



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: Principals & Senior Staff

Date: June 24, 2021

From: George Arlotto, Ed.D. *G.A.*  
Superintendent of Schools

Instructions: **For your information.**  
**Please share with staff.**

Subject: Transition Work Guidance

This has been a challenging 15 months and, to put it mildly, a memorable school year. The success we have enjoyed this school year is a tribute to the hard work of every single one of you. It is also because of your continued hard work that we will open the 2021-2022 school year strong. Thank you for your unrelenting commitment to our students and staff.

As you are no doubt aware, Governor Larry Hogan has announced the lifting of Maryland's state of emergency effective July 1, 2021. In light of the Governor's announcement, Anne Arundel County Public Schools will make several interim changes to our COVID mitigation protocols for summer operations. The following is for your information.

**In-Person**

Effective July 6, 2021, the expectation is for all employees to return to offices/buildings in person, four days per week (excluding leave). In preparation for the start of the student school year, regular operations (five days per week) will begin on August 16, 2021. As outlined within the March 23, 2021, [memorandum](#) from the Executive Director of Human Resources, all COVID-related accommodations, inclusive of all teleworking accommodations, will expire on June 30, 2021. Employees wishing to Telework must seek approval from their supervisor and complete the [Teleworking-Telecommuting Agreement Form](#).

Beginning July 1, 2021, in-person meetings may resume. Although there are times where in-person meetings are prudent and necessary, employees should consider maximizing the use of our technology and conduct virtual meetings whenever possible.

All system-wide professional development (PD) is being planned as online experiences. This will be the plan going forward through the fall. Changes may be made to the online format and a hybrid or face-to-face approach may be used for PD beginning in the spring. Until then, please plan for virtual professional development.

Central Office and Satellite Offices will be open to the public by appointment only through August 1, 2021. Schools will be open to the public by appointment only through August 1, 2021. Offices and schools will resume pre-COVID public access on August 2, 2021.

**Masking and Social Distancing – Effective July 1, 2021**

Based on guidance from the Anne Arundel County Department of Health and the Maryland Department of Health, employees, students, and guests do not need to be masked outdoors. **All employees, regardless of vaccination status and building location, must be masked indoors when interacting or likely to be interacting with children younger than 12 years old.** Employees who are fully vaccinated need not wear a mask indoors at Central Office and Satellite Offices as well as inside of schools if they are not interacting or likely to be interacting with children younger than 12 years old. Employees who are not vaccinated are strongly encouraged to continue to wear a mask indoors at Central Office and Satellite Offices, as well as inside school buildings.

**Students and staff, regardless of vaccination status, attending schools located on Fort George G. Meade military installation must wear a mask at all times until further notice.** Additionally, regardless of vaccination status, drivers and students on buses must wear a mask at all times in transition to and from Fort George G. Meade military installation, or upon entering the installation by private vehicle.

### **Cleaning/Purchasing**

We will continue our practice of high-touch-point cleaning and utilizing disinfectant sprays within occupied portions of the building. We will continue to maintain higher HVAC air flows and more frequent filter changes. School-based touch point cleaners returned to their original work locations on June 22, 2021. Automatic hand sanitizing stations will continue to be accessible and replenished for the duration of the 2021-2022 school year.

PPE purchases such as plexiglass dividers may be taken down, if you so choose; however, please store these items appropriately and do not dispose.

### **Travel**

In-person travel restrictions will be lifted as of July 1, 2021. Employees who attend virtual professional development conferences must continue to submit the Out of State/Overnight Travel Form. The necessary forms and process can be found at the [AACPS Business Travel and Mileage Reimbursement](#) intranet page.

### **Building Use**

Beginning July 6, 2021, school buildings and grounds will be open to external partners (community associations, Scout troops, etc.) and public sector users such as Recreation and Parks.

The Deputy Superintendents will hold two Microsoft Teams transition sessions on Tuesday, June 29, 2021, (one for Senior Staff and one for Principals) to answer any questions and provide clarification. Invitations to follow. Minutes will be provided for those who are not able to attend.

### **Principal Items Only:**

At this time, schools hosting Recreation & Parks summer programs will need to adhere to the following guidelines. Please check with the Center Director for your school to get updated information regarding mask wearing and social distancing requirements for program participants and staff during the summer.

- **Indoors:** All participants must wear masks. Participants should try to maintain 3-foot social distancing as much as possible, and 6-foot distancing while eating and unmasked.
- **Outdoors:** No masking is required as long as 3-foot social distancing can be maintained.
- **Sports/Athletics:** No masking required while participating or being a spectator at a sporting event.

Principals and teachers may begin planning local and regional field trips for the first marking period. Additional information will be forthcoming.

Operations staff have been directed to remove all classroom furniture from the gym, cafeteria, or other storage areas and return it to the appropriate classrooms. Classrooms will return to pre-COVID occupancy levels and configurations no later than August 16, 2021.

School buses will return to pre-COVID operations and occupancy effective July 1, 2021. All bus drivers and assistants, regardless of vaccination status, must be masked when transporting students under the age of 12 years old.