

Commitment to
Excellence

Return to Learn: Safety Protocols



PENN·HARRIS·MADISON

SCHOOL CORPORATION

Commitment to Excellence



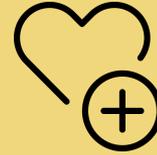
Safe Environment

P-H-M health protocols will continue to align with the most current guidance and recommendations from the St. Joseph County Health Department, Indiana Department of Education, and CDC.



Learning Environment

We will provide students educational opportunities that remediate, accelerate, and enrich learning.



Positive Environment

We will continue to foster relationships with students to help build resilience, improve learning, as well as behavioral, social and psychological outcomes for students.

Safe Environment: Health Guidelines

- P-H-M health protocols will continue to align with the most current guidance and recommendations from the St. Joseph County Health Department, Indiana Department of Education, and CDC.
- All students and employees are expected to self-screen and monitor for COVID-19
- Staff and students are **required** to wear a mask that covers the nose and mouth. In addition, all students and staff should practice social distancing whenever possible.
- Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, materials, and equipment will be emphasized.
- Students and employees will receive training on safety protocols related to the prevention and transmission of COVID and the proper hygiene protocols necessary for prevention.
- P-H-M will discontinue perfect attendance incentives for the 2020-21 school year.

Safe Environment: PPE

- Two (2) reusable masks will be provided per person in the school building.
- Break-away lanyards
- Disposable Masks will be provided for those that forget a mask.
- A face shield will be available for each employee
- Disposable gloves will be provided in each classroom



Safe Environment: Other Items Provided for Schools

- Infrared Thermometers for Health Offices
- Hand Sanitizer at all entry doors, classrooms, and common spaces
- Floor Graphics to encourage social distancing
- Disinfectant spray bottles and/or wipes will be available for staff to assist with sanitizing of high touch surfaces
- Supplementary floor seats for the elementary level will be provided to help encourage social distancing
- Temporary plexiglass barriers will be strategically placed in buildings where the public interact with school office staff

Safe Environment: COVID Response

- Students and staff exhibiting symptoms of COVID-19, or in a household with a confirmed positive case, are to remain at home and seek appropriate medical guidance/care.
- Those who test positive will quarantine for at least 10 days AND remain fever-free for 72 hours (without use of fever reducing medication) before returning to school.
- Each school will identify and separate space in school clinics to treat symptomatic students.
- Contact Tracing - the Department of Health will lead contact tracing and case investigation in consultation with P-H-M.
- School Closure Considerations - will be made in consultation with the St. Joseph County Health Department.
- If a student is experiencing COVID symptoms, a parent or emergency contact must pick up the child within an hour.

Safe Environment: Visitors & Guests

- Volunteers and visitors without an appointment will be prohibited for at least the first 9-weeks of school. This includes: lunch visitors and classroom volunteers.

The following service providers **will be permitted to visit buildings with Principal approval**, but must follow and meet all health and safety protocols:

- *School Resource Officers*
 - *Vendors & Contractors (exterior only unless conducting emergency service work)*
 - *Contracted Healthcare Providers or Services*
 - *Student Teachers*
 - *Community Partners providing educational support services*
- Parents who are picking up their child for an appointment are asked to call the school prior to the pick-up. Parents who are picking up their child for an illness are asked to call the school from the parking lot.

Safe Environment: Cleaning & Disinfecting

- P-H-M has initiated updated custodial cleaning protocols and monitoring, in line with CDC guidelines, to provide a safe and healthy school environment.
- Sodexo Management: Instituted Custodial Best Practices & Supply Chain Access
- Students and staff will be active participants and aid in the disinfecting of frequently touched surfaces to help eliminate the virus that causes COVID-19
- Cleaning vs. Disinfectant: Disinfectant will be utilized on surfaces to help kill any germs and viruses present.
- Additional custodians are in the process of being hired to assist with the additional cleaning & disinfecting.
- Drinking fountains will be for bottle or cup refills only.
- Additional hand-washing stations are being installed at several schools to help promote health & safety.

Safe Environment: Facility Modifications

Indoor Air Quality & Ventilation

- HVAC systems are scheduled to provide maximum fresh air and will run for a minimum 2-hours prior to and after building occupancy
- All recirculating air systems will be verified for proper filter fit for either MERV-8 or MERV-13 final filters.

Protective Barriers

- Plexiglass barriers have been strategically placed in the following areas: front offices, guidance offices, on the desks of school registrars and treasurers, bookstores, cashier stations in the cafeterias, and concession stands.

Furniture

- Every effort will be made to socially distance students. Some classroom furniture may be temporarily removed to promote this when possible.

Safe Environment: Facility Modifications

Building Use

- Restricted use in the evenings to students and staff to allow for enhanced cleaning
- Interior facility use by external groups, will be restricted for at least the first 9-weeks of school.
- The Penn High School Fitness Center and pool will remain closed for community use for at least the first 9-weeks of school.
- Community Education Classes will not be held in-person. Additional information on virtual options TBA.

Signage

- The Centers for Disease Control and Prevention infographics will appear in building entrances, hallways, cafeterias and restrooms.
- A-Frame signage will be displayed in front of the building to notify the community of restrictions and expectations for entry.

Safe Environment: Transportation

- Staff and students are **required** to wear a mask that covers the nose and mouth on the school bus.
- If a student does not have a mask when entering the bus, one will be provided.
- Students refusing to wear a mask will be subject to progressive discipline including up to a loss of privilege to ride the school bus.
- Students will sit in assigned seats and load from back to front to minimize contact with others.
- Students will be asked to remain seated and facing forward.
- Siblings will be seated together when possible.
- Food and drink will not be allowed to be consumed on the bus.
- Student dismissal by seat from the bus will be staggered to allow for social distancing.

Safe Environment: Extracurricular Activities

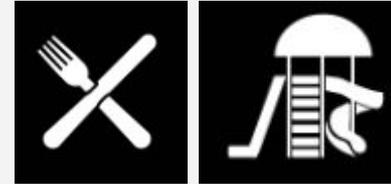
- Staff and students are **required** to wear a mask that covers the nose and mouth when not engaging in vigorous activity and when practical. In addition, all students and staff should practice social distancing whenever possible.
- Athletic teams will follow the guidance from the IHSAA in regard to safe participation.
- Student participation is voluntary and coaches will provide increased flexibility for families who have concerns for the health and welfare of their child(ren).
- Participants must furnish their own water bottle each day for use at practice and competition.
- Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, equipment, and uniform will be emphasized.
- Virtual students may participate in extracurricular activities.

Learning Environment: Safety

Arrival



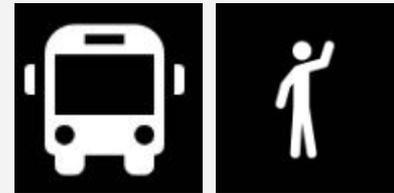
Lunch/Recess



Transitions



Dismissal



Elementary Arrival

Bus Riders:

- Upon arrival, buses will unload 1 at a time with supervision
- Students move around the exterior to enter the door closest to their classroom

Car Riders:

- Upon arrival, students will exit their vehicle as directed by supervising staff
Parents are to remain in their vehicles
- Students enter the door closest to their classroom
- Drop off period will be extended to accommodate the increased volume of car riders

Upon Arrival to Classrooms:

- Students should wash their hands and/or utilize hand sanitizer
- All materials should be present at school; no backpacks used in an effort to avoid congested coatroom areas
- Lunch boxes will be placed in a specified location within the classroom

Elementary School Transitions

Restroom Breaks:

- Restroom breaks will be scheduled to allow for social distancing.
- Handwashing protocols will be taught, retaught, and emphasized
- Students will follow directions for entering and exiting
- Size of the restroom and staff availability for supervision will determine number of students who use the restroom at a time.

Hallway:

- Students should stay to the right while in the hallways to create a directional flow; and avoid traffic crossing
- When two people meet at a doorway, the person exiting has the “right of way”
- Students moving in lines will maintain six foot distance between students

Elementary Instructional Areas

- To create more room in classrooms, excess furniture will be removed.
- Hand sanitizer will be available at entry doors and in each classroom.
- Students will be spaced apart as much as possible during individual work time.
- Portable/flexible seating will assist in maintaining increased social distancing.
- Learning materials/manipulatives will not be shared unless they are sanitized between uses.
- For PE and Music classes, creative scheduling with additional spaces and/or staff will be utilized to increase social distancing.

Elementary Lunch

- Handwashing/Hand sanitizing to occur both pre & post lunch
- The cafeteria and gymnasium may both be used for lunch spaces; scheduled by principal and taking into account space considerations and student numbers
- Seats will be assigned
- Lunches will be pre-packaged (if purchased at school)
- All surfaces disinfected between groups (continued practice, has been occurring)

Elementary Recess

- Students will be clustered into groupings
- Playgrounds will be divided into assigned zones.
- Clusters will rotate through the different areas (playground equipment, fields, etc.) to minimize the number of students in one area
- “Ball cart” equipment will not be available for at least the first nine (9) weeks
- Students will be instructed to follow social distancing
- PE instruction will teach students recess activities that help to accomplish social distancing, and also avoid the use of common equipment to start the year.

Elementary Dismissal

- Schools will dismiss students in a manner that allows for social distancing.

Walt Disney example:

- Kid's Club will be called first and students will report to the gymnasium for check in
- Bus riders will then be dismissed, called by individual bus; students will exit the pod exit door to prevent bottleneaking
- Dismissal for car riders will be dependent on the number of car riders and the need to promote social distancing and safety.

Middle School Arrival

In an effort to decrease congestion at arrival, entry will be staggered and students will practice social distancing, entering through multiple doors. Students are expected to report directly to their classroom to avoid congregating in hallways.

- Bus Riders: Students disembarking from a bus will enter the building in the door closest to their first class. Disembarking will be staggered based on the arrival of buses.
- Car Riders: Students will exit cars from an extended drop off area and students will enter exterior door closest to their first class.
- Walkers: Students walking to school will enter the building through the exterior door closest to their first class.



Middle School Instructional Areas

- Middle school schedules will be adjusted to a 3 period block schedule day (including advisory/read time) minimizing needed hallway transitions.
 - Every other day: Day #1 - Periods 1, 2, 3; Day #2 - Periods 4, 5, 6
- Hand sanitizer will be available at entry doors and in each classroom.
- Within the classrooms, students will be seated in the same direction and seating will be spaced apart as much as possible.
- To make more room in classroom excess furniture will be removed.
- For some classes, additional spaces will be utilized.
 - Physical education
 - Band
 - Orchestra
 - Choir

Middle School Transitions

- Lockers will not be utilized. Middle school students will be allowed to carry a backpack with them throughout the day in order to have all necessary supplies.
- Passing periods will be staggered, and students will pass in groups.
- Hallway traffic flow will be strategically designed and marked (and in some cases one-way), to avoid congestion.
- Students will not be allowed to congregate in common areas or hallways.
- Restrooms breaks will be scheduled, and restrooms will be monitored by staff. Special attention will be given to social distancing, masking, and hand washing.
- Teachers will limit passes out of the classrooms.

Middle School Lunch

- Students will be directed to wash/sanitize their hands before lunch.
- Individually packaged lunches will be provided in order to minimize students having to congregate in serving lines.
- Lunch will be provided in socially distanced spaces with appropriate protective equipment.
- Students will eat lunch in the cafeteria, and additional space will be added in order to provide distancing between students. The commons area and/or gym will be utilized for lunches along with additional tables and/or seating.
- Students will have assigned seats.
- Lunch areas will be sanitized after each group.

Middle School Dismissal

- Dismissal will be staggered by grade level in 3 minute increments. This would allow for a reduction of the number of people in the hall.
- Multiple doorways will be used and social distancing will be practiced to avoid congestion.
- Students will use multiple exits and/or exit the door nearest their last classroom at dismissal.
- Students will wear masks as they are exiting the building.
- Car rider procedures will be altered to include practicing social distancing.

Penn High School Arrival

General Expectations:

- Teachers will be in their rooms by 8:05 a.m. to receive students. Staff supervision duties will begin at this time. Students are required to wear a mask.
- Students arriving between 7:30 and 8:00 will be supervised by a teacher if a meeting is scheduled. If not, students will be expected to meet in the IMC.
- Students will self-screen for Covid-19 symptoms at home prior to arrival.
- Hand sanitizer will be available at entry doors and in each classroom.
- Individuals will not be allowed to congregate in common areas or hallways.
- Breakfast will be “grab and go” from at least two different locations. Students will eat breakfast in classrooms.
- Students can enter the door closest to their 1st block classroom (A, B, C, D, K, L, M)

Penn High School Arrival

Car Riders (drivers and drop-off): (arrival times are between 8:05 a.m. and 8:20 a.m.)

- Students wear masks at all times and socially distance when possible.
- Students can enter the door closest to their 1st block classroom (A, B, C, D, K, L, M)
- Students report directly to 1st block class.

Buses: (arrival times are between 8:05 a.m. and 8:20 a.m.)

- Students wear masks at all times and socially distance when possible as they enter the building.
- Students will be dropped off at doors (A, B, C, D, and M) to allow for greater spacing and less congestion.
- Students will enter the building and report directly to their 1st block class.

Penn High School Instructional Areas

- Blocks 1, 3, and 4 will be lengthened to accommodate staggered arrival, dismissal and lunch supervision.
- Hand sanitizer will be available at entry doors and in each classroom.
- Within the classrooms, students will be seated in the same direction and seating will be spaced apart as much as possible.
- To make more room in classroom excess furniture will be removed.
- For some classes, additional spaces will be utilized.
 - Physical education: outside as much as possible
 - Band: extra instruments moved to different area, practice rooms closed
 - Orchestra: practice rooms closed
 - Choir: two-three spaces depending on the size of the choir (initially outside), masks worn when singing indoors, minimum of 8 ft between students.

Penn High School Transitions

General Expectations:

- Students wear masks at all times and socially distance when possible. Students report directly to their next class.
- Hallway traffic procedures will be taught to students. (students will be taught to exit right out of classroom and walk on the right side of the hallway). If staggering exiting is an option, it will be considered.
- Individuals will not be allowed to congregate in common areas or hallways.
- Restrooms and hallways will be monitored by staff. Special attention will be given to social distancing, masking, and hand washing.
- Teachers will limit passes out of the classrooms.
- Only water filling stations will be usable (students bring their own bottles). Drinking fountains will be off.
- Students will not be issued lockers.

Penn High School Lunch

General Expectations:

- Students will wear masks during transitions and while they are in serving lines
- Hand sanitizer and additional hand washing stations will be available.
- A limited number of students will eat in the cafeteria (appx. 350 students) and others will eat in auxiliary areas (classrooms and IMC). Seating will follow social distancing guidelines.
- PHS Food Services will deliver meals to auxiliary areas. PHS will have five (5) locations throughout the building for students to purchase lunch and each classroom will be assigned a location (Cafeteria, IMC, Door D, Door L, 2nd Floor Door A).
- PHS will continue to have four (4) lunches.
- The number of students eating in the cafeteria will be reduced
- All lunch areas will be cleaned and disinfected between lunches.

Penn High School Dismissal

General Expectations:

- Students wear masks at all times and socially distance when possible.
- Student dismissal will be staggered (by bus number, or class location, and type of transportation).
- Students exit the door closest to their classroom and report directly to their mode of transportation.



Questions?

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