# Extracurricular Pod Activities Quick Guide

**(JROTC, Marching Band, and Auxiliary Groups)**

<table>
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<tr>
<th>Role</th>
<th>Expectations</th>
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| JROTC Instructor            | • Meet with students to discuss guidelines.  
| Marching Band Director      | • Meet with staff to ensure guidelines are understood.  
| Auxiliary Sponsor           | • Assign staff members to screen students.  
|                             | • Communicate and provide pod schedules to students prior to start of all activities.  
|                             | • Post COVID-19 information signage.  
|                             | • Establish roles and responsibilities of staff.  
|                             | • Maintain screening forms for all staff and students.  
|                             | • Keep a file with all screening forms.  
|                             | • Periodic monitoring to ensure guidelines are being followed.  
|                             | • Coordinate with school administration and custodial staff to ensure appropriate cleaning procedures and supplies are obtained.                                                                                                                                                                           |
| JROTC Instructor            | • Develop practice/conditioning schedule for each pod and submit to Principal.  
| Marching Band Director      | • Ensure practice times are staggered after school Monday – Friday beginning at 3:00 p.m. Saturday practices must be approved by the Principal.                                                                                                                                                                                                    |
| Auxiliary Sponsor           | • *Develop a practice plan adhering to social distancing requirements and safety procedures with the following restrictions:*  
|                             |   ○ Two practices allowed per pod (1 employee: 20 students) per week until October 4, 2020  
|                             |   ○ Two practices allowed for three pods (3 employees: 60 students) in a large space (field or gym) per week beginning October 5, 2020  
|                             |   ○ Maximum of two-hour pod practices  
|                             |   ○ 30 minutes between sessions for cleaning  
|                             | • Ensure students wear facial coverings, wipe equipment following use, and maintain social distancing as much as possible.  
|                             | • Wear protective face coverings.  
|                             | • Maintain social distancing (6 feet) as much as possible.  
|                             | • Ensure site is disinfected between sessions.  
|                             | • Ensure all other guidelines are being followed. See attached document.                                                                                                                                                                                                                                                                   |
| Students/Cadets             | • Enter the facility through designated entrance.  
|                             | • Wear protective face coverings.  
|                             | • Maintain social distancing (6 feet) as much as possible.  
|                             | • Bring water in a container that is labeled.  
|                             | • Wear appropriate attire for all practices and activities.  
|                             | • No use of locker rooms or shower facilities.  
|                             | • Clean/disinfect equipment after each use.  
|                             | • Wash hands and use hand sanitizer often.  
|                             | • Must adhere to specific time restraints.  
|                             | • Must adhere to specific protocols and guidelines.  
|                             | • Must leave campus immediately following activity.                                                                                                                                                                                                                                                                            |

**Pod Definition:** Pods consist of 20 students and one DCSD employee. Pods must be self-contained. Students are not permitted to transfer pods for safety reasons and contact tracing measures. An employee may oversee more than one pod. If the employee is assigned to more than one pod and a COVID-19 case arises, all associated pods must be quarantined. Pods may be designated by grade level, ability, or by section at the discretion of the director, sponsor, or instructor.

**Disclaimer:** The Superintendent reserves the right to modify all aforementioned guidance based upon current information from the Governor’s office, Georgia Department of Education, Georgia Department of Public Health, Centers for Disease Control and Prevention, and DeKalb County Board of Health.