

**GALA School Student and Family
Reopening Plan
2020-2021**

December 11, 2020

Dear GALA Faculty and Staff,

As a language immersion school, we pride ourselves on developing the uniqueness it has to offer within an in-person environment. Although COVID has brought many unprecedented challenges, through it, we have gained significant abilities in instructing students through online learning using many resources and Google Classroom as a platform. While we are tremendously proud of the All-Remote learning model we have implemented, we recognize that the uniqueness of our language immersion model cannot be captured through distance learning.

We are excited to partner with the **PSI** COVID Support team that will help GALA open as safely and efficiently as possible in January. We will restart school the week of January 6th as All-Remote for **all** students. During this week, we will be preparing each staff member on safety procedures and protocols for reopening. Students will work asynchronously on assignments within their Google Classroom platform.

Starting on Monday, January 25th, GALA will offer in-person learning **if** Cuyahoga County is a risk Level 1-3 (yellow, orange, and red). ***However GALA will only open for in-person learning when Cuyahoga County ("CC") has been at risk level 1, 2, or 3 for four consecutive weeks. This means if CC is level 4 after December 14th, GALA's in-person start date will be delayed.***

Due to the continuing constraints of COVID, our in-person learning model will not be instructed in the same way as GALA's language immersion model has been implemented in the past but to the extent that it is safe. Mimicking our previous model will be our goal. Nevertheless, we look forward to in-person learning so that we can better serve our students and provide a safe environment. For GALA students continuing with the All-Remote option, we will ensure that they get the same instructional curriculum as students learning In-person.

As you read through this plan, it will provide you with more details regarding the models we have chosen to implement for the remainder of the school year along with procedures and safety measures designed to keep our children safe.

Thank you all for your hard work!

Sincerely,

Ms. Ericka Davis, M. Ed.

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This plan is a working document to be revised as needed by Global Ambassadors Language Academy (GALA) due to the updates and information received from CDC, City of Cleveland, or the Governor for the state of Ohio.

Introduction

GALA will reopen for in-person on January 25, 2020. For the 2020-2021 school year, unless otherwise required by the Cuyahoga County Board of Health, City of Cleveland, or Governor of Ohio, GALA will remain open for in-person instruction 4 days a week.

Please note that any change to public health metrics may result in us needing to amend this date.

At present, in-person learners will return on January 25th on the following schedule:

- All students will attend from 9:00 am -2:00 pm.
- A schedule of staggered arrival and departure times will be in place to ensure safe arrival and dismissal of our school community.

While we will be reopening our building for in-person learning on January 25th, we are aware that some families may choose to have their child attend school remotely. For the remainder of the school year we have two options of remote learning for you to elect between

Option 1: Starting In-Person and Switching to All-Remote later

Families who registered their student(s) for In-Person learning, can later elect to have their child attend All-Remote learning. Families can switch to All-Remote at any time; however, once the child is in All-Remote, the student will need to remain All-Remote for the remainder of the school year.

Option 2: Starting All-Remote

Families who registered their student(s) for All-Remote learning will not have the opportunity to switch to In-Person for the remainder of the school year.

RE-OPENING OUR BUILDING

The safe reopening of GALA on January 25th, for in-person learning, will require all members of our school community to truly value and respect who we are as a school. We know it will be challenging to navigate learning new routines this year to keep our school community safe.

More so now than ever, we need to care for one another and fully understand the weight of our unity; singularly and collectively as a school community. We must steadfastly ensure, with singularity of vision, to keep our school community as safe as possible. It may require each of us to make sacrifices. How families, faculty, and staff spend their free time must be met with careful consideration of the risk it could potentially pose to our school community.

Navigating the remainder of our school year will require us to draw on the mutuality of grace and respect that is the backbone of our family and school relationship. We must all work together to ensure that the policies we have in place are upheld and protect our students and staff as we all navigate schooling in this new norm for the foreseeable future. As the school year progresses, there may be places where revisiting our policy is necessary based on what we see, once we have welcomed students back to our building. We will consistently monitor and update any and all policies as needed to ensure that our students and staff have the highest quality and safest learning environment that is possible. All policies and practices have been carefully and intentionally developed with one goal: to keep everyone in our school community as safe as possible given what we know to be true about the developmental needs of students ages 4 through 12 and the needs of our faculty and staff.

While we are doing all we can to ensure the health and safety of our school community throughout our school day, we must also be mindful that activities outside of the school day warrant consideration. As such, travel during the upcoming school year will need to be planned with careful consideration.

KEEPING OUR SCHOOL COMMUNITY SAFE

Our top priority is the health and safety of our students, faculty, and staff daily. Our mutual sense of responsibility, patience, concern, and adherence to protocol will be the basis of keeping our community safe and allowing our students to flourish throughout the remainder of the school year. All practices and protocols we have in place are based on professional advice and ones that we know that can be sustained throughout the school year.

Our general practices, policies, and procedures for keeping our school community safe are shared below. Should it become necessary to make changes, we will make needed adjustments; however, for the foreseeable future, we believe the following measures are practical and necessary:

- **Face covering** - All school staff are required to wear **masks**. All students must wear a face mask unless they are unable to do so for a health or developmental reason. **Face shields** that wrap around the face and extend below the chin can be used in addition to a mask. Masks are mandatory for all adults dropping off or picking up students or entering the building for any reason. [Moving Personal Protective Equipment Into the Community: Face Shields and Containment of COVID-19 | Infectious Diseases | JAMA](#) (April 29, 2020)
- Signage will be posted in our hallways and classrooms to remind students about social distancing and mask wearing.
- Hand sanitizer, with at least 70% alcohol, will be available in all classrooms and at additional places throughout the school building.
- Antibacterial hand soap will be in all soap dispensers throughout the building.
- Water fountains will be disabled
- Classroom seating will be arranged to promote 6ft social distancing, while also promoting a supportive learning environment.

- Designated entrance and exits for each grade to reduce crowding in hallways during arrival and dismissals (there will be accommodations for siblings).
- Additional lunch/recess time to allow students to have an extended recess and also provide sufficient time for hand washing and sanitizing.
- No use of communal gathering places, for example upon arrival students will go directly to their classrooms.
- Students will eat snacks and meals in their classroom to ensure minimal contact with other grades.
- Signage in all bathrooms to remind students to practice social distancing.
- Only every other bathroom stall/urinal will be utilized to practice social distancing.
- Only every other bathroom sink, and/or bathroom sinks on the far left and right will be utilized to practice social distancing.
- Signage throughout the building to remind students how to properly wear their mask.
- Classroom windows will be cracked open 1 to 2 inches to allow outside airflow and to increase ventilation in classrooms as much as possible.
- Classroom supplies will not be shared amongst students.
- Students will be cohorted to ensure there is minimal contact with other grades.
- Teachers, not students, will switch classrooms whenever possible.
- The School Health Assistant will be in the building throughout the school day.
- Parents/guardians will not be permitted in the building except in the case of an emergency. Students will be escorted to the parent/guardian at the entrance or to their car.

PREPARING FOR FUTURE CLOSURES

Starting on Monday, January 25th, GALA will offer in-person learning if Cuyahoga County is a risk Level 1-3 (yellow, orange, and red). ***However GALA will only open for in-person learning when Cuyahoga County ("CC") has been at risk level 1, 2, or 3 for four consecutive weeks. This means if CC is level 4 after December 14th, GALA's in-person start date will be delayed.***

GALA's COVID-19 Conditions for Learning Plan:

1. **OPHAS Level 1 (Yellow) – Active Exposure and spread.** Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
2. **OPHAS Level 2 (Orange) – Increased exposure and spread. Exercise high degree of caution.** – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
3. **OPHAS Level 3 (Red) – Very high exposure and spread. Limit activities as much as possible.** – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
4. **OPHAS Level 4 (Purple) – Severe exposure and spread. Only leave home for supplies and services.** – GALA will provide an All Remote learning option for all students, with no in-person instruction provided during this period of time.

Number of teachers absent for school closure: TBD

Number of positive cases within the building for school closure: TBD

FACILITIES AND OPERATIONS

Throughout our preparation for reopening, we have had extensive planning with our custodial staff. Based on our planning, we have revisited our previous facilities cleaning model and have added additional cleaning during the day.

Throughout the school day, our custodian team will provide increased disinfecting and pay particular attention to high traffic touchpoints and frequently touched surfaces.

Signage in bathrooms will indicate which sinks and bathroom stalls students should use to ensure social distancing.

In each classroom, students will be assigned to desks to avoid sharing. Desks will be disinfected at the end of every school day. To further support keeping our classrooms clean, each student will need their own supplies such as markers and pencils. After a student has used equipment, it will be set aside and cleaned later using a disinfectant solution. Supplies such as manipulatives used in our lower elementary classrooms will be sanitized regularly. To minimize the possible transmission and spread of COVID, we have removed all extraneous furniture.

To support our efforts to keep our students safe and our classrooms clean, we strongly encourage students to use a lunch box that can be washed or wiped easily each evening at home. Water fountains are disabled. We recommend students bring a water bottle to stay hydrated throughout the school day. It is also advisable to limit the number of personal items a child brings to school. Any non-essential items that are not required for a student's school day should be left at home.

Arrival

- Students arriving by car will remain in the car, in the car line, and will not exit the car or enter the school building before their temperature is taken
- Students that walk to school will not enter the school building before their temperature is taken
- Any late arriving students cannot be dropped off until their temperature is checked
- Entrance screening questions will not be asked prior to entry into the building. All parents and persons reporting to the building will be required to sign a waiver
- GALA will communicate to parents to expect delays during morning arrival, due to time required for taking temperatures
 - If there is any delay, cars will pull forward to a designated/reserved parking spaces for staff to attend to the need
- Doors will be propped open during arrival to minimize touching of door handles. Doors should be open just enough to allow 1 person to pass through and doors to enter the main hallway should remain closed at this time to prevent the cold air from spreading throughout the building.
- All students and persons entering the building will use hand sanitizer
 - Multiple hand sanitizer stations will be available at entry into the building

Bathrooms

- The number of students allowed in the students bathrooms will be limited at all times
 - This will require a person in the hallway managing the flow/line for student bathroom use
 - Based on number of stalls and reflecting GALA's bathroom buddy system:
 - the main building ground floor boy and girl bathrooms should only have 4 students at a time
 - The annex ground floor boy bathroom should only have 4 students at a time
 - The annex first floor girl bathroom should only have 2 students at a time
- Bathroom trash cans should not have a lid, they must be open containers to eliminate touching
- Only every other sink, or the sinks on opposite ends should be utilized (do not use signs will be placed over closed sinks)
- Only every other stall/urinal should be used (do not use signs will be placed over closed sink stalls/urinals)

Classrooms

- Students will use hand sanitizer when entering and exiting the classroom
- An assigned seat and classroom seating chart will be required for every room and program (i.e. Before Care, School Day, After Care)
 - Students will always sit at their assigned seat
 - Students will have supplies at their desk that are not shared
- Seating assignments should keep students in their seating arrangement, at all times possible (i.e. Students that sit next to each other during the school day, should also sit next to each other during Before or After Care)
- Students do not need to clean their desks throughout the day, since they are not sharing their desk with any other student.
 - Desks will be cleaned by an adult at the end of the day, and/or before a different student uses the space. We understand teachers are very busy so we will do our best to have the majority of classroom cleaning/ disinfecting completed by our custodians.
- Students put their coats and backpacks away (on hooks or in lockers) in an organized fashion to maintain social distancing (i.e. every other hook or locker will be labeled with a shape or color, students with 'red' hooks or 'stars' on their lockers will put their items away first).
 - This will be organized to create groups of 4 or less students
 - Optional precaution is to provide disposable bags for student coats and backpacks to be placed in, if items touch while hanging on hooks.

- Two adults per classroom is acceptable and common in many schools, as long as masks and social distancing is maintained
- Student desks will have plastic desk barriers (sneeze guards) for the following reasons:
 - Students will be eating in the classrooms and will be unmasked while eating (if they were not eating in the classroom, these barriers would not be necessary)
 - Cardboard barriers do not allow students to see their friends and the teacher
 - Plastic barriers are easier to clean and last longer
- Desks, instead of tables, will be utilized by students to ensure social distancing

Classroom/Room Ventilation

- Open or cracked open windows to bring outside air in, is the best approach for air flow
- Open windows will make the rooms hotter/colder (depending on the season), students and staff should dress appropriately in anticipation of the varying cold/hot room temperature
- It is not recommended to use oscillating fans
 - If a fan is used, it should be pointed towards the wall, so air is sucked up from the room and bounces off the wall (not pointing at any person, or passing a person)
- Air conditioning window units have no impact on safety (does not make it better or worse)
 - If an air conditioner is being used, be sure to make sure it is not blowing directly on anyone
- Keep all classroom (and hallway) doors open, to minimize frequent touching and maximize air flow

Snack and Meal Time

- Students will eat snacks and meals at their desks in their classrooms.
- Desk barriers are recommended because masks will be off while eating.
- Throwing away of trash procedures need to be done with masks on and in a manner that maintains social distancing as best as possible

Drinking Water

- Water fountains will not be available for use
- Students and staff should bring their own water bottles (filled) daily
- Water will be available in classrooms, in a sports water container, to refill water bottles
 - Only the teacher can refill water bottles
 - Disposable cups must be used to fill the water bottle (do not directly fill water bottles).

Recess

- Students should keep their masks on during recess, group play (play with your classroom only), outdoor/indoor play
- Students must use hand sanitizer before going out and upon return recess
- Recess equipment does not need to be sprayed/sanitized if it is outside and hand sanitizer is being used before and after play
- Students can play interactively with each other (i.e. tag, basketball)
- At all times possible, students should play in the learning groups they are already part of (i.e. do not mix different student groups during recess, block off areas to keep groups separated)

Staff Lounge Area (The Spa)

- Staff lounge areas are not recommended. Taking breaks or eating in a common lounge area creates a high risk space for COVID.
 - Use of the staff lounge (the spa) should only be used to store food in the refrigerator, use the microwave, get supplies, print, or scan.
 - Hand sanitizer should be used touching commonly used equipment (refrigerator, copy machine, microwave)

- It is recommended that staff eat in smaller designated areas alone, or their cars.
 - Alternatively, staff should eat in a very large spread out space like the cafetorium. Or in any space behind a desk barrier (sneeze guard) while maintaining social distancing.
- It is recommended to remove long tables, and replace them with small desks spaced apart (use student classroom desks), to eliminate the possibility of people sitting close to each other.

Meetings

- Unless absolutely necessary to meet in person (which is assumed rare or never), all meetings should be conducted virtually by zoom or phone
- Only rare occasions will require an in person meeting, such as a tour, walk through, or physical training (i.e. CPR) is being conducted
- Staff are not permitted to meet in person in groups of two or more, unless they have on a mask, are socially distanced, and it is absolutely necessary for in person meeting
 - This includes partner staff with OhioGuidestone, PSI, Horizon Education Centers, Mobiletek, Teach for America, Food Service, etc.

Cleaning & Disinfecting

- Custodial team will be trained for cleaning and disinfecting related to COVID
- Disinfecting desks at the end of the day can be done by an adult
- Rooms with carpet should be vacuumed daily
- Frequently touched surfaces should be cleaned daily and throughout the day (stair handles, door knobs, bathrooms, etc.)

Emergency Procedures

- In the event of an urgent student injury or health issue (asthma attack, allergic reaction, etc.), the student should be removed from the room to be assessed.
- All emergency evacuation drills or events (i.e. fire, tornado, active shooter, etc.) should be conducted as usual. The priority is to be safe in the emergency situation (we practice drills as if they are real events) and follow the relevant procedures; so social distancing guidance does not need to be maintained.

Dismissal

- Parents will not be permitted to enter the building
- Dismissal procedures will follow social distancing guidelines

Exposure to COVID Protocol

- The principal is the point of contact for the Cleveland Department of Public Health.
 - Any exposure to COVID will be reported to the CDPH, and the CDPH will provide direction to the school for next steps.
 - Plans explaining what steps the school will take in the event of exposure are not advised, as each case is treated differently as a case by case situation by the CDPH

INSTRUCTION MODELS

In compliance with the guidelines set forth by the Ohio Department of Education (ODE), GALA has plans for one model of learning for the remainder of the school year. The details of which are in this plan:

1. Full **day In-Person Learning Model**
2. Fully **All-Remote Instruction Model**

In-Person Learning Model:

For the in-person learning model all students will attend school 4 days a week in-person and 1 day a week All-Remote. For in-person learning all students will learn online and have the support of the classroom teacher to assist them with their work in the classroom. Students will need to bring their Chromebook and chargers with them to school daily. The school will have in place all necessary protocols to keep students safe such as, but not limited to:

- Classrooms will be set up to allow social distancing
- All students will wear a mask
- Students will follow a schedule that supports having time to regularly wash and sanitizer their hands
- The school day arrival and dismissal schedules will be staggered to allow social distancing at the start and the end of the school day

All-Remote Instruction Model:

For the All-Remote instruction model all students will learn online from home. The remote learning program will consist of both synchronous and asynchronous instruction throughout the day. Students will engage in zoom sessions by participating in the curriculum daily when teachers are providing in-person learners with instruction. Students will also have independent work to complete and be engaged in one-on-one or small group meetings with teachers, at assigned times for further assistance.

- All students will use Google classroom
- Teachers will use resources that support Google Classroom
- Teachers will use email to communicate with families daily
- Parent education will be provided through tutorials and email communication

During any period of full day In-person and All-Remote learning, students will receive instruction through:

- Synchronous direct instruction of content

- Asynchronous instruction of content
- Small group instruction for academic purposes
- Independent practice of work to review with teacher
- A teacher or supportive staff member will have time available for “Office hours” to assist students
- Homework and additional content support

All learning sessions will be age appropriate in duration and ensure that students are fully engaged in the entire curriculum.

We are aware that continuing to build on our sense of school community remains vital during any period of learning. To this end teachers will continue their scheduled live Zoom sessions for classes during the week that are social, such as a Zoom lunch time, a read-aloud, or other fun activities. These sessions are also a vital part of a child’s education.

During any period of learning, it is our hope to make additional support available from other GALA employees who may not be your child’s regular teacher, such as our Intervention Specialists, Art, and Physical Education (P.E.) teachers.

Student Facing “A” Schedule

	Monday	Tuesday	Wednesday	Thursday	you're on a live zoom call
8:30	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	you're in centers
8:35 - 8:55	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	RemoteStudents Prepare for the day from 8:30-9:00a
9:00	Unpack/Set Up	Unpack/Set Up	Unpack/Set Up	Unpack/Set Up	
9:05	Question of the Day				
9:10 - 9:50	Group A LIVE MATH/SPANISH				
9:55	Transition	Transition	Transition	Transition	
10:00 - 10:40	Asynch support	Asynch support	Asynch support	Asynch support	
10:45	Handwashing	Handwashing	Handwashing	Handwashing	
10:50	Transition	Transition	Transition	Transition	
10:55 - 11:15	Lunch	Lunch	Lunch	Lunch	
11:20	transition	transition	transition	transition	
11:25 - 11:50	recess	recess	recess	recess	
11:55	Transition	Transition	Transition	Transition	
12:00 - 12:35	Asynch support from TLT				
12:40	transition	transition	transition	transition	
12:45 - 1:20	LIVE ELA	LIVE ELA	LIVE ELA	LIVE ELA	
1:25	transition	transition	transition	transition	
1:30 - 2:00	Zearn	Zearn	Zearn	Zearn	
2:05 - 2:10	pickup	pickup	pickup	pickup	
2:15	Transition	Transition	Transition	Transition	
2:20 - 2:35	Dismissal	Dismissal	Dismissal	Dismissal	

Student Facing “B” Schedule

	Monday	Tuesday	Wednesday	Thursday	you're on a live zoom call
8:30 - 8:55	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	Drop Off/Parking Lot	you're in centers
9:00	Unpack/Set Up	Unpack/Set Up	Unpack/Set Up	Unpack/Set Up	RemoteStudents Prepare for the day from 8:30-9:00a
9:05	Question of the Day				
9:10 - 9:50	Asynch support	Asynch support	Asynch support	Asynch support	
9:55	Transition	Transition	Transition	Transition	
10:00 - 10:40	Group B LIVE MATH/SPANISH				
10:45	Handwashing	Handwashing	Handwashing	Handwashing	
10:50	Transition	Transition	Transition	Transition	
10:55 - 11:15	Lunch	Lunch	Lunch	Lunch	
11:20	transition	transition	transition	transition	
11:25 - 11:50	recess	recess	recess	recess	
11:55	Transition	Transition	Transition	Transition	
12:00 - 12:35	Asynch support from TLT				
12:40	transition	transition	transition	transition	
12:45 - 1:20	LIVE ELA	LIVE ELA	LIVE ELA	LIVE ELA	
1:25	transition	transition	transition	transition	
1:30 - 2:00	Zearn	Zearn	Zearn	Zearn	
2:05 - 2:10	packup	packup	packup	packup	
2:15	Transition	Transition	Transition	Transition	
2:20 -2:35	Dismissal	Dismissal	Dismissal	Dismissal	

COVID-19 TRAVEL POLICY

Travel increases the chance of contracting and spreading COVID-19. As the safety of GALA students & families, staff, and greater school community are of the utmost importance, GALA has adopted these guidelines regarding travel during the COVID-19 pandemic.

Employees shall inform the Principal of the location and timing of their travels so that the Principal can work with the employee to determine a plan for safe return to work. Employees shall inform the Principal in advance of travel so that the education of students is least interrupted. If travel occurs without advanced planning, employees shall inform the Principal as soon as possible, but in any event prior to returning to the School in person.

In accordance with applicable law, GALA may require employees to self-quarantine or isolate after travel. The Principal and employee will examine leave policies, laws and orders in effect at the time, doctor's orders, and remote-work capabilities to determine if the employee's self-quarantine or isolation leave is with or without pay.

GALA may request test results, doctor's order, or other information about symptoms and medical diagnosis in order to ensure the safety of students and other staff. GALA may require employees to complete a questionnaire prior to returning to work inquiring about travel details and confirming the employee is symptom-free. GALA may conduct symptom/temperature checks and may require COVID-19 testing.

Prior to travel, employees should follow the CDC guidance at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

and the Ohio specific guidance at:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19>

For international travel, employees should see the CDC guidance at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travelnotices.html>

Employees should regularly check these resources as they are updated as the virus and recommendations change.

Employees are required to monitor themselves for COVID-19 symptoms for 14 days after traveling and report any symptoms to the Principal. Employees should refer to GALA's COVID-19 Protocols (p.19). GALA also recommends that employees keep a list of people with whom they had contact in the event such information is needed for contact tracing.

COVID Response: GALA Return to School Safety, Sanitization, and Closure Procedures

“Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being, and behavior, according to recent studies and the American Academy of Pediatrics. Children rely on schools for academic and social development and in many underserved areas for basic needs including food and support for mental and emotional well-being. Additionally, the pandemic has upended the lives of all Ohioans, particularly children and parents, who rely on the structure of the school day for much needed daily routine (and childcare).” - Ohio Department of Health, COVID-19 Health and Prevention Guidance for Ohio K-12 Schools

GALA will rely on [Ohio’s Public Health Advisory System \(OPHAS\)](#) color-coded system in making school-wide decisions and recommendations from the Cuyahoga County Board of Health for evaluating and determining Return to School learning options for students. GALA’s Return to School Plan has been revised as follows:

OPHAS Level 1 (Yellow) – Active Exposure and spread. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio’s School Reopening Guidance.

OPHAS Level 2 (Orange) – Increased exposure and spread. Exercise high degree of caution. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio’s School Reopening Guidance.

OPHAS Level 3 (Red) – Very high exposure and spread. Limit activities as much as possible. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio’s School Reopening Guidance.

OPHAS Level 4 (Purple) – Severe exposure and spread. Only leave home for supplies and services. – GALA will provide an All Remote learning option for all students, with no in-person instruction provided during this period of time.

Monitor for COVID-19 Symptoms Daily

Keeping our GALA Families & Staff Safe

To mitigate the risk of COVID-19 and make our school building as safe as possible for students, families, & staff, we are implementing new procedures that will be in place as we return to school in January 2021.

GALA will be following all of the mandates & recommendations for schools made by the [Centers for Disease Control \(CDC\) and Prevention](#), [Ohio Department of Health](#), and [Ohio Department of Education](#). These procedures are detailed below to provide staff and families a picture of a typical school day. Please read carefully and completely. **Town Halls for parents will be scheduled virtually before school reopening in January. Training for students will be during the first week of school and ongoing. It will take all of us working together to stay safe. Note, this document is subject to revision as new information develops.**

- 1. Symptoms of COVID-19** - As a reminder, symptoms of COVID-19 range from mild to severe and may appear 2 to 14 days after exposure to the virus. It is also possible to have COVID-19 and experience no symptoms (asymptomatic). You may have COVID-19 if you experience one or more of the following:
 - Fever or chills.
 - Cough.
 - Shortness of breath or difficulty breathing.
 - Fatigue.
 - Muscle or body aches.
 - Headache.
 - Loss of taste or smell.
 - Sore throat.
 - Congestion or runny nose.
 - Nausea or vomiting.
 - Diarrhea.
- 2. Entrance screening** - GALA will conduct daily health checks prior to anyone entering the building, and entrance will be limited to staff and students only. A staggered arrival and departure schedule with time between student groups will be enforced for drop off and pick up.
 - All students arriving by car must remain in their car to complete entrance screening.
 - A **daily entrance screening questionnaire** will be administered to all staff and adults dropping off students before entrance to the building is granted. If any question is answered "yes", that person and/or student will not be allowed to enter the building:
 1. Has anyone in the household had a fever above 100.4 or above in the last 24 hours?
 2. Has anyone in the household had a cough, shortness of breath, or fever?
 3. Have you been in contact with an asymptomatic or sick individual?
 4. Has the staff member or student taken any ibuprofen, acetaminophen, or any other fever reducing medication in the last 24 hours?
 5. Do you or does your student have a cough? Shortness of breath? Fever?
 - After passing the daily screening questionnaire, all staff and students entering the building will have their **temperature checked**. Individuals who have a temperature of 100.4 degrees or higher, will not be allowed to enter the building.

After passing entrance screening, all adults and children must immediately proceed to **wash their hands before doing anything else**. Good handwashing technique will be reinforced with younger

children who may need additional support.

COVID-19 Positive Case or Exposure Procedures:

Event	Notification	Testing Result	Quarantine
<p><u>Symptomatic:</u> Individual is symptomatic at home.</p>	<p>Parent calls or emails the school.</p>	<p>Individual tests negative</p>	<p>Individual may return to school once they are asymptomatic for 24 hours. Documentation of a negative test MUST be submitted before return to school.</p>
<p>Individual is symptomatic at school</p>	<p>School will notify the parents that their child(ren) are symptomatic and must be picked up immediately.</p>	<p>Individual tests positive</p>	<p>Remain home(unless obtaining medical care) inform the school and close personal contacts. Stay in self-isolation for at least 14 days total and until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual tests negative</p> <p>Individual is not tested</p>	<p>Remain home inform the school and close personal contacts. Stay in self-isolation for at least 14 days total and until at least 3 days have passed with no fever and improvement in other symptoms.</p> <p>Remain home in self-isolation for 14 days from symptom onset.</p>

<p><i>Asymptomatic:</i> Individual is asymptomatic at home.</p>		<p>Individual tests positive</p>	<p>Remain home, inform the school, and close personal contacts. Stay in self-isolation for at least 14 days total. Local Health Department recommends isolation in case of symptoms arising.</p> <p>Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19.</p> <p>If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.</p> <p>If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.” When You Can be Around Others After You Had or Likely Had COVID-19</p>
<p>Individual is asymptomatic at school.</p>		<p>Individual tests negative</p>	<p>Individual may return to school once they are asymptomatic for 24 hours.</p>

<p><u>Close Contact Exposure:</u> The individual is at home when he/she learns about “close contact”* with COVID-19 positive individual</p>	<p>The parent calls or emails the school.</p>	<p>Any individual who is a close contact of an individual who has a confirmed case of COVID-19 should be tested 4 or 5 days after their exposure.</p>	<p>Any student who is a “close contact,” per CDC definition, of an individual who has a confirmed case of COVID 19 will switch to remote learning for 14 days.</p>
<p>*Per the CDC, “close contact” is defined as: any individual who’s within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</p>	<p>Staff members who learn of a close contact being diagnosed with COVID-19 will be sent home immediately.</p>		<p>Remain home, inform the school, and close personal contacts. Stay in self-isolation for at least 14 days total and until at least 3 days have passed with no fever and improvement in other symptoms.</p>

GALA COVID-19 Protocols

Exposure to COVID - The measures below are in accordance with guidance provided by the CDC and Ohio Department of Health. GALA will follow this guidance in the event any person in the building is identified with symptoms of COVID or exposure to COVID in the building is confirmed.

- GALA will monitor daily absences of students and staff for **trends**.
- If a student or staff begins to **show symptoms or has a temperature above 100.4°F while at school**, they must **immediately be separated** from other students and staff, **given a face covering**, and monitored by a staff member wearing appropriate **personal protective equipment (PPE)** and maintaining physical distance when possible.
 - The space where an individual waits before he or she goes home will be **separate** from the nurse's office and other areas students are likely to visit.
 - Areas of the building that were occupied by a person exhibiting symptoms will be thoroughly **sanitized**.
 - School personnel **must refer** those displaying symptoms of COVID-19 to an appropriate **health care professional or testing sites**.
 - **Local health departments will be contacted** in the case of positive or suspected COVID-19 cases. Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications.
 - **Individuals who potentially have been exposed should follow quarantine and other recommendations** from local public health officials and their medical provider.
- Staff, support workers, and students who have **suspected or confirmed COVID-19 cannot return to school until they meet CDC criteria** for return to work/school, and GALA will be prepared with appropriate plans for absences.
- Sick leave and absence policies **will not penalize students for staying home when symptomatic or in quarantine or isolation**.

1. Response to COVID Outbreak - GALA will be prepared for COVID-19 outbreaks in our local community and for individual exposure events that may occur in our facility, regardless of the level of community transmission.

- The following [COVID-19 Diagnosis Flowchart](#) can be used to help determine **which set of strategies** may be most appropriate for the current situation.
- **When a confirmed case has entered GALA**, GALA will follow the recommended CDC procedures, regardless of the level of community spread:
 - Once learning of a COVID-19 case in someone who has been in the school, immediately **notify local health officials**. These officials will help administrators determine a course of action.
 - **Immediate initial removal of students and staff** with close contact and those symptomatic from in-person learning up to 14 days. The local health officials will help the school **determine appropriate next steps**.
 - Local health officials' **recommendations for the scope and duration of school closing will be made on a case-by-case basis** using the most up-to-date information about COVID-19 and the specific cases in the community.
 - During school closing, **extracurricular group activities and school-based afterschool programs will be cancelled**.
- **Communicating with staff, parents, and students when a confirmed case has entered GALA.**

- o Coordinate with local health officials to **communicate removal decisions and the possible COVID-19 exposure**. Ensure the message communicated counters potential [stigma](#) and discrimination and maintain **confidentiality of the student or staff member** as required by the ADA and FERPA.
- **Clean and disinfect thoroughly.**
 - o Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - o Open outside doors and windows to increase air circulation in the area.

Cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Diluted household bleach solutions will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

If a student is symptomatic at school:

1. Teacher will let the School Health Assistant/Administrator know they have a possible case.
2. School Health Assistant /Administrator comes to get the student from class.
3. School Health Assistant /Administrator will evaluate the student for symptom:

If no symptoms are present: The School Health Assistant /Administrator will send the student back to class.

If any symptoms are present: The student will be placed in the “rest nest”. Strict mask wearing covering the nose and mouth at all times will be enforced for every person in the room. The parent/guardian will be contacted for pick-up. Students will wait to be picked up in the isolated waiting room. Caregivers must wear a mask/face covering when picking up their student.

IF TEST RESULT IS NEGATIVE: The student may return to school based upon guidance from their clinician and necessary management of another diagnosis. The student stays home until asymptomatic for 24 hours. The parent/guardian must submit confirmation of a negative test result to the school before the student may return.

IF TEST RESULT IS POSITIVE: The student must remain at home (except to get medical care) for at least 14 days and until at least 3 days have passed with no fever and improvement in other symptoms.

As a result of a positive test GALA will ensure all areas visited by the COVID-19 positive individual are cleaned and disinfected. GALA will send a communication to the families regarding a positive case. Teachers and students who have been in close contact or symptomatic will switch to remote learning for a 14 day period.

Student is symptomatic at home

Parents/caregivers must monitor students at home each morning for the most common symptoms of COVID-19. A full list of which are in this document. If a student exhibits any symptoms:

1. Do not send the student to school.
2. Proceed as follows according to test results:
 - IF NEGATIVE: The student stays home until asymptomatic for 24 hours.
 - IF POSITIVE: The student should remain at home, an adult should monitor symptoms and notify the school. Most people who have relatively mild illness will need to stay in self-isolation for at least 14 days and until at least 3 days have passed with no fever and improvement in other symptoms.

IF the student or staff was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation, this cohort will switch to remote learning for a 14 day period.

If there is close contact of a student or staff tests positive for COVID-19.

- The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested.
- If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.
- If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be brought to the “rest nest” and required to wear a mask. A parent or guardian must pick up the child immediately. If the individual is an employee, they will go home immediately. Any student or employee must stay at home and be tested 4 or 5 days after their last exposure.
- Individuals who have had close contact with an individual with a CONFIRMED case of COVID-19 will switch to remote learning for a 14 day period.

If multiple cases of COVID-19 are diagnosed within the school community.

If there is more than one confirmed COVID-19 case in the school at one time or if there is a series of cases within a short time span, school leaders will work with the local board of health to determine if it is likely that there is transmission happening within the school. When there is suspected in-school transmission beyond one cohort or a small number of cohorts, the school leaders will consult with the local board of health as to next steps.

The next steps could include closing the school for a short period of time for a deep cleaning or for a longer period of time, such as a 14-day quarantine.

While it is our hope that it is unnecessary, we would strongly recommend you are familiar with the location of testing sites in your neighborhood prior to the reopening for the remaining of the school year. Information about test sites are available throughout Ohio and can be found here:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers>

Global Ambassadors Language Academy

Return to School 2021 Frequently Asked Questions (FAQ)

**GALA will continue to update answers to these questions as we have more information. Additionally, as we receive more frequent questions, we will also add those questions and answers to this FAQ.*

1. Is learning in an All Remote and In-Person option a permanent change?

All Remote and In-Person learning models are temporary, and have been put in place only under existing conditions of COVID-19. GALA will rely on the [Ohio's Public Health Advisory System \(OPHAS\)](#) color-coded system in making school-wide decisions and recommendations from the Cuyahoga County Board of Health for evaluating and determining Return to School learning options for students.

Starting on Monday, January 11th, GALA will offer in-person learning if Cuyahoga County is a risk Level 1-3 (yellow, orange, and red). **However GALA will only open for in-person learning when Cuyahoga County ("CC") has been at risk level 1, 2, or 3 for four consecutive weeks. This means if CC is level 4 after December 14th, GALA's in-person start date will be delayed."**

GALA's COVID-19 Conditions for Learning Plan:

1. **OPHAS Level 1 (Yellow)** – Active Exposure and spread. Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
2. **OPHAS Level 2 (Orange)** – Increased exposure and spread. Exercise high degree of caution. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
3. **OPHAS Level 3 (Red)** – Very high exposure and spread. Limit activities as much as possible. – Along with a recommendation from the Cuyahoga County Board of Health that supports in-person school, GALA will provide two learning options: In-person with an opt-out option of Remote; while adhering to public health sanitation and social distancing measures as outlined in Ohio's School Reopening Guidance.
4. **OPHAS Level 4 (Purple)** – Severe exposure and spread. Only leave home for supplies and services. – GALA will provide an All Remote learning option for all students, with no in-person instruction provided during this period of time.

2. In the All Remote and In-Person options, will the students still be successful in learning their target language?

We are committed to do the best we can to honor GALA's immersion model and meet students' needs. We recognize that this school year will be challenging and different for everyone. GALA plans to utilize curriculum and tools that can best serve students in both the All Remote and In-Person options..

3. Will my child have Art and Physical Education in the building for the In-Person option? Or will Art and Physical Education be delivered All Remote?

Further details on class schedules and method of delivery will be confirmed closer to the start of the New Year.

4. **For the In-Person option, how many students will be in a classroom?**
No more than 15 students.
5. **For the In-Person option, what will the hours be on the days students are in the school building?**
Approximately 9:00 a.m. to 3:00 p.m. Final times are still being confirmed. Arrival and dismissal will be on a staggered schedule. It may be possible to extend the day from 3:30 p.m. to 5:30 p.m. with aftercare. However, the ability to provide aftercare is still not yet confirmed. Even if aftercare is an option, it will only be available to a limited number of students.
6. **For the In-Person option, will there be before and after care provided at the school?**
Before care will not be available. After care may be available, see response to **Question #5**.
7. **For the In-Person option, what will the in-person classroom look like?**
Each classroom will not have more than 15 students. Students will not transition from their classroom, but more than one teacher may push into different classrooms during each day. Further details on the daily schedule will be confirmed closer to the start of the school year. Further information is provided in **GALA's Safety, Sanitization, and Closure Procedures**.
8. **For the In-Person option, how will students eat breakfast and lunch?**
GALA is still finalizing details for this. It is likely that students will have all activities in one classroom. This means that breakfast, lunch, and snacks will be in the classroom. Further information is provided in **GALA's Safety, Sanitization, and Closure Procedures**.
9. **Will my child be able to access school breakfast and lunch if they are in the All Remote option? What if my child is in the In-Person option, will breakfast and lunch be provided on days that learning is not in the building?**

School provided breakfast and lunch will be distributed only on days that learning is in the building, Monday through Thursday. However, the breakfast and lunch will be "grab and go" meals, so families that wish to pick up food for All Remote students will be able to do so at designated times. Further details on pickup times will be confirmed closer to the start of the New Year.
10. **For the In-Person option, is dress code (uniforms) still required for the four days of school in the building?**
Yes, students are expected to be in dress code (uniform) when they are at school in the building. See dress code here: <https://galacleveland.org/dresscode/>
11. **Will printed copies of schoolwork and homework be available?**
In the In-Person option, printed materials will be available. It is our goal to also make printed materials available for the All Remote option, but this has not yet been confirmed. Further details will be confirmed closer to the start of the New Year.
12. **In the In-Person option, will the students have their own supplies instead of sharing crayons, scissors, markers, etc.?**
Supplies will not be shared. Students will use their own individual items. Further information will be shared closer to the start of the New Year.
13. **Is there any support for students that do not have access to Wi-Fi internet at home?**
Yes, Wi-Fi hotspots can be made available for students in need.

14. Must students use a Chromebook for online learning? Or can it be any kind of computer?

Students can use computers that are not Chromebook. However, the computer needs to have a camera, keyboard, and microphone (tablets are not ideal). Additionally, virtual learning works best with Google Chrome browser (not Safari or Microsoft Edge). Chromebooks are available to borrow.

15. For the All Remote and In-Person option, what time in the day will there be virtual live sessions for instruction?

Class schedules will be confirmed closer to the start of the New Year.

16. For the All Remote option, will classes be live or pre-recorded?

The All Remote option will have a combination of live and pre-recorded lessons. Additionally, activities, projects, and assignments will be provided to be completed online through various sites/programs and by submitting/sharing paper hard copy materials virtually.

17. For the All Remote option, how many classes will be required a day? And what will be the required log on time?

At least two live lessons per day will be required on virtual days. Class schedules will be confirmed closer to the start of the New Year.

18. Will attendance to live sessions be required? Is it okay if my child does not attend a live session, but still completes the assignments?

It will be the expectation that all students participate in all classes and assignments. Further details will be provided closer to the start of the New Year.

19. When will the assignments be due (i.e, daily before the end of day, or with a due date)?

Due dates for submitting assignments are identified and provided by the teacher. Some assignments are due daily, while others are due weekly or beyond.

20. If the circumstances of COVID-19 improve, we may want to change our student registration from All Remote to In-Person. Will we be able to change our student registration?

Any student that is registered for All Remote, will be required to remain in All Remote through the end of May 2021. Any student that is registered for In-Person, will be able to move back to All Remote at any time, but will not be able to return to In-Person through the end of May 2021.

21. Will there be a transition plan for students that will start In-Person learning in January (i.e. staggered start with grades K-2 in the building for the first week)?

A transition plan for students in grades K-2 will be confirmed closer to the start of the New Year.

22. Is there any issue with the air quality in the building for students that will be In-Person? I am worried about the length of time the groups of students and staff are spending with each other in the classrooms.

Air quality in the building will be assessed by our partner, PSI COVID support team. A plan will be developed around the recommendations provided through PSI for proper ventilation for students and staff. More information will be forthcoming in December.

23. What happens if my student's teacher is out sick or on vacation, how will the school manage substitute teaching for In-Person? What about All-Remote?

Teachers will create a substitute emergency folder that will entail asynchronous assignments and videos for students to review, practice, and complete. GALA has extended openings to acquire substitute teachers and/or teaching assistants to cover teacher absences.

24. If a student is registered for In-Person, but is absent for any reason (sick, needs to quarantine, etc.), are they able to continue with school/class remotely?

Yes, students should be able to attend class remotely from home if they feel well enough to participate