

Plato Learning Academy

20.21 Reopening Plan

Last Updated

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Overview

What is the school's reopening date?

Plato staff will return to school on Monday, February 1st. The school will reopen for in-person learning on Monday, February 8th.

What model did the school choose to implement? What is the timeline of implementation (ie. 1st quarter, 1st semester, etc.)?

Plato will reopen using a simultaneous hybrid model. Teachers will engage with students in-person while also delivering instruction to students in remote learning simultaneously. In-person learning will take place on Mondays and Tuesdays for students who have opted into the hybrid model. All students will engage in remote learning on Wednesdays, Thursdays, and Fridays.

We plan to use this model for Quarter 3 and will re-evaluate for Quarter 4.

What are the school's guiding principles for reopening?

Plato asked all families to complete a survey indicating their preference for returning via a hybrid model or remaining in a remote setting. Surveys were shared via our online communication platforms, our website, and conducted over the phone. Initially, approximately 48.9%, or 98 students, indicated that they would return via a hybrid model, approximately 40.9%, or 83 students, indicated that they would remain in a remote model, and approximately 10.8%, or 22 students, did not respond to the survey resulting in a default to remote learning.

The number of students who will engage in a hybrid model has steadily decreased as families have decided to opt-out for a variety of reasons. The most recent count indicates that approximately 60 students will return via hybrid model while approximately 145 students will remain in a remote model.

Who is included in the school's reopening planning committee? How were these individuals involved and engaged throughout the planning process?

Plato's reopening committee consisted of staff, parents, and students. Initial information was collected from families via surveys to determine who would be interested in returning. A series of meetings were held to provide information, answer questions, and receive feedback from our families. Similar meetings were held with the staff. Responses were used to modify and curate our reopening plan.

Current Student Counts by Grade/Room

Grade	Room	Teachers	Hybrid	Remote	Total
Kindergarten	207	K. Gardner M. Thompson	3	5	8
1st	202	L. Pilto M. Billhorn	8	15	23
2nd	203	E. Oh A. Arroyo	6	10	16
3rd	205	Y. Banks C. Smith	0	26	26
4th	200	M. Jackson M. Perez	0	23	23
5th	204	D. McCurdy J. Harris	6	17	23
6th	103	C. Smith A. Wallace	14	13	27
7th	102	M. Hayes S. Huang	13	17	30
8th	105	P. Lewis A. Lockett	11	19	30
Total			61	145	206

Diverse Learner Pull-Out Rooms

Grade	Room	Teachers	Hybrid	Remote	Total
Primary	201	V. Krueger	3	2	5
Middle	101	D. Cummins	9	4	13
Total			12	6	18

Building Entry/Exit Procedures

Are the designated “meeting” areas outside of school for specific pods spaced a minimum of 6 feet apart?

Yes, the designated meeting spaces outside of the school have been designed to permit those waiting within them to maintain at least six feet of distance. Each meeting area is also at least six feet away from the others.

Have student entrance locations been identified? Have grades/cohorts been identified per entrance?

Students in the middle school grades will enter through the east doors while students in the primary grades will enter through the west doors. All students will be permitted to enter the building at 7:40 AM.

Have faculty entrance location(s) been identified?

All staff will enter through the main entrance between 7:00 AM - 7:40 AM. All staff must complete a daily COVID-19 screener prior to entering the building and will have their temperature taken upon entry.

Have inclement weather waiting areas been identified?

Doors will not open to students until 7:40 AM. Upon entry, students will report directly to their respective homerooms.

Are staggered entry/exit times needed?

Staggered entry times are not required. Staggered exit times will be used.

What are your indoor procedures to monitor hallways during arrival/dismissal to minimize student interaction?

Staff members have been designated to maintain posts at various locations (ie. the end of each hallway, classroom doors, etc.,,) to ensure that students report directly to their classrooms.

Room Capacity & Layout

Have classrooms for instruction been identified?

Yes, please see page 2 for a list of the classrooms that will be used.

Has the total classroom capacity for each classroom been provided?

All classrooms can, and will, accommodate no more than 15 students.

Are auxiliary spaces used? (library, music, etc.)

No auxiliary spaces will be used for instructional purposes.

Describe how desks or tables will be positioned to accommodate 6 ft. of social distancing in each classroom.

All desks, both student and staff, have been measured out to be at least six feet from one another. All student desks are facing in the same direction.

Were diverse learner student supports factored into capacity calculations?

Yes. Plato does not have any diverse students that require additional space as part of their accommodations. We currently have approximately 13 students who will return for hybrid learning and have designated rooms for pull-out services when needed.

Building Circulation

Is a queuing /waiting area (corridor) needed for students prior to entering the classroom?

No, students will report directly to the classroom. At the start of the day, students will be screened once they arrive to the classroom. Any student who has a temperature of 100.4 or higher will be escorted to the Care Room.

Are lockers being used?

No, lockers will not be used.

Is the cafeteria used for serving food? If serving food, has a plan been developed for accessing and leaving the lunchroom?

Yes, the cafeteria will be used for serving food. Students will enter through the cafeteria through the west doors and will line up on the south side of the cafeteria. Students will then collect their lunch and report to their designated seating areas. Students will remain in their designated seats for the entirety of the lunch period. Supervisory staff will collect garbage from students via rolling cans. Students will then exit the cafeteria through the east doors.

Has queuing of washrooms been established?

Primary students will use the washrooms located on the second floor. Middle school students will use the washrooms located on the first floor. Staff will use the washrooms located on the ground floor.

Is the circulation path or route for 6'0" social distancing complete?

Yes, signage has been placed to indicate appropriate distancing in all hallways. Signage has been posted in "movement zones" to remind staff and students to maintain social distancing recommendations.

Has stair use been determined?

Yes. The west stairwell will be used by primary students upon arrival, by all grades for arrival to lunch, and by grades K, 5, and 8 for dismissal. The east stairwell will be used by middle school and staff upon arrival, by all grades for returning to class following lunch, and by grades 1, 2, 6, and 7 for dismissal.

Has the corridor function, one or two way, been determined?

Yes, all traffic in all corridors will remain on the right side of the hallway should traffic be required to pass in the hallway. This should only take place during bathroom breaks.

Is directional signage complete?

Yes, all directional signage has been posted on hallway floors and stairwell walls.

Is all other signage complete?

Yes, all other signage is complete. Hand washing signs have been posted above all sinks in each bathroom. Mask reminders have been posted outside all doors,

Does the plan include designated stations/classrooms for breakfast/lunch?

Breakfast will be consumed in students' respective classrooms. There will be two breakfast stations - one located on each floor. Students will enter the building, collect a breakfast from their designated breakfast station and then report to their classrooms.

Lunch will be consumed in the cafeteria. Two students will be permitted per eight-foot table. All tables are spaced six feet apart. Students will enter the cafeteria through the west doors and use the available hand sanitizer. Students will collect their lunch and report to their designated spaces. Teachers will collect garbage via rolling cans. Students will use hand sanitizer upon exiting the cafeteria. Table use is staggered so that staff can clean and sanitize tables between use.

There are four lunch periods:

Kindergarten, 1st, and 2nd (23 students) 11:15 AM - 11:40 AM

3rd, 4th, and 5th (33 students) 11:50 AM - 12:15 PM

6th and 7th (27 students) 12:30 PM - 12:55 PM

8th (30 students) 1:05 PM - 1:30 PM

Communication & Training

What are the means of communicating to staff, students, and parents/guardians? (ie. social media, website, etc.)? How will families know who to contact for what purpose?

Plato uses several platforms to communicate with its stakeholders. The website (www.platolearningacademy.org) is updated weekly and serves as a hub for all information and important documents. We also use Remind and ClassDojo as forms of communication with our parents and staff. Our principal delivers weekly video announcements via YouTube and the school has both a Twitter and a Facebook page. We have recently developed an App that will initially be used primarily for our health screener but will grow to encompass most avenues of communication in a single platform.

What is the protocol for family communication? Does the school host frequent family meetings either in-person or virtual to clearly outline the plan for each student, remote learning expectations, the daily schedule, how families can monitor student performance and course success, health and safety protocols, tools and resources, and ways families can give feedback along the way?

We host biweekly meetings to allow families to share feedback and ask questions. This information is used to modify our approaches to hybrid learning. Families also have access to the leadership team through our communication platforms.

Families can monitor student performance both through Google Classroom and ASPEN's Parent Portal.

What is the school's timing and process of collecting and updating student records?

Grades are expected to be updated weekly on Tuesday. All students should receive at least one grade per subject per week.

How is communication being provided to families in their native language?

Currently, all families have indicated that English is their native language.

What is the protocol for staff members or students to report exposure to COVID-19?

Any staff member or student who is exposed to COVID-19 must indicate this on the daily health screener. Additionally, we ask that these individuals inform the principal so that he can provide them with the appropriate next steps to begin contact tracing.

Who is the designated person for a staff member to contact if he/she tests positive for COVID-19?

Any staff member who tests positive for COVID-19 is asked to contact the principal so that he can provide them with the appropriate next steps to begin contact tracing.

Did Pre-K, K-8 and cluster teachers share an introductory letter with families that includes overview of daily schedule and communication plan?

No, but this information was shared with families during twice weekly meetings hosted by the principal.

Did the school share student entry and exit protocols with staff and families before students return?

Yes, this information was shared with families during twice weekly meetings hosted by the principal.

Does the plan include support/training for students on how to use digital tools and learning platforms?

Students and guardians who require assistance or training on the use of digital tools can access our training modules on our website. We also will provide in-class assistance for students and training sessions for guardians.

Remote & Hybrid Instruction

What is the process of ensuring students will engage in meaningful instruction?

Our staff have been trained to develop lessons intended to reach mastery on targeted skills and standards. For this to happen, students need to be actively engaged with lessons at high levels of understanding. Staff facilitate this through the use of real-world applications and problem-solving opportunities.

Is the school returning back to a regular grading process? How will grades be assigned?

Plato will adhere to the grading policies in accordance with CPS. Students are expected to receive at least one grade per subject per week. Progress reports will be issued each quarter and report cards will be issued at the conclusion of each quarter. Conferences will be held at the end of the 1st and 3rd quarters.

What is your plan for distributing devices to students? Are you 1:1? How many additional devices do you need per grade?

Plato has achieved a 1:1 status. The acquisition of additional devices will permit students to have a device while at the school and one while they are at home.

What is the process for opting in & out of remote and hybrid instruction? How will this be managed, what is the timeline, and what is the communication process?

Families can opt out of hybrid learning at any time and for any reason. They have been directed to complete an opt-out form located on our website. Any families who opt-out of hybrid learning will not have the opportunity to return for in-person learning until the following quarter.

What online platforms will be used to facilitate online learning? List each and provide its purpose.

Plato uses a variety of online platforms to facilitate online learning.

Savvas (formerly Pearson) - This is our online curriculum for all content areas. Students will have access to textbooks and assignments. Savvas connects with Google Classroom.

Google Classroom - This online platform serves as a hub for all online instruction. Students can access, complete, and submit assignments; students can access virtual meeting spaces; students can gain access to other online platforms.

iXL - This online platform serves as a personalized learning environment for both enrichment and intervention services.

How will online learning be scheduled (% of synchronous, asynchronous, or a combination)?

Instructional minutes will follow the guidelines as outlined by CPS. Students engaged in remote learning during hybrid days will have a minimum of 150 minutes of real-time instruction and 210 minutes of independent learning per day. Students engaged in remote learning on non-hybrid days will receive a minimum of 180 minutes of real-time instruction and a minimum of 180 minutes of independent learning per day.

What are the remote learning expectations for your students?

How will schools identify students who are disengaged, figure out the cause of the disengagement (Internet, hardware, software, content, social-emotional concerns (e.g. housing instability, food insecurity), abuse/ed-neglect) and the school's action plan for resolving the problem?

*Plato will use several methods of identifying student disengagement including regular formative assessments. We also use an online system, Blocks*i*, to monitor student performance online. If a student is not responding in a virtual classroom, our staff has the ability to see the student's computer in real time. If these behaviors persist, members of the leadership team will reach out to the families to determine necessary supports up to and including home visits.*

How will you identify and schedule student pods? Are you using a family first approach? How will the needs and situations of each student/family be considered for hybrid learning scheduling?

Due to the low number of students who have opted into hybrid learning, pods will consist of those students within a single grade level. Families who have opted into hybrid learning will be able to attend school on the same days.

How will you separate your pods into shifts?

There will be no need to shift our pods into shifts at this time.

How will you ensure the integrity of each pod?

Upon arriving to the school, pods will be required to meet within their designated spaces. Pods will enter the building together and report directly to their designated classrooms. Pods will remain in their respective classrooms with the exception of bathroom breaks, lunch, and dismissal. Traffic has been designed so that pods will not mix in the hallways. Pods will be dismissed via their respective doors.

How will teachers shift with pods? What is the maximum number of classes/pods per teacher?

A minimum number of staff members will have access to multiple pods. Our elective teachers will visit a maximum of four classrooms per day per quarter. Our middle school teachers will rotate between their three pods to deliver their respective lessons to each grade level.

What is the process for ensuring time is built into the schedule for school counselors to teach SEL skills?

Plato has dedicated a minimum of 15 minutes at the beginning of each day for explicit SEL instruction. During the day, teachers blend implicit SEL instruction into their lessons. Our school counselor and social worker support teachers by conducting lessons and providing resources.

What is the process for ensuring that each student with an IEP has a remote learning plan that outlines how IEP services and minutes will be provided.

Our Case Manager has worked with her team to develop remote learning plans for our diverse learners to ensure that their services and minutes will be provided in accordance with their IEPs.

What is the process for addressing instructional loss and providing instructional support (i.e. MTSS)?

The schedule dedicates time each day for small group instruction and personalized learning to address learning gaps.

Does the plan include before or after school programs? If so, what programs and are health and safety protocols provided in the plan?

Plato will not be offering on-site after school programs.

Procedures and routines for professional development (all staff PD, grade level teams, co-planning, daily staff meetings, teacher and staff collaboration)?

Plato will hold its scheduled meetings as normal. Grade-level cluster meetings and Leadership Team meetings will be held every other week. School-wide meetings and staff development will occur weekly.

Personal Protective Equipment (PPE) & Signage

What PPE will be required? What is the number and type of face masks that will be provided to students and staff? Ex. daily, quarterly, per year?

All staff and students will be required to wear an appropriate face covering at all times while in the building with the exception of lunch. We have acquired enough face masks to provide all staff and students with a minimum of 3 additional if necessary.

Plato has installed touchless hand sanitizing stations throughout the building including inside each classroom and the main office, at all entrances, in the cafeteria, and in the staff lounge. Personal barriers have been installed on all teacher desks, in the main office, and on the security desk. Student desks have transportable barriers on their desks. HEPA filters have been placed in all classrooms and offices while an in-line ionization system has been installed in the cafeteria to ensure proper air cleanliness.

What accommodations will be made for students with developmental, health, or behavioral conditions that preclude them from using a face mask?

Any student who cannot wear a mask will be required to have a physician provided note on file with the school. These students will be required, if allowable, to use a face shield instead.

Does the school have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans?

Yes, the school has secured sufficient supplies to ensure healthy hygiene behaviors.

Is the school providing staff with disposable disinfectant wipes, cleaners, or sprays that are effective against COVID-19 to wipe down workstations and frequently touched surfaces?

Yes, each staff member will have a cleaning station in their rooms that will be used for both cleaning and disinfection when necessary.

Where will hand washing signage be displayed in all classrooms, hallways, and common areas to help remind students, teachers and staff about required safety precautions?

Hand washing signage has been placed above all sinks and throughout the building as a reminder to wash hands.

COVID-19 Health Screening Measures

What is the process for conducting daily health checks (e.g. temperature screening and/or symptoms checking) of staff, students, and visitors before they enter the school building?

All students are expected to have completed a daily screener via our new app prior to arriving at the school. Temperature checks will be taken twice daily in the classroom - once in the morning and once again after lunch.

How will the daily health checks be tracked and what monitoring tool will be used for tracking?

The daily screener will alert the principal, the dean, and the security guard of any screener that indicates a student should not be in the building. The daily screener will also produce daily reports that can be used for tracking.

What mechanisms are in place to ensure that student and staff privacy will be maintained?

Staff only have access to their assigned students and cannot see the results of each other or students from other classrooms. Any communication sent out regarding positive cases will not include identifying information to ensure the privacy of those infected.

What is the procedure for a student's return to school following confirmed or suspected COVID-19 infection?

Any student who has a suspected or confirmed COVID-19 test will be required to quarantine for 14 days. Students will be permitted to return on the 15th day.

What is the procedure for a student who falls ill during the school day?

Any student who displays COVID-19 symptoms during the day will be required to report to the designated Care Room. A staff member will escort the student to the Care Room where they will be monitored by a designated staff member. The office will contact the student's guardian and request that they pick up their child as soon as possible.

Care Room

Have you identified a separate room or area to isolate anyone who exhibits COVID-like symptoms?

Yes, room 100 will be used for our designated Care Room.

What is the process of tracking carerom attendance? What is the process of recording the reasons a student has been sent to the carerom? Where will this information be tracked?

A Google Form has been created to track all students who are required to report to the Care Room. This form will document the date and time along with the symptoms displayed by the student.

What type of PPE equipment will be required in the carerom?

The Care Room has the same forms of PPE as all other classrooms. Desks are separated six feet from one another and each has a barrier. A HEPA filter is in the room to clean the air. A touchless hand sanitizing station is located at the door. Additional masks will be available if necessary.

What is the process of ensuring that the carerom attendant practices aggressive hand hygiene?

The attendant's desk will have an additional hand sanitizer pump so that the attendance can ensure that his/her hands are clear any time they move throughout the room.

What is the process of maintaining social distance during the carerom?

Desks have been placed six-feet apart. There should be no reason that the attendant will be within six feet of any student.

What is the process of providing lunch/water to students in the carerom? The student may remove their mask during the meal.

Students will have a lunch delivered to the Care Room if necessary. Students are permitted to bring personal water bottles so that they have regular access to water.

What is the process of ensuring the carerom is deep cleaned and cleaned on a daily basis?

The Care Room will follow the same daily cleaning and disinfection procedures as our other classrooms.

What is the process if a student requires emergency attention?

If a student requires emergency attention, the front office will call 911 to report the emergency and then contact the student's guardians. A designated staff member will remain with the student until care arrives.

What is the process of transitioning students from the carerom to a designated family waiting area (indoors or outdoors)?

When a guardian arrives to pick up the student, a designated staff member will escort the student through the main entrance to the waiting individual.

Health & Hygiene

What is the process for students, staff, and visitors to wash hands upon entry, exit, and throughout the day?

Touchless hand sanitizing stations are located at each entrance, in all classrooms, in the cafeteria, and in the main office. Students, staff, and visitors will be encouraged to use the sanitizing stations as they move from one room to another.

What is the process of educating students on how to wear face masks, to wash hands often with soap and water for at least 20 seconds, especially after using the bathroom, after blowing their nose, after coughing or sneezing, after touching high touch surfaces, and before eating?

Staff will be trained on proper hygiene practices and will spend time with students demonstrating these procedures.

What is the process of educating students on how and when to use hand sanitizer?

Staff will be trained on proper hygiene practices and will spend time with students demonstrating these procedures.

Where will hand sanitizer stations be placed throughout the building when soap and water may not be readily available?

Yes, hand sanitizing stations will be ready available.

What is the break schedule in the day for hand washing/sanitizing and/or sanitizing desks, workstations, and supplies?

Students will be expected to clean their hands upon exiting and entering the classrooms. If any materials must be shared, those materials will be cleaned and sanitized before the next student is permitted to use them. A cleaning crew will clean and sanitize all surfaces in the building at the end of each day.

What is the process of encouraging students to avoid touching their eyes, nose, and mouth?

Teachers will use the beginning of the day to provide regular reminders not to touch their eyes, nose, and mouth. Students who practice these behaviors will be reminded while those consistently do so will develop routines with their teachers to lessen the frequency.

Procedure to close the building for a short time (1–2 days) for cleaning and disinfection in the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the school community?

In the event that Plato will need to temporarily shut down for cleaning and disinfection, we will contact the families of students to inform them that we will need to temporarily revert to remote learning. Ideally, this cleaning will take place during the days when students are not in attendance so as not to disrupt in-person learning.

Cleaning Protocols

What is the process and timeline for cleaning, sanitizing, and disinfecting frequently touched surfaces daily (entrances, employee break rooms, common areas, door handles, sink handles, drinking fountains) using products that meet EPA's criteria for use against SARS-CoV-2, diluted household bleach solutions prepared according to the manufacturer's label for disinfection, or alcohol solutions with at least 70% alcohol and are appropriate for the surface?

Our building engineer and his team will ensure that frequently touched surfaces throughout the school including, but not limited to, door handles, counter tops, and hand railings, are regularly cleaned and sanitized. They will use the provided bathroom schedule to ensure that the bathroom remains clean and sanitized.

All classrooms will undergo a thorough cleaning and disinfection process each evening. An external vendor specialized in school cleanings will complete this process.

Human Resources

What is the process to monitor staff absenteeism and a roster of certified substitutes?

All staff members are expected to swipe in and out each day using our time clock system. Staff members who need to report an absence will do so via a dedicated email address.

What is the process for a staff member to report that he/she feels ill and may need to leave work or self-quarantine?

Any staff member who feels ill while at work will need to report immediately to the principal or a designee. The staff member must then prepare to leave the building as soon as possible and will need to remain home for 24 hours to determine if the symptoms subside without the use of medication. If symptoms persist, the employee will be required to visit a doctor.

What type of flexibility will be provided to teachers who are at-risk to opt-out of in person instruction?

Staff members who present a letter from their physician citing that they are at-risk, will be permitted to conduct remote learning from home.

What is the process of knowing who is in the building at all times? Does the school have a swipe machine that will monitor entry and exit times?

Staff members use a time clock to log their arrival and departure. Visitors to the school are required to sign-in using our log book.