not limited to physical health and safety concerns, financial/employment concerns, social isolation, and growing concerns about systemic societal inequities. AIM will continue, as we did prior to the pandemic, to support student mental health with division level school psychologists who are available throughout the school day.

When we reopen, plans will be in place for ongoing outreach to students who choose our fully remote learning option in order to foster and maintain a sense of community and connection with AIM, as well as to provide continuing monitoring of social-emotional well being. We will also continue to provide mental health support for our students on campus as we have prior to this fall. We recognize that students may also experience challenges with social and emotional aspects of transitioning back into the school setting and as new routines are implemented. AIM will support this transition at school and/or remotely and partner with families as we adapt to these new community norms.



School Program and Procedures

The First Ten Days of School (September 8 - 21)

We are dedicating the first 10 days of school to building relationships to support strong classroom communities, teaching and practicing school health and safety routines, and building technology skills.

Events

AIM will pursue virtual group events, gatherings, and meetings whenever possible. Large gatherings, events, and extracurricular activities will be limited to those that can maintain social distancing. Events that cannot maintain these guidelines will be canceled or rescheduled. We currently have no large in-person events planned for Fall 2020. All on-campus events must comply with school health protocols in keeping with CDC, State and Local guidelines.

Attendance

Attendance will be taken in homeroom/advisory and in each class regardless of whether a student is attending in-person or on-line. Once students leave campus during the school day they will not be able to return that same day. Upper School students with preceptor privileges will not be permitted to leave campus during the school day.

Transitioning Throughout Campus

We will be implementing strategies to reduce the number of individuals in the hallways, stairways, and entry points at one time. We will do this by:

- Having one-way travel patterns in our staircases when possible
 - The main staircase in the lobby will be up only
 - The rear staircase off the lobby will be down only
 - The staircase in the Lower School will be a two-way staircase
 - The staircase near the cafeteria will be down only
 - The exception to this will be the half flight of stairs in between the two Middle School floors which will be two way
 - ACC Staircases will both be two way



- While we must have two-way traffic in all of our hallways, we will have individuals always transition on the right-hand side of the hallway with clear signage in place.
- Separate entry points will be assigned for all members of our community
 - Faculty and Staff: Rear boardroom doors
 - Lower School Students: First floor Lower School Door across from ACC
 - Middle School: Main entrance
 - Upper School: Side entry outside of Administration Wing and Rear entry to 3rd floor Upper School wing
 - AIM Community Center entry points
 - LS: Side entrance across from main building LS entry point
 - MS: Front entrance of ACC
 - US: Rear side entrance off the rear parking lot

Restrooms

We must monitor restroom use for students to limit the number of students in that confined space at one time. Our restrooms are being retrofitted to include touchless faucets at the sinks. At any time there should not be more students in a restroom than there are sinks in that restroom. **In almost all cases at AIM, this means 1 student in a restroom at a time.** If the restroom is at maximum capacity students can wait outside of the restroom on signage to be placed on the floor that maintains our social distancing guidelines. In addition to washing their hands with soap and water after using the restroom, all students or staff returning from the restroom will be required to use hand sanitizer on entering classrooms or office spaces.

Lockers

We will **eliminate** the use of lockers for the 2020-2021 school year to reduce the need for hallway use across multiple areas of the building. This strategy will need to be done in conjunction with planning to ensure students are not carrying home an unreasonable number of books on a daily basis and may vary depending on instructional decisions that are made. This might also cause a change in the necessary supply list for families, as well as the school, so that classroom materials are not shared between students.

ID Badges

ID Badges are issued to MS and US students at the start of the school year. This badge will give each student access to AIM Academy and the ability to operate the doors throughout the buildings and must be visible on every student at all times. **All doors will always be locked for safety purposes and can only be opened with an ID**



badge. The loss of this card must be reported immediately to the Front Desk Administrator for deactivation in order to ensure the security of AIM Academy. ID badges may never be loaned, even for a brief time, to another student or non-AIM person for any reason.

If a student does not have their ID badge they are not to ring the bell at exterior entrances, knock on doors, or ask faculty/staff members to let them in. Instead, they are to report to the Front Desk. If the student has lost their badge it will be deactivated and a new badge will be issued for a fee of \$20. If the student forgot their badge at home the student must report this to their division's Curriculum Instructional Leader (or assigned faculty member) who will provide the student with a loaner badge for the day.

Shared Technology Use

We will ensure adequate supplies to minimize the sharing of high touch technology to the extent possible or limit the use of technology to clean and disinfect between use. For devices that must be shared, we will designate those that can use that device and ensure cleaning and disinfecting between uses.

Extracurricular Activities and Athletics

While our goal is to continue to offer our robust extracurricular activities program to all of our students, what we are able to offer could be changed by the mandates of local government and health organizations, the decisions of organizations and schools that we partner with, and the financial limitations caused by the pandemic. Considering all of these variables, we will provide safe opportunities for programs for students considering the following:

- The physical proximity of students, and the length of time that students are close to each other or to staff
- Amount of necessary touching of shared equipment and gear
- Ability to engage in social distancing while not actively engaged in the activity
- Size of team or program
- Engagement of players at higher risk of developing a serious disease
- Implementation of protocols in sports to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participant

Food Services

AIM's Lunch Program will begin on Monday, October 12. Due to spacing constraints and our desire to limit traffic in the building, our typical dining periods and associated



procedures will change dramatically. Our cafeteria will not be open for student meals, however, our AIM Kitchen team has created a full menu of lunches (hot and cold) for the fall. We will adhere to CDC guidelines in the implementation of this new process:

- Students will eat lunches in the classroom and can order the Lunch Program or bring their lunch to school.
- Students and Staff will wash their hands before and after lunch.
- AIM Lunches will be delivered in individually-packaged containers to the classrooms using disposable utensils and containers.
- The lunch offerings will still include vegetarian, gluten-free, and dairy-free options (AIM's kitchen is already nut-free). Salads will be served as side dishes to some meals, but our salad bar will not be available at the start of the school year.
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves after directly handling used food service items.

Transportation

Expectations on School District Buses

While we expect that each school district will have their own guidelines for students and drivers, we will mandate the following expectations at a minimum:

- Promote social distancing on bus stops
- Students and drivers must wear a face covering while on the bus
- Buses must be disinfected after each run and thoroughly cleaned daily

Arrival and Dismissal

Once student transportation has been decided for the fall, we will determine the best practices for arrival and dismissal with an emphasis on the health and safety of our students during their travel to and from school, as well as when they transition in and out our school building each day. All students will be required to sanitize their hands upon arrival.



Health + Safety Strategies

Strategies and plans are dynamic and will continue to be updated in accordance with Federal, State, and Local guidelines. Monitoring to be sure Health and Safety strategies are adhered to will take place regularly. In order to fully track and manage our policies, AIM is seeking to hire a COVID-19 Coordinator who would work in conjunction with the COVID-19 Task Force to ensure that all Health & Safety protocols are being followed on an ongoing basis. Disinfection and cleaning strategies as well as symptom reporting of staff and students will be tracked via mobile app-based programs. Strategies developed by the Health & Safety Task Force include but are not limited to the following areas:

- ✓ **CAMPUS CAPACITY LIMITS**
- ✓ **SAFETY PROTOCOLS**
- ✓ **HYGIENE REQUIREMENTS**
- ✓ **FACILITIES CLEANING**

Campus Capacity Limits

In order to adhere to CDC, state, and county guidance for social distancing, AIM worked closely with Blackney Hayes to examine all classroom spaces and determine room capacity limits for classroom and common spaces assuming six-foot distancing between students and staff.

Limited Classroom Occupancy: While AIM has small class sizes, our classroom spaces on campus are also fairly small which substantially limits room occupancy especially in our Middle and Upper School learning spaces. In addition to reconfiguring classroom spaces to adhere to agreed on protocols, opportunities to use larger spaces for regular instruction are being planned.

Outdoor Learning: While the nature of Philadelphia weather makes scheduling regular classes outdoors impossible, teachers will be encouraged to promote learning outdoors when feasible and common outdoor spaces such as our back patio will be marked with 6-foot distancing should they be used for learning.

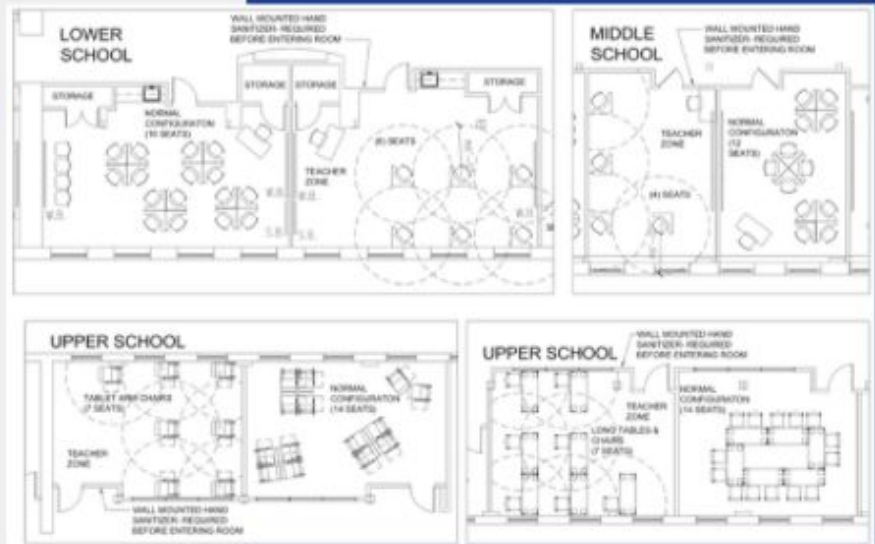


SOCIAL DISTANCING - CLASSROOM LAYOUT EXAMPLES



Social Distancing - Possible Classroom Layouts

Blackney Hayes examined our classroom spaces and has provided recommendations for classroom set up assuming a required 6 ft. social distancing for individuals.





Health & Safety Protocols

Safety protocols for all students and staff include maintaining six-foot social distancing, wearing face coverings, and completing daily COVID-19 symptom self-assessment. As a community, it is critical that all individuals coming to school work to uphold policies and guidelines in order to keep our community as healthy as possible.

Social Distancing

Protocols for distancing students in the classroom setting and other social distancing practices that allow for **six feet of separation** among students and staff throughout the day are expected to the maximum extent feasible.

While staggered schedules to limit the number of individuals in classrooms and other spaces is optimal, if this is not feasible, minimally the following is expected:

- Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating.
- Monitor adherence to the six-foot social distancing guideline.

Additionally, we will take the following precautionary measures whenever possible to maintain the desired social distancing expectations:

- Limit activities in classrooms that do not support social distancing.
- Ensure social distancing in offices and staff lounges, and during staff meetings.
- Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing.
- Regular monitoring to ensure staff or students do not commune or gather in a way that is not in compliance with the social distancing protocol. Close common areas if necessary.

Expectations for Face Masks

While most students, employees, and visitors may have their own mask or face covering, we will be sure to have enough masks available as needed. **In all areas inside of our buildings, we expect face coverings to be worn including when in classrooms, meetings, and walking through common spaces.** It is important to note that current school guidelines do not require face coverings when students are in classrooms seated at safe (at least 6 ft) distances. However, in consultation with our Parent Health Expert panel and in our research, we have determined that adhering to face-covering guidance is an important tool in trying to prevent infection. The following guidelines are also expected:

- All faculty and staff must wear face coverings when leading and/or attending class, meeting with students or other staff members, and operating school vehicles



- Students must wear face coverings in all areas while inside school buildings including classrooms, hallways, restrooms, and common areas.
 - Students may remove their face covering if six feet of social distancing is achieved and maintained when eating lunch (outdoors or indoors) and for designated outdoor mask breaks.
- Face masks should:
 - Completely cover the wearer’s nose and mouth.
 - Cloth and disposable masks should be at least two-ply
 - Neck and face gaiters are not suitable face coverings for school.
 - Per health guidance, masks should not have valves.
 - Be worn if an individual is also wearing a face shield

If a student has a documented medical issue that makes them unable to comply with facial covering requirements, reasonable accommodations will be made to attempt to keep the student on campus for learning. If a student is not able or chooses not to wear a face covering, they may be compelled to learn remotely.

Daily Self-Screening Protocol



Per guidelines from the [Montgomery County Office of Public Health](#), all community members must partake in a self-assessment daily prior to entering the building including taking temperature. It is important that this assessment is done before children arrive on campus. AIM has partnered with Volo ASAP to use an app-based reporting tool that also allows us to track access while on campus.

If the individual is experiencing symptoms of COVID-19 and/or has been in direct contact with others that have tested positive for COVID-19, they will not be allowed entry into the building and will be in the Self-Quarantining and Return to School Protocol. When fully operational all community members will be trained on how to use this important tool.

AIM staff will use information from the Volo ASAP app to track students and staff members with incomplete information each day so they can receive a temperature check and answer the symptom questionnaire upon arrival at AIM and before entering the school building.

Hand Washing and Hand Sanitizing Protocol

When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel.



- AIM will teach and reinforce washing hands and covering coughs and sneezes among students and staff. See [CDC Handwashing Resources](#)
- Hand sanitizer will be available in common areas, hallways and classrooms, See [CDC Hand Sanitizer Use](#)
- AIM will work with local health departments and health care systems to disseminate hygiene and disinfection strategies for infection prevention at home.

COVID-19 Symptoms or Infection Protocol

The Montgomery County Office of Public Health has issued a detailed [COVID-19 School Exclusion Guide](#) detailing when individuals are required to self-isolate or self-quarantine due to COVID-19 exposure or infection and when they are allowed to return to school. AIM will also follow Pennsylvania's Recommendations for [Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#) should cases be identified in our community.

Self-Quarantining and Return to School Protocol

Individuals are not allowed to return to campus if they have a fever of over 100.4, have multiple COVID-19 symptoms, or if they have been in close contact with someone that has COVID-19. Individuals with symptoms should be tested and if negative must go 72-hours fever and symptom free before returning to school. If individuals do not get tested they should complete a 14-day self-quarantine before returning to school. Individuals who have been in close contact or live in the same household as someone with COVID-19 must complete a 14-day self-quarantine and if they test positive or become symptomatic must self-isolate. For people living in the same house as an infected individual, this 14-day quarantine begins **AFTER** the infected individual completes isolation.



COVID-19 School Exclusion Recommendations

Exclusion From and Return to School Recommendations		
COVID-19 Symptoms <ul style="list-style-type: none"> • Two of the following symptoms: chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, or diarrhea OR • One of the following symptoms: fever (100.4 or higher), cough, shortness of breath, difficulty breathing, or new loss of taste or smell 	Individual should be tested for COVID-19. <ul style="list-style-type: none"> • If test result is negative, return to school 3 days after symptoms are no longer present. • If test result is positive or individual is unable/refuses to get tested, may return to school after: <ul style="list-style-type: none"> ➢ 24 hours with no fever and ➢ Improvement in symptoms and ➢ 10 days since symptoms first appeared 	
Positive COVID-19 PCR Test	WITH SYMPTOMS May return to school after: <ul style="list-style-type: none"> • 24 hours with no fever and • improvement in symptoms and • 10 days since symptoms first appeared 	WITHOUT SYMPTOMS May return to school after: <ul style="list-style-type: none"> • 10 days after PCR test was collected *If symptoms develop during the 10 days, follow return to school guidance for positive PCR with symptoms
Close Contact to Positive <ul style="list-style-type: none"> • Within 6ft for 15 minutes or more • Household contact 	WITH SYMPTOMS Individual should be tested for COVID-19. <ul style="list-style-type: none"> • If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved • If test result is positive, follow return to school guidance for positive PCR with symptoms 	WITHOUT SYMPTOMS Excluded 14 days after last date of exposure to the person with COVID-19 <ul style="list-style-type: none"> • Household contacts are in quarantine until 14 days after household positive is released from isolation *If symptoms develop during the 14 days, follow return to school guidance for Close Contact with symptoms
**Travel to States with High COVID-19 Rates <ul style="list-style-type: none"> • Critical workers are encouraged to wear both a face shield and mask and social distance, if unable to quarantine 	WITH SYMPTOMS If symptoms develop during the recommended 14 day quarantine upon return to PA, follow return to school guidance for COVID-19 symptoms	WITHOUT SYMPTOMS Self-quarantine for 14 days from when they return to PA

2020 – PAHAN – 517 – 07-18-UPD: Discontinuation of Transmission-Based Precautions for Patients with COVID-19
 **PADOH COVID 19 Information for Travelers

Designated Contact Information for Schools
 Phone: 610-278-6211
 Email: MCSchoolCOVID19@montcopa.org

If individual reports they have COVID-19 and have been in the school, we will need to: close off areas visited by the person who has a probable or confirmed case of COVID-19; open outside doors and windows and use ventilation fans to increase air circulation in the area and wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and remote controls, used by the individual, focusing especially on frequently touched areas. All individuals who consistently were within 6 feet of the person will be notified that someone (names should not be given) tested positive and they need to self-quarantine for 14 days.

Isolation Protocol

AIM will follow [Pennsylvania's COVID-19 Symptomatic K-12 Student or Staff Process Flow](#) when any community member reports symptoms of COVID-19 during the school day. The individual will be instructed to leave campus immediately. Prior to their departure, they will also be asked to report all of the areas within the building they have been over the previous 24-48 hours. While most faculty and staff can depart on their own, employees waiting for a ride and students waiting to be picked up will wait in a predetermined isolation area that will be monitored by the School Nurse and separated from the rest of the community.



COVID-19 Infection Protocol for Cleaning and Disinfecting

As soon as we have been notified that an active student or employee is identified as being COVID-19 positive by testing we will:

- Report to local government and health officials. While Montgomery County Office of Public Health is responsible for contact tracing and notification regarding COVID-19 infection, AIM will assist in contact tracing by notifying community members when it is determined that they had at-risk contact with someone who has tested positive. The Volo ASAP app provides opportunities to track the movement of people on campus to provide a fuller understanding of spaces where individuals frequented.
- Close off areas visited by the person who has a probable or confirmed case of COVID-19; open outside doors and windows and use ventilation fans to increase air circulation in the area and wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and remote controls, used by the individual, focusing especially on frequently touched areas.
- Report completion of deep clean and disinfection process to local government and health officials to get approval to resume learning in that area
- If necessary we may close down on-campus learning and transition to a fully remote learning model during cleaning. We will then go through the Decision Matrix (explained on page 10 of this handbook) to determine when to reopen

Visitor Policy

Non-essential visitors should continue to use video conferencing or other means to communicate with employees whenever possible. If visitors are on-site, they should complete a wellness assessment protocol at the front desk. If the individual is symptomatic of COVID-19 and/or has been in direct contact with others that have tested positive for COVID-19, they will not be allowed entry into the building. While most visitors might have their own mask or face covering, we will be sure to have enough masks available. We require masks to be worn at all times within the building.

- Parents and Guardians may drop off items in a designated area near the front desk.
- Parents and Guardians that are picking up a student should park in front of the main building and sign the student out at the front desk. They should then return to their vehicle and wait for a staff member to walk the child out to the vehicle.



- Facilities Contractors and Vendors must enter through the front entrance of the Main Building. (The Facilities team will notify our cleaning staff of the areas within the building for cleaning and disinfection purposes.)
- Deliveries will be placed in a designated area near the front desk

Institute Training Protocol

In order to maximize learning space for our students and to protect the health and safety of others, all AIM Institute for Learning & Research training has been moved to online formats for the foreseeable future.



Campus Investments and Enhancements

This summer AIM has made substantial investments to enhance our facilities and prepare for our increased health, safety and clearing protocols.

- **Facilities**
 - Touchless Water Faucets in Student Bathrooms
 - HVAC Air Purification System Installation
 - Clear Barriers for teachers in every classroom
 - PPE supply for Health and Safety
 - Cleaning and disinfecting supply stockpile
 - Disinfectant misting machines
- **Technology**
 - Volo ASAP symptom assessment and campus tracking
 - VirusSAFEPro Checklist app to track cleaning and disinfecting protocols on campus
 - OWL labs for optimum remote learning
 - Zoom Video Conferencing Software
 - Additional Educational Software
- **Additional Support Staff**
 - COVID-19 Coordinator - Coordinator to work in conjunction with school nurse and facilities director to coordinate and manage Health & Safety protocols.

Facilities Cleaning & PPE

Preventative Material Inventory & Personal Protective Equipment (PPE)

Disinfectant Supplies:

- We will ensure an adequate supply of soap, disinfection spray, hand sanitizer, paper towels, and tissue
- Materials and supplies will be CDC Approved
- We will keep a minimum quantity of 60-day supply of disinfectant supplies
- We have purchased two misting disinfectant sprayers ([that can be seen in this link](#)) to enhance our disinfecting capability campus-wide.

PPE

- We will ensure our employees with an adequate supply of face masks, face shields, gloves, gowns, and thermometers on-site and on-order with proper lead time.



- We will keep a minimum quantity of 30-day supply of PPE
- Employees performing medical, screening, and cleaning tasks are required to wear gloves and a mask.

General Disinfection Measures

- The cleaning steps outlined below are in compliance with the [CDC and EPA Guideline for Cleaning and Disinfecting](#)
- These steps will be taken routinely, based on frequency mentioned to disinfect surfaces, chairs, tables, etc and protect students and employees
- Along with these school-wide disinfection activities, proper personal sanitary practices, including frequent washing of hands and appropriate social distancing, are also necessary

Employees should sanitize all areas of the school with special attention to:

- Restrooms
- Common Surface Areas
- Lockers
- Door Handles
- Railings
- Glass Walls and Partitions
- Light Switches

Disinfection Frequency

Area/Place	Disinfection Content	Disinfection Measures	Frequency
General objects often used or touched	Handles, light switches, doors, lockers	Clean with handheld spray disinfectant or disinfectant wipe	At least two times per day
Restrooms	Faucets, sinks, toilets, floor	Clean with handheld spray disinfectant or disinfectant wipe	At least two times per day followed by a deep clean at night
Classrooms	Handles, light switches, phone, technology, and other commonly	Clean with handheld spray disinfectant or disinfectant wipe	Before lunch, after lunch and at the end of the day



	touched areas		
Makerspace Classrooms	Handles, light switches, phone, technology, and other commonly touched areas	Spray with misting disinfectant sprayer	At the end of the day
Stairwells	Stairwell railings, walls	Clean with handheld spray disinfectant or disinfectant wipe during the day. Spray with misting disinfectant sprayer at night.	At least two times per day and spray again at night
Offices	Handles, light switches, phone, technology, and other commonly touched areas	Clean with handheld spray disinfectant or disinfectant wipe	At least two times per day (with one of those times being prior to departure)
Cubicles	Handles, light switches, phone, technology, and other commonly touched areas	Clean with handheld spray disinfectant or disinfectant wipe	At least two times per day (with one of those times being prior to departure)
Conference Rooms	Table and chair surfaces. Handles, light switches, phone, technology, and other commonly touched areas	Clean with handheld spray disinfectant or disinfectant wipe, and spray with misting disinfectant sprayer	At the end of each meeting and the end of the day
Cafeteria <i>(Will be treated as a classroom if used in that capacity)</i>	Table and chair surfaces, food prep surfaces, appliances, etc.	Spray with misting disinfectant sprayer	At the end of each activity/shift and end of the day
Community Kitchens	Handles and other commonly touched	Clean with handheld spray	After each use



	areas	disinfectant or disinfectant wipe	
Community Common Areas	Table, chair, and other furniture surfaces. Handles, light switches, and other commonly touched areas	Spray with misting disinfectant sprayer	At the end of the day
Elevators	Interface surfaces, railings, and door surfaces	Clean with handheld spray disinfectant or disinfectant wipe	At the end of the day
Vehicles	Common surfaces (seat surfaces, rails, belts, door and window controls)	Spray with misting disinfectant sprayer	After each use
Floors and Walls	General floors and walls in high traffic areas	Walls: Spray with misting disinfectant sprayer Floors: Mop	Walls: High traffic areas daily, other areas periodically Floors: High traffic hard surfaces mopped daily

Deep Cleaning and Disinfection Protocol

COVID-19 “deep-cleaning” is triggered when an active student or employee is identified as being COVID-19 positive by testing. As soon as we have been notified we will:

- Report to local government and health officials
- Close off areas visited by the person who has a probable or confirmed case of COVID-19; open outside doors and windows and use ventilation fans to increase air circulation in the area and wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
- Initiate deep cleaning and disinfection process
- Report completion of deep clean and disinfection process to local government and health officials to get approval to resume learning in that area



- If necessary we may close down on-campus learning and transition to a fully remote learning model for some or all students. We will then go through the Decision Matrix (explained on page 10 of this handbook) to determine when to reopen

Deep cleaning should be performed after the confirmation of a positive test after we close off the areas visited by the person who has a probable or confirmed case of COVID-19; open outside doors and windows and use ventilation fans to increase air circulation in the area and wait a minimum of 24 hours, or as long as possible, before cleaning and disinfecting. While the scope of deep cleaning is presumed to be the entire school, we may reduce the footprint to be cleaned if there is sufficient rationale to do so. Notwithstanding the above, if an active student or employee is confirmed to have a COVID-19 positive test, we may in lieu of performing deep cleaning shut down the school for a period of time to be determined to allow for natural deactivation of the virus, followed by performing comprehensive disinfection of all common surfaces.

The Health and Safety Task Force will coordinate and supervise the cleaning and disinfection process. They must ensure that:

- There is a specific plan and strategy to clean all necessary school spaces, classrooms, offices, common areas and any typical areas where students and/or employees interact
- Only authorized people can access the site during the cleaning operation
- All authorized employees taking part in the cleaning operation are using any required PPE and that it is also properly disposed of at the end of the process.