

# ASMS COVID-19 Plan

2020 - 2021 School Year

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# Is the ASMS campus ready to re-open?



The purpose of this tool is to assist ASMS in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable students and employees. ASMS will also continue to communicate with and review orders from state and local health officials to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of our school community.

## Should ASMS consider opening?

- Will reopening be consistent with applicable state and local orders?
- Is the school ready to protect students and employees at higher risk for severe illness?
- Is the school ready to screen students and employees upon arrival for symptoms and history of exposure?
- Does the school have a process in place for screening campus guests?

Any  
NO

DO  
NOT  
OPEN

All  
YES

## Are recommended health and safety actions in place?

- Promote healthy hygiene practices such as hand washing and wearing a cloth face covering, as feasible
- Intensify cleaning, disinfection, and ventilation
- Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- Train all employees on health and safety protocols

Any  
NO

Meet  
Safegaurds  
First

All  
YES

## Is ongoing monitoring in place?

- Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- Encourage anyone who is sick to stay home
- Plan for if students or employees get sick
- Make reporting platforms available
- Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- Monitor student and employee absences and have flexible leave policies and practices
- Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

Any  
NO

Meet  
Safegaurds  
First

All  
YES

OPEN  
ASMS  
AND  
MONITOR

# Under what conditions should ASMS move to remote instruction?



The purpose of this tool is to assist ASMS in making instructional decisions during the COVID-19 pandemic. ASMS will also continue to communicate with and review orders from state and local health officials to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of our school community.

1) Has a guest come onto the ASMS campus and later tested positive for COVID-19?

If  
YES

Contact tracing will begin to identify all individuals with whom the COVID-positive person came into contact with, and those individuals will be notified.

See  
#2

2) Has someone in the on-campus ASMS community come into contact with a person who tested positive for COVID-19?

If  
YES

## STUDENT

The student may be sent home for 10-14 days and not permitted to return without a statement from a physician verifying the student is not contagious. The student will be expected to join classes remotely.

## STAFF

The staff member should report the potential exposure to their direct supervisor. Staff should immediately begin remote work options and self-quarantine, if possible.

## FACULTY

The faculty member should report the potential exposure to their direct supervisor. Faculty should immediately begin remote work and options for continuing class will be assessed.

3) Is someone in the on-campus ASMS community exhibiting COVID-19 symptoms?

If  
YES

## STUDENT

The student should immediately report to the nurse during normal business hours or the hall staff on call if it is after normal business hours. The student will be taken to the local Urgent Care or Mobile County Board of Health for testing. The parent/guardian will be contacted and the student will be sent home immediately. If a student takes a test and the results are negative, the student may return to campus. If the student is positive, see #4.

## STAFF

Staff should take additional precautions, talk to their supervisor, and work remotely if they or any member of their household is exhibiting COVID-19 symptoms (fever, cough, etc.) or awaiting COVID-19 test results. If their family member is positive, see #2. If they are positive, see #4.

## FACULTY

Faculty should take additional precautions, talk to their supervisor, and teach remotely if they or any member of their household is exhibiting COVID-19 symptoms (fever, cough, etc.) or awaiting COVID-19 test results. If their family member is positive, see #2. If they are positive, see #4.

4) Has someone in the on-campus ASMS community tested positive for COVID-19?

If  
YES

CLOSE  
CAMPUS\*

If any on-campus member of the ASMS community (student, faculty, or staff member) tests positive for COVID-19, proper review and analysis procedures will begin in order to make a decision about closing campus and moving to remote instruction. \*It is likely that the ASMS campus will be closed for a minimum of 21 days and remote instruction will follow, but decisions will be made on a case-by-case basis.

ASMS will aim to identify all individuals the COVID-positive person came into contact with, and those individuals will be notified and asked to self-monitor. Furthermore, health officials will be consulted and data will be reviewed to further determine if the school should or should not close. ASMS will aim to be proactive and transparent in the event of a positive COVID-19 case among campus community members, and official decisions will be released as soon as possible.

Did any of the these individuals test positive themselves?

If  
NO

Remain Open

If  
YES

See  
#4

- 6 Opening Day Faculty/Staff  
 7 Faculty Work/Planning Day  
 7-9 Student Move-In Days  
 10 Q1 Classes Begin  
 10-12 Drop/Add  
 13 School Portraits  
 15-16 & 22-23 Required Weekends  
 20 Fall Make-ups

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 5 Board Meeting  
 6 ACT  
 8 Last Day of Class  
 9-12 Final Exams  
 12 Short Day Bus Leaves at 2:30  
 15-19 Mardi Gras Break  
 22-26 Special Projects Week (Remote learning for students)  
 28 Students Return to Campus

- 4 1st Grade Posting  
 7 Labor Day  
 12 ACT  
 16 Short Day/Bus Leaves at 2:30  
 17-20 Fall Break  
 18 Board Meetings  
 20 Students Return  
 21 Classes Resume  
 25 2nd Grade Posting

SEPTEMBER '20						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Q3 Classes Begin  
 6 Middle School Science Bowl  
 6-7 & 13-14 Required Weekends  
 TBA ACT for Juniors  
 13 SAT  
 19 1st Grade Posting  
 29-31 Spring Break

- 3 SAT  
 5 College Night  
 5-9 Spirit Week  
 9 Goofy Olympics  
 14 PSAT/Faculty Prof. Dev.  
 16 3rd Grade Posting  
 24 ACT/Cardboard City 6p.m.  
 26 Last Day of Class  
 27-30 Final Exams  
 30 Senior Class Trip to Disney

OCTOBER '20						
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25	26	27	28	29	30	31

APRIL '21						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1-2 Spring Break  
 3 SAT  
 5 Students Return  
 6 Last Day of Spring Break  
 7 Remote Learning Begins  
 16 Remote Learning Last Day  
 17 ACT  
 18 Students Return to Campus  
 19 Classes Resume  
 23 2nd Grade Posting  
 TBA Senior Prom

- 1-3 Senior Class Trip to Disney  
 3 Students Return  
 4 Q2 Classes Begin  
 4-6 Drop/Add  
 7 Winter Formal  
 7-8 & 14-15 Required Weekends  
 14 ASMS Day (virtual)  
 20 Board Meetings  
 20 Short Day/Bus Leaves 2:30  
 23-27 Thanksgiving Break  
 30 Remote Learning Begins

NOVEMBER '20						
S	M	T	W	Th	F	S
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29	30					

MAY '21						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Registration Day (virtual)  
 8 SAT  
 3-14 AP Exams  
 14 3rd Grade Posting  
 20 Last Day of Class  
 21, 24-26 Final Exams  
 27 Graduation  
 31 Memorial Day/Campus Closed

- 1-18 Remote Learning  
 4 1st Grade Posting  
 5 ASMS Day (virtual)  
 12 ACT  
 21-Jan. 3, 2021 Christmas Break

DECEMBER '20						
S	M	T	W	Th	F	S
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JUNE '21						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 AIMS Week 1  
 11 Board Meetings  
 12 ACT  
 14 AIMS Week 2  
 21 AIMS Week 3

- 4 Remote Learning Resumes  
 8 2nd Grade Posting  
 15 Last Day of Online Learning  
 18 M.L. King Day Holiday (Offices Closed)  
 18 Students Return to Campus  
 19 Classes Resume  
 21 Cap & Gown Portraits  
 23-24 & 30-31 Required Weekends  
 29 3rd Grade Posting  
 30 High School Science Bowl

JANUARY '21						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY '21						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 & 5 Independence Day  
 17 Holidays  
 ACT

## Introduction

ASMS is a residential school with a mission “to provide academically motivated Alabama students with exceptional preparation in math, science, and the humanities, empowering them to improve their community, state, and nation.” Historically, the residential component of our institution has been key to its mission. We believe that face-to-face instruction on our campus results in the best educational outcomes for our students. However, the COVID-19 pandemic threatens the core of our residential experience because it leaves us facing the probability of evacuation and remote instruction. Students and their parents should plan for and anticipate remote instruction, which could theoretically happen at any time during the school year.

ASMS considered the possibility of offering only online instruction until the COVID-19 threat subsided. Although a minority of school systems are doing this, the Task Force believed that this measure was too harmful to fulfilling the ASMS mission. However, any faculty, staff, or student who believes that returning to ASMS poses them considerable risk will be offered the opportunity to request working or learning from home (see online forms). If there is any strong hesitation about returning to campus, families should strongly consider remote instruction as a first option.

During this pandemic, our goal is to retain as much of our identity and culture while still protecting community members. In addition to the boarding school component of our educational model, science is central to our identity, so we will respect the health and safety guidelines outlined by the Centers for Disease Control and Prevention (CDC) and other authorities to ensure that our campus is safe.

This plan provides community members with information regarding how ASMS will address COVID-19 during the 2020-2021 school year. These are guiding principles:

1. Social distancing and density reduction will serve as a cornerstone for all plans.
2. Masks are required in most indoor settings and in some outdoor settings. “My mask protects you; your mask protects me” is the philosophy.
3. Faculty, staff, and students will be screened before they return to campus.
4. Health/Safety Education will be required of all faculty, staff, and students.
5. Temperature monitoring will be implemented.
6. A COVID-19 testing regimen/protocol will be developed and implemented for those with symptoms.

7. A mechanism for contact tracing will be implemented by the Health Department.
8. Hand sanitizing stations and cleaning supplies will be available across campus.
9. Flu shots will be ordered in greater quantity than in prior years and will be encouraged.
10. A maximum size for gatherings will be established based on guidance from public health authorities and enforced across the campus.
11. Students must be flexible and understand that plans could change. Attending ASMS is a privilege and not a right; students unwilling to accept this plan should return to their home schools.
12. Healthy teens are not impacted by COVID-19 to the same extent as adults. When students are asked to wear masks and socially distance, they should think about the adults on campus. ASMS has a disproportionately high number of community members with underlying health issues.
13. ASMS will take action in accordance with the health and safety recommendations released by government officials and the U.S. Centers for Disease Control and Prevention (CDC) in determining whether to open and operate school programs during the COVID-19 pandemic.
14. If a student contracts COVID-19 while school is in session and that student has spent time on campus, ASMS will likely transition to online instruction and send all students home, but decisions will be made on a case-by-case basis and announced to the school community.
15. The definition of exposure is being within six feet of the person with (or suspected of having) COVID-19 for more than fifteen minutes.
16. ASMS administration will be in regular contact with students, parents, legal guardians, faculty, and staff. These communications, which may be time-sensitive, will be delivered via email.
17. In order to best facilitate the plan, ASMS will expand administrative coverage. A director will be on campus Sunday through Thursday evenings and on call on Friday and Saturday.
18. When the COVID-19 pandemic is over, ASMS will stop distance instruction programs.

### Disclaimer

Strategies included in this plan reflect the best available information when prepared; however, they may change as understanding evolves regarding the unique challenges that COVID-19 poses. ASMS cannot guarantee or ensure this guidebook's accuracy or completeness, nor that adherence to these guidelines and suggested practices will completely prevent any or all injury or loss. ASMS does not assume any responsibility or liability for any such injury or loss or any

errors or omissions. As the current pandemic is an ongoing and rapidly developing situation, ASMS encourages its community members to monitor publicly available information and follow federal, state, and local health-agency guidance and government mandates.

## Plans for Residential Life and Instruction During COVID-19

ASMS plans to offer in-person and remote instruction in the fall of 2020. ASMS will use the CDC decision-tree to determine if conditions have been met to repopulate the campus safely. If conditions have been met, the school will open. However, ASMS will be ready and reserves the right to transition to distance instruction should the need arise. Opening a boarding school during a global pandemic will come with specific challenges.

Opening school in August will require community members to embrace change, cooperation, and flexibility. This is a time to work together as a community. This is not a time for inflexibility and divisiveness. Community members who cannot follow these plans should seek alternative educational opportunities.

### Safer-Start Move-In Days

ASMS will stagger students when they move into the dorms so that the campus is not overwhelmed with people on any one given day. Please do not ask for an exception. The number of guests permitted to help move in a student may have to be limited as well. The Department of Student Affairs will release additional information before the start of school.

- Sophomores – August 7
- Juniors (incoming and returning) – August 8
- Seniors – August 9

Students will be required to complete an online quiz to educate themselves on the signs, symptoms, and school procedures for COVID-19. The questionnaire must be completed before their scheduled move-in day.

Anyone accessing the ASMS campus on any Move-In Day should submit a health screening. Although wellness checks will be digital during the school year, a paper health screening form can be found at the back of this document. Each afternoon on the three Move-In Days, students who moved in will be oriented at 4:00 P.M. in the school's Auditorium. Masks and social distancing will be required in the Auditorium. Orientation meetings are mandatory for all students who will be living on campus. Please do not request special treatment or consideration.



## COVID-19 Testing

Although it cannot be mandated, ASMS strongly recommends that all community members take a COVID-19 test (for the active virus, not antibody) 6-10 days before returning to campus. Testing in Alabama is not universally available or free to all residents, and results can often take 2-3 days or longer. If a student does test positive before school, they should contact the school nurse and wait for further instructions.

## Additional School Supply List

Students who return to campus will be required to purchase supplies that have not been mandated in the past. Also, students should not pack as many items as they usually would to live on campus. Traveling light will help eliminate clutter and also allow for a smoother transition to distance learning should the need arise.

### Supplies needed:

- 5-10 washable masks (must follow the dress code and cannot be a distraction to learning)
- Digital (non-oral) thermometer only to be used by the individual student
- Hand sanitizer
- Anti-fog spray (if a student wears glasses)
- Flip-flop shoes to wear in the dorm bathrooms/showers
- Disinfectant spray and wipes – students will disinfect their rooms regularly
- Lawn chair in a bag for social distancing and eating outdoors
- Bug spray (ASMS recommends spending a lot of time outdoors)
- 2-3 refillable plastic water bottles
- Plastic face shield (optional, as some people like to wear them with masks)

## Advice to Community Members

- Accept that the school year will be different for everyone.
- Set realistic expectations.
- Spend a lot of time outdoors.
- Seek ways to experience positive emotions.
- Don't use COVID-19 as an excuse for things you have control over.
- Seek mental health help when you need it, especially if you're feeling overwhelmed.
- Cut people slack—there are so many unknowns and, for the most part, people are doing the best they can under trying circumstances.
- Ask what you can do to help others.
- Show empathy for people with whom you disagree.
- Just because some people are not taking COVID-19 seriously doesn't make it less dangerous.

### Options for At-Risk Community Members

Older individuals and those with pre-existing conditions are at the highest risk of experiencing severe cases of COVID-19, so we are preparing remote instruction options for teachers and students who need them.

Students with health concerns should consult with the school nurse about optimal seating/conditions in the classroom to provide them the most effective social distancing. The nurse will keep an action plan for such students, and this information will be included in the Individual Health Plan (IHP) shared with the faculty.

### Optional Remote Learning

Given the residential nature of our school community, the lower the population of people on the ASMS campus, the less likely outbreaks will occur and shutdown(s) will ensue. ASMS encourages students to consider the remote learning option for the 2020-2021 school year.

Any student who is uncomfortable attending ASMS residually during the COVID-19 pandemic may at the beginning of each term request remote learning as the primary form of instruction for the term. For the term, the student will remain at home and participate in synchronous remote learning provided by their instructors. The student should make arrangements to secure the appropriate technology, including internet access and a computer or tablet. The student will not be allowed on-campus except by special permission during a term that they have selected for remote learning.

The student may choose a different learning option for subsequent terms. Students selecting this option will not be eligible for in-person extracurricular activities (including intramural athletics) and may not attend social events. Remote instruction will, in some ways, be inferior to in-person instruction, and students should realize the limitations associated with distance education. Remote instruction requires a student to be highly motivated and accountable for ensuring their own academic success.

### Teachers Working from Home

Teachers are considered "essential" employees in Alabama. However, in rare circumstances, instructors with health concerns may file a request to the President's Office to teach off-campus. If the request is approved, the instructor will be expected to perform synchronous instruction. The instructor will teach his or her classes in Microsoft Teams and decide whether to broadcast instruction into the classroom or have students view instruction on their own devices. For courses broadcast into the classroom, if an adult facilitator is not available, the teacher should designate a student in the class or a work service student to begin and end the broadcast each day.

### Staff Working from Home

Departmental Directors will work with their direct reports on scheduling. Schedules should reflect the fact that some employees can fulfill job requirements from home but most cannot. Final staff schedules should be approved by the President.

### Scheduled Remote Learning

Thanksgiving – ASMS will transition to online learning for roughly half of the winter term, from Nov. 30 until Jan. 17. All students will attend classes remotely from Nov. 30-Dec. 18, or winter break. Remote classes will resume Jan. 4-15. Students will return to campus on Jan. 18 to begin the in-person instruction on Jan. 19. However, ASMS reserves the right to change this plan or transition to online instruction during the school year if the need arises. ASMS also reserves the right to transition back to on-campus instruction if conditions are suitable for such a move.

Special Projects – All special projects will be held remotely in 2021, and students will attend special projects classes online Feb. 22-26. Students will return to campus on Feb. 28 to begin the spring term on March 1. However, ASMS reserves the right to change this plan and transition back to an in-person Special Projects week if conditions are suitable for such a move. Students will sign up for special projects before the Thanksgiving break.

After Spring Break – ASMS will transition to online learning for two weeks after spring break. Students will return home on March 26, with spring break beginning March 27 and ending April 6. Classes will resume remotely from April 7 through April 16. Students will return to campus April 18 to begin in-person school on April 19.

### Statement to ASMS Seniors

Your senior year is an integral part of your life's journey, and ASMS seeks to provide fulfilling opportunities. Flexibility and realistic expectations will be necessary for all seniors and their parents. ASMS understands how important some events are to you, such as winter formal, prom, and graduation. Although we will not make promises that cannot be kept, ASMS will work with seniors to ensure that critical events can happen safely. Although you were not a part of last year's graduation, the event was a success, and the school will be open to holding another graduation off-campus. If ASMS finishes the year remotely, the school will make every possible effort to hold two graduations, one virtual and the other in-person. However, seniors need to start the school year knowing that there is no guarantee that any event will happen normally. We also realize that some seniors could want to finish school early this year, and we are open to having seniors take only required classes remotely during spring term.

### Reduced Spring Term Load for Remote-Option Seniors

While the realities of AP courses and graduation requirements make early graduation an impossibility, ASMS may offer remote-option seniors in good standing the chance to have a reduced spring term course load. Under this plan, seniors would be exempt from the requirement of enrolling in five academic courses during the spring 2021 term and would be allowed to enroll as remote-option students in AP courses and those required for graduation. Such students would not be allowed to take additional electives or DRs during the term, not even those that might apply to a concentration or distinction. Seniors who take advantage of this option would be invited to return for AP exams, prom, and graduation.

### Technology Needs

ASMS cannot mandate that all students purchase laptops, nor can the school afford to buy a computer for each student. ASMS highly recommends that families purchase an affordable laptop computer for their students. The ASMS IT Department recommends machines able to run the Microsoft 365 suite. ASMS will provide the Microsoft 365 suite. When ASMS transitions to remote instruction, it will be critical for our students to access group projects, homework, and instruction. We have found that a "family computer" does not work well if family members also use it. Students will be expected to have the ability to complete online coursework when they are working from home.

### Classroom Spaces

Measures to increase ventilation in areas such as opening doors and windows will be used as feasible for each space. When appropriate, classroom and office doors will be propped to decrease exposure through door handles. Classrooms will be rearranged to promote social distancing and ensure students are oriented in the same direction.

Each department will develop their own sanitation plans specific to their needs. Each academic department will instruct students on additional precautions, procedures, and seating arrangements that will work in particular classroom settings. Students will be held responsible for these procedures, as well as the others outlined in this document.

Classes will be shortened to from 55 minutes to 50 minutes to allow for a 10-minute break between each class. This time will allow for the disinfection of classroom spaces and hand sanitizing/washing. Students will be required to help faculty disinfect classroom spaces after their class.

As many of you know, the ASMS campus includes small classroom spaces. ASMS will enforce a 6-foot social distancing policy in classrooms and other spaces when feasible. However, in areas when this 6-foot space is not possible, desks could be oriented in one direction, and students

will be required to wear masks. Instructors will orient their classrooms as they see fit to maintain a safe learning environment.

### Instructor Office Hours

During a typical school year, ASMS instructors are asked to hold six office hours per week. During the 2020-2021 school year, however, instructors will reduce their office hours to four per week to use the additional time to perform any further planning necessitated by remote instruction.

### Travel

All non-essential travel is postponed indefinitely. The senior trip to Disney World is the only travel ASMS will authorize, and the school reserves the right to revisit that decision.

### Required Weekends

To limit the possibility of students contracting COVID-19, the first two weekends after move-in will be required weekends for students. Students will also be required to stay on campus during the first two weekends when they return to campus during subsequent terms. This will help reduce exposure. ASMS will provide students with activities throughout both weekends to keep students engaged while adjusting to residential living.

Furthermore, ASMS recommends that students avoid going home when possible, as doing so carries risks associated with transmitting COVID-19. If students go home, they should practice measures that lessen the risk of exposure.

### Roommate Assignments

To allow for maximum social distancing, room and roommate assignments may be adjusted as students opt in for remote learning each term. This will occur on a case-by-case basis by Student Affairs.

### Walk Off

During the COVID-19 pandemic, students will still have the privilege of walking off campus. The hours and procedures are outlined in the Community Standards Handbook. Students must follow local masking orders and remain in groups of 3 at all times. The approved locations a student may sign out to walk off will be limited to the following: Local Parks, Winn Dixie, Walgreens, CVS, Starbucks, Dairy Queen, Office Depot, Dollar Tree, Serdas, Aroy Thai, Guncles, Taco Bell, Wendys, and Saucy Q.

### Runs off Campus

ASMS will **only** provide transportation to and from medical appointments at this time. Students will need to make arrangements through a delivery service (Shipt, Amazon Grocery, Walmart Delivery) if they cannot obtain needed items from the approved walk off locations.

### Senior Drive Off

The privilege of senior drive off will be extended to students who meet academic and behavioral criteria as outlined in our Community Standards Handbook. Senior Drive off begins after the first grade posting.

### Specific Event Driving Privileges

At this time, Specific Event Driving Privileges can be used for medical appointments that a parent gives their student permission to transport via personal vehicle. If your student participates in extracurricular activities off campus (music lessons, ACT Prep Classes etc.), they will need to make arrangements to participate remotely.

### On-Campus Events

Campus events will follow social distancing and masking protocols. Groups are encouraged to host them outside. Inside events will be subject to size limitations based on the new capacity guidelines for the requested space. All event requests will be required to submit a Social Distancing Plan to outline how they will follow these guidelines and attach to the student/club meeting reservation form for approval by the Director of Student Affairs.

Faculty and staff club advisors will work with club leaders to create events that will serve their club while still maintaining COVID-19 preventative measures.

ASMS will continue to offer a wide variety of extracurricular and campus activities that enrich our students' lives. Still, due to the dangers inherent in the spread of COVID-19, steps will be taken to reduce the threat of the spread of the virus. Changes include:

- Practicing social distancing at assemblies, including having fewer assemblies, and having assigned seating at assemblies.
- Implementing stricter supervision of club and dorm activities to ensure safety and social distancing guidelines. Sponsors must attend all events.
- Eliminating some activities deemed to be unsafe because of the high risk of infection. These would include avoiding large-group gatherings.
- Cutting back temporarily or eliminating some runs to Walmart, the mall, and other non-essential locations. We will plan to have runs to some locations, but Walmart runs will be eliminated. Students are encouraged to have items delivered to campus, and there are several delivery service options available in Mobile.

- When students walk off campus, they are encouraged to avoid crowds and indoor locations. The City of Mobile requires masks when people venture out in public, so students must wear masks when they walk off campus.
- Limiting and/or eliminating some student walk-off and driving privileges if the need arises.
- Encouraging students to spend time outside, socially distanced when appropriate.
- Maintaining that students have the right to request visitors to wear a mask to enter their dorm room.
- ASMS will make an effort to have food trucks visit the school. However, community members must pay for their own food.

### Auditorium Usage

Until further notice, the ASMS Auditorium will not be used for gatherings of more than 25 people. The Auditorium will be used as classroom space during the day and will be closed at all other times. School assemblies will happen online via Microsoft Teams. All students will have access to the Microsoft 365 suite of products.

### Athletics

ASMS will temporarily suspend varsity athletic programs for the 2020-2021 school year. ASMS will offer a robust intramural athletic program during the school year. ASMS understands that PE fulfills graduation requirements and the school will ensure all students will have access to a variety of PE courses.

Intramural Sport	Term	Participants	Format
Volleyball	Fall	Coed	TBD
Pickleball	Fall	Coed	Doubles tournament
Table Tennis	Fall	Coed	Doubles tournament
Dodgeball	Fall	Coed	TBD
Basketball	Winter	Coed	TBD
Badminton	Winter	Coed	Doubles tournament
Corn Hole	Winter	Coed	Doubles tournament
E-sports	Winter	Coed	TBD
Cheerleading	Winter	Coed	TBD
Soccer	Spring	Coed	TBD
Tennis	Spring	Coed	TBD

Kickball	Spring	Coed	TBD
Dodgeball	Spring	Coed	TBD

### Mental Health and Wellness

Our Personal Counselor will provide individual and group sessions with students to help them express their feelings and manage stress. Group sessions will be provided in the residence halls on various topics, including infection control, hygiene, stress management, and communication skills. These groups will serve as an opportunity to help students adjust to changes in life due to COVID-19.

## Health Guidelines and Prevention

ASMS community members must take a proactive approach to prevent the transmission of infectious diseases, including COVID-19. Students will be required to wear masks. Sanitation stations equipped with hand sanitizer are located throughout the campus. All community members will need to wash and sanitize their hands frequently. Daily showering is highly recommended. Daily sanitization of dorm rooms is highly recommended.

To slow the spread of the virus, we are requesting your immediate attention to and compliance with the following health-authority-recommended practices to ensure your well-being and others' welfare:

- Engage in social distancing of six or more feet when possible.
- Avoid shaking hands or touching others.
- Wear cloth face coverings in public settings where other social distancing measures are challenging to maintain. No exemptions will be granted to students, faculty, or staff to seek to avoid wearing a mask.
- Stay home when ill or if family members are sick.
- Avoid physical contact or close proximity with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your face, eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Watch for cough, troubled breathing, or other signs of respiratory infection.
- Monitor temperature for fever above 100.4 degrees F (38 degrees C).



### Following CDC Protocol

The CDC tells us that COVID-19 can spread through respiratory droplets and contaminated surfaces. Community members will be required to practice social distancing, wear masks and plastic face shields in many areas, and frequently clean these spaces. Employees and students will be asked to consult a daily health assessment and report any symptoms of COVID-19 or risk factors for contracting it to Human Resources and the school nurse, respectively.

### Masks

Mask up! Our analysis reveals that the difference with and without mandated face-covering represents the determinant in shaping the pandemic trends. This protective measure significantly reduces the number of infections. Other mitigation measures, such as social distancing, are insufficient by themselves in protecting the community.

### Health Screenings

All ASMS students must complete a daily health screening questionnaire each morning before moving freely through campus. If a student answers "Yes" to any question on the screening questionnaire, they should immediately report to the nurse and are not permitted to move about campus until being cleared by the nurse.

Students returning from weekend visits home or other extended time away from campus will be screened before entering campus. Parents or other persons transporting students should remain on campus until the screening is completed. If a student exhibits symptoms s/he will not be allowed to enter campus and will instead need to return home.

Faculty and staff members must complete a health screening questionnaire each morning before entering the campus. If a faculty or staff member answers "Yes" to any question on the questionnaire, they should not come to school for work and should contact their supervisor.

All campus guests must complete a health screening questionnaire 24 hours before coming to campus. If a potential campus guest answers "Yes" to any question on the questionnaire, they are not permitted on campus. Thus, it is paramount that students, faculty, and staff members plan ahead when inviting a guest to campus. Family members and friends should also plan ahead before visiting their students on campus. Guests, including family members, will not be permitted access to the ASMS campus if showing symptoms or if sick.

### Respect the Personal Space of Others

The term "personal space" generally refers to the physical distance between two people in a social, family, or work environment. Think of your personal space as the air between your body and an invisible shield or bubble you have formed around yourself for any relationship. Here are some basic rules:

- Refrain from touching other people.
- If possible, stand at least 6 feet away from others.
- When someone leans away from you, you are probably in that person's space and are making him or her uncomfortable. Take a couple of steps back.
- If you walk into an auditorium or room that is not crowded, leave an extra seat between you and the next person.
- Students may be asked to meet instructors in more open areas than their offices at this time since social distancing is generally not possible in small office spaces. It is recommended that students make appointments to meet with instructors so that a place can be found to adequately adhere to social distancing mandates.

### Signage

Common areas (coffee house, dorm lobbies, etc.) will have signage posted listing each area's occupancy limit and PPE requirements. This new signage will be on bright neon green paper and posted at entrances to these spaces. Hand washing and other public health signage from the CDC will be posted to remind community members about general prevention guidelines. ASMS will utilize social distancing markers on the floor of high traffic areas like the cafeteria, laundry room, and nurse's area.

### Space Reconfiguration

As with classroom space, ASMS will enforce a 6-foot social distancing policy in all spaces on campus when feasible. Many spaces on campus will be reconfigured, so that social distancing happens due to the physical nature of the space. However, in areas when this 6-foot space is not possible, all community members will be required to wear masks.

### Campus Location Protocols

<u>Campus Locations</u>	<u>Masks Required</u>	<u>Social Distancing Required When Feasible</u>	<u>Special Considerations</u>
Administration Building	Yes	Yes	Students may be asked to make appointments to meet with certain offices. The number of occupants may be limited in some areas or offices.
Auditorium	Yes	Yes	Sit in your assigned seat next to your roommate.
Band and Art Studio	Yes	Yes	Sanitize hands upon entering the building. Social distancing is

			important for the band.
Bedsole Lobby	Yes	Yes	Sanitize hands upon entering the building. Avoid congregations of more than four students at the front desk at any given time.
Bedsole Building	Yes	Yes	Check occupancy rates for different rooms.
Cafeteria	Yes	Yes	Remove masks to eat. Enter only during your assigned meal wave time. You may carry your food out and find another location where you can eat. Several new benches have been placed outside for dining. Students should sanitize after themselves.
Classrooms	Yes	Yes	When possible, classroom desks will be oriented to face one direction. Many classrooms are too small for 6-foot social distancing. Students should sanitize their desks and seats after class.
Common Areas	Yes	Yes	Students should sanitize after themselves.
Courtyard	No	Yes	Students should sanitize after themselves.
Boys' Dorm Lobbies	Yes	Yes	Only 10 students at a time in the lobby.
Boys' Dorm Rooms	No	Yes	Only 4 students in a room at a time. Room residents can require guests to wear masks.
Boys' Dorm Study Rooms	No	Yes	Only 4 students in a study room at a time.
Boys' Dorm Restrooms	No	Yes	Only 6 students in the restroom at a time.
Elevators	Yes	Yes	Only 2 riders at a time.

Fitness Center	No	Yes	Students should sanitize equipment after usage.
Girls' Dorm Lobbies	Yes	Yes	Only 8 students at a time in the lobby.
Girls' Dorm Rooms	No	Yes	Only 4 students in a room at a time. Room residents can require guests to wear masks.
Girls' Dorm Restrooms	No	Yes	Only 4 students in the restroom at a time.
Gym	Depends on the situation	Depends on the situation	Follow any guidelines stipulated by ASMS employees.
Humanities Building	Yes	Yes	Sanitize hands when entering classrooms.
Laundry Room	Yes	Yes	Laundry days will be assigned by the hall. Students should sanitize the machines they use when they are finished by wiping down buttons, knobs, and other hard surfaces.
Library	Yes	Yes	Students should sanitize after themselves.
New gated courtyard outside of Bedsole	Depends on the situation	Yes	Students should sanitize after themselves.
Nurse's Area	Yes	Yes	Follow the guidelines posted on the nurse's exterior door.
Pool	No	Yes	Only 24 people can be in this area at one time.
Science Building	Yes	Yes	Sanitize hands when entering classrooms.
Silent Study Room (former Art Gallery - which will return to a gallery after pandemic)	Yes	Yes	Only 5 students at time. No talking. Students should sanitize after themselves.
School Vehicles	Yes	Yes	The driver will sanitize vehicles after usage.
Weight Room	No	Yes	Students should sanitize equipment after usage.

West Campus Lawn	No	Depends on the situation	Follow any guidelines stipulated by ASMS employees.
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### Crisis Response Team

The ASMS Crisis Response Team will face the challenges that operating a school during the COVID-19 global pandemic will bring. The team will consist of administrators and faculty members. The team will consult and communicate regularly with the ASMS Parent Association.

### Student Code of Conduct: Discipline for those who do not follow guidelines

This guidebook is considered an addendum to the ASMS Community Standards Handbook. Students must abide by all policies and procedures related to COVID-19 safety. Failure to comply with community standards will be considered defiance and/or insubordination. Students will be subject to the ASMS discipline policy (outlined on Pg. 85 of the ASMS Community Handbook) for infractions regarding COVID-19 prevention and precautions. If a violation occurs, the student will be referred to the Assistant Director of Judicial and Community Affairs. Examples of violations could include failure to follow masking guidelines, failure to abide by capacity guidelines in community spaces, or failing a room inspection. Violations of the Student Code of Conduct can result in disciplinary action up to and including administrative withdrawal.

Infraction	Discipline
1st time without mask	Warning and parent notification
2nd time without mask	Extra work service hour and parent notification
3rd time without mask	Saturday School and parent notification
4th time without mask	Discipline hearing (student can choose to withdraw from ASMS before hearing)
5th time without mask	Administrative withdrawal

### Employee Code of Conduct

Employees must abide by all policies and procedures related to COVID-19 safety. Failure to comply with community standards will subject employees to disciplinary procedures outlined in the Code of Conduct in the ASMS Employee Handbook. Violations of the Code of Conduct can result in disciplinary action up to and including suspension or termination.

### Withdrawing from ASMS

Attending ASMS is a privilege and not a right. Students who believe they cannot meet the expectations set forth in this plan and do not want to engage in remote instruction should voluntarily withdraw from ASMS. Students who plan to withdraw from ASMS should contact Student Affairs. Any students who withdraw must fill out and turn in a withdrawal form. The ASMS Registrar can send a withdrawn student's transcripts to another school upon request.

## Operations and Facilities Management

### Transportation

ASMS will continue to provide students access to transportation for runs to medical appointments, shopping, and other essential off-campus activities, but these runs must be conducted following all the appropriate safety procedures including social distancing and wearing face masks when necessary. The school will continue to provide transportation to north Alabama during extended holidays. Changes include:

- No Walmart runs (several delivery services are available in Mobile)
- Social distancing on the bus, one person per seat
- Opening windows when possible
- Disinfecting busses and vehicles regularly
- Limiting unnecessary trips and trips to high-risk areas
- Wearing face masks on the bus and at certain destinations as appropriate
- Changes to student access to personally owned vehicles will be taken as deemed necessary for safety reasons

### Pi Store

- Only packaged food items may be sold at the Pi Store
- Other essentials could be added and sold in the Pi Store

### Facilities Supplies List

- Hand sanitizer
- No-touch wall-mounted thermometers
- Disposable disinfectant wipes
- Face masks
- Paper towels
- Latex gloves
- Covid -19 test kits
- No-touch/foot-pedal trash cans
- Proper Hygiene signs
- Campus sanitation foggers

### Deliveries and Contractors

- No contact deliveries should be made when possible.
- Deliveries should be scheduled (when possible) to enable social distancing.
- All contractors must wear masks.
- All contractors should be scheduled ahead of time (when possible) to enable social distancing.
- Additional signage regarding social distancing, sanitation, etc. should be used.
- Contractors/delivery persons should be asked to not enter if they have any symptoms.
- If students order food, they should wait for delivery outside of the main lobby entrance.

### Campus Visitors

- All visitors must wear masks.
- The number of visitors will be limited.
- Visitors should be screened for fever and asked to self-disclose any symptoms.
- Visitors should not enter if they have any symptoms.
- All visitors should be scheduled at least 24 hours ahead of time.
- Visitors should complete the Health Screening questionnaire 24 hours prior to coming to campus.
- A list of all visitors/contractors should be forwarded to the front desk, so sanitized badges are ready.
- Return all visitor badges to the designated area to be sanitized.
- Entryways will have Designated Entry/Designated Exit - one way to decrease potential exposure.
- Visitors who test positive for COVID-19 after visiting campus should confidentially report their status to ASMS Human Resources and Operations.

### Communal Food

Clubs and organizations will be allowed to order food, but they need to follow social distancing and be supervised by their Club Sponsor. Club Sponsors are required to attend all events that involve food service. Such events should be held in open spaces or outdoors.

### Food Service

Breakfast, lunch, and dinner will be served in supervised waves in order to limit the number of students in the cafe to 50% of capacity during peak meal times. Waves will be assigned based on a student's schedule. A faculty and staff committee will supervise food service.

#### Breakfast Waves

Wave A	7:15 AM-7:35 AM
Wave B	7:40 AM-8:00 AM

Wave C	8:05 AM-8:25 AM
Wave D	8:30 AM-8:50 AM

#### Lunch Waves

Wave A	11:30 AM- 12:00 PM
Wave B	12:05 PM-12:35 PM
Wave C	12:40 PM-1:10 PM

#### Dinner Waves

Wave A	5:30 PM-6:00 PM
Wave B	6:05 PM-6:35 PM
Wave C	6:40 PM-7:10 PM
Wave D	7:15 PM-7:30 PM

#### Saturday and Sunday Brunch Waves

Wave A	9:15 AM-9:50 AM
Wave B	9:55 AM-10:25 AM
Wave C	10:25 AM-11:05 AM
Wave D	11:10 AM-11:40 AM
Wave E	11:45 AM-12:15 PM

#### MMI Food Service

Meals at ASMS are provided under contract by MMI, the food service vendor. MMI staff members will adhere to the following guidelines and procedures for food service operation to protect the campus and community members:

- Sanitize and thoroughly clean the kitchen, serving area, and dining room before they open the dining facility, food stations, and seating areas. (ASMS Housekeeping will assist with keeping the dining area clean as well.)
- Take the temperature of all employees each day and keep a written record.
- Implement an employee health screening questionnaire for employees to complete prior beginning shifts. Employees who answer yes to any of the following questions will not be permitted to work their shift:
  - a. Have you been in close contact with a confirmed case of COVID-19 in the past 14-days? Yes/No



- b. Are you experiencing cough, shortness of breath, or sore throat? Yes/No
  - c. Have you had a fever in the past 48-hours? Yes/No
  - d. Have you had a new loss of taste or smell? Yes/No
  - e. Have you experienced vomiting or diarrhea in the past 24-hours? Yes/No
- Require all employees to wear PPE:
  - a. Cloth Face Covering
  - b. Disposable Gloves
  - c. Apron
  - d. Hair Restraint
- Train and give a COVID-19 training guide to each employee.
- Have employees complete a written test from training and the training guide and implement retraining as needed.
- Require outside vendors to answer the employee health screening questionnaire and have their temperature checked prior to being permitted entry to the kitchen area.
- Have a visible sanitizer solution spray or sanitizing bucket at each food concept station.
- Have a "sanitization attendant" in the serving area to clean areas during mealtimes.
- Discontinue all self-serve salad bars, ice cream, bulk cereal, waffle units, milk, tea, and coffee. These items will be provided through served service or individual portioning.
- Offer some grab-and-go items. Due to food-service laws, grab-and-go items must be served from inside of the cafe.
- Provide a drawing of the dining room reconfiguration for social distancing requirements.

### Parent Meals

If social distancing guidelines and safety measures can be met, parents will be permitted to cook or bring dinner for a hall. Parents will be required to follow all campus visitor guidelines described above including completing the health screening questionnaire 24 hours prior to coming to campus. Parents should consider hosting these meals outdoors when possible.

## Sending Students Home and Transitioning to Remote Instruction

In the event of a confirmed COVID-19 case on campus (student, faculty, staff, or cafeteria employee), ASMS will likely transition to remote instruction and send all students home, but decisions will be made on a case-by-case basis and announced to the school community. If there is a confirmed case on campus, the likelihood of infection spread is very high. ASMS students are minors, and parents will be required to collect students who test positive.

This procedure follows the same ASMS policy for any infectious disease. The school will be sanitized during and after a planned transition to remote instruction. If a student tests positive while off-campus, even if it happens off-campus at a medical facility, that student should be

picked up by parents at a time negotiated with the Director of Student Affairs. Time is of the essence to contain spread and parents will be expected to help with this effort. There is limited space on campus for quarantining students. If possible, the student should be picked up from the medical facility. The school will enact a specific protocol to sanitize the dorm room of the student who has tested positive. The school will also enact a protocol to sanitize the campus if a student has tested positive continually. Students who go home should make every attempt to bring home their textbooks and instructional materials.

### In Case of Potential Exposure or Showing Symptoms

**Faculty and Staff** – Any school employee exposed to a COVID-19 positive patient should report the potential exposure to their direct supervisor. Any school employee exhibiting COVID-19 symptoms should report this to their direct supervisor. Employees should immediately begin remote work options during self-quarantine, if possible. Employees should take additional precautions and talk to their supervisor if any member of their household exhibits COVID-19 symptoms (fever, cough, etc.) or is awaiting COVID-19 test results. Here is a link to a website that provides information about medical and sick leave due to COVID-19:

<https://www.alsde.edu/COVID19%20Updates/FFCRA%20FAQs%20for%20AASB.pdf>

**Student** – If a student should come in contact with a COVID-19 positive person, that student should immediately contact the school nurse, Student Affairs, or hall staff to let them know. If a student is exhibiting COVID-19 symptoms, that student should immediately contact the school nurse, Student Affairs, or hall staff to let them know. Actions taken from that point should not be viewed as punitive but for the health and welfare of the entire ASMS community. The student may be sent home for 10-14 days. If so, a written statement by a physician verifying the student is not contagious will be required before returning to school. Students who are quarantined at home will be expected to join their classes remotely when possible. In some situations, it could make sense for a roommate to be sent home to quarantine for a specified period of time. This will be addressed on a case-by-case basis.

**Students Leaving Campus on Weekends** – Students should be aware that if they sign off to leave campus for a weekend and come into contact with a COVID-19 positive person, they should report this fact and will not be permitted to return to campus until they've completed the quarantine protocols described above. Therefore, students leaving campus for the weekend should take school supplies home with them to be prepared to stay home for 10-14 days if necessary.

### If a Community Member Contracts COVID-19

If any on-campus member of the ASMS community (student, faculty, or staff member) tests positive for COVID-19, proper review and analysis procedures will begin in order to make a decision about closing campus and moving to remote instruction. It is likely that the ASMS

campus will be closed for a minimum of 21 days and remote instruction will follow, but decisions will be made on a case-by-case basis.

ASMS will aim to identify all individuals the COVID-positive person came into contact with, and those individuals will be notified and asked to self-monitor. Furthermore, health officials will be consulted and data will be reviewed to further determine if the school should or should not close. ASMS will aim to be proactive and transparent in the event of a positive COVID-19 case among campus community members, and official decisions will be released as soon as possible.

If campus is closed and the school moves to remote instruction, health officials will be also consulted and data will be reviewed to determine if the school should or should not resume in person after the minimum 21 days. If additional cases are reported after the initial date of closing, the length of school closure may be extended and/or such individuals may be asked to remain at home upon re-opening.

Protocol for Students who Test Positive - ASMS has a Communicable Illness Policy which can be found on page 52 of the Student Community Standards Handbook. In the event a student shows symptoms of COVID-19, he or she should immediately report to the nurse during normal business hours or the hall staff on call if it is after normal business hours. The student will be taken to the local Urgent Care or Mobile County Board of Health for testing. The parent/guardian will be contacted and the student will be sent home immediately. Since results can take up to 2 to 3 days to confirm, ASMS will have the student transition to remote learning from home until test results have been received. While the student is waiting for transportation home, they will be required to remain in a quarantine room (M-120 Boys dorm, W-316 Girls dorm) until their transportation arrives. The student will be REQUIRED to wear a mask at all times. To-go meals from the cafeteria will be provided to the student by a staff member.

A written statement verifying that the disease is no longer contagious and that it is safe for the student to return to school must be obtained from the student's hometown physician and provided to the school nurse before the student will be allowed to return to the ASMS campus (see page 53). If a student takes a test and the results are negative, the student may return to campus. Due to our care for minor students and the potential for serious side effects of COVID-19, ASMS will require that a positive student or students showing symptoms will need to be picked up by a parent or guardian immediately. Students will not be permitted to quarantine on campus.

Protocol for Faculty and Staff Members who Test Positive - Any faculty or staff member who tests positive will need to self-quarantine for a minimum of 14 days and have a negative test result before they can return to the ASMS campus. Again, here is a link to a website that

provides information about medical and sick leave due to COVID-19:

<https://www.alsde.edu/COVID19%20Updates/FFCRA%20FAQs%20for%20AASB.pdf>

### Protocol for Sending Students Home

In the event that a community member tests positive, and the school decides to close campus (again, this will be handled on a case-by-case basis), the following protocol will be followed in order to send students home:

- Students and families will be notified by the school.
- Students may drive home, ride the bus if available (which presents health risks), or ride home with another student if parental and school permission is granted
- Parents may also pick students up. A special protocol will be used to ensure the campus is not overcrowded with people.
- Students should pack their textbooks, bed linens, towels, and as many personal items as possible. Again, students should not bring as many items to ASMS this year at the beginning of school. Pack light!

### Remote Instruction

If all students are sent home, remote instruction will follow for a minimum of three weeks and possibly until the end of the term. All classes at ASMS for the 2020-2021 school year will have an online, remote version ready to deploy at any moment that it becomes clear we must evacuate the campus. If science tells us that we must, for a time, sacrifice the residential component of our institution to protect our community members' health, we are prepared to do so by delivering remote instruction to students in their homes. (See the full guidelines outlined below regarding how remote instruction will occur and the protocols that must be followed.)

### Shutting Down

Objectively, the most controversial part of this plan is that the school will shut down if there is a COVID-19 outbreak on campus. However, the Alabama State Department of Education has stated that, "If a case of coronavirus (COVID-19) is confirmed in a school community (student, staff, volunteer, etc.), we will in cooperation with ADPH and the local school system, cancel school for 24-48 hours at that facility." Although this could place a burden on various community members, this decision will keep the most community members safe. ASMS does not want to shut down, and transition to remote learning, but we will do so if necessary.

### Multiple Outbreaks or Shutdowns

Due to the residential nature of our community, there is a very real possibility that the ASMS campus could be faced with multiple outbreaks and shutdowns. As consistent academic progress and rigor are of highest priority to ASMS, conditions may warrant closing campus and resuming remote instruction for the rest of the school year. All community members should mentally and emotionally prepare themselves for this to happen.

## Remote Learning

### Continuation of Rigor

For on-campus learning, a standard week of instruction for a single class involves four contact hours. For a lab course, there is an additional lab component requiring two contact hours of lab instruction. ASMS students are also expected to complete two to three hours of homework per night. This is a heavy workload, but ASMS is a selective and rigorous institution. A transition from on-campus learning to remote learning should not result in a significant reduction in rigor. Although the means of instruction may change, students will still be expected to attend classes and complete coursework as assigned by their instructors. Remote learning presents a challenge to our community, but it also allows students to master strategies for online education they might not otherwise need to practice until college or graduate school.

### Course Formats

During remote learning, instructors will be expected to meet via Microsoft Teams conference with students in all of their classes at least two times per week in sessions that may last between 30 and 50 minutes. For courses with a lab component, the instructor must also provide at least one hour per week of virtual lab instruction in a format deemed appropriate by the subject's department chair. Synchronous meeting times will follow the Schedule for Remote Learning. Instructors will record attendance during any required meeting.

To fulfill the remaining hours of weekly instruction, instructors will need to provide an appropriate amount of meaningful coursework to be completed by the student. For example, an instructor who hosts two hours of Microsoft Teams conferencing will need to prepare at least two hours of coursework to be experienced by students either synchronously or asynchronously. The instructor should also determine an appropriate amount of homework to assign for each course; for some courses, additional homework may be unnecessary, while it may be needed in others.

### Schedule for Remote Learning

The following schedule is in effect for whenever ASMS has transitioned to a remote learning mode. This includes the time before Winter Break, during Special Projects, and anytime there has been an emergency evacuation of the campus.

On Mondays and Thursdays, classes that normally meet during periods 1, 2, 3, and 4 should host Teams conferences in the following range of times:

Period 1	9:00 a.m. to 9:50 a.m.
Period 2	10:00 a.m. to 10:50 a.m.

Period 3	1:00 p.m. to 1:50 p.m.
Period 4	2:00 p.m. to 2:50 p.m.

On Tuesdays and Fridays, classes that normally meet during periods 6, 7, 8, and later should host Teams conferences in the following range of times:

Period 6	9:00 a.m. to 9:50 a.m.
Period 7	10:00 a.m. to 10:50 a.m.
Period 8	1:00 p.m. to 1:50 p.m.
Later periods	2:00 p.m. to 2:50 p.m.

Wednesdays will be reserved for lab periods and study time. Students will follow their instructors' directions to participate in virtual labs in the following range of times:

Labs normally scheduled for Tuesdays at 8:00 a.m.	8:00 a.m. to 8:50 a.m.
Labs normally scheduled for Tuesdays at 10:00 a.m.	9:00 a.m. to 9:50 a.m.
Labs normally scheduled for Tuesdays at 1:45 p.m.	10:00 a.m. to 10:50 a.m.
Labs normally scheduled for Thursdays at 8:00 a.m.	11:00 a.m. to 11:50 p.m.
Labs normally scheduled for Thursdays at 10:00 a.m.	1:00 p.m. to 1:50 p.m.
Labs normally scheduled for Thursdays at 1:45 p.m.	2:00 p.m. to 2:50 p.m.

Open periods in the schedule may be used for make-up activities and events as needed. Departmental study labs should be implemented through Teams based on the availability of peer tutors. The faculty adviser for each lab will be responsible for coordinating the schedule of tutor availability and sharing it with Academic Affairs.

### Synchronous Learning and Asynchronous Learning

By default, remote learning activities such as Teams conferencing, quizzes, examinations, and labs are expected to be delivered synchronously, meaning that instructors will make them available to a class of students at the same scheduled time. The instructor may at their discretion plan for some activities to be delivered asynchronously, meaning that students engage with the materials on their own within a wider window of time.

Students who are unable to participate in synchronous learning due to home environment concerns may file an exception request form through the Office of Academic Affairs. This form, which can be found online, will require input from parents. Instructors will be required to provide asynchronous options for any student determined by Academic Affairs to qualify for the exception.

These policies are in place whenever ASMS is in a remote learning mode, including before Winter Break, during Special Projects, and anytime there has been a campus evacuation. These policies are also in effect for students who have elected to learn remotely during times when on-campus learning is offered.

### Office Hours During Remote Learning

During remote learning, an instructor's office hours availability may differ from what is posted on the syllabus for on-campus learning. The instructor should communicate clearly to students via email and Blackbaud about their availability for office hours conferencing. As with on-campus learning, instructors must schedule four non-instructional hours per week that they can be reached via Teams or by phone. During remote learning, the student should email the instructor to request a meeting.

### Grading

Grading for both regular and remote learning will use the standard ASMS grading scale. There will not be a general pass/fail option for students. ASMS is no longer in an emergency mode as it was during the Spring 2020 term. The school has updated its remote learning tools to ensure effective teaching and assessment for all students.

### Work Service

All ASMS students are expected to complete work service assignments as part of their graduation requirements. Under remote learning conditions, a student's work service supervisor may make reasonable requests of him or her if the work can be completed remotely. If not, routine preparation for remote learning will be considered satisfactory completion of the work service requirement.

### Applications and Programs for Remote Learning

To simplify student-centered instruction, Blackbaud, the Microsoft Office 365 application suite, and TurnItIn will provide the basis for remote learning. Each course in Blackbaud will have an associated frontpage that the instructor should keep updated with announcements. The grade book will be in Blackbaud as normal. Blackbaud has an assessment function that some teachers may wish to use for testing. If a teacher wishes to assign content from a website or application besides Blackbaud, the Microsoft suite, and TurnItIn, this website or application must be clearly linked from the course page in Blackbaud, and the instructor should email students with the



information as well. Blackbaud should serve as the hub for student information about their courses.

Microsoft Office 365 apps, which all students and employees can access, will serve the following functions as determined by instructors for use in their classes:

- Outlook will be required for instructors to remain in contact with students. Students will be expected to check their email at least four times per day at different intervals.
- Teams will be required for video classes and office hours.
- Forms may optionally be used to test students and record student input.
- OneDrive may optionally be used to share files with students, including recordings of classes.
- Word may optionally be used for composition and document sharing.
- Excel may optionally be used for the analysis and presentation of data.
- PowerPoint may optionally be used for presentations.
- Sway may optionally be used for presentations.
- Stream may optionally be used to record lesson content for students. It is similar to YouTube and Twitch.
- OneNote may optionally be used to provide notes to students and record student input in a shared document.
- Class Notebook may optionally be used to provide notes to students and record student input in a shared document.
- Whiteboard may optionally be used by instructors to illustrate concepts for students.
- Yammer will serve in place of the previous ASMS Campus Life Facebook page. Non-academic announcements and opportunities can be shared here.

## Remote Residence Life

Residence Life experiences will continue if or when ASMS transitions to remote instruction. Hall staff will facilitate hall meetings three times each week through Microsoft Teams. They will keep students engaged in the ASMS experience and provide remote educational programs for students to learn outside of the classroom experience. ASMS will hold virtual hall competitions developed by Peer Advisors, Hall Staff, and Community Life Coordinators. These will be scored contests that will count toward the end-of-the-year hall award.

## Remote Counseling

Our Personal Counselor will continue to provide individual and group therapy should ASMS transition to remote instruction. Students or parents can email the counselor to set up individual appointments to discuss any concerns they may have, including stress management, time management, anxiety, depression, etc. These appointments will be held through phone calls or a video conferencing platform.



**FORM WILL BE AVAILABLE ONLINE**

**Student Assumption of the Risk and Waiver of Liability  
Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact and/or interactions.

The Alabama School of Mathematics and Science (ASMS or the school) has put in place preventative measures to reduce the spread of COVID-19; however, the school cannot guarantee that students will not become infected with COVID-19 by spending time on campus. Further, attending ASMS could increase a child's risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child may be exposed to or infected by COVID-19 while attending ASMS and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at ASMS may result from the actions, omissions, or negligence of my child and others, including, but not limited to, ASMS students, employees, and/or other community members.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that my child may experience or incur in connection with my child's attendance at ASMS. On my behalf, and on behalf of my child, I hereby release, covenant not to sue, discharge, and hold harmless ASMS, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the ASMS, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any ASMS program. I also understand that my child cannot access ASMS property unless this form has been signed.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE,  
AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING  
LIABILITY AS DESCRIBED ABOVE:**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (printed) \_\_\_\_\_

**FORM WILL BE AVAILABLE ONLINE**

**FORM WILL BE AVAILABLE ONLINE**

**Student COVID-19 Procedure Review and Acceptance**

Please submit this form indicating that you have accessed and read the 2020-2021 COVID-19 Campus Guidelines plan and agree to abide by all stipulations of this document. Students will not be allowed to check in to the residence hall without this form on file. If you have any questions about the COVID-19 Guidelines, please contact the Department of Student Affairs.

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By our signatures below, we certify that we have read and understood the 2020-2021 COVID-19 Campus Guidelines. We agree to adhere to and abide by these policies. As members of ASMS's extended family we realize that it is a privilege, not a right, to attend ASMS and that the privilege of attending ASMS is integrally tied to the following two conditions:

(1) the student's and parent's willingness to follow the rules and regulations contained in the COVID-19 Campus Guidelines; and,

(2) the student's and parent's willingness to follow the professionally acceptable procedures outlined in the COVID-19 Campus Guidelines for dealing with differing perceptions regarding how the school interprets a given rule(s).

We understand and acknowledge that the procedures outlined in the COVID-19 Campus Guidelines ensure and assure that a rational basis exists for administrative actions. However, we also understand and acknowledge that these procedures do not necessarily ensure and assure that everyone will agree with the actions taken by the administration.

This form must be signed by August 1, 2020. Students must complete this form in order to check into their residence and move into their rooms. Failure to sign by a student, parent, or guardian will result in the automatic administrative withdrawal of the student. The COVID-19 Campus Guidelines take effect on August 1, 2020.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (printed) \_\_\_\_\_

**FORM WILL BE AVAILABLE ONLINE**

**FORM WILL BE AVAILABLE ONLINE**

**Health Screening Questions**

This guidance is intended for screening of students, employees, and visitors prior to the start of each day.

If you have one or more symptom(s) that may be related to COVID-19, please let the ASMS nurse know immediately.

Do you have any of the following?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Recent contact with someone diagnosed with COVID-19?

**FORM WILL BE AVAILABLE ONLINE**

