

**Family Partnership Charter School**  
**Homeschool Program**  
**Health & Safety Checklist**



## STUDENT DROP OFF/PICK UP

- **Masks/Social Distancing**
  - Students will wear mask coverings at all times.
  - Students will do their best to social distance 6 feet apart from one another.
- **Parent Pick-up/Drop Off procedures**
  - Parents will drop off students at the backdoor entrance. Signs will be posted.
  - Teachers will receive the students, take temperature (at the door), log results, use hand sanitizer, and have the parent sign in their child.
  - Student will be placed in an isolated area if fever or symptoms are present.
  - Parents will drive up and come to the door if they arrive late or if they want to pick up their student early, following the same check-in procedures.
  - Parents will not be allowed in the building without an appointment.
- **Late arrival procedures**
  - Parents will not be allowed in the building without an appointment.
  - Front office staff will communicate with teachers if a student is running late or needs to go home early.
  - Teacher will serve as a support to our enrichment teacher to monitor late arrivals.
  - Signage will be placed outside for parents with phone number to call the teacher on duty.
- **Entering school procedures**
  - Parents will not be permitted to enter the school without an appointment.
  - Teacher will take student's temperature, offer hand sanitizer, and ensure mask usage before being directed to seat.
  - Teachers will monitor safe distancing protocols and mask wearing. Masks will be available to students if needed. Students will be walked to their designated classroom by their teacher.
  - Students will place their materials in a designated space.
  - Student will be placed in an isolated area if fever or symptoms are present.
- **Visitors**
  - Visitors are not allowed without an appointment. Families may enter through either the front door (checking in with Michaela) or at the back door (checking in with the teacher on duty).
  - Sign will be posted regarding check-in procedure.
  - No observers, volunteers, or non-ASD employees will be allowed to enter without an appointment.

- **Exiting school procedures**
  - Teachers will walk their students out.
    - Teachers will help students exit the building by monitoring parent arrival and student dismissal.
    - Late pick-ups will wait in the classroom monitored by teacher.
- **Staff Entering/Exiting Building**
  - All approved staff will enter the building through the front office and complete a Health Screening.
  - Staff will do their best to maintain 6-feet social distancing.

## MOVEMENT WITHIN SCHOOL BUILDING

- **Within School Building**
  - Movement within the classroom - Teachers will create classroom protocols and procedures the first day and practiced throughout the first week. Teachers will provide expectations. Remember, they have not been in a classroom setting for more than 6 months and need to be reminded.
  - Teachers will monitor transitions and restroom breaks.
  - Students are escorted to the bathroom by a teacher. Wash hands in bathroom and sanitize upon return to classroom. Bathroom will be disinfected after each use.
  - Everyone will wear masks and do their best to maintain 6 ft social distancing.
  - Teachers or staff will escort parents with appointments from the front desk to the correct office.
- **Library Visitation**
  - Appointments may be made by families to visit the library in 30-minute increments.
  - The library will require masks and 6 ft social distancing.
  - There will be a limit of one family at a time.
  - Teacher will sanitize the space after they leave.
  - Returned items will also be sanitized before being reshelfed.

## CLASSROOM ENVIRONMENT

- **Masks/Social Distancing/Hand washing**
  - Students will wear mask coverings at all times.
  - Students will do their best to social distance 6 feet apart from one another.
  - Students will regularly sanitize and/or wash their hands.
- **Classroom Setup**
  - We will use 6-foot tables and seat two students per table at X marking.
  - Tables will be placed 3 feet apart 20 students max in enrichment/library room.

- Air purifiers will be placed in common areas
- **Sanitation of Classroom**
  - Sanitize tables and chairs between classes.
  - Students come and leave with all belongings.
  - All used items should be sanitized.
  - Teachers will be responsible for sanitation between learning activities.
- **Classroom Practices**
  - Students will bring their own water bottles. Water dispensers will be removed from public spaces.
  - Consideration of time limits (2 hours per class), considering mask breaks.
  - There will no eating or scheduled snack time.

## APC ACTIVITIES

- **Masks/Social Distancing/Hand washing**
  - Adults will wear mask coverings at all times.
  - Adults will do their best to social distance 6 feet apart from one another.
  - Adults will regularly sanitize and/or wash their hands.
- **Space Setup**
  - Seating will be arranged to maintain social distancing with 20 adults allowed max in enrichment/library room.
  - Air purifiers will be placed in common areas.
- **Check In/Check out Procedure**
  - Adults will check-in at the front desk. Adults will take their temperature (at the door), log results, use hand sanitizer.
  - Sign will be posted regarding check-in procedure.
- **Meetings**
  - Meetings requiring more than 20 people, such as all staff meetings/trainings will be conducted virtually.
  - Online option available to those board members (and invited guests) unable to attend in person.
  - The public may tune in virtually, but not in person.

## COVID-19 RESPONSE REQUIREMENTS

- **Response Requirements**
  - All individuals exhibiting symptoms of illness will be sent home.
  - Individual will be placed in an isolated area if fever or symptoms are present.
  - Individuals presenting with symptoms will maintain the greatest distance possible from other individuals.

- Principal will call the nurse for support to assess the individual and follow through with safety procedures by notifying Health Services and contacting the individual's family.
- FPCS will communicate a list of people who have had access to the building and the nurse will follow up with contact tracing.
- Nurse will reach out to individual who has symptoms and follow-up. Staff will be in communication with affected staff/students to determine who was in close contact and make appropriate notifications regarding quarantine protocol. A negative Covid test does NOT apply to this situation.

## FOR MORE INFORMATION

- Public may access the ASD website and reach out to the school nurse, Kathy Bell, for concerns or more information- [bell\\_kathy@asdk12.org](mailto:bell_kathy@asdk12.org)