



Community Academy of Philadelphia
a Pennsylvania Charter School

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Frequency Asked Questions

1. **How will students go about getting a Chromebook?** We will be scheduling device pick-ups during the week of August 24th. Any student that already has a laptop will keep the same laptop from the Spring.
2. **Do I need to buy a gym uniform?** Please wait on buying a gym uniform until we know when in school instruction will resume. This guidance may not come until the school year begins. We will give students time to buy the gym uniform.
3. **Will I need to buy school supplies?** Teachers will send a written notification home. Until requested, please wait to buy school supplies.
4. **Will there be high school sports in the Fall?** Updated information regarding HS athletics will be coming out soon. Guidelines are changing and we are waiting for guidance on summer workouts.
5. **How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?** Temperature checks and health screening will be conducted every morning. Students who exhibit any signs of illness will be sent to the school nurse for evaluation.
6. **Where, to whom, when and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?** On a daily basis upon arrival to school all students and staff will complete a health survey and have their temperature checked in the lobby of the building.
7. **What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?** If staff or a student presents with symptoms, we request that they consider getting tested for COVID-19 and/or provide a doctor's note for other treatment-specific guidelines. If you choose not to test, students/staff must stay home for 14 days minimum and return to school when symptom free for 3 days.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

X Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): November 2, 2020

9. How will you ensure the building is cleaned and ready to safely welcome staff and students? All visitors / volunteers will be screened using temperature checks and Covid-19 relevant health questions. All visitors / volunteers must wear a mask. Visitors will only meet with the designated parties related to their appointment or issue, limiting their contact with staff and students. Volunteers must go directly to their assigned program. Upon conclusion of appointment / assignment all visitors / volunteers are to leave the building / immediately.

10. How will classrooms/learning spaces be organized to mitigate spread? How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? What policies and procedures will govern use of other communal spaces within the school building? How will you utilize outdoor space to help meet social distancing needs? What hygiene routines will be implemented throughout the school day? How will you adjust student transportation to meet social distancing requirements? What visitor and volunteer policies will you implement to mitigate spread? Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Classrooms/learning spaces will be organized so that all desks and learning stations are set using a 6' spacing protocol. Floors will have markings to indicate where desks or workstations are placed. Students will be assigned desks or workstations. Desks and workstations will be turned to face in the same direction. Staff will change classes, if needed, and students will remain in assigned classrooms/learning spaces instead of mixing with each other in the hallways and other classrooms.

Transportation appeal has been submitted to obtain a feasible time slot for student bus transportation. All CDC bus guidelines will be followed and students will be transitioned from the bus to the building with socially distanced lines. Dismissal will be staggered and the C lot, weather permitting, and/or entire ES hallway will be used to socially distance students in line. Dismissals will be broken down into time slots to allow for the B Lot pick up area to clear between dismissal times.

Students in grades K-6th will follow the staggered dismissal procedure in place for the B Lot and bus dismissal. Decals on the hallway floor will be used as guidelines for hallway spacing when students are in line. Students in grades 7th-8th will be lined up in socially distanced lines and will be walked outside through the main entrance with a time lapse between homerooms. All other safety procedures, bathroom, lunch, class transitions, etc., will be the same for students in grades K-8th.

Restrict the number of persons in the lobby (main and second floor) to allow for social distancing of 6'. Seating will be set at 6' protocol. This may require some persons to wait outside the building until they can safely enter.

Commons, Atrium and gym will not be used for large gatherings. If seating is required it will be set at the 6' protocol.

If cafeterias are used for lunch seating will be at 6' spacing intervals and additional cleaning between student groups.

Outside play / recess area (LOT C) will have markings using the 6' social distancing protocol.

10. All staff will follow CDC recommendations for self-quarantine. Team members will be properly trained on screening protocols and confidentiality. If staff or a student are NEGATIVE for COVID-19, please remain home for 72 hours and until symptom-free without the use of medication. Please reconsider retesting if symptoms worsen. High Risk Symptoms include fever or fever-like symptoms temperature above 100.4 F with or without the presentation of fatigue, body aches, chills rigors. Respiratory symptoms such as cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma. Gastrointestinal Symptoms such as diarrhea, vomiting, or severe nausea. New unexplained loss of taste or smell. Staff or a student reports or has been notified that they have been in close contact with a positive COVID-19 case.

11. Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? The School nurse/HR will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. Decisions will be based on High Risk symptoms which include Fever (above 100.0 F or per clinical judgement with OR without fatigue/body aches/chills). Respiratory symptoms (cough, congestion, runny nose, sore throat, shortness of breath) [Allergy and asthma symptoms are NOT acute respiratory illnesses](#). Gastrointestinal symptoms (diarrhea or vomiting) New unexplained loss of taste or smell. Tested positive for COVID-19. Had a close exposure to a confirmed COVID-19 case. Travelled out of state in past two weeks.

12. What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return? If staff or a student are POSITIVE for COVID-19, must stay home for 14 days minimum and return when symptom-free for 3 days, provide two negative viral test results spaced at least 24 hours apart. A medical note will be required to return to school/work.

13. When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan? Notice to local health officials, staff, and families will take place immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

14. What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? To reduce the spread of COVID-19, PA Governor Wolf has mandated the use of cloth face coverings/face shields when out in public. CDC recommends the use of

wear cloth face coverings/face shields in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain. Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

15. What special protocols will you implement to protect students and staff at higher risk for severe illness? Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Children with severe cognitive or respiratory impairments may have a hard time tolerating a face mask, so special precautions may be needed with these children. These children may need to maintain greater physical distance from others or may need special equipment to monitor their oxygen levels (e.g. pulse oximeter). Children who are considered high-risk or severely immunocompromised are encouraged to wear an N95 mask for protection rather than a cloth mask.

16. How will you ensure enough substitute teachers are prepared in the event of staff illness?
Currently seeking candidates for building substitute positions to ensure we are well staffed to handle any teacher absences due to illness or other unforeseen circumstances. In addition, we are researching and creating a substitute protocol for teachers and substitute teachers to follow when requesting or providing coverage, in class or remotely.

17. How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as, supports for social emotional wellness at school and at home? Each department supervisor will ensure that staff and faculty are assigned to their various grade levels and/or departments, in alignment with school policies, so that all students have access to quality opportunities, quality supports, and quality services for instruction, learning support, and social emotional wellness support. Schedules for faculty and staff to regularly check in with and assist students in school and at home will be created and monitored by department supervisors and building principals.

18. Who do we contact if we get locked out of our google account?

All questions regarding academics, google classroom, etc should go to your teachers directly. They will be able to guide you through any issues.

19. Who do we contact if we do not know what to do for school work?

Please contact your child's teacher. Also, Google Classroom has a parent invite portion. Ask your child's teacher for assistance.

20. How do I contact my child's teacher?

All contacts must be done through email. Check the school website for email addresses. The school is closed until further notice by order of the Governor, so phone calls will not be received. Please remember that teachers have virtual office hours.

21. A free lunch is available for pick-up for your children daily. Meals and safe spaces for Children please click the link for a list. <https://www.phila.gov/food/#/>

22. Any students that are in need of internet access should go to Comcast's Internet Essentials to get faster service to existing customers and 2 months of free internet access to qualified families: <https://www.internetessentials.com/>

23. What access to the learning assignments do I have as a parent/guardian? Parents/guardians can join students' Google Classroom, but if you cannot receive guardian summaries you ask for teacher updates via email, either daily or weekly, depending on the setting you choose. Your guardian summary will include information such as what was posted and any missing assignments. Also, the teachers will continue to use Powerschool for schoolbased data.

24. How can my Kindergarten – 4th grade child view and complete assignments for the day? K - 4th grade teachers have tabs on their website that are labeled remote/virtual learning. You can find teacher websites on the CAP website. All links and directions are there. In addition, directions have been emailed and sent via reminder apps in dual languages to all parents. Teachers will post daily work by 9:00 am.

25. How can my 5th - 12th grade child view and complete assignments for the day?

For 5th - 12th graders the assignments are on their Google classrooms. Students have been using Google classroom for the majority of the year so they are familiar with it. Teachers will post daily work by 9:00 am.

26. What access to the learning assignments do I have as a parent/guardian? Parents/guardians can join students' Google Classroom, but if you cannot receive guardian summaries you can ask for teacher updates via email, either daily or weekly, depending on the setting you choose. Your guardian summary will include information such as what was posted and any missing assignments. Also, the teachers will continue to use PowerSchool for schoolbased data.

27. How can I communicate with my child's teacher and get support? Please check the school website for email addresses that you do not have. Teachers will be online to check emails and to answer questions from families or students from the hours of 9:30 am -12:30 pm. You can email at other times as well but please give 24 hours for them to return your email or the virtual office hour time the next day.

If you are looking for emotional support from the CAP counselors, please the email list K - 4th Rebecca Keil, M.Ed. (Lower School – Certified School Counselor)
rkeil@communityacademy.org

5th – 8th Karen Boyle, LPC (Lower School Clinical Counselor)
kboyle@communityacademy.org

9th – 12th Lisette Rivera, LPC (High School Clinical Counselor – bilingual, Spanish) lriviera@communityacademy.org

Morgan Arbogast, LPC (MS & HS Clinical Counselor) marbogast@communityacademy.org

Danielle Robinson, M.S. (HS Therapist) darobinson@communityacademy.org

Julissa Lora, BSW (Social Worker, Truancy Officer – bilingual, Spanish) jlora@communityacademy.org

All special education and EL support is through the student's special education teacher. Please email them directly for any support you need.

All students that fall under the McKinney Vento designation, please email Lisette Rivera for support.

28. How do I get wireless communication if I do not have any now?

Here are some opportunities listed below for acquiring wireless.

Free Community Wi-Fi Hot-Spots: The FCC has asked the nation's telecommunications companies to take the <https://www.fcc.gov/keep-americans-connected>, which includes a commitment that vendors make their community Wi-Fi Hotspots open and free to all:

- Comcast/Xfinity - <https://hotspots.wifi.xfinity.com/>
- Zito Media - <https://www.zitomedia.net/wifi/>
- Frontier - <http://www.frontierwifi.com/coverageareafrontier.aspx>
- Atlantic Broadband - <https://atlanticbb.com/my-services/my-account/wifi-hotspots>

National Free Wi-Fi Map - <https://www.wifimap.io/>. Many of these locations are restaurants that are now closed, but their parking lots may continue to have active service.

Low-Cost Home Internet: Several companies have low-cost, home-based Internet for low-income households.

- Comcast/Xfinity – Comcast will offer new residential, low-income customers its \$9.95-per-month Internet Essentials program free for 60 days. The company is also boosting the internet service speeds in this program from 15/2 Mbps to 25/3 Mbps, which qualifies the service as high-speed broadband under FCC guidelines. Comcast will also suspend data caps for 60 days. <https://internetessentials.com/>
- AT&T – AT&T's Access program provides \$10/month home-based Internet to limited income households. Also offering two months of free service to new Access customers who order by April 30, 2020 (\$10/mo thereafter) and waiving all home internet data overage fees. <https://digitalyou.att.com/low-cost-internet/>
- Charter Spectrum (formerly Time Warner Cable) - Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription at any service level up to 100 Mbps. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.

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