

**Department of Facilities and Operations**  
**Comprehensive Guide for Return to School**  
**February 2021 Update**

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## Office of the Executive Director

The Office of the Executive Director is responsible for overseeing aspects of support operations for the division. This includes capital project and facility management, maintenance and custodial operations, transportation, school nutrition and security services.

The Department of Facilities and Operations has created guidance, processes and protocols for an eventual return to school. The guidance is based on feedback received during Thought Partner discussions, Senior Leadership Team (SLT) meetings, recommendations from the Alexandria Health Department (AHD) and Cross Functional Planning Team discussions.

### **Five Mitigation Strategies within Operations**

The “CDC Indicators for Dynamic Decision Making” document helped to shape the guidance presented in this plan:

(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html>).

There are five (5) mitigation strategies noted within the below matrix that schools should adhere to in order to reduce the spread of COVID-19. Those strategies are noted below:

INDICATORS	Lowest Risk of Transmission in Schools	Lower Risk of Transmission in Schools	Moderate Risk of Transmission in Schools	Higher Risk of Transmission in Schools	Highest Risk of Transmission in Schools
Number of new cases per 100,000 persons within the last 14 days*	<5	5 to <20	20 to <50	50 to ≤ 200	>200
Percentage of RT-PCR tests that are positive during the last 14 days**	<3%	3% to <5%	5% to <8%	8% to ≤ 10%	>10%
Ability of the school to implement 5 key mitigation strategies: <ul style="list-style-type: none"> <li>• Consistent and correct use of masks</li> <li>• Social distancing to the largest extent possible</li> <li>• Hand hygiene and respiratory etiquette</li> <li>• Cleaning and disinfection</li> <li>• Contact tracing in collaboration with local health department</li> </ul>	Implemented <u>all 5</u> strategies correctly and consistently	Implemented <u>all 5</u> strategies correctly but inconsistently	Implemented <u>3-4</u> strategies correctly and consistently	Implemented <u>1-2</u> strategies correctly and consistently	Implemented <u>no</u> strategies

\*Number of new cases per 100,000 persons within the last 14 days is calculated by adding the number of new cases in the county (or other community type) in the last 14 days divided by the population in the county (or other community type) and multiplying by 100,000.

\*\*Percentage of RT-PCR tests in the community (e.g., county) that are positive during the last 14 days is calculated by dividing the number of positive tests over the last 14 days by the total number of tests resulted over the last 14 days. Diagnostic tests are viral (RT-PCR) diagnostic and screening laboratory tests (excludes antibody testing and PT-PCR testing for surveillance purposes). Learn more: <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/calculating-percent-positivity.html>

## Office of Maintenance and Custodial Services

*The Office of Maintenance and Custodial Services is responsible for daily maintenance and custodial operations within our facilities. For the purpose of this plan, MCS is also responsible for the purchase and delivery of Personal Protective Equipment (PPE)*

### **Face Masks and Personal Protective Equipment (PPE)**

ACPS understands that those who are asymptomatic can still spread COVID-19; to this end, anyone riding an ACPS bus or van, attending/visiting an ACPS facility or participating in an ACPS-sponsored event is required to wear a face mask unless medically exempt. Staff will be expected to wear face masks throughout the entirety of their time within a facility. CDC guidance states, *Masks should not be worn by children under the age of two or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.* If a parent/guardian believes their child is exempt, they should contact the school principal who will consult with the Director of School Health Services. Face masks are also required when performing emergency drills. Staff who believe they may be exempt should consult with the Department of Human Resources.

ACPS has purchased reusable face masks for all staff and students returning to school (whether hybrid or traditional). Every student and staff member will be provided five (5) reusable face masks. Reusable face masks are to be laundered regularly. Cloth face masks or disposable masks will be available for students and staff who do not bring their own. Should there be concerns about a student or family's ability to appropriately clean or launder masks, schools will work with their school social worker or other Student Support Team member. A disposable mask will be provided to essential visitors who lose or forget their mask. Face masks should be used in accordance with acceptable and effective practices as established by the Centers for Disease Control and Prevention (CDC). (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>).

Staff, students and visitors should avoid touching their eyes, nose or mouth when removing a mask, and wash their hands immediately before and after removal. The Department of School and Community Relations will create training campaigns to promote and instruct families, staff and community stakeholders on the use of face masks. Reinforcement of face mask requirements will primarily be accomplished through signage, safety messaging and staff reinforcement. For additional clarification on proper mask usage, see CDC's guidance (see link) [How to Safely Wear and Take Off a Cloth Face Covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

### **Specialized PPE**

Employee groups working in certain capacities are provided specialized PPE by ACPS. Specialized PPE includes:

- Gloves: To be used by mechanics, custodial and maintenance personnel, bus drivers, school nutrition personnel, school health staff, and others working/instructing in a specialized capacity
- Face Shields: For use by bus drivers, specialized instruction citywide staff, school health staff and others working/instructing in a specialized capacity
- Gowns: For use by bus drivers, specialized instruction citywide staff, school health staff and others working/instructing in a specialized capacity
- Sneeze Guards:
  - Stationary sneeze guards will be provided to each school's front office where there are open work spaces
  - Student desk sneeze guards will be provided

### **Centralized Purchasing of PPE**

The Department of Facilities and Operations, Office of Maintenance and Custodial Services, is responsible for the purchase of bulk PPE for the school division. Specialized PPE requests (i.e. school monogrammed masks) is the responsibility of the office/school to purchase. By having a centralized purchasing method for PPE, the Department will be able to maintain accurate inventory and reorder counts.

### **Cleaning Protocols and Disinfection of Spaces**

The cleaning and disinfection of our facilities are a critical component of ACPS' reopening plan. Per the CDC's public facility cleaning and disinfecting guidelines ([Cleaning and Disinfecting Your Facility](#)), it is recommended to clean with the U.S. Environmental Protection Agency's (EPA) Certified disinfectant products ([List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) | US EPA](#)). ACPS custodial staff (internal and contracted) will implement daily enhanced cleaning of classrooms, offices, and common areas such as restrooms, hallways, cafeterias, libraries, gymnasiums, elevators, teachers' workrooms, etc., throughout the school year. There may be a need for limited support from all staff, including teachers, nurses, bus drivers and school nutrition, to assist in cleaning efforts to help mitigate potential spread of COVID-19 (supplies will be provided).

ACPS continues to adjust cleaning processes and implement measures to ensure that classrooms, common areas and personal workspaces are regularly cleaned and disinfected to prevent the potential spread of COVID-19. In addition to these measures, ACPS implemented the following to maximize cleaning and disinfection efforts:

- **Restroom Cleaning**- ACPS custodial staff (internal and contracted) will clean and disinfect restrooms every 1.5 to two hours. The cleaning protocol will include thoroughly disinfecting hard surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked. Checklists will be utilized by staff as part of the cleaning procedure.

- **Increased Cleaning of Frequently-Touched Surfaces-** ACPS custodial staff will clean frequently-touched surfaces/points thoroughly throughout the day, with limited support from all staff, (i.e., door handles, glass door, elevators, elevator buttons, doors, tables, chairs and light switches). Additional custodial coverage during the day will be provided where appropriate, depending on building occupancy and need.
- **Cleaning between Meal Service:** For snacks and/or meals served in the classroom, the classroom teacher will utilize surface disinfectant provided by the Office of Maintenance and Custodial Services to wipe down desks, chairs and ancillary surface areas around the desk before and after snacks and/or meals.
- **Cleaning Between Classroom Changes:** If the decision is made to allow transitions throughout the school day, desks will have to be wiped down in between transitions. This will be accomplished by custodial staff **with** required support from instructional staff as needed.
- **Levels of Cleaning:** The table below summarizes the levels of cleaning, types of products that are used for each cleaning level, applicability and the frequency of cleaning and disinfecting.

Level of Cleaning	Task Description	Products Used	Applicability	Frequency
<b>Routine Cleaning</b>	<b>Typical pre-COVID-19 cleaning protocol.</b> Includes trash removal, dusting, vacuuming and cleaning of hard surfaces such as desks, tables, and frequently-touched points, which includes disinfecting. Electronics are dusted.	Commercial grade, EPA approved cleaning products.	Level of cleaning in use prior to COVID-19.	Daily (prior to COVID-19) Weekly disinfecting (prior to COVID-19) Bi-weekly disinfecting (2 times a week) (prior to COVID-19)
<b>Enhanced Cleaning</b>	<b>Includes all aspects of the routine program with the addition of a daily disinfecting.</b> Additional cleaning and disinfecting of frequently-touched surfaces such as desks, tables, doorknobs, handrails, light switches, elevator buttons and other frequently-touched surfaces. Soft surfaces will be treated and left to dry before use. Electronics are wiped down.	Commercial grade, EPA approved cleaning products, which support reducing the risk of the COVID-19 virus.	Current level of cleaning in use until risk of COVID-19 virus transmission is sufficiently mitigated	<b>New Daily Routine Cleaning in response to COVID-19.</b> Cleaning and disinfecting frequently-touched surfaces will occur (1.5 to 2 hours a day), which will result in multiple times a day, most specifically: <ul style="list-style-type: none"> <li>● Prior to school beginning</li> <li>● Between classroom transitions (<b>teacher</b>)</li> <li>● Before and after meals and snacks are served in the classroom (<b>teacher</b>)</li> <li>● After school dismisses</li> </ul>

<p><b>Urgent Cleaning</b></p>	<p>Includes all aspects of the enhanced program. In addition, this includes disinfecting walls, lamps, hard and soft surfaces and flooring. Electronics are wiped.</p> <p>The area should be cordoned off for the first 24 hours, or as long as possible to safeguard cleaning crews and others..</p> <p>After 24 hours, work is to be performed.</p>	<p>Commercial grade, EPA approved cleaning products, which support reducing the risk of the COVID-19 virus.</p>	<p>Will be initiated in response to founded building-level concerns and/or confirmed case of COVID-19</p>	<p>As required, due to building-level concerns and/or potential or confirmed positive cases of COVID-19.</p> <p>Impacted space(s) will be closed for 24 hours PRIOR to cleaning and disinfection. Once properly cleaned and disinfected, space can be reopened and occupied</p>
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**Quality Assurance of Cleaning and Disinfection Processes**

More than ever, it is imperative that Quality Control and Assurance (QC/QA) is at the forefront of all processes. To help ensure the ACPS return to school cleaning plan is employed correctly, the below QC/QA processes was implemented:

- All custodial team members (internal and contracted) received training on the revised clean plan, which included definitions and expectations of cleaning frequency. In addition, all will receive refresher training on cleaning, sanitizing and disinfecting; use of EPA-certified cleaning chemicals; differentiation of common and frequently-touched surfaces; and the proper use of PPE while completing cleaning tasks.
  - Employees should leave training understanding exactly how and when to perform the tasks for which they are responsible.
- Cleaning and disinfection standards have been established and used by all ACPS custodial staff members (internal and contracted) so all custodial employees and managers are using the same metrics to clean and evaluate results.
- Daily inspections (during school hours) are completed by the onsite ACPS head custodian and contractor’s site director/manager to ensure quality control.
- The Office of Maintenance and Custodial Services, Building Services Supervisor coordinates with head custodians and contractor’s site director/manager to obtain daily reports.
- For quality assurance, the Office of Maintenance and Custodial Services Building Services Supervisor inspects a minimum of nine schools a week to verify quality and frequency of cleaning and disinfecting, as well as an opportunity to discuss customer concerns. All inspections will be documented.
- Quality Control (daily) and Assurance (weekly) Inspection reports will be completed
  - ACPS inspections vs. Contract Inspections will use the same format developed by ACPS

- During QC and QA, corrective measures will be needed. The measures are to be developed by onsite head custodian and contractor's site director/manager and relayed to the building services manager. Upon completion, verification that action(s) has occurred will be provided to the building services manager.

### **Self-Cleaning Protocol**

Mitigating the potential spread of COVID-19 will take support from all within our schools and facilities; to this end, staff will be asked to do their part and wipe down personal items and work surfaces throughout the day. Staff will be required to wipe down their personal work space(s) and items at the start and end of the workday. Disinfectant wipes and/or spray bottles filled with disinfectant will be provided by the Office of Maintenance and Custodial Services. If additional supplies are needed, please contact the Office of Maintenance and Custodial Services via our work order request system (SchoolDude). Staff are encouraged to submit requests prior to running out of supplies, with the expectation of a 48-hour turnaround time.

### **HVAC and Air Quality Verification**

Proper HVAC operation and maintaining acceptable Indoor Air Quality (IAQ) in a facility is a collaborative effort between the offices of Educational Facilities and Maintenance and Custodial Services. ACPS has implemented certain CDC and ASHRAE guidance regarding ventilation to help reduce the risk for exposure to coronavirus. Schools are designed to ventilate outdoor air throughout the day to reduce the buildup of pollutants and odors by approximately 35% outside air. Both Contractor and internal Maintenance staff conduct routine and preventative maintenance on interior and exterior of the facilities, mechanical, electrical, HVAC, and plumbing systems – including replacing air filters, deep cleaning and disinfecting throughout. Custodians and building engineers conduct regular complete building checks, to include identifying any areas of potential concern (e.g., areas that collect dust, checking exhaust fans in restrooms for proper operation, etc.).

Some of our schools have older systems and equipment that have to be closely monitored and balanced. It is essential that these systems are balanced to provide clean, filtered air into interior classrooms and other spaces. Any deviation from air volume rates and temperature ranges has an impact across portions of the system and the area that it is serving. Thus, temperatures should be maintained through specific set point ranges to ensure the fans, motors, etc. are keeping up with air flow and outside temperature fluctuations. Based on these noted considerations, we are not recommending opening windows within classrooms/throughout the facility, as this brings in unfiltered air with more particulates, pollens, etc. into the interior spaces and destabilizes the air balance and relative humidity levels. This cross contaminates the filtered and outside air and can elevate moisture levels, increasing the risk of mold growth.

It is important to note that the Department is not completing unbudgeted retrofits and/or HVAC replacements on systems at this time. If there is a concern regarding air quality, the MCS team will investigate and additional measures such as air purification equipment will be supplied.

MCS will also request for support from an environmental contractor, as needed, if any air quality concerns rise to that level. More information can be found in the HVAC FAQ: [Facilities and Operations / HVAC FAQs](#)

### **Other Considerations-Water Fountains**

Out of an abundance of caution, water fountains will be marked out of use for the time being. Parents are encouraged to have their student(s) bring bottled water or a water bottle to school (bottle filling stations will remain available for use).

## Offices of Educational Facilities and Capital Programs, Planning and Design

*The Offices of Educational Facilities and Capital Programs, Planning and Design are responsible for social distance measurements and strategies within our school facilities.*

### **Space Utilization and Social Distancing within School Facilities**

As recommended by the CDC and Alexandria Health Department (AHD), ACPS will establish and maintain a six-foot social distance between all student desks. The below picture illustrates an example of social distancing within an elementary classroom setting, to include a six-foot distance indicator between the teacher and first row of student desks:





It is important to note that each classroom will be configured slightly differently based upon square footage, furniture type and design/configuration of the room.

### **Traffic Control (Internal and External)**

Providing a safe distance while moving throughout the building is important. To that end, social distancing markers and directional indicators will be used within each facility. Below you will find an example of a social distancing decal:

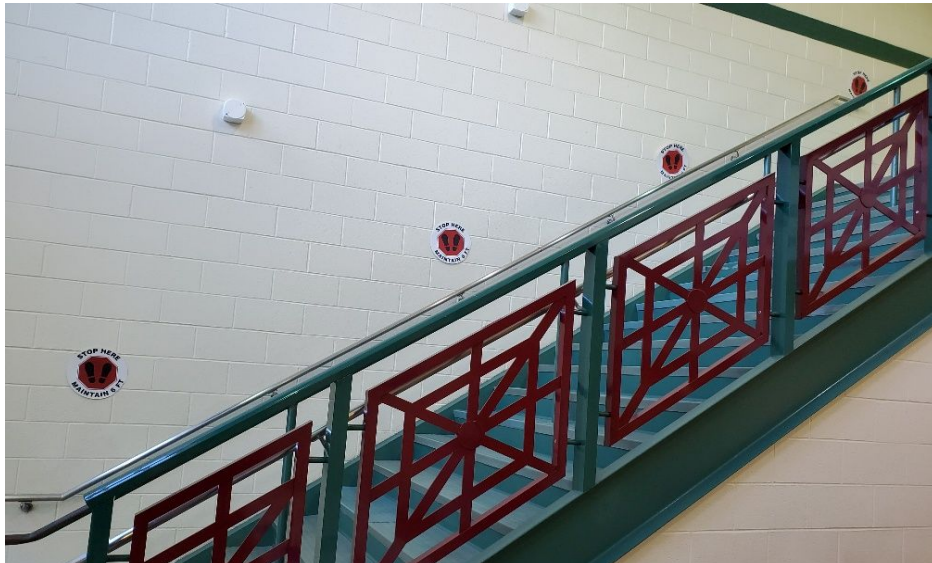


The next picture illustrates directional indicators in a hallway to include cones, social distancing markers and directional arrows.



The picture below shows social distancing markers used within a stairwell. It is the recommendation of Facilities and Operations that stairwells are one-directional for school arrival and dismissal. To provide indication of direction, green cones can be used to indicate the

direction of up or down at the appropriate landing; red cones can be used at the opposite end of the stairwell to indicate no walking.



Social distancing within restrooms will depend on the size and configuration of each restroom. Individual restrooms should only be utilized by one person/student at a time. Group restrooms should be used following the appropriate social distancing guidelines. This may mean that only one person/student can use a group restroom at a time.

## Office of Pupil Transportation and Fleet Management

*The Office of Pupil Transportation and Fleet Management is responsible for safely transporting students to and from our facilities.*

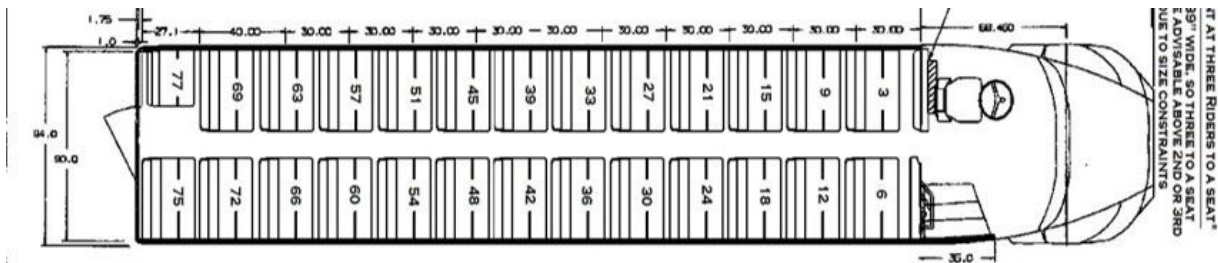
### **Transportation of Students**

The Office of Pupil Transportation and Fleet Management (PFTM) has implemented the following for transporting students to school:

- Districtwide route planning
  - Create routes to meet school bell schedule
  - Identify each student enrolled
  - Assign monitors based on historical data or provided data for newly registered student needs
  - Assign properly equipped PTFM Bus or Van
- Drivers are provided with assigned route sheets and seating charts. These seating charts will be followed.
- Copies of these seating charts are given to drivers and/or monitors. Each day the bus drivers or monitors check off each student's name as they enter the bus. This is done in the morning and/or afternoon (when applicable) routes. Drivers and/or monitors are required to return these seating charts to their dispatch on a daily basis. This allows us to

track which students rode the buses on specific days in the event that a student develops COVID-19 symptoms, is exposed to an individual who develops COVID-19 symptoms or is diagnosed with COVID-19.

- Students are seated as far away from each other as possible on the school bus. We will assign seats based on the one student per every third row model. Siblings may be seated together.
  - Seating may change to one student per row if community health metrics and guidance from AHD support moving to this less-restrictive social distancing practice.
- Students are to wear masks while entering, riding and exiting the bus.
- Bus drivers and bus monitors have been issued proper PPE supplies and an assigned protective face shield for additional safety precautions.
- Bus monitors have access to hand sanitizer or sanitizing wipes for use as necessary.
- The bus is loaded from the back to the front in order to alleviate unnecessary contact between the students as they enter the bus. The bus is unloaded from front to back in order to alleviate unnecessary contact between the students as they enter the bus.



### **Bus Air Handling and Ventilation**

- All bus air handling filters and climate controls will be inspected daily.
- Identified bus windows on each bus may be open (only as needed) to accommodate increase of ambient fresh air flow throughout the vehicle.

### **Bus Cleaning Procedures**

- Buses are cleaned between each run by PTFM and/or custodial staff.
  - All high touch/contact surfaces are wiped down with disinfectant/sanitizer wipes after each run.
- Buses are cleaned again at the end of each school day
  - All high touch/contact surfaces are wiped down with disinfectant/sanitizer wipes upon return to the transportation center.
  - Any collected trash is removed and properly disposed of.
- If there is an identified case of COVID-19 with a student who rides a bus, that bus will be cleaned utilizing an EPA-approved cleaning solution through an electrostatic sprayer.

## Office of School Nutrition Services

*The Office of School Nutrition Services is responsible for providing access to nutritious meals, to all students, during the school day.*

### **Hybrid Meal Service:**

**Breakfast:** All students Grades PK-12 will have access to “Grab and Go” breakfast meal bags at the point of entry into the building each morning. Students will pick up their meals and take them to their classrooms.

**Lunch:** Grades PK-9 will receive meals delivered to their classroom daily. The monitor/teacher will provide a meal count at the beginning of the class period that lunch will occur. SNS will provide a menu and meal selection identification form to capture daily meal counts. This form will include both lunch and snacks selections. Once the meal counts have been finalized, the form will be placed outside the classroom for SNS staff. The SNS staff member will review the meal count sheet and provide the meals. It would be helpful if the teacher/monitor could identify, in advance, where they would like to have the meals placed, whether outside the door on a desk (provided by teacher/monitor) or inside the classroom. This will minimize any disruption to classroom time during meal delivery services.

**TC Williams Campus:** Lunch meals will arrive on carts staged at predetermined access points throughout the building. Students will pick up meals directly from the meal carts, as assigned.

**Snacks:** The snack meal will be delivered with the lunches each day. The snack is a shelf-stable meal that can be consumed at any time during the day or after school.

### **Menus:**

Menus for MIC ,as well as other meal services this year, will be available on [https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/871/In\\_School\\_Menu.pdf](https://www.acps.k12.va.us/cms/lib/VA01918616/Centricity/Domain/871/In_School_Menu.pdf). Also, paper menus will be sent to the buildings for further distribution. If you need additional assistance, you can contact Sonya Grant, SNS Services at 703-619-8407 or by email [food@acps.k12.va.us](mailto:food@acps.k12.va.us) (preferred) for more information.

### **Other Meals:**

**Meals from home:** Students are allowed to bring meals from home. It is important that meals from outside do not get commingled with meals prepared by SNS. Therefore, each classroom will need to designate a safe location for the outside meals.

**Delivered meals from outside vendors:** In accordance with ACPS Wellness Guidelines food outside the school nutrition program will not be permissible.

***What if my student has a food allergy?***

School Nutrition Services will work closely with the building nurses to identify students returning in hybrid school, so that an appropriate meal accommodation can be made based on their documented medical allergen/s. Building cafeteria managers will have a list of all students with identified allergens.

In addition, there will be signage available at the meal distribution point to remind students to notify the cafeteria attendant if a meal substitution is needed.

### **Washing and Sanitizing Hands:**

Centers for Disease Control and Prevention (CDC) recommends washing hands with soap and water in line with hand hygiene guidance (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html#Promoting>). Students, teachers and staff will be responsible for washing and or sanitizing their hands using classroom sinks, bathroom sinks or hand sanitizer, which is located in each classroom throughout the division. Hand washing instructions are posted in each classroom and restroom.

### **Meal Time:**

In order for students to be well-nourished and ready to learn, they must have enough time to eat. The goal is to allow 20 minutes for breakfast and a minimum of 30 minutes for lunch. **For more details on meal times, please see your respective school's meal schedule.**

### **Food Sharing:**

To promote safe hygiene practices, food sharing among students will not be permitted. Any foods not consumed during the meal period may be discarded or saved by the student. Students may save unopened food inside their personal bags, lunch box or backpack for consumption at a later time and/or at home. No food will be sent back to the cafeteria once it has been received by the student or delivered to the classroom.

### **Food Waste and Meal Trash Collection:**

To ensure students remain within their own cohort, the collection of food waste and other trash from meal service will be a collaborative effort. Therefore, each classroom will be provided a roll of clear, large trash bags and a box of gloves. After each meal service, the teacher/monitor will use a pair of gloves, collect students' trash, tie a knot on the bag and place the bag in the hallway. Custodial staff will retrieve bags immediately following each meal period.

### **Disinfecting Frequency High-Touch Surfaces:**

ACPS has implemented an enhanced cleaning plan. High trafficked areas, such as bathrooms, hallways, entrance door handles, restrooms and common spaces are disinfected every two hours. After meals in the classroom, teachers/monitors will use disinfectant wipes on student

desks. In addition, all classrooms, common areas and bathrooms will be thoroughly cleaned three times a day.

### **Food Distribution, Virtual Plus+ Model**

Meal Distribution: Meal distribution will remain operating at our current distribution locations for virtual students and children (ages 2-18); “pop-up sites” will continue to operate for the time being. If there is a need to reassign staff to support in school meal operations and/or main food distribution locations, “pop-up sites” may have to be closed for that day. In the case of inclement weather, meal distribution services may be canceled. If cancelled, meal distribution sites will reopen on the next school day or next scheduled distribution day. For example, if Monday is a snow day, distribution will operate Tuesday, Wednesday and Friday of that week. Any other changes in regards to meal distribution and pop site locations will be noted in the Daily Express.

### **Office of Safety and Security Services**

*The Office of Safety and Security Services is responsible for promoting and maintaining safe and secure environments within all ACPS facilities.*

### **Social Distancing and Face Covering Monitoring and Enforcement**

The Office of Safety and Security Services monitors the use of face masks by adults (staff, families and visitors) in the facility as well as compliance with social distancing measures. Security officers ask those who are not in compliance with face masks and social distancing guidelines to comply; if there is a refusal to do so, those individuals will be asked to leave the facility. Safety and Security Services works with school personnel to assist students with compliance. The approach will be more focused on proactive measures such as signage, training and gentle reminders throughout the school day.

For schools without an assigned security officer, enforcement of face mask guidelines and social distancing will be the responsibility of school leadership.

### **Emergency Preparedness Drills**

School administrators are expected to conduct required emergency drills upon teacher and student return to school. Administrators should complete emergency drills as outlined in the yearly drill schedule provided by Safety & Security Services. Teachers and students are required to complete the drills listed for the month of September (beginning of year schedule), no matter what month they return to school. Once those drills are complete (Fire, Lockdown, Bus Evacuation), schools will return to the normal schedule based on the month they started in-person learning.

Note: Evacuation is a standard practice for most emergency drills conducted at ACPS. For this reason, it is recommended that drills be performed as would normally be performed,

pre-pandemic. Other than social distancing and wearing an appropriate face mask, there should be no alteration of the emergency drill processes. Teachers and staff are to maintain social distance of students once they have arrived to their safe place or designated rally point.

### **New Staff Onboarding**

School administrators are expected to ensure that all new employees are fully briefed on ACPS emergency procedures. All new and returning employees (teachers, monitors, paraprofessionals, custodians, building engineers, cafeteria personnel, nurses, administrative assistants, etc.) shall complete the introductory ALICE online training course (provided by Safety & Security Services), before classroom instruction begins. In-person ALICE courses provided by Safety & Security Services need only be scheduled when permitted and/or available.

Resources and information regarding emergency response can be found here:

- <https://www.acps.k12.va.us/Page/2432>
- <https://acps.instructure.com/courses/2814/pages/safety-and-security-services>

### **School Community Notifications**

School administrators are encouraged to share new procedures by providing pertinent details in their first message (upon hybrid return) to parents/guardians.

It is critical for the safety of staff and students that the following topics are captured in the community notification (if applicable):

- Arrival Procedures
- Dismissal Procedures
- Traffic Flow and Traffic Pattern Maps
- School Emergency Procedures
- Walking Safety
- Visitor Management

The above list is an example but is not exhaustive. There are a variety of topics that may be included in school community messaging. For all matters regarding School Security Officers or School Resource Officers, please coordinate with Safety & Security Services.