



# TTA High School Comprehensive Transition Plan COVID-19 Hybrid A/B Schedule

**Toledo Technology Academy School**  
**3301 Upton Ave, Toledo, OH 43613**  
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## **DIRECTOR'S MESSAGE**

**As we prepare to bring TTA students back into the building two days a week for their academic classes and CTE labs, the following comprehensive plan has been prepared to keep everyone safe. If we all do our part by following the guidelines provided, we can remain in school safely. Please familiarize yourself with the following information on Toledo Technology Academy's Transition Plan.**

# DISTRICT CALENDAR

The following is the TPS School calendar: <https://www.tps.org/calendar>

## HEALTH AND SAFETY

### FACE COVERING

Please note the highlights of the district position on face covering, the specific details are in the [Face Covering Guidelines](#).

1. Staff and students will provide their own face covering.
2. Unless a medical exemption is obtained, face coverings are to be worn at all times by staff and students grades K-12.
3. Guidance for use of face shields is provided for staff and students as an alternative where cloth face coverings hinder the learning process.
4. The wearing of face coverings will be enforced for students K-12.
5. All school staff will be responsible for enforcing the established face covering guidelines similar to the dress code.
6. Staff and students who have medical or special considerations may qualify for an exemption to wearing a face covering.
7. All school visitors, contractors, and community partners are required to wear face coverings and follow the established guidelines at all times.

### DAILY HEALTH ASSESSMENT

1. Families are being asked to perform a daily health assessment, which includes whether the student have any of the following:
  - 1.1. Fever (99.9 degrees or higher)
  - 1.2. Chills
  - 1.3. Fatigue
  - 1.4. Muscle or body aches
  - 1.5. Headache
  - 1.6. Sore throat
  - 1.7. Congestion or runny nose
  - 1.8. Nausea or vomiting

- |       |                     |       |                        |
|-------|---------------------|-------|------------------------|
| 1.9.  | Diarrhea            | 1.12. | Difficulty breathing   |
| 1.10. | Cough               | 1.13. | New olfactory disorder |
| 1.11. | Shortness of breath | 1.14. | New taste disorder     |

2. If the student is sick the parents should be instructed to keep the student home. If a student begins to exhibit any signs or symptoms of COVID19, he/she will be sent home immediately.

### **COVID19 STUDENT CASES**

1. Schools should follow the the [COVID19 School Procedures](#) that include in detail the following:
  - 1.1. Immediately communicate COVID19 cases to the school nurse. The TTA Director and Assistant Directors will be the alternatives to the nurse;
  - 1.2. School Administration should immediately notify their Assistant Transformational Leader;
  - 1.3. School staff must work with the school nurse to obtain contact tracing information:
    - 1.3.1. **Transportation**: The TTA office will have information on students who carpool or take TARTA busses to school.
    - 1.3.2. **Class List and Seating Arrangement**: Staff are required to maintain a class list and seating arrangements. A copy of each teacher’s daily seating charts will be kept in the office.
    - 1.3.3. **Sporting Activity**: The school can contact Ed Kaser (419) 350-3050 for obtaining: (1) sporting events (i.e., games and practice) students who participated and (2) attendance of student participants.
    - 1.3.4. **Meal Service**: The TTA Director and the Food Service Worker will establish a cafeteria seating chart for students.
  - 1.4. School administration will work with Toledo Public School leadership to ensure proper communication is being made to families.
  - 1.5. The District will follow the guidance of the Toledo Lucas County Health Department on students that need to quarantine.
  - 1.6. The Toledo Lucas County Health Department will contact your respective Assistant Transformation Leaders for is COVID19 cases after working hours.
  - 1.7. The Human Resources Department will contact any staff member that must quarantine as a result of a student COVID19 case.

## **CLEANING GUIDELINES**

### 1. Daily Cleaning

- 1.1. The Working Facility Site Coordinator and additional custodial staff will be disinfecting/cleaning high touch surfaces (i.e., door knobs; handles; etc.) throughout the day. The Working Facility Site Coordinator maintains a cleaning schedule that identifies the high touch surfaces and the times that these items will be cleaned.
- 1.2. The Working Facility Site Coordinator and/or the custodial staff will complete a cleaning log for each classroom to track cleaning.
- 1.3. Classroom desks will be cleaned daily by custodial staff.
- 1.4. Hand sanitizer stations have been installed strategically throughout the building, in addition, each teacher will be provided one bottle of hand sanitizer for the week.
- 1.5. Please contact school administration if additional supplies are needed.

### 2. Wednesday Cleaning

- 2.1. The Working Facility Site Coordinator and custodial staff will perform a detailed cleaning and disinfecting of all desks. This disinfection of classrooms will be performed utilizing electrostatic sprayer equipment.
- 2.2. Afterhours, the utilization of electrostatic sprayer equipment will include any student supplies (i.e. desks, chairs; etc.).
- 2.3. The Working Facility Site Coordinator and custodial staff will perform a detailed cleaning and disinfecting of the entire building.

### 3. Cafeteria Cleaning:

- 3.1. The Food Service Workers and the Director have developed a plan where students will utilize disposal trays, students are to throw their trash away in the large waste cans by the doors as he/she leaves the cafeteria. The Food Service Workers will wipe off and disinfect tables between lunch periods.
- 3.2. The Food Service Workers will wash and sanitize any food trays (if utilized) via dishwasher after every use.
- 3.3. The Food Service Workers will sanitize all food service areas (i.e., food preparation area; food service line rails; etc.).

- 3.4. The Food Service Workers will spot mop for spills and full mop at the end of service for the day.
- 3.5. The Food Service Workers will take out trash after each lunch period and at the end of service for the day.

## VISITOR POLICY

1. **No Visitor Policy.** Exceptions may be made for essential business. This type of business will be handled, when at all possible, through an appointment.
2. **Material Drop Off.** TTA will receive materials in the small foyer of the entrance to the office. Smaller packages will be picked up by the proper staff member at their convenience. If packages are larger (delivered by truck). They will be left at the dock at the far side of the senior lab or at the dock area near the cafeteria. The Building Site Coordinator will manage the large packages to be taken to the various classrooms/offices in the Devilbiss building.

## ARRIVAL & DISMISSAL

### **Students who drive or are driven to school:**

Students will arrive no sooner than 7:45 a.m. Ninth through 12th grade may enter through the main TTA entrance. Seventh and 8th grade (unless commuting with a high school student) will be asked to enter through door 12 (the door on the southside of the building as you are exiting the parking lot into the driveway).

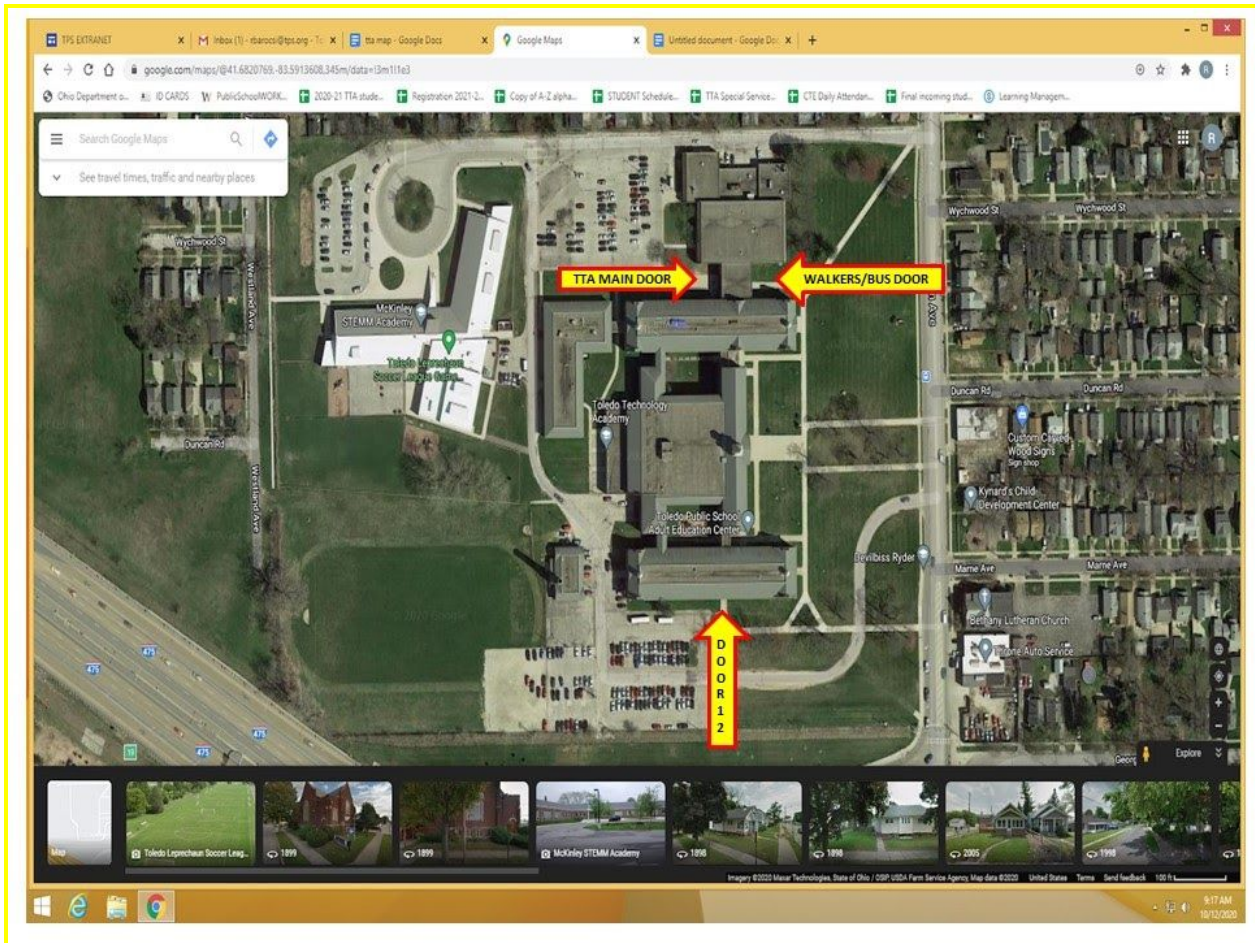
Eleventh and 12th grade students will be dismissed through the main entrance doors at 3:40 p.m. The remaining high school students will leave through the main entrance doors where they will be picked up by 4:00 p.m. All students will be out of the building no later than 3:50 p.m. picked up by 4:00 p.m.

Seventh and 8th grade students will be picked up at door 12, unless they commute with a high school student. If they commute with a 9th through 12th grade student, he/she may exit through the main doors.

Students who ride the TARTA bus (dropped off at Upton) will enter the building through the small front Upton door entering into the hallway by the Nurse's room.



Walkers will enter through the main TTA entrance or through the Upton door where the TARTA bus stop students enter from. A walker's entrance will depend on which direction he/she is coming from.



# BREAKFAST & LUNCH

## TTA BREAKFAST

1. Students will receive breakfast meals for multiple days to eat at home and can be picked up at any TPS home school between 10 & 2 on Wednesdays. Please let Food Service staff know you will be needing this service.

## TTA LUNCH

1. For in school lunch the majority of the lunch should be pre-packed in a clear bag, items that cannot be prepacked (such as hot items) will have to be put on the students' tray by a food service worker.

## TTA LUNCH MEAL SERVICE

- TTA Food Service Workers will have meals set up outside of the kitchen to distribute to students.
- TTA Administrators will release students from tables, in an orderly process, to pick up meals on trays from Food Service Workers.
- TTA has 30 minutes between 1st and 2nd lunch periods, providing ample time for cleaning.
- TTA students are given disposable trays. These trays are thrown away as the students leave the cafeteria. Large garbage bins are located near the exit/entrance of the cafeteria for student cafeteria table clean up.

## TTA VIRTUAL ACADEMY STUDENTS

TTA Students attending the Virtual Academy may pick up their weekly breakfast and lunch meals on Wednesday from TTA at the Cafeteria door. Parents will need to call the school ahead of time to request meals for Wednesday. **When Food Service Workers at TTA are not available, the front office will take the calls for meals.**

# CLASSROOM OPERATIONS

1. On Monday, Tuesday, Thursday, and Friday, no staff except Working Facility Site Coordinators and Custodial Staff should be in the building after 5:00 p.m. .
2. On Wednesday, no staff except Working Facility Site Coordinators and Custodial Staff should be in the building after 4:00 p.m.
3. Desks/Tables, when available, will remain in classrooms and labeled "A"(Monday/Thursday) and "B" (Tuesday/Friday); CTE Labs are not able to be set up with labeled A and B chairs as the lab areas are too small for having two chairs at a table.
4. Seating charts are required for all classes 7th-12th. Seating charts should be consistent, with Specials having seating charts and a seating chart for each lunch period.
5. Specialist will teach in their own spaces/classrooms.

6. TTA students will change classes throughout the day. The halls are wide and lockers are spaced out to provide students distancing space. Students will not be allowed to congregate in the halls as they move from room to room. Students are to walk on the right side of the hallway to and from.
7. Students must have their own supplies. TTA leadership will provide for students who are not able to provide their own supplies.

## HALLWAY TRANSITION

1. The School Administrator, when possible, will have doors left open to reduce high touch surface cleaning requirements.
2. Student lockers are strategically spaced. All students are to walk on the right side of the hallway, single file 6 ft. apart. The changing of classrooms will take place in 5 minutes making it safe for students who might wind up being closer than 6 ft. as they will be within the 6ft. 15 minute rule.
3. Students must be provided an opportunity to have access to water throughout the day. Students have been asked to bring a reusable water bottle and will be allowed to use the fountains only to refill their water bottles. Students will not be allowed to drink directly from the drinking fountain.

## TRANSPORTATION

1. TTA students who carpool must give that information to the office, for retracing of CoVid.
2. Students are required to wear face coverings as he/she exits the vehicle and upon entering the building.
3. Students who ride TARTA busses must provide their route information to the front office at TTA. This will be necessary for retracing of CoVid.



# HOW FAMILIES CAN HELP

## **Remind your child of the following important healthy habits:**

- **Wash hands.** Practice good hand hygiene by washing your hands often with soap and water for at least 20 seconds.
- **Do not share** personal items – pens, pencils, cell phones, electronic devices, laptops, water bottles, drinks, food, or unwashed utensils.
- **Avoid close contact** with people who are sick. If your student has been in close contact with a person who has COVID-19, keep your student at home.
- **Avoid touching** your eyes, nose, and mouth whenever possible.
- **Abide** by the district's physical distancing procedures.

## **Additional Reminders**

- **Health assessments should be done prior to student arrival at school**
- **Students should dress appropriately for waiting outside before/after school**
- **Keep phone number(s) and email addresses up-to-date with the district**
- **Students should bring their chromebooks, charged and ready to go, check their TTA email and Schoology daily, and bring other curriculum materials to school on the days he/she attends in person classes**
- **Parents, please check Schoology for updates from TTA teachers and administrators**
- **Please practice patience during school arrival and dismissal routines.**