

# Total Reopening Plan for Penn Manor High School

November 9, 2020

A better community . . . one student at a time



## Introduction

The purpose of this document is to explain the procedures that will be provided to keep the Penn Manor community safe during the COVID-19 pandemic. No single action or set of actions will completely eliminate the risk of COVID-19, but implementation of several coordinated interventions can reduce the risk. We have used the guidance issued by the [Pennsylvania Department of Education](#) and [American Academy of Pediatrics](#) to develop these procedures. We encourage you to take the time to read it.

As plans have been developed certain principles have guided our decision making:

- Protect the health, safety and well being of students, staff and families
- Adhere to all guidelines “to the maximum extent possible.”

Updates to this document will be made as new information is released from the agencies we have been receiving direction from

## Total Reopening of School

- All students in grades 7 to 12 will attend school each day with social distancing practices and other precautions in place to the maximum extent possible.
  - Beginning the week of November 9, all grade 9 and 12 students will report to school Monday through Friday.
  - Beginning the week of November 9, all grade 10 and 11 students will follow the existing Blended Learning Model and report to school on their assigned group A or B days.
    - On Wednesday November 11, teachers and students will follow a traditional bell schedule. Teachers will determine whether Grade 10 and 11 students join synchronously or work asynchronously.
  - Beginning the week of November 16, all grade 9, 10, 11 and 12 students will report to school Monday through Friday.

## Penn Manor Virtual School (PMVS)

The PMVS program for grades 7 through 12 keeps students active within Penn Manor School District and provides an excellent online education powered by the highly regarded Edgenuity platform of more than 200 courses.

For more information about PMVS can be found [here](#).



## Arrival

Student drivers and student drop offs will not be allowed to enter the building prior to 7:25. They will enter the building through the central complex area and report directly to their block 1 class. Student drivers/drop offs are also able to go to the cafeteria to purchase a breakfast before reporting to block 1.

Buses will be dismissed in a staggered fashion beginning at 7:20. Students exiting the buses will enter the building through one of three locations. Students with a block 1 class in the new english/social studies wing or in the modular buildings will enter through the doorway near the copy machine in the new english/social studies wing. Students with a block 1 class in the new STEM wing of the building will enter through the steps leading up to the central complex. Students desiring to purchase breakfast will enter through the cafeteria doors, purchase a breakfast then report directly to their block 1 class.

A shuttle to the high school will be provided for students who need to park at Comet Field in the morning.

Student walkers may enter the building through any of these entrances beginning at 7:25.

## Dismissal

[Students riding the shuttle to Comet Field should be dismissed at 2:35.](#)

Student drivers will be dismissed at 2:39.

Students riding the sport's bus will be dismissed at 2:39.

Teachers in even numbered classrooms will dismiss their students riding a bus at 2:42.

Teachers in odd numbered classrooms will dismiss their students riding a bus at 2:45.

Students being picked up by a parent will be dismissed at 2:45. Students are expected to go directly to the central complex location.

## Dismissal During the Day

When needed, students will be excused early from school following the building procedures for an early dismissal. Upon arriving at school to pick up their student, a parent should come to the main entrance of the school and communicate with the building secretary from the vestibule. An intercom system is in place at each building that will not require the parent to enter the building. Once communication with the secretary, the parent is to return to their vehicle and wait for their student to exit the building.



## Dismissal Between Classes

Student dismissal from classes will be determined by the location of the student's next block class. Students will be dismissed in a staggered fashion.

## Assemblies and Class Meetings

Assemblies and class meetings will continue to be held in a virtual fashion. The assembly or meeting will be streamed in classrooms and displayed by the teacher. This is in accordance with the July 16 Governor's order to not have large gatherings of people in excess of 250 persons.

## Building Disinfecting

Each building will continue to be cleaned on a daily basis. Added measures of cleaning have been incorporated into the schedule. High touch areas like doorknobs, light switches, and handrails will be cleaned each day. Classrooms will be provided with cleaning supplies for such items to be cleaned on a more regular basis if needed. A description of other measures is to follow:

**Bathrooms** will be cleaned every evening, before lunch and after lunch. There will be a full cleaning every evening. Touch points in bathrooms will be cleaned during the end of 2nd block and start of 3rd block.

**Building offices** will be cleaned each evening and high touch surfaces will be cleaned after student arrival.

**Drinking fountains** will be turned off. Bottled water will be supplied. Students are encouraged to bring a refillable water bottle to be filled at water bottle filling stations. Bottle filling stations are on order. If bottled water is available, it will be stationed in the Central Complex and/or East Wing at a central location.

**Hand Sanitizing Stations** will be available in cafeterias, main entrances, and at highly trafficked secondary entrances.

**Main entrance vestibules** will be cleaned every evening and after student arrival. There will be a full clean every evening. There will be a cleaning of touch points after student arrival each day



## **Classroom disinfecting (desktops, student materials)**

Supplies to disinfect desks and student materials will be provided to each classroom. Every classroom will be issued spray bottles, microfiber cloths, and paper towels. Surfaces should be cleaned regularly throughout the day. Pump bottles of hand sanitizer will be provided for each classroom.

The Alpha-HP disinfectant we will be using has a 5 minute dwell time for COVID-19. That means the surface should stay wet for 5 minutes. All cleaning products we use and that are provided are Green Seal Certified. It is safe to use without any additional PPE or health concerns. Teachers do not need to bring in cleaning products from home - especially not bleach.

Microfiber cloths will be swapped out when they are visibly soiled. Focus attention on desks and touch points such as door handles. Paper towels will be in place until microfiber cloths become available.

Classroom desks and instructional tables are cleaned nightly by custodians. These surfaces must be free of any objects in order to be cleaned. Disposable gloves are available upon request.

## **Classroom Organization (desk placement)**

Student desks and workspaces will be spread out to the maximum extent possible. Student desks will be facing the same direction preferably in rows and columns. Students will be assigned seats based on a seating chart for each block.

## **Attendance**

Attendance will be taken daily following directions following Penn Manor attendance protocols. Accurate attendance is necessary to assist with contact tracing when needed.



## **Cafeteria**

Breakfast and lunch will continue to be served each day. Food options and the process for obtaining the meals will be modified.

The high school will continue the 4 lunch schedule to reduce the number of students in the cafeteria at one time.

Additional areas around the cafeterias will be utilized to space students when eating.

Tables in the cafeteria will be numbered and students will choose their designated assigned table. Students will be expected to remain at their assigned table through the end of the fall semester.

Cafeteria tables and serving lines will be cleaned after each lunch. Bottles of disinfectant and microfiber cloths will be provided at each table in the cafeteria with the expectation of students cleaning their areas when finished with lunch.

Students will be expected to wear a face covering except when eating or drinking.

## **COVID-19 Symptoms**

If a student, teacher, or staff member is experiencing COVID-19 symptoms, the nurse should be notified immediately and the individual should report to the quarantined area.

If a teacher or staff member tests positive for COVID-19, the individual is to report this to their direct supervisor or the Director of Human Resources, Theresa Chiodi at extension 2247 or 717-600-4859.

If a teacher or staff member is experiencing COVID-19 symptoms or has been exposed to someone who has the COVID-19 virus after hours, the individual should immediately call their physician as well as the Director of Human Resources, Theresa Chiodi at extension 2247 or 717-600-4859.



Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## Curriculum Pacing

The Penn Manor School District is committed to providing a quality education to all students. Teachers will focus on ensuring students meet state standards regardless of how instruction is delivered. The Penn Manor administration does acknowledge that the COVID-19 pandemic has caused a significant disruption to our educational programming. Given the potential for students working from home, aligning our pacing by subject area and grade level is ever more critical. As a result, pacing in all subjects, regardless of building, must align to the greatest extent possible.



## Face Coverings

All individuals in the building and while outside when physical distancing is not feasible. are required to wear a face covering (cloth mask or face shield) that covers their nose and mouth.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

Instruction will be provided on how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.

Face covering breaks will be provided throughout the day if possible. Students must maintain a distance of at least 6 feet during these face covering breaks.

Students may remove face coverings when they are:

- Eating or drinking
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.)
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.

## Food/snacks to share

All individuals are asked to please refrain from sharing any food or snacks with others.

## Lockers

Students will be permitted to use their lockers at designated times throughout the course of the day. Only school related items will be permitted to be placed in lockers. Students are encouraged to bring to school only items that are necessary for school and school activities.





## Parent Meetings/Volunteers/Visitors

During the COVID-19 pandemic, Penn Manor is limiting visitors to individuals providing approved services directly to students. Contracted providers (Therapeutic Support Staff, IU staff, etc.) will be able to access the school to serve students, but will be asked to follow the Health and Safety and Instructional Plan of the building(s).

Meetings with parents/families will be done virtually through a digital platform (Google Meet). All school employees who will be participating in the meeting will attend through a digital platform.

Penn Manor is significantly reducing the number of visitors to buildings. Only individuals who provide a direct service to students are permitted in the buildings during school hours.

## Online Platform

Teachers for grades 7 through 12 will be using a Google Classroom or Moodle page as the primary learning platform for their students. Teachers will be utilizing this site for face to face and online instruction.

A “weekly activities” schedule will be available for students and families. Teachers are highly encouraged to be working in cooperation with each other for the development of lessons and resources.

## Student Supplies

To the maximum extent possible, students should limit sharing supplies with each other. If supplies are shared, they should be disinfected by the student after use.



## Technology Support

Students or parents seeking help with a technology or laptop problem may call 717-872-9500, x 1776 or 717-842-4519. Students may also open a support ticket by emailing: [studentsupport@pennmanor.net](mailto:studentsupport@pennmanor.net).

For help accessing a Google Classroom or Moodle website, students should reach out to their teacher directly. We encourage students to keep apprised of teacher updates by checking their Penn Manor student Gmail account **daily**.

If you are having trouble with home internet connectivity, reach out to your Internet Service Provider for assistance.

## Sapphire Community Portal

Student attendance, grades, report cards, and other information is available to parents via the [Sapphire Community portal](#). We strongly encourage all parents and guardians to create a portal account, (Keyword: comets). Sapphire portal accounts requests are typically processed within two school days.

## Home Internet and WiFi Options

Low-income families who live in a **Comcast** service area may sign-up for Internet Essentials broadband. New customers will receive 60 days of complimentary Internet Essentials service, which is normally available to all qualified low-income households for \$9.95/month. Additionally, the speed of the program's internet service was increased to 25 Mbps downstream and 3 Mbps upstream. New customers should visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

Additionally, Penn Manor will have a limited number of free home WiFi hotspots available for student loan. Details on applying for this service will be provided at the end of August.