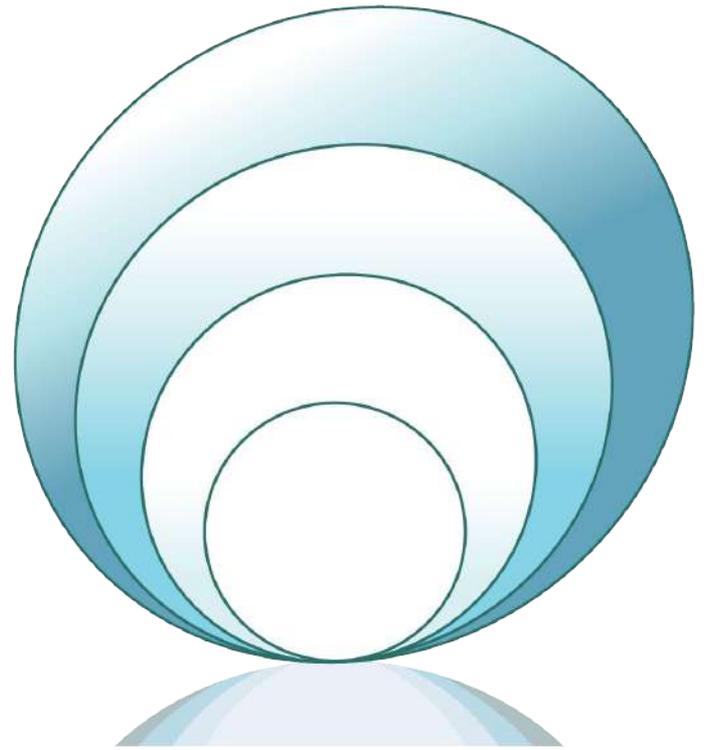


In-Person Reopening Handbook

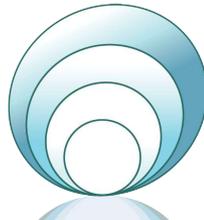
Spring 2021



Atmosphere
academy

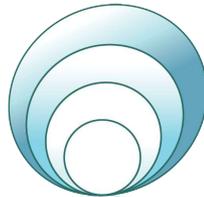
PHASING OUT REMOTE INSTRUCTION

- Any families that wish to remain remote after 5/1 will need to apply for a waiver.
- Families without a waiver after 5/1 will need to have their child attend school in-person and will not have access to remote instruction.
- As you know, Atmosphere is already offering in-person instruction 5 days per week so families can begin sending students immediately after their child tests negative for COVID-19.
- Acceptable waivers:
 - Doctor's Letter with Notarized Statement explaining why the student cannot return to school
 - If the student lives with a family member who is susceptible to COVID-19, Doctor's Letter with Notarized Statement explaining why the student cannot return to school, with a proof of address that shows the family member lives with the student
- The waiver system will expire at the end of June. As of 7/1, all students will need to be in person for summer school or when returning in the fall

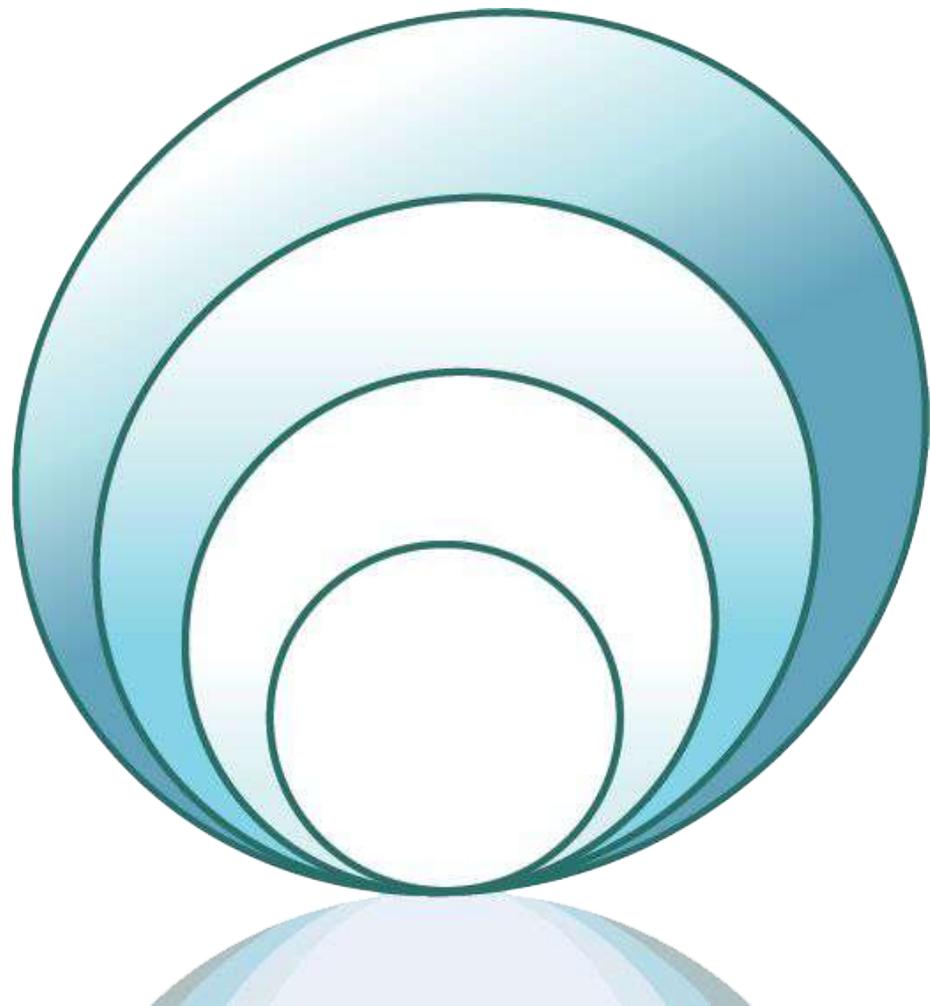


WAIVER PROCESS

- **All waiver requests must be submitted no later than 4/15.** Any waiver requests submitted after this date will automatically be denied.
- **By 4/23,** families who submitted a waiver will receive an email stating whether their waiver request has been accepted or denied.
- If a family's waiver request is denied, **their scholar is required to attend school in-person starting on 5/3.**

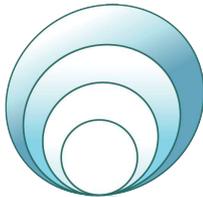


Safety



MASKS

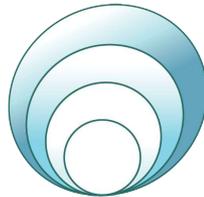
- Masks will be required for all staff and students until they are no longer required by NYS.
- Atmosphere has stocked all buildings with surgical masks that can be given out to anyone without a mask.
- Use of masks will help dramatically reduce any potential spread of COVID-19, per the CDC guidelines.
- Staff and students must **properly wear their mask over their nose and mouth** at all times.



DECALS

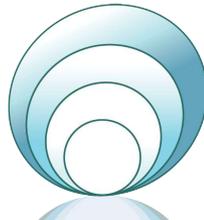
Floor decals are installed on the outside of our campuses, in our hallways, common areas, and classrooms.

The decals will remain in use to encourage social distancing.



STAY HOME WHEN SICK

- Be mindful of others and yourself.
- Stay home if you are sick!
- Bringing your sickness will lead to more sick people.
- Get rest.
- Come back when you won't put others at risk.
- Follow all COVID-19 testing guidelines, as described on the following slide



COVID SYMPTOMS

Any student exhibiting COVID symptoms will be sent home immediately. If the student did not come into contact with a COVID positive individual, they are not required to get tested, but must stay home until all symptoms subside.

If the student cannot go home immediately, he or she will be escorted to a designated isolation room where they will be monitored until picked up.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

19254 4/1/20



COVID-19 TESTING

Until the end of this school year, students and staff will be required to submit a negative COVID-19 test to enter our buildings. Students who will return to in-person learning after Spring Break must submit a negative COVID-19 test by 4/7, or on a rolling basis thereafter.



HANDLING POSITIVE CASES

Any staff member or student (does not include fully remote students) tests positive for COVID-19 on a grade level:

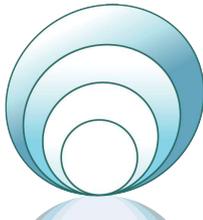
- Contact trace with NYC and quarantine anyone who had close contact (within less than 6 feet for 10 minutes over a 24 hour period) with the individual for 10 days from the date of exposure.
- Any person confirmed with COVID-19 must stay home and isolate.

Per NYS guidelines, Atmosphere will no longer close our buildings after a confirmed positive case, and will instead follow the guidelines described above.



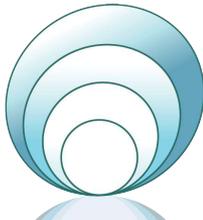
RETURNING AFTER A POSITIVE CASE

- A staff member or student **who tested positive** for COVID-19 is required to provide a negative COVID-19 PCR test or a letter from their doctor to return to school in-person once the infectious period has passed.
- A staff member or student **who had symptoms of COVID-19 or was required to quarantine due to close contact** is required to provide a negative COVID-19 PCR test to return to school in-person.



EXCEPTIONS TO QUARANTINING

- Per New York State and CDC guidance, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:
 - Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
 - Are within 3 months following receipt of the last dose in the series
 - Have remained asymptomatic since the current COVID-19 exposure
- Consistent with CDC guidance from February 13, 2021, asymptomatic individuals who have previously been diagnosed with laboratory confirmed COVID-19 and have since recovered, are not required to retest and quarantine within 3 months after the date of symptom onset from the initial SARS-CoV-2 infection or date of first positive diagnostic test if asymptomatic during illness.



HAND SANITIZING PROCEDURES

All students and staff **must** sanitize their hands at:

- Arrival to school
- Entering the classroom
- Before breakfast
- After breakfast
- Restroom
- Before lunch
- After lunch
- Dismissal



Atmosphere has hand sanitizer pumps in all classrooms, offices, and common areas.

Motion-activated hand sanitizer dispensers are stationed throughout our buildings and are available for use by students and staff throughout the day.



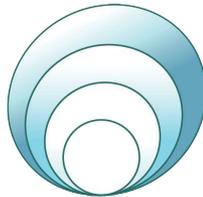
WATER

Atmosphere will close all water fountains until further notice.

Families will be asked to send students to school with water.

Every classroom will be stocked with small water bottles for emergency use in case a student does not bring water.

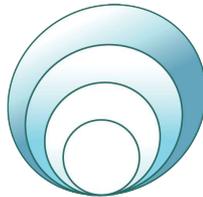
Water jugs and water dispensers will not be used due to concern about students touching cups.



MOTION-ACTIVATED

Atmosphere will try to install lights, soap, paper towels, and faucets that are motion-activated.

Bathroom switches have been changed to motion sensed light fixtures where possible.



CELL PHONES

- Scholars will place phones in their classroom's dedicated cell phone lock box.
- Each lock box is sanitized every afternoon after class.
- Only culture team members have access to these lockboxes.



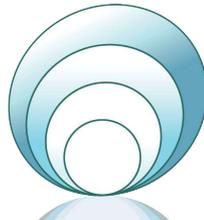
HANDWASHING

Students will be trained on handwashing.

Students will be given structured and monitored handwashing breaks during breakfast/arrival and during lunch.

Academic teams will have designated bathrooms assigned to them that are near their assigned classroom location.

Every location will also be equipped with antibacterial hand wipes and hand sanitizer for students.

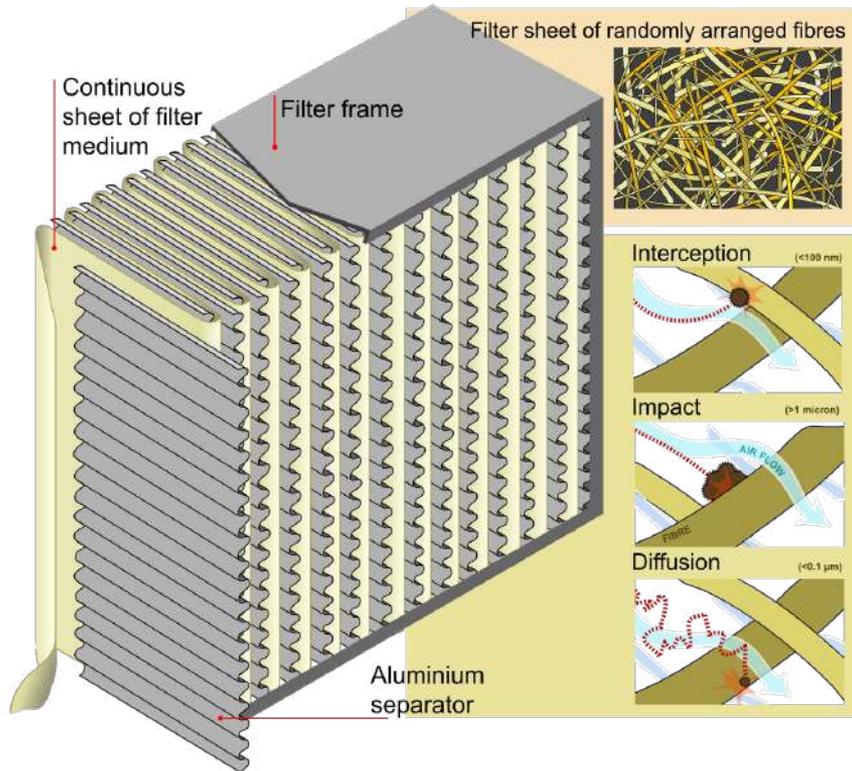


TOILET SEAT LIDS

All toilet seats have been replaced with new toilet seat lids across all 3 buildings for adult and student bathrooms. This will make flushing as sanitary as possible. Students will be trained on proper bathroom etiquette, toilet etiquette, and hygiene.



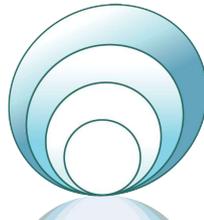
HVAC - HEPA Filters



HEPA Filters are already installed or will be installed in the HVAC System.

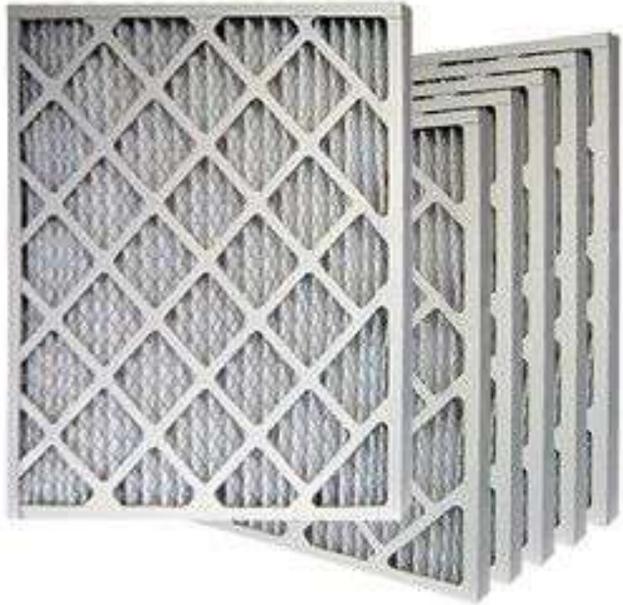
HEPA Filters work by forcing air through a fine mesh that traps harmful particles.

HEPA, which stands for High Efficiency Particulate Air, is a designation used to describe filters that are able to trap 99.97 percent of particles that are 0.3 microns.



HVAC - MERV-13 Filters

MERV 13



MERV 13 Filters have been installed in the HVAC System at 3700.

The U.S. Centers for Disease Control (CDC) has recommended since early May that office buildings and other indoor spaces upgrade their air filters to MERV-13, based on guidance from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The MERV filtration rating system measures a filter's ability to remove small particulates from the air: The higher the rating number, the smaller the particles a filter can catch



HVAC - AIR SCRUBBER



ActivePure Technology has been attached to all Atmosphere HVAC system ductwork to remove air pollution, VOCs, surface contaminants, odors, and dust.

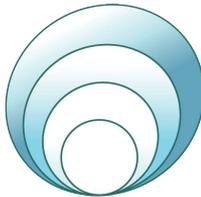
The AirScrubber will act as an additional means of sanitizing all campus spaces (hallways, classrooms, offices, etc.).



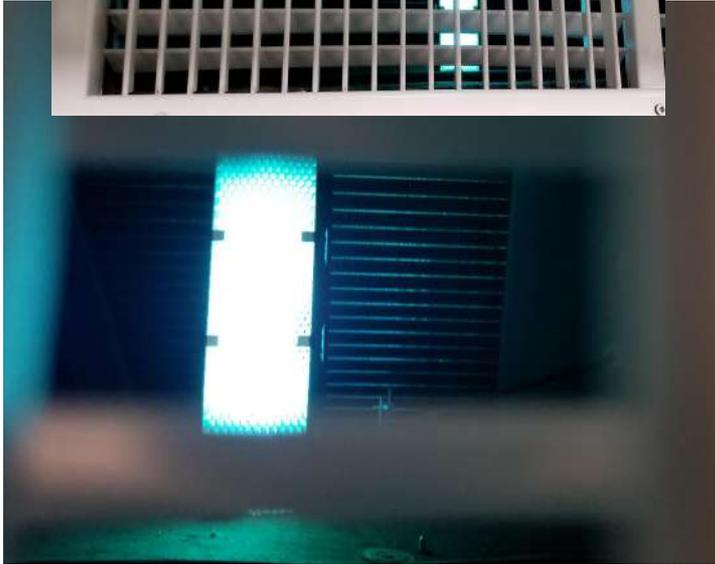
2017 Space Technology
Hall of Fame Inductee



Made in the USA



HVAC - AIR SCRUBBER

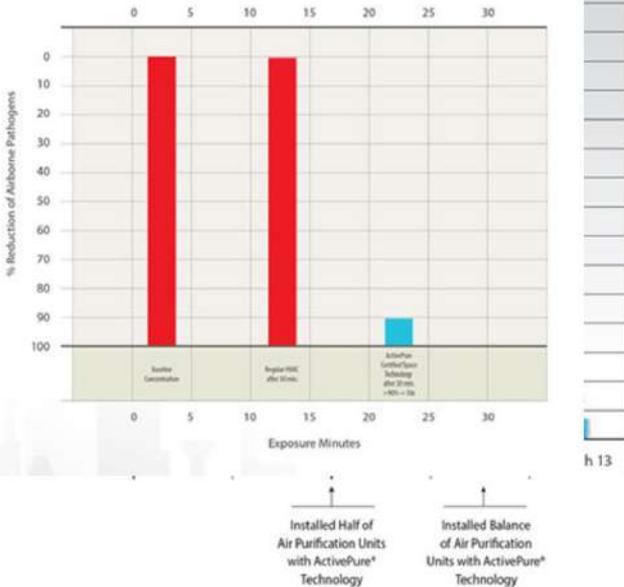


HVAC - AIR SCRUBBER

80%+ Reduction in Number of Flu Related Dismissals
(ActivePure Technology Installed in Indiana School Facility)

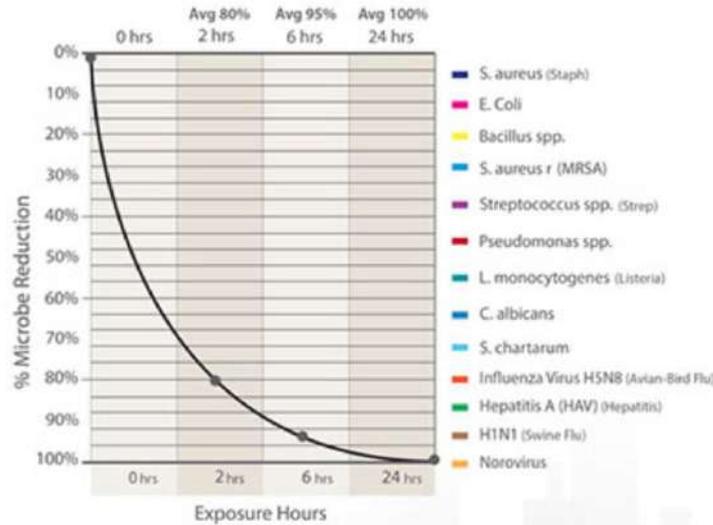
Reduction of Airborne Contaminants

ActivePure Technology Testing Conducted by University of Cincinnati

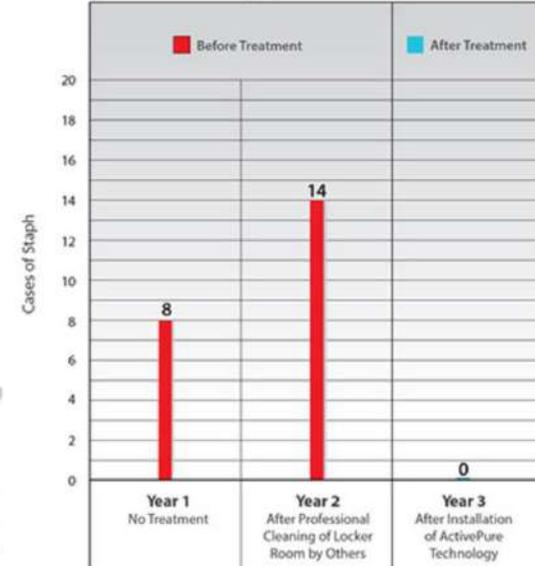


Average Reduction of Contaminants on Surfaces

ActivePure* (RCI) Technology 24 hour testing conducted by Kansas State University.

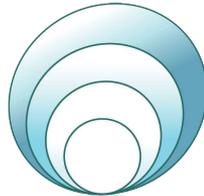


100% Reduction in Cases of Staph
(ActivePure Technology Installed in Ohio School Sports Facilities)



Source:

<https://www.airscrubberbyaerus.com>

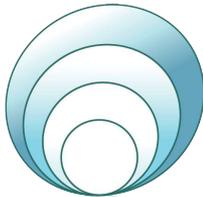


CLEANING

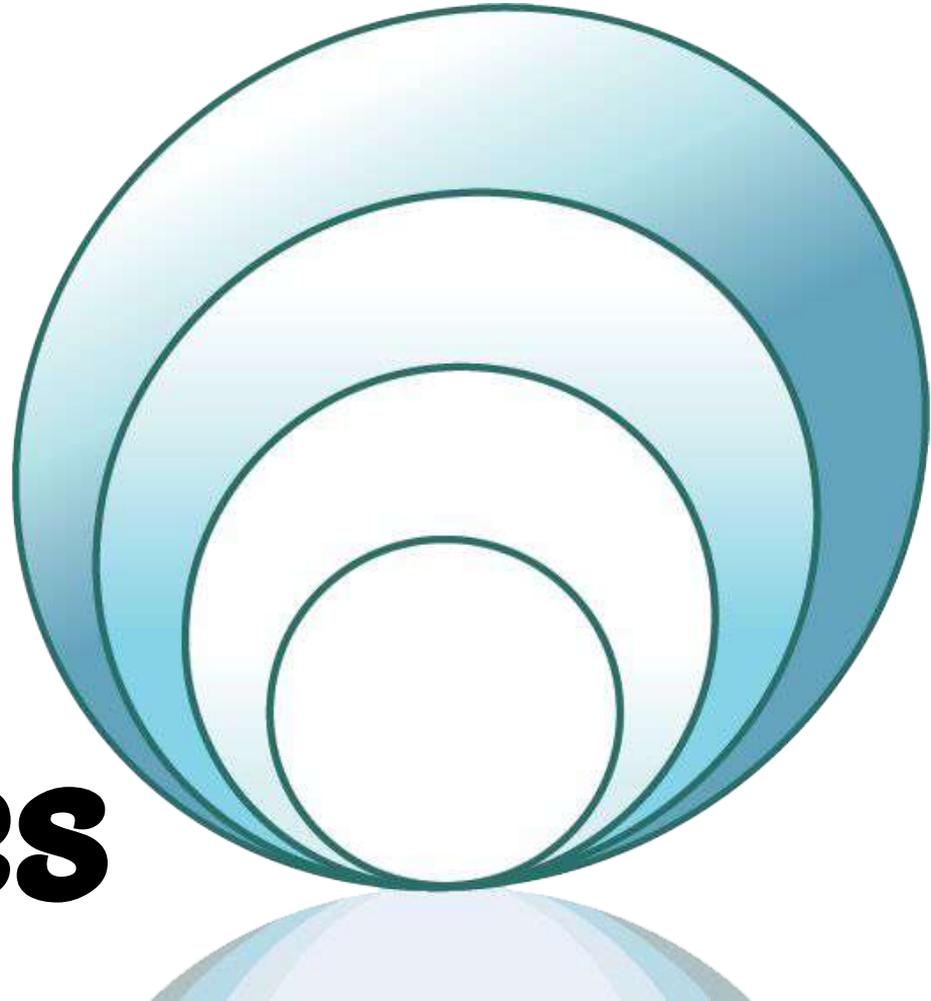
Atmosphere purchased an electrostatic sprayer to use in each building. This is an **additional layer of disinfection** for all spaces, doorknobs, etc.

Cleaning of common areas and common surfaces has been increased.

Per DOH guidelines, custodians keep detailed daily logs of the cleaning they complete.



Procedures



ARRIVAL PROCEDURES - TOP TEN

1. Temperature checked at entry.
2. Refer to the questionnaire at entry to flag any issues.
3. Sanitize your hands with your own sanitizer or using Atmosphere's.
4. Swipe your ID card or sign in.
5. Walk to your designated locker, store your belongings, and walk to class.
6. Place cell phone in the lock box.
7. Re-apply hand sanitizer.
8. Eat breakfast.
9. Take out your Chromebook.

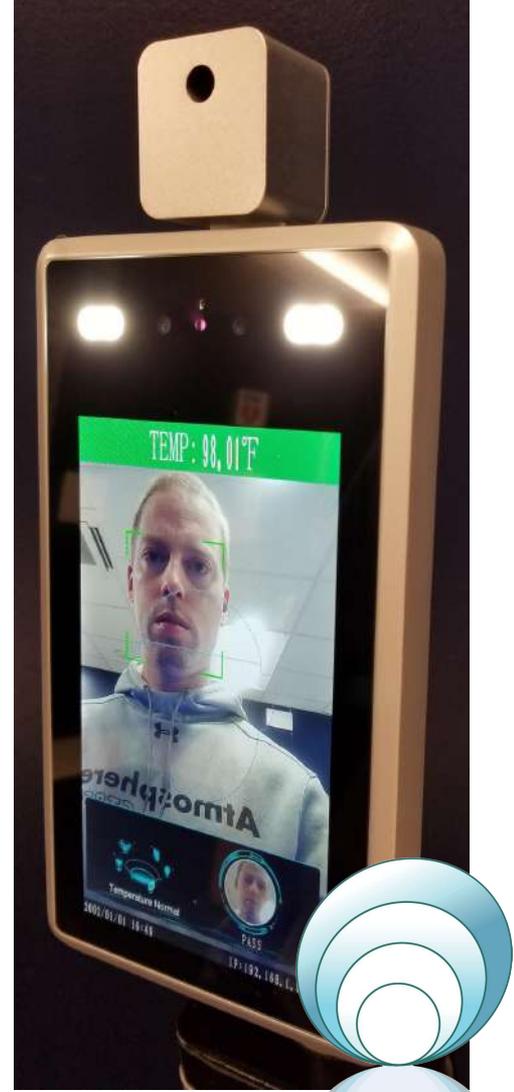
Exercise social distancing at all times



ENTRY TEMPERATURE CHECKS



- All students and staff should take their temperature at home in the morning prior to coming to school.
- Atmosphere will provide temperature checks at the front door using either a touchless thermometer or a thermal camera or both.
- Those with a fever at or above 100 degrees will be sent home and asked to see a doctor before returning.
- Please be aware, though, that this measure will not identify any asymptomatic individuals who carry the virus so it is just one tool and not a cureall.



ENTRY QUESTIONNAIRE

To practice contact tracing, students and staff will refer to the entry questionnaire each morning. Below are some of the questions that are posted:

- Have you recently been in contact with anyone with COVID-19 ?
- Have you experienced any of the listed COVID-19 symptoms?

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

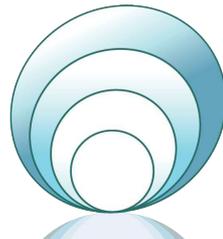
Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

19024 4 01/2020



ISOLATION ROOM

- Each building is outfitted with an isolation room.
- Students with 100 degree temperature or higher will be placed in the isolation room for each building.
- There will be a rotation of staff monitoring the student from outside of the room.
- Materials and activities will be given to ease anxiety.
- A vomit bag will be left in the room.

BATHROOM PROCEDURES

- Only one student to the bathroom at a time from any room.
- Student use their pod bathrooms.
- Students must wash their hands before leaving the bathroom
- If any students finds the bathroom not in a proper order they are expected to let a staff member know.
- Hallway monitor will enforce social distancing and students in proper location.



BREAKFAST/LUNCH PROCEDURES

- Students are allowed to eat breakfast, snack and lunch while in school at their designated times.
- While students are eating they can take off their mask to bite, chew and drink.
- Students eating should not engage in conversation.
- There is absolutely no sharing of food or drink.
- While biting, chewing and drinking, students are to cover their mouths.
- After eating students are to put their mask back on.
- Students not eating must keep their mask on.
- Students that need lunch accommodations will speak to their supervising staff member.



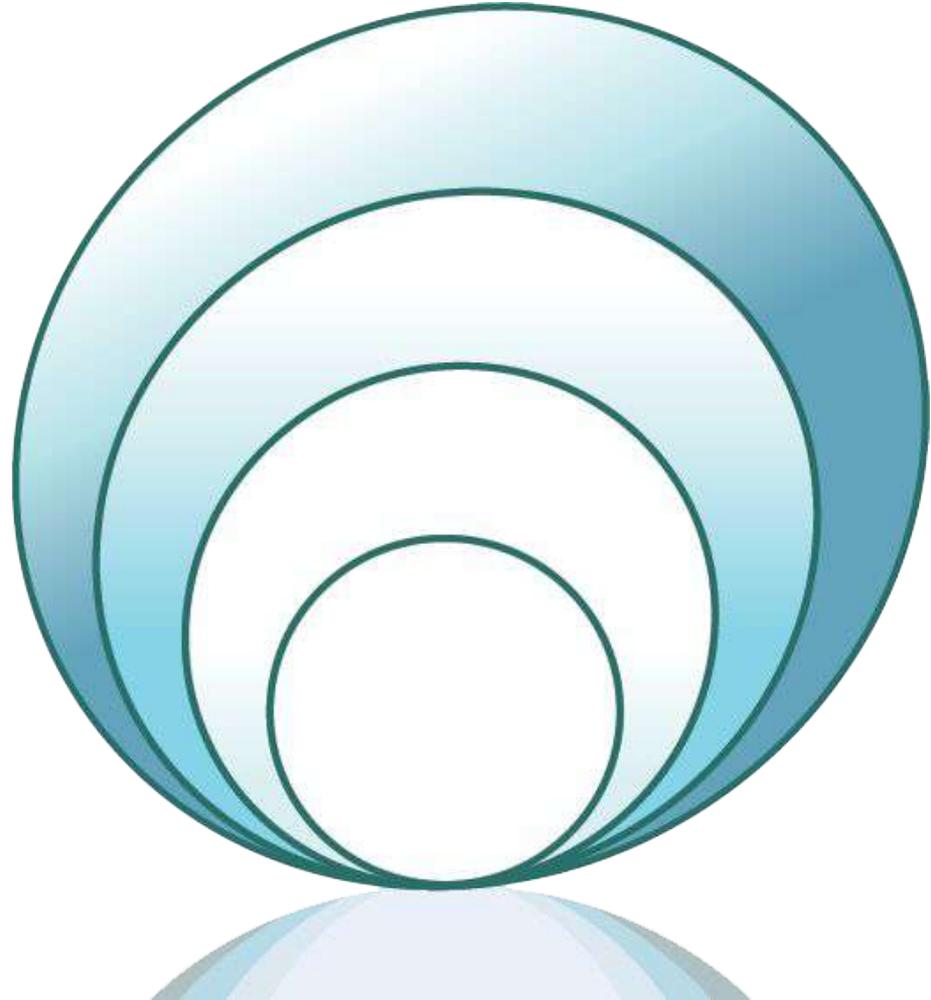
DISMISSAL PROCEDURES

1. Class will end.
2. Students will pack up their Chromebooks and materials.
3. Next, use hand sanitizer.
4. One student at a time will retrieve their cell phones.
5. Classes will be called over the loudspeaker to dismiss in waves.
6. Students will grab belongings from lockers and exit the building.

Exercise social distancing at all times



Spring Calendar



April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Spring Recess	2 Spring Recess	3 Spring Recess
4 Spring Recess Easter	5 Spring Recess	6 Spring Recess	7 Full School Day	8 Full School Day	9 Full School Day Q3 Ends	10
11	12 Full School Day Q4 Begins	13 Full School Day	14 Full School Day	15 Full School Day	16 Full School Day	17
18	19 Full School Day	20 Full School Day NYS ELA Test	21 Full School Day NYS ELA Test	22 Full School Day	23 Full School Day	24
25	26 Full School Day	27 Full School Day Field Day - 8	28 Full School Day Atmosphere Academy Board Meeting	29 Full School Day Field Day - 6	30 Full School Day Field Day - 7	

APRIL 2021

Mar 31 - April 6 - Spring Recess

Apr 7 - School Reopens

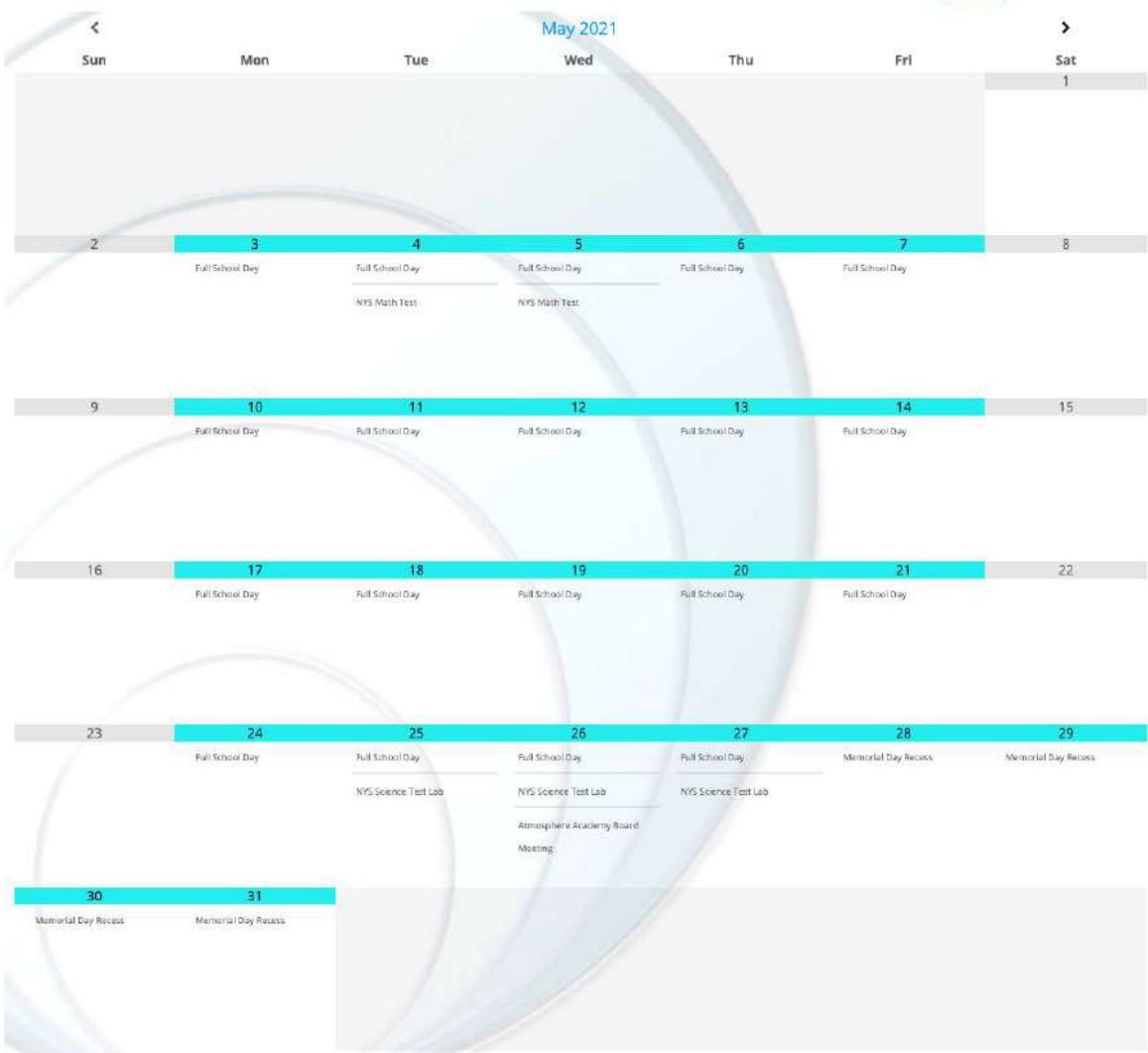
Apr 9 - Q3 Ends

Apr 12 - Q4 Begins

Apr 27 - 8th Grade Field Day for In-Person Students

Apr 29 - 6th Grade Field Day for In-Person Students

Apr 30 - 7th Grade Field Day for In-Person Students



MAY 2021

May 3 - All students without an approved waiver must return to in-person instruction

May 28 - Jun 1 - Memorial Day Recess

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Memorial Day Recess Professional Development	Full School Day	Full School Day	Full School Day	
6	7	8	9	10	11	12
	Full School Day NYS Science Test Written	Full School Day	Full School Day Career Exploration 8	Full School Day Prom - 8	School Closed	
13	14	15	16	17	18	19
	Full School Day	Full School Day	Full School Day	Full School Day Juneteenth Celebration	Juneteenth School Closed	
20	21	22	23	24	25	26
	Field Day - All Full School Day	Full School Day Graduation Practice - 8 Atmosphere Academy Board Meeting	Full School Day Q4 Ends	Graduation - 8 Professional Development Summer Recess	Summer Recess	Summer Recess
27	28	29	30			
Summer Recess	Summer Recess	Summer Recess	Summer Recess			

JUNE 2021

May 28 - Jun 1 - Memorial Day Recess

Jun 10 - 8th Grade Prom

Jun 18 - School Closed - Juneteenth

Jun 21 - Field Day for All In-Person Students

Jun 23 - Last Day of School

Jun 24 - 8th Grade Graduation

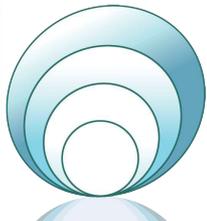
Attendance



ATTENDANCE

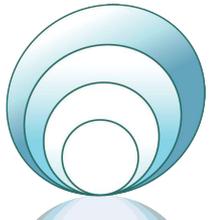
All absences will be reported as unexcused unless the school receives the following documentations:

Reason	Documents
Illness	Medical note specifying the excused day for illness and any subsequent days documented by medical provider.
Death in immediate family	Letter from funeral home or other legal documentation
Hospitalization of primary caregiver	Medical note specifying the excused day for illness
Court appearance(s)	Court document mandating a court appearance on day of absence
Religious observance(s)	Letter from parish on letterhead
Academic reasons	Proof of attendance or letter from program director required

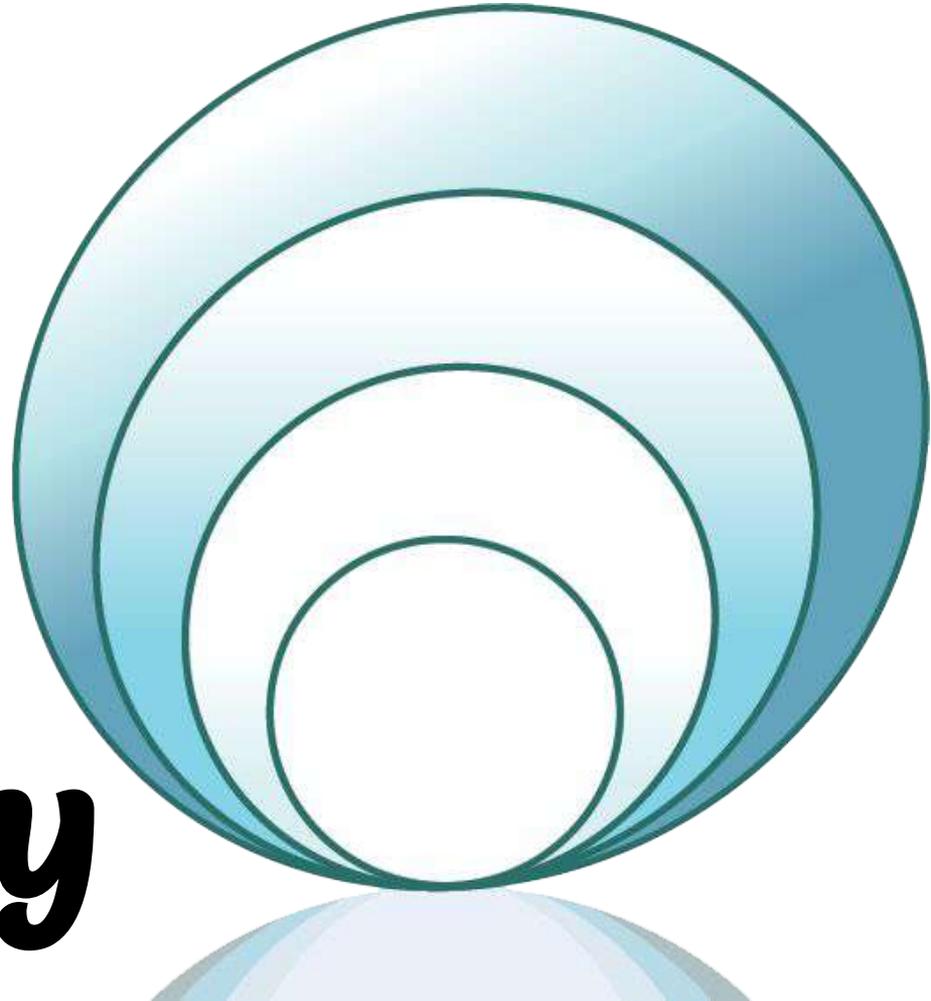


ATTENDANCE/LATENESS

- Chronic **absenteeism** is missing **10%** or more of a school year
 - **18 days per year or just 2 days every month**
 - This includes in person and remote
- Students who are chronically absent can become at risk of academic trouble and dropping out of school
- Chronic **lateness** is a serious offense to your learning
- Students **must start school on time daily** in person and/or remote



Technology

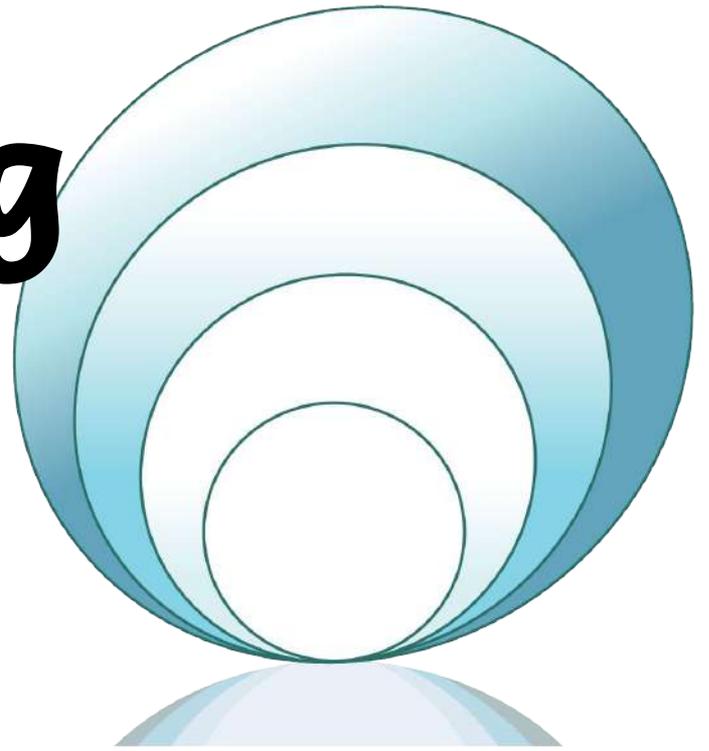


TECHNOLOGY DEVICES AND SUPPORTS

- Atmosphere scholars must use an Atmosphere-issued chromebook during the school day
- Families without an Atmosphere-issued chromebook or families with a malfunctioning Atmosphere-issued chromebook must contact Ms. Rico at drico@atmosphereacademy.org to schedule a chromebook pick-up.



***We are looking
forward to a
great Spring!***



Atmosphere
academy