

DOTHAN HIGH SCHOOL



ROADMAP TO REOPENING 2020 - 2021

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INTRODUCTION

Dothan High School has created this plan to aid in navigating the re-establishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), Alabama Governor's Office, and the Alabama State Department of Education (ALSDE). This plan may be modified to fit the requirements established by the local health department, the Alabama High School Athletic Association, or the Alabama Department of Public Health.

Dothan High School has made every effort to ensure that we have considered and addressed all areas of safety for our students, faculty and staff. We are committed to ensuring that we reduce the level of risk in our school and create an environment that is most conducive for learning.

GUIDING PRINCIPLES

Five principles should guide all planning, decision making, and execution of plans to return to school for the 2020-2021 school year.

1. We will be transparent. We will share what we know and what we don't know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators.
3. We will listen. We will bring together diverse stakeholders and experts to understand realities on the ground and to provide creative solutions.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the decisions we make.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We may make mistakes but will adapt quickly as variables change.

WELLNESS

VISITOR RESTRICTIONS

Visitor restrictions will be determined based on the level of infection threat as identified by the Department of Public Health. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire and a temperature check once schools reopen. Participation is important to help us take precautionary measures to protect you and everyone in the building.

We do understand the importance of partnering with our parents and community stakeholders. However, visitor access will be discouraged and limited. All visitors will enter the building at the secure front entrance and should expect to be screened. Unscheduled classroom visits or conferences will not be allowed. Visitors will need to call the school to schedule an appointment in order to conference with the principal and/or any school personnel.

All visitors entering Dothan High School beyond the secured vestibule will be required to wear a mask. Masks will be the responsibility of the visitor.

NEW STUDENT ENROLLMENT PROCEDURES

- 1) The parent/guardian may pick up a registration packet from the school, request by phone that a registration packet be mailed, or print a registration packet from the Dothan High School webpage.
- 2) The parent/guardian is responsible for completing the new student registration packet and returning the new student registration packet to the front office or by email to Katreena Waters, Registrar. ktwaters@dothan.k12.al.us
- 3) Ms. Waters will request records from the most recent school the student attended so that Dothan High School will be able to determine the appropriate classes and credits needed to graduate. Registration packets received before 1:00 pm will have records requested from the most recent school attended that same day. Registration packets received after 1:00 pm will have records requested from the most recent school attended the following school day.
- 4) Once Dothan High School receives records from the most recent school the student attended, Ms. Waters will give the new student registration packet to the Head Guidance Counselor, Courtney Bratcher.

- 5) Ms. Bratcher will contact the parent by phone and discuss the appropriate courses the student needs to take and other pertinent information in order for the student to be on track for graduation.
- 6) Ms. Waters will enter the new student in INOW and provide the parent/guardian with all information needed for the student to begin school.
- 7) The student will pick up their new schedule the first day of enrollment from Ms. Waters in Guidance and the student will meet the grade level counselor and be provided a tour/map of the Dothan High School campus.
- 8) Ms. Waters will enter the student transfer credits on the transcript in INOW the same day of enrollment for any new student enrolling at Dothan High School by 1:00 pm. If the student enrolls after 1:00 pm, Ms. Waters will enter the credits on the transcript in INOW the following school day.
- 9) At the beginning of a new school year, the number of students enrolling at one time can be large. Therefore, appointments may be necessary to prevent students and parents from waiting. If appointments are necessary, they will be scheduled on a first come, first served basis.

WITHDRAWAL PROCEDURES

- 1) Print withdrawal form from DHS webpage. If you are unable to print please email Mrs. Waters, ktwaters@dothan.k12.al.us to arrange a time for pickup from DHS.
- 2) After completion please scan and email back to Mrs. Waters
- 3) Please send a copy of your driver's license with the withdrawal form.
- 4) Records will not be sent to the receiving school until all outstanding fees have been paid.
- 5) After we receive a records request from the receiving school we will withdraw your students and mail the paperwork needed to the receiving school.

STUDENT SCREENING AND PROTOCOLS

HOME: Families are encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms should include calling the school and your healthcare provider. If your child shows any symptoms of fever or sickness, please do not send them to school. Also, in the event your child shows symptoms of sickness at school you will be contacted and expected to pick them up from school immediately.

TRANSPORTATION: Buses should use clearly visible signage to communicate the symptoms students should not have while traveling on a school bus. Bus drivers and aides will be required to wear a mask. Buses will be sanitized before and after each route.

SCHOOL: School staff will visually check for symptoms (which include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. All screening information will be kept confidential.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening form daily upon entrance to the building. This form will include a temperature reading and answering a set of questions related to COVID-19 symptoms.

ALL Dothan High School employees will enter through the main entrance of the school to sign in and be screened by Nurse Locke or Nurse Youngblood prior to reporting to the classroom or duty. Nurse Locke or Nurse Youngblood will begin screening at 7:00. 7:00 is the earliest arrival for staff.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential.

GUIDANCE IF EXPOSED

If the staff member or someone he/she has been in contact with has been exposed to the virus, contact the individual healthcare provider. Should additional measures

be required, he/she will be contacted by the Department of Public Health to begin the contact tracing protocol.

Employees, please do the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - a. Your healthcare provider
 - b. DCS HR department
 - c. Your supervisor (Your supervisor will work with HR to determine the appropriate next steps.)

Parents/Guardians, please do the following:

1. Quarantine your child in a specific room away from others in your home
2. Contact the following (in order of priority), let them know your child has been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. School Nurse (Nurse Locke or Nurse Youngblood 794-1410 ext. 647276)
 - c. Teacher

SUSPECTED COVID-19

If an employee or student becomes ill on-campus, he/she will immediately report to the school nurse's isolation room and the case form will be completed. Once the employee or student arrives at the isolation room, the nurse will immediately provide the individual with a mask.

- The nurse must complete the Suspected COVID-19 Case Form, call the local health authority, and seek advice regarding transportation and location.
- The nurse and others caring for the suspected infected person should also wear a protective mask and gloves.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home immediately.

- The nurse will advise employees that they may have been in contact with an employee suspected of exposure. The exposed employee will need to carry out self-screening every morning; based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

HEALTH PROTOCOL FOR EMPLOYEES & STUDENTS

If an employee or student has been diagnosed with COVID-19, the individual may return to work or school when **ALL 4 criteria are met**:

1. At least three (3) days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. Improvement in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred; and
4. **Must have a release from a medical provider.**

If an individual has symptoms that could be COVID-19 and he/she has not been evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to work or school until the first three criteria listed above have been met.

SOCIAL DISTANCING/COMMON AREA PROTOCOLS

Social distancing is an effective way to prevent potential infection. DCS employees, students, and visitors should practice staying approximately six (6) feet away from others or eliminate contact with others. However, maintaining physical distance will not always be practical inside a school setting.

The following practices will be implemented to ensure that Social Distancing measures are utilized to the fullest extent possible:

1. **Classroom** - When possible, all desks will face the same direction, instructional materials will not be shared, frequent hand washing/sanitizing opportunities will be provided.
2. **Restroom** - No more than one student will be allowed by a teacher to go to the restroom at one time.

3. **Lunchroom** - All teachers will be given a time and location to escort students to pick up their lunch. Students will take their lunch back to the classroom to eat. Additional information about meal procedures will be provided in the Operations and Facilities section.
4. **Gym/PE** - All Physical Education teachers will be assigned a classroom. Physical Education teachers will rotate using the gym with only one class in the gym at a time. No physical education classes will be allowed to participate in any close contact activities.
5. **Elective Areas** - (Art, Spanish, Music, Band, ROTC, Driver's Education, P.E., Piano) Students will not share materials. Equipment will be sanitized in between classes by the teacher.
6. **Parent Conferences** - As often as possible conferences will be conducted via telephone, Zoom and/or some digital platform. Prior scheduling will be necessary for in person conferences. If an in person conference is required, parents will need to contact the grade level Guidance Counselor to request a conference. Please note that unannounced conferences/visits will not be permitted.
7. **Transitions** During the School Day - Halls will be one way only. Students will walk in the hallway with one arms' length distance in between them and the person in front and in back of them. Teachers will ensure that all transitions are safe as it relates to social distancing and that students are following the one way directions. To prevent congestion, students must enter their classroom upon arrival and not stand outside the door.

100 Hall exit outside, enter from the Commons

200 Hall exit at Commons, enter from the outside

300 Hall exit toward gym, enter from the Media Center

400 Hall exit on the back hall by the Media Center, enter from DTC

500 Hall exit toward DTC, enter on the back hall by the Media Center

600 Hall exit out 700, 800, or 900, enter from the front lobby

700 Hall exit toward DTC, enter from 600 hall

800 Hall exit toward DTC, enter from 600 hall

900 Hall exit toward DTC, enter from 600 hall

Convocation Center exit out side doors toward 300 hall, enter from front doors

Gym exit out side doors toward 300 hall or Fine Arts, enter from front doors

Band exit out side door toward gym, enter from side door by baseball field

Choir exit out side door toward gym, enter from side door by baseball field

Field House exit out side door toward baseball field, enter from front door

The flow of traffic in the commons will be a counter clockwise direction

8. **Open House** - Open House will be virtual and will be posted on the Dothan High School webpage August 14th. Teachers, Counselors, Administrators, Instructional Coach, School Nurses, Media Center Specialist, Behavior Specialists, Cafeteria Manager, and Paraprofessionals will create videos for the virtual Open House. The videos will include responsibilities of each staff member, location of classes, and illustrate one way halls. The videos will be shared with Carol Sprunger and Kristy Johnson and placed on the Dothan High School webpage by Carol Sprunger and Facebook page by Kristy Johnson.

9. **PTO** - All PTO meetings will be held virtually using Google Meet or Zoom.

10. **Arrival** - Students will walk in the hallway with one arms' length distance in between them and the person in front and in back of them. Breakfast will be available at the bus unloading area (DTC), parent drop off area (front of the school), and student driver parking (front of the gym). Students will proceed directly to their classrooms following the one way hall assignments. No students will congregate outside, Commons, hallways, or parking lots.

11. **Dismissal** - Students will walk in the hallway with one arms' length distance in between them and the person in front and in back of them following the one way hall assignments. During afternoon dismissal students will follow the transition guidelines that are implemented during the course of the school day. Distancing practices will be practiced during dismissal. No students will congregate outside, Commons, hallways, or parking lots. Students waiting for a bus will be spaced at least six feet apart in the bus loading area.

12. **Main Office** - Only two people in addition to the office staff will be allowed in the office. Faculty, staff, students, parents, and visitors should refrain from gathering in the office. Staff members should only come to the main office when necessary.

13. **Water Fountains** - Students will not be allowed to drink from the water fountains. Parents are encouraged to send a water bottle to school with their child daily.

14. **Guidance** - students must have a pass from their teacher to see a guidance counselor. Due to the size of the guidance offices, students will be required to wear a mask while in the guidance office.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Employee Face Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Faculty and Staff members are strongly encouraged to wear a mask or facial covering that covers his or her nostrils and mouth at ALL TIMES. When visiting the Main Office, Guidance Office, Media Center, Administrator Office, and/or the Nurse's Station a mask will be required. DCS will provide two (2) reusable masks for employees. If an employee wants a face covering in addition to these two masks, then cost will be the responsibility of the employee.
- **Student Face Masks:** Face masks are not required to be worn by students. However, we do strongly recommend this practice for all students, especially when closer than six feet to anyone and while riding the bus to or from school. The State of Alabama will provide all students with (3) washable masks.
- **Visitors:** ALL visitors will be required to wear a face mask when permitted in the building. If the visitors do not have on a mask they will not be allowed in the building, no exceptions.
- **Gloves:** Gloves will be required by school nurses, custodians and food service workers.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, the following precautions are to be implemented by all faculty, staff and students:

- **Frequent washing of hands and/or the use of hand sanitizer.**
- **Avoid touching your eyes, nose, and mouth.**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.**

SOCIAL-EMOTIONAL WELLBEING OF STUDENTS AND STAFF

High school counselors will follow the DCS Reopening Plan. In addition, counselors will meet with students when necessary. Parents are encouraged to reach out to the high school counselors in the event they feel their child is in need of support.

OPERATIONS AND FACILITIES

CLASSROOMS

Student desks will all face the same direction to the extent possible. There will not be any field trips. If students use Chromebooks in class, the Chromebooks must be disinfected before the next class is allowed to use the Chromebooks. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Parents are encouraged to send disinfectant wipes with their child to assist in keeping their personal items sanitized. All classroom desks and tables will be sanitized on a daily basis by night custodians. The teacher will be given spray bottles and a towel with a microfiber pad to wipe down surfaces during the day.

SHARED WORKSPACES/OFFICES

Employees are expected to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. DCS has hand sanitizer stations throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The DCS Custodial Team will clean all workspaces at their designated cleaning time unless extenuating circumstances arise that require more frequent cleaning. Secretary/Main Office Staff and Media Specialist stations will have plexiglass partitions installed on their desk to assist with the social distancing from parents and students. Maintenance will be installing Ozone machines/air scrubbers in all vestibules, gyms, media centers, cafeterias, auditoriums, nurses stations, and the front offices at each school.*

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces such as the mail room and office area to reduce exposure to risks and ensure employee safety. Teachers should wipe the copy machines down after each use. The copy machine in the Guidance Office will be used by OFFICE STAFF ONLY.

FACILITY CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions.

In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading the infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

- Consistent disinfecting of door handles, doors will be propped when possible,
- Daily fogging of restrooms, nightly disinfecting of main office and nurses station
- Daily disinfecting of playground equipment
- Hands-free hand sanitizer stations will be installed throughout each school
- All schools' lead custodians will have a backpack fogger and a small handheld fogger on campus for immediate situations.

Please see the DCS Reopening Plan for a complete outline of the cleaning protocols that will be implemented.

BUS DRIVER AND BUS PROTOCOLS

Parents are encouraged to check their child's temperature before loading the bus each morning. If the child shows any symptoms of sickness, parents are asked to keep their child at home. **If the bus driver notices that a child displays symptoms, he/she may question the parent and request that the child not board the bus.** Also, parents are encouraged to provide their child a mask to wear while riding the bus. Students are expected to sit in their seat and face the front of the bus. Changing seats, moving around the bus, and/or horseplaying will not be tolerated. Keeping our students safe is most important to us. Please note that students that exhibit non-compliant behaviors on the bus will lose bus privileges.

Please see the DCS Reopening Plan for a complete outline of the bus protocols that will be implemented.

CAFETERIA AND MEAL PERIODS

Proper sanitation and standard cleaning procedures will be followed in the kitchen and lunchroom areas. Alternative eating sites and classrooms will be sanitized before and after meals. CNP workers will be provided PPE when serving meals.

Breakfast: Breakfast will be available at the bus unloading area (DTC), parent drop off area (front of the school), and student driver parking (front of the gym). Students will proceed directly to their classrooms.

Lunch: All teachers will be given a time and location to escort students to pick up their lunch. Students will take their lunch back to the classroom to eat.

TECHNOLOGY AND INSTRUCTION

TECHNOLOGY

The Dothan City Schools Technology Department will support distance learning during the COVID-19 pandemic by providing students who do not have a computer or internet at home with a Chromebook that has cellular data capabilities built in, or a Chromebook and a separate mobile hotspot device. Chromebooks will be provided for all 3rd-6th grade students receiving both traditional and remote learning. All parents must complete the "Chromebook Loaner Agreement" and pay the \$20 Technology Usage Fee. The Chromebook remains the property of Dothan City Schools.

Please see the DCS Reopening Plan for a complete outline of the technology protocols that will be implemented.

INSTRUCTION

Dothan City Schools has been careful to create a plan to reopen schools with an eye toward flexibility. Our intent is the reopening of school in a traditional fashion. Naturally, any plan is contingent on the track that the coronavirus takes and also on complying with any executive or statewide orders. Thinking forward, the following illustrates the formats that Dothan City Schools will put into effect in

order to continue providing education while putting safety first for students and staff.

WHAT TO EXPECT WHEN SCHOOL BEGINS

School will begin August 11, 2020 for teachers/staff and for students on August 17, 2020. Parents will be offered a dual instructional approach, Traditional or Virtual. Parents can send their children to school in the traditional model, or parents may choose to keep their children at home and participate in virtual instruction. If parents choose the virtual approach, students will be enrolled from the beginning of school to the end of the first semester (18) weeks. Virtual students will not be on campus for any course work. Please note that for parents who choose virtual learning, the child must complete the 1st eighteen weeks in the virtual learning setting. At the end of the first eighteen weeks, students may continue virtual learning or reenter traditional schools.

DCS has chosen Edgenuity for its virtual program. Edgenuity is a leading provider of K-12 online learning solutions. Edgenuity provides courses aligned with the Alabama Course of Study Standards and offers individualized learning paths. The Edgenuity team will work with our district team to provide an optimal learning experience for all students enrolled in the DCS Virtual Program. DCS teachers will monitor students' progress and communicate as needed. This model works well for students who desire flexible hours and self-paced learning.

Any student choosing virtual learning and participating in athletics will not report to campus until practice begins after school. No virtual students will participate in athletic physical education courses during the school day.

WHAT HAPPENS IF OUTBREAKS OCCUR?

In the event of an outbreak we will follow the steps outlined in the DCS Reopening Plan. Immediately, we will isolate individuals who have been possibly affected. The following people will be informed based on priority.

- 1) Central Office - HR Department
- 2) School Nurse
- 3) Parents

Please see the DCS Reopening Plan for a complete outline of the protocols that will be implemented.

WHAT HAPPENS IF THERE IS A COMPLETE SHUTDOWN OF THE DISTRICT, AGAIN?

Should there be any type of large-scale outbreak or the Governor issues an order to stay at home, the system will continue instruction through virtual means. The system has purchased a new online platform to be used at both elementary and secondary levels.

If this occurs and the system is able to reopen (after a full shut down), the system may elect to reenter the traditional mode of instruction and will continue to offer the virtual model as parents wish. However, to reenter the school buildings and keep the numbers of students limited to half the student body, we will reopen on an adaptable schedule.

DCS's main objective is to hold school as naturally as possible.

Please see the [DCS Reopening Plan for a complete outline of the protocols that will be implemented.](#)

EXCEPTIONAL STUDENT SERVICES

Special Education services will resume in accordance with the specialized instruction and accommodations within the students' Individualized Education Plans (IEPs) through a blended academic plan. Parents and students will be offered the option of a completely virtual learning approach that will be supplemented by learning packets (not supplanted) if the parents feel uncertain or anxious about their child returning to the physical school setting. Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, special education services will continue face-to-face. Related services (such as occupational therapy, physical therapy, vision and hearing services, orientation and mobility) may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming.

Please see the [DCS Reopening Plan for a complete outline of the Exceptional Student Services \(pages 16-20\) protocols that will be implemented.](#)

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Dothan High School will implement strategies adopted by the Alabama High School Athletic Association that will help provide a safe and healthy environment for student athletes. These practices include:

GROUP SIZE AND PHYSICAL STANDARDS

- Implemented social distancing strategies to maintain at least a six-foot distance between persons from different households. Masks are required by athletes and coaches.
- Changed parent drop-off and pick-up processes to limit contact and building access
- Group size per coach is 12
- Ensure school-sponsored extracurricular and cocurricular activities, including athletics and band, adhere to established safety and hygiene protocols.
- Athletes will be required to provide their own personal water bottles. No items of this nature will be shared.
- No group watering stations, team towels, or other equipment that may be shared will be used.
- Symptom monitoring will be required.
- Requirement for sick students and staff to stay home.
- Provision of an adequate number of thermometers to screen students upon arrival to practice.
- Implement isolation measures if a student becomes sick, then follow with cleaning and disinfecting processes.
- Student athletes are assigned to groups and must remain with the group for the duration of practice. Student athletes cannot change groups.
- Student athlete parking lots must be supervised by coaches to prevent any congregation of students. Students must enter practice immediately upon arrival and leave the parking lot immediately upon dismissal from practice.
- Athletic travel will be determined as we approach the season of the sport.
- Pep Rallies will be held at the stadium as a pregame activity.

ENVIRONMENTAL CLEANING AND PERSONAL HYGIENE

- Ensure healthy personal hygiene practices.

- Establish hand hygiene stations at facility entrances. All student athletes must wash hands upon arrival to practice.
- In weight rooms, all surfaces including, but not limited to, door handles, sinks, faucets, knobs, toilets, tables, soap dispensers, locker handles etc., will be cleaned and sanitized thoroughly before groups arrive and once groups have left the area.

COMMUNICATION

- Coaches/Athletic Director/Principal will communicate with the Lead Nurse, Health Department, and visiting municipal officials to identify any local requirements that may be imposed on our players, coaches or fans while visiting another campus for competitions.

Any student athlete or coach who is exposed to COVID-19 or tests positive for COVID-19 will require an immediate isolation of the student(s)/coaches and follow protocol outlined earlier in this plan. Coaches are required to immediately report any exposure to COVID-19 or positive test for COVID-19 to the Principal and Athletic Director.