

MOUNTAIN BROOK SCHOOLS

2020-2021 REOPENING PLAN

MESSAGE FROM THE SUPERINTENDENT

Contained in the pages below is our school system's modified reopening plan for the 2020-2021 school year. We created this plan by following recommendations from the Alabama State Department of Education, Alabama Department of Public Health, Jefferson County Department of Health, and multiple school reopening guidelines published by national and local organizations.

We also thoroughly reviewed our initial plan and considered feedback from members of our school community. We want families to choose the learning model that works best for them based on concerns for their student's health and wellness rather than course offerings and quality. Please keep in mind this plan is still subject to change. The fluidity of the COVID-19 pandemic mandates that we continue evaluating new data and remain flexible with our planning.

This document provides you with the instructional options our school system will offer your students during the upcoming school year. They include a traditional option with contingencies as well as a virtual option. After considering the information outlined below, we ask that you please notify us as soon as possible if you're interested in enrolling your student(s) in the virtual option for the school year's first semester. You can register your intent to enroll your student(s) at this link.

While reopening schools amid a pandemic is complex and confusing, we will continually strive to be clear in communicating our plans. We also will strive to be decisive but flexible as circumstances evolve. With that said, we want you to know that our preeminent goal is to keep our students, faculty, staff, and all of their families as safe as possible. Our schools will follow the strict safety guidelines and procedures outlined in this document to mitigate the spread of COVID-19. We cannot, however, stop this virus on our own. Combating COVID-19 will require all of us to join together and take the necessary precautions. It is imperative that we confront this task as a community united by concern for one another.

I understand this is a trying time for all of us. Please know that we are committed to doing our best and working with you to provide our students an effective, challenging, and engaging education regardless of the barriers we all must overcome.

Dicky Barlow, Ed. D. Superintendent

GLOSSARY

Traditional: The term "traditional" refers to the option available to students and families who would like to attend classes on campus. While mitigation measures will impact how students and classes navigate the school building, teachers and students will be working together in person as they deliver and receive instruction. Based on information from the local health department, alternate schedules (secondary) and alternate internal plans (elementary) may be implemented in an effort to keep students attending classes on campus.

e-Learning: The term "e-Learning" refers to an option utilized by traditional students if health and information data require them to learn from home. While at home, students will access instructional materials and information from their school-based teacher through the specified learning management system. E-learning may be utilized during times when a school-wide alternate schedule is in effect or when a school is temporarily closed for in-person instruction. E-Learning will also be available to students who may be required to quarantine due to a positive test or high-exposure situation.

Virtual: The term "virtual" refers to the option available to students and families who choose to attend school from their home. Students will participate in instruction and learning through digital content provided by a Mountain Brook Schools teacher using the district's specified learning management system. Students will have remote access to their teacher for support, questions, and intervention. Virtual implies that all instruction, learning, and assessment occur off campus.

Learning Management System: The term "learning management system" refers to the program used by Mountain Brook Schools to house and deliver instructional information. Teachers use this program to upload content, make assignments, share instructional information, and connect with students about their progress. Students use this system to access assignments, resources, submit work, and receive feedback from their teacher.

INSTRUCTIONAL OPPORTUNITIES

TRADITIONAL OPTION

The traditional option for Pre-K through 12th grade provides students who reside within the residential zones served by Mountain Brook Schools the opportunity to complete a program of courses in an in-person setting when feasible. Students will attend school five days per week as they would during a normal school year while abiding by health and safety protocols.

Alternate Scheduling Contingency Plans (Traditional option only)

Secondary Schools (High School and Junior High)

With increased virus spread, it is a possibility that Mountain Brook Schools would develop alternate schedules for traditional students to aid in the density reduction of each building. This would allow for half of the student body to attend in-person school on a daily basis.

There are many different scenarios that could be considered, each with their own set of considerations for students, faculty, staff, and parents. Groups would be developed with families in mind. These alternate schedule options only apply to traditional students. Virtual students would continue with their designated plan of instruction. Several scenarios for alternate scheduling are listed below.

Option A: Twice Per Week/Alternating Days

Students would attend school two days per week, with three days serving as e-Learning instructional days. There are several variations of this schedule that would be considered. One day per week would be designated as e-Learning for the entire school to enable deeper cleaning protocols to occur.

*MBS	Monday	Tuesday	Wednesday	Thursday	Friday
Scenario 1	Group 1	Group 2	Group 1	Group 2	e-Learning
Scenario 2	Group 1	Group 1	e-Learning	Group 2	Group 2

^{*}e-Learning will occur on days when students are off campus.

Option B: Alternating Days

Students at each school would be assigned to one of two groups. Each group would attend school on continuous, alternating days from week to week.

*MBS	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Group 1	Group 2	Group 1	Group 2	Group 1
Week 2	Group 2	Group 1	Group 2	Group 1	Group 2

^{*}e-Learning will occur on days when students are off campus.

Elementary Schools

To further reduce the potential for virus spread, elementary schools would consider non-rotating schedules for grades 4-6. This would enable all students from Pre-K to 6th grade to remain in their designated classroom, mitigating cross-contamination of virus exposure between and among groups. Further consideration would be given to rotations for recess and PE.

If Mountain Brook elementary schools implement these mitigation measures, the Extended Day Program would not be available due to the mixing of grade levels and classmates after school hours.

FULL-TIME VIRTUAL OPTION

The full-time virtual option for Pre-K through 12th grade provides students who reside within the residential zones served by Mountain Brook Schools the opportunity to complete a program of courses in an online setting.

Mountain Brook teachers will utilize Mountain Brook resources, including Schools PLP content. The content will meet all standards and requirements established by Mountain Brook Schools. Students who opt for virtual school will be assigned to a Mountain Brook Schools teacher and will be considered enrolled at their base school.

Students will remain in the online program for a full semester. They may choose to continue or return to traditional school at the beginning of the second semester. By selecting the virtual option, students and parents assume increased personal responsibility in time management, organization, self-direction, communication, and discipline to complete the course and school requirements.

Method

All courses will be web-based and require daily Internet access. Mountain Brook teachers will deliver instruction through a learning management system, monitor and assess progress, and meet at least weekly with students — and parents if needed. Students will complete assignments at their own pace with a set due date, while teachers will be mindful to consider how much time students spend in front of a computer screen.

Assessments will be completed online from home, with teachers grading and providing feedback, and report cards will be completed in Chalkable INOW every 9 weeks. State assessments administered in the spring must be completed in the school building with safety precautions in place.

Mountain Brook teachers will train students and parents on the learning management system. You can <u>click here to watch a video</u> of MBS Assistant Director of Instruction Lanie Kent explaining more about the virtual option for grades Pre-K to 6. A video tutorial explaining the virtual option for grades 7-12 will be available in the coming days.

Courses

In some instances, specialized courses will not be available in the virtual option. Students in grades 7-12 selecting the virtual option who wish to enroll in a course not offered virtually can come to the school building to take an individual course at the designated time during the school day. A list of those courses can be found in the chart below. Additionally, elementary students in the enrichment program have the option to attend enrichment in the school building.

*Courses offered in school but not virtually

МВЈН	MBHS	
App Creators	Band (all bands)	
Band	Choir (all choirs)	
Choir	AP Music Theory	
Computer Science	Acc. Alg. 2 Trig Precal.	
Debate Team	Debate	
Design and Modeling	Latin IV and AP	

Energy and Environment	Discrete Math
Innovators and Makers	Zoology
PE Weight Training (High school)	AP Physics 1
Reading	AP Physics C
Robotics	Earth and Space
Robotics Team	AP European History
	Critical Film
	AP Comparative Government
	Strength and Conditioning
	French III, IV, V, AP
	American Sign Lang. II
	Spanish V and AP
	AP Art 2D
	AP Photography
	AP Draw
	AP Art 3D
	Media Arts
	Theater II, III, IV
	Math 227/237
	Costume Makeup
	Film Production
	2D/3D Design
	Draw Paint
	Workforce Essentials
	Business Finance/Business Law
	AP Computer Science Principles

	Multimedia
	Peer Tutorial
	Yearbook
	Muse
	Pageant Staff
	Sword and Shield
	Academic Skills

^{*}These lists are subject to change based on staffing.

Requirements

Students:

- Must be enrolled in Mountain Brook Schools.
- Must maintain consistent, reliable daily Internet access at their home or another location available to them.
- Must agree to and sign an Academic Integrity Contract.
- Must participate in a weekly conference with the online teacher.
- Are required to take any state-mandated tests and must do so at the Mountain Brook school for which they are zoned. The online teacher will ensure testing dates and requirements are known to virtual students.
- Must maintain a grade of 70 or above and make adequate progress in every course. Students who don't meet these standards may be required to have additional conferences with the online teacher.

Students whose education program is determined by an Individualized Education Plan (IEP) may apply for enrollment if the IEP team decides the virtual option is the Least Restrictive Environment for that student. In doing so, the virtual program will follow guidelines published by the State Department of Education on December 11, 2015. Please contact your child's case manager for specific information.

Attendance

Attendance will be taken in the following manner:

• Students must log in to the online site and complete weekly assignments by Friday of each week.

• Students (and parents if necessary) must participate in weekly communication with the online teacher.

Extracurriculars and Technology

Students are eligible to participate in extracurricular activities and must meet all organization requirements. The school system will provide students in the virtual option any devices, including Chromebooks, that are provided to Mountain Brook students in the same grade.

If you would like to enroll your student(s) in the full-time virtual option for the first semester of the 2020-2021 school year, <u>please complete this form</u> by the end of day on Wednesday, July 29.

Instructional Option Comparison Chart (Elementary)

	*TR	VIRTUAL OPTION		
	Traditional	Alternate Plan	e-Learning	
Curriculum	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources
Teacher	Mountain Brook (school- based)	Mountain Brook (school- based)	Mountain Brook (school-based)	Mountain Brook (district-based)
Instructional Delivery	In school	In school	e-Learning through learning management system	Virtual through learning management system
Schedule	Regular	Regular with no class rotations	Assignments posted by Monday at 8 a.m.	Assignments posted by Monday at 8 a.m.
Extracurriculars	Yes	No, and no EDP	No, and no EDP	Consistent with traditional plan
Lunch	In classroom	In classroom	N/A	N/A

^{*} Decisions on traditional options will be made based on information and data from the Jefferson County Department of Health.

Instructional Option Comparison Chart (Secondary)

	*TR	VIRTUAL OPTION		
	Traditional	Alternate Plan	e-Learning	
Curriculum	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources	Mountain Brook w/ resources
Teacher	Mountain Brook (school- based)	Mountain Brook (school- based)	Mountain Brook (school-based)	Mountain Brook (school-based)
Instructional Delivery	In school	In school/ e-Learning through learning management system	e-Learning through learning management system	Virtual through learning management system
Schedule	Regular	Alternate schedule / e-Learning	Assignments posted by Monday at 8 a.m.	Assignments posted by Monday at 8 a.m.
Extracurriculars	Yes with mitigation measures	Yes with mitigation measures	No	Consistent with traditional plan
Lunch	Distanced in designated locations	Distanced in designated locations	N/A	N/A

^{*} Decisions on traditional options will be made based on information and data from the Jefferson County Department of Health.

SAFETY EXPECTATIONS OVERVIEW

WELLNESS

Physical Distancing

Mountain Brook Schools will make every effort to distance students physically to the maximum extent possible in their classrooms. Student seating will face one direction when possible, and seating arrangements/assignments will be recorded.

Schools are currently creating distancing plans for large common spaces, such as libraries, gyms, cafeterias, and playgrounds, and will avoid large group gatherings.

Schools are also developing plans to ensure safe traffic flow into, out of, and within their buildings. Students will enter and exit through designated locations. When possible, classes will transition on a rotating basis.

Facial Coverings

To most effectively mitigate the spread of COVID-19, Mountain Brook Schools will require **all students and employees** to wear a cloth facial covering in our school buildings.

Our schools, however, are intentionally planning specific times when students can extend their distancing and take "mask breaks." These breaks may occur more frequently at the lower grade levels due to the difficulty of prolonged masking for younger students.

Individuals can determine what type of cloth facial covering is most comfortable for them, but it needs to cover the nose and mouth. A facial covering that can be worn around the neck would be most beneficial for younger children. Any graphics or wording should comply with the Mountain Brook Schools Code of Conduct.

Students must wear a cloth face mask, while employees will have the option to choose between a face mask and clear face shield when delivering instruction. Although reports have shown that face shields aren't as effective as masks in limiting virus transmission, it is important for students to see a teacher's face during instruction for a variety of reasons, including pronunciation, lip reading, and facial expressions.

Each school will have a supply of extra masks in case a student or employee forgets their mask at home or it breaks during the day. Mask wearing will be enforced with the same strategies used to address other rules violations.

The exceptions to the facial covering requirement include when students and staff are eating or drinking or are involved in physical activity, such as at PE or recess. PE teachers are developing plans to ensure maximum physical distancing among students and will prioritize health and safety.

Facial covering expectations are subject to change pending future state and county mandates. We will work with members of our school community to accommodate those for whom this policy is medically impractical as outlined by CDC guidelines.

Screening

All students and employees should conduct a daily symptom check before attending school. This includes taking body temperature. Students and employees with a fever of 100.4 or higher should not attend school until they have been fever free for 24 hours without the aid of fever-reducing medication, such as ibuprofen or acetaminophen.

Other symptoms to check for include fever, cough, fatigue, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, stomach issues such as vomiting or diarrhea, headache, and congestion.

It is also important for students and employees to be mindful of those with whom they have come in contact, particularly if any of them have tested for COVID-19 within the past 14 days. If a student or employee is exhibiting symptoms, they should contact their healthcare provider for assistance.

School nurses will quarantine and screen any student or employee who begins to exhibit signs or symptoms of COVID-19 while at school. The nurses will contact parents if their child is unwell, and parents are asked to pick up their child from school within 30 minutes of the notification.

Mountain Brook Schools will send all families and employees a symptom checklist before school begins.

Testing, Positive Cases, and Notification

If a student or employee presents with identifiable COVID-19 symptoms, they should report to the school nurse's office for evaluation and possible quarantine.

The nurse will contact the student's parents upon evaluation and recommend testing if appropriate. Parents and employees will be required to share test results with the school nurse to assist with notification and cleaning procedures. All personal information will be kept strictly confidential.

If a student or teacher tests positive, Mountain Brook Schools will work with the Jefferson County Department of Health on contact tracing and exposure levels. The individual will be required to remain at home until they meet all return-to-school criteria listed below:

- Fever free for 24 hours without fever-reducing medication, and
- No continuation of symptoms, and
- 10 day period has passed since the onset of symptoms (symptomatic) or positive test date (asymptomatic)

If an individual tests positive, their family members should also quarantine at home for 14 days to monitor for symptoms.

Mountain Brook Schools will contact anyone who may have had potential exposure to COVID-19 while on campus or involved in a school activity. If there is a high risk of exposure, the school system or county health department will speak with your family directly.

Those who have been exposed using the 6-feet/15-minute rule will remain home for 14 days to monitor for symptoms. There is no mandate from the school system to seek out and pay for a COVID-19 test.

Personal Hygiene

All students and employees will practice enhanced personal hygiene during the 2020-2021 school year. They should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after every class/activity change. Hand sanitizer of at least 60% alcohol will be available in every instructional and common area throughout school buildings.

Students and employees also will practice cough and sneeze etiquette to mitigate the transmission of airborne pathogens. They are also encouraged to use personal water bottles or plastic cups at water fountains.

Students will keep backpacks and personal items in individual containers, cubbies, or lockers, and will use individualized instructional materials.

OPERATIONS

Cleaning

Mountain Brook Schools is committed to providing a safe and healthy environment for our students and staff. Our custodial teams have received professional training and will continue to clean our schools daily.

Desks and instructional workspaces will be disinfected at the end of every class period or activity, and high-touch areas and bathrooms will be cleaned multiple times during the school day. Playground and athletic/PE equipment will be cleaned daily as well.

Teams in our schools are also devising plans to minimize sharing of supplies and equipment. Any space with potential exposure will be closed for 24 hours before being cleaned and disinfected. If a class is temporarily displaced for cleaning, it will relocate to another area in the school building.

Mountain Brook Schools buildings are not open for rentals at this time.

Child Nutrition and Transportation

Mountain Brook Schools has implemented measures to reduce high-touch areas in lunchrooms. Cashless transitions will be required, and sanitizing will occur between lunch groups. All elementary students will pick up their lunch from the lunchroom and return to their classrooms to eat. Secondary students will eat lunch while distancing in designated areas throughout the schools.

When being transported on school buses, students will be required to wear cloth facial coverings. Bus windows will be lowered to allow for additional airflow when weather permits. Buses will be sanitized before and after each route, and students and drivers will sanitize their hands before getting on the bus. When possible, alternating seats and rows will be used as much as possible.

Visitors

Mountain Brook Schools believes in community schools and the partnership that exists between the community and school system. However, due to the possibility of virus spread, visitors will be limited to the school buildings.

Schools are required to keep an accurate, detailed record of all visitors, and visitors will be screened before entering the building. Schools are modifying check-in and

check-out procedures, and all parent meetings will be hosted virtually. If an in-person meeting is necessary, 1 parent per child will be allowed.

Attendance and Absences

If a student is quarantined or tests positive and is unable to attend class on campus, their absences will be considered excused. Students will be able to access their academic work through a learning management system to continue their work in alignment with their classmates.

If an employee is unable to attend work due to a COVID-19 related issue, they should contact their administration and the Director of Personnel to make the necessary arrangements.

Extracurricular Activities

Based on the fluctuation of information and data that Mountain Brook Schools receives from the local health department, determinations will be made about extracurricular activities. If extracurricular activities are active in schools, all masking and distancing requirements will apply.

The Mountain Brook Schools Extended Day Program may be offered unless schools shift to alternate planning models for traditional students. Should that become necessary, Extended Day would not operate in an effort to keep students from cross-contaminating various classrooms of students. At this time, Community Education classes will not be offered but will be reviewed after 9 weeks.

School-based athletics will follow all health and safety protocols outlined by the AHSAA and Mountain Brook Schools. If schools operate on an alternate schedule or transition to a full e-Learning format, determinations will be made regarding practices and competitions. Limitations on spectators and traveling groups will be made based on guidance and information from the local health department and the availability of space due to distancing requirements.

Ventilation

Mountain Brook Schools is following CDC recommendations for the maintenance of all HVAC systems to ensure air quality in the buildings. We have ordered new Tri-Dim MERV 11 filters and will install them as soon as they arrive. We are also continuing to explore further opportunities to improve air quality in our schools.

WELLNESS/OPERATIONS PROCEDURES

WELLNESS/OPERATION CATEGORY	PROCEDURE		
SAFETY AND HEALTH	 Students, faculty, and staff will wash and/or sanitize their hands after every class/activity change. Hand sanitizer (>60% alcohol) will be provided for every instructional and common area throughout school buildings. All students and employees will 		
	strive to follow CDC guidelines regarding handwashing and/or hand sanitizing, in addition to cough and sneeze etiquette, throughout the school day.		
	 Students will be encouraged to use individualized instructional materials. 		
	 Backpacks and personal items are kept in individual containers, cubbies, lockers, etc. 		
	 Students are encouraged to use personal water bottles or plastic cups at water fountains. 		
SOCIAL DISTANCING/MOVEMENT	 Large group gatherings will be avoided. 		
	 Classrooms will distance seating as far apart as possible. 		
	 Student seating will face one direction when possible. 		

	 Students will enter and exit through designated locations.
	 Seating arrangements and assignments will be recorded.
	 Classes will transition on a rotating basis if possible.
	 General locations will provide direction on distancing and movement.
	 Recess/PE will implement distancing plans. Due to the high-activity nature of these periods, students will not be required to wear masks during them.
FACIAL COVERINGS	 All students and staff will be required to wear a cloth facial covering in our school buildings.
	 Exceptions to this requirement include when students and staff are eating or drinking, are directly involved in physical activity, or have a medical exemption per CDC guidelines.
	 This requirement is subject to change pending future state and county mandates.
SCREENING	 All students and employees should conduct a daily symptom check before attending school.
	 Parents are asked to conduct a daily symptom check with their child and should not send students who are exhibiting symptoms to school.

	 School nurses will quarantine and screen any student or faculty member who begins to exhibit signs or symptoms of COVID-19 while at school.
	 School nurses will contact parents if their child is unwell. Parents are asked to pick up children from school within 30 minutes of the call.
	 School nurses will follow procedures outlined by the SDE for school nurses.
	 Parents are encouraged to give medication at home if possible.
TESTING AND POSITIVE CASES	 If a student or employee presents with identifiable COVID-19 symptoms, they should report to the nurse's office where they will be quarantined and evaluated.
	 Upon evaluation, a student's parents will be contacted by the nurse who will recommend testing if appropriate. If the individual is in distress, the nurse will call 911 and follow emergency protocols.
	 Parents and employees will be asked to share the test results with the school nurse to assist with notification and cleaning procedures. All personal information will be kept strictly confidential in compliance with FERPA.

	 If the student or employee tests positive, the school nurse will notify the school administration, district COVID Coordinator, Director of Student Services, and the Jefferson County Department of Health.
	 The school district will follow the guidance of the Jefferson County Department of Health and work to support the health department's contact tracing. The individual will be required to remain at home until: They are fever free for 24 hours without medication. Symptoms have improved. It has been 10 days since symptoms appeared (symptomatic) or a positive test was received (asymptomatic). Requirements about returning to
	school or work are subject to change per state orders.
	 Individuals who have been exposed using the 6 feet/15 minute rule will remain home for 14 days to monitor for symptoms.
ATTENDANCE AND ABSENCES	 All COVID-19 related absences will be coded as excused.
	 Academic work will be provided to the student in the same manner as a traditional absence.
	 Teachers will utilize a learning management system to share academic work with all students.

	 All normal absence protocols apply.
MEDICALLY FRAGILE STUDENTS	 All IEPs, 504, and health plans will be reviewed to ensure reduced risk for students in the same manner as a traditional absence.
	 Parents are asked to communicate with their child's case manager, counselor, or school nurse regarding concerns.
	 Alternate plans/virtual school will be developed for any medically fragile student who is unable to attend school.
CHILD NUTRITION AND TRANSPORTATION	 Implement measures to reduce high-touch areas in lunchrooms.
	 Cashless transactions will be utilized.
	 Frequent sanitizing between lunch groups.
	 Alternative dining locations may be utilized. Classrooms will be avoided if possible.
	 Frequent sanitation between bus routes.
	 Facial coverings are required on buses.
	 Windows will be open on buses, weather permitting.
	 Students will sanitize their hands before loading busses.

	 Alternate seats and rows will be used as much as possible.
CLEANING	 Frequently touched surfaces will be cleaned and disinfected throughout the day.
	 Student workspaces will be cleaned at the end of each class/activity.
	 Bathrooms will be cleaned throughout the day.
	 Playground and athletic/PE equipment will be cleaned daily.
	 Any space with potential exposure will be closed for 24 hours before being cleaned and disinfected.
VISITORS	 Visitation to schools will be limited to an as-needed basis.
	 Schools will maintain an accurate, detailed list of visitors.
	 Visitors will verify that they are symptom free.
	 Check-out procedures will support limited visitors to the building while adhering to school safety protocols.
	 Every effort will be made to host parent meetings virtually.
	 If attending an in-person meeting, 1 parent per child will be allowed.
ACTIVITIES/ATHLETICS	 Off-campus field trips and overnight events will be

	temporarily delayed or rescheduled.
	 If alternate schedules or e-Learning become necessary, decisions will be made regarding the continuation of extracurricular activities/athletics.
	 Extracurricular activities must meet all guidelines regarding social distancing, safety, and health.
	 Spaces utilized by extracurricular activities must be cleaned and sanitized before the next school day.
	 All school athletics will follow safety and health protocols of the AHSAA and health department.
	 When possible, video streaming will be used to connect school activities with the community.
SAFETY DRILLS	 If safety drills are required, they will be conducted on a rotating basis to honor density reduction strategies.
EDP/COMMUNITY EDUCATION	 While operating, the Extended Day Program will continue honoring all distancing, safety, and health protocols.
	 If alternate schedules or e-Learning become necessary, decisions will be made regarding the continuation of EDP programs.

	 Community Education will not be offered at this time but will be reviewed after 9 weeks.
	 All spaces will be cleaned and sanitized before the next school day.
	 School buildings will not be available for rentals.
TRAINING AND PREPARATION	 All students, parents, faculty, and staff will receive training regarding safety and health protocols and procedures before the first day of school.
	 All employees will complete Universal Precautions Training.