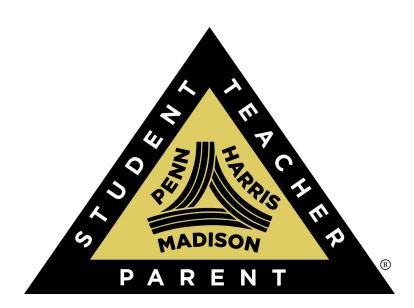
Penn-Harris-Madison continues to monitor the spread of COVID-19. With more than 13,000 students and employees, we all play an important role in minimizing the risk and impact to each other and our operations. The health and safety of students and staff is our top priority. As a result, P-H-M Schools will implement a variety of measures to keep everyone as safe as possible.

P-H-M will ensure the guiding focus remains on the health and education of our community by:

- Implementing safety protocols and procedures.
- Observing safety considerations of physical spaces.
- Assuring student educational opportunities that remediate, accelerate, and enrich learning.

Items in this document are not permanent and will be under a cycle of review.



Questions? Please email: returntolearn@phm.k12.in.us



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



P-H-M will provide students educational opportunities that remediate, accelerate, and enrich learning.

Positive Environment (+)



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







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Safe Environment



School Health & Safety

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 related symptoms <u>prior</u> to leaving their residence. Link: <u>COVID Screening for Parents</u>
- Students and Staff should **not** attend school is they exhibit the following symptoms:
- ➤ Temperature of 100.4 or greater
- ➤ Repeated shaking with chills
- ➤ New loss of taste or smell
- ➤ Rash
- ➤ Diarrhea
- ➤ Congestion or runny nose

- ➤ Shortness of breath or difficulty breathing
- ➤ Sore throat
- ➤ Cough
- ➤ Nausea
- ➤ Muscle pain
- ➤ Headache
- If a student has diagnosed allergies, asthma, or other chronic health conditions that would exhibit COVID-like symptoms, we must encourage the parent to discuss this matter with their physician for any needed recommendations to return and attend school.
- Per the St. Joseph County Health Department Public Health Order, 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. Click here for the Indiana Department of Education Back to School Face Covering Guidance for Families.

- The option for students to wear a facial shield/screen <u>as a substitute</u> for a mask is only for instances when students meet the CDC's definition of being medically fragile, by physician's order, or if it is determined to be an appropriate accommodation for students with disabilities.
- Students and employees should do their best to practice social distancing by trying to maintain 6ft between individuals whenever possible.
- Students and employees exhibiting symptoms of COVID-19, without being otherwise
 explained, or in a household with a confirmed positive case, are prohibited from
 coming to school/work, and if they do come to school, they will be sent home
 immediately.
- Health and safety is everyone's responsibility. 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 at the start of the school year 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.

PPE provided to buildings

- Two (2) reusable masks will be provided to all students and staff.
- Break-away lanyards will be provided to connect/clip to the masks for lunch, recess, and/or other exterior activities where social distancing is possible.
- Disposable Masks will be provided for those that forget a mask.
 - o Youth and adult sizes will be available for elementary
 - Adult sizes will be available for secondary
- A face shield will be available for each employee.
- Disposable gloves will be provided in each classroom (if needed for cleaning).

Other Heath Items provided to buildings

- Infrared Thermometers will be provided for the health office.
- Hand Sanitizer will be located in every classroom.
- Hand Sanitizer will be at all entry points and common spaces.
- Floor Graphics will be installed at designated areas to encourage social distancing.
- Additional disinfectant spray bottles and/or wipes will be available for staff to assist with sanitizing of high touch surfaces.
- Supplementary flexible seating for the elementary level will be provided to help encourage social distancing.

• Temporary plexiglass barriers will be 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.

Staff Considerations

- Staff and faculty who are assigned individual offices do not need to wear masks while alone in the office. Regardless of office size, when two or more people are in an office all occupants should wear a mask.
- The use of shared workstations should be avoided, including student shared workstations, whenever possible.
- Occupants of offices and workstations are encouraged to disinfect highly touched areas before starting work and after completing the workday.

COVID Response

- Students and employees 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.
- Each school will identify a separate space in the school to treat symptomatic students.
- P-H-M Students or staff who test positive will quarantine for at least 10 days from the
 date symptoms began AND remain fever-free for 72 hours (without use of fever
 reducing medication) before returning to school. Click here for the Indiana State
 Department of Health guide for parents related to student screening and
 quarantine/isolation guidelines.
- Contact Tracing If notified of a positive case, P-H-M will immediately contact the St.
 Joseph Health Department upon learning of a positive COVID case among the student
 body or staff. The Department of Health will lead contact tracing and case investigation
 in consultation with P-H-M.
- If a COVID case is confirmed in a school, the district will send notifications to those families impacted while observing all FERPA guidelines.
- School Closure Considerations Decisions on whether part of a school or an entire school will need to close will be made in consultation with the St. Joseph County Health Department as part of the contact tracing and case investigation. These decisions will depend on how the students were cohorted and the movements of the ill individual. According to the Centers for Disease Control and Prevention (CDC), schools MAY need to close for two to five days, but the case investigation will ultimately determine the most appropriate actions.

• If a student is experiencing COVID symptoms, a parent or emergency contact must pick up the child within an hour. Please ensure that you have emergency contacts who can promptly pick up your child.

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
 - Commercial Vendors & Contractors (exterior only unless conducting emergency service work)
 - Contracted Healthcare Providers or Services
 - Student Teachers
 - Community Partners providing educational support services for students
- 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 when they arrive.

School Facilities Modifications

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.
- During the school day disinfectant will be utilized on surfaces to help kill any germs and viruses present.
- We invite and encourage all students, faculty and staff to be active participants and aid
 in the disinfecting of frequently touched surfaces to help eliminate the virus that causes
 COVID-19. This includes but not limited to:
 - Desks, chairs, tables
 - Door handles, push plates, and light switches
 - Stair & handrails
 - Water bottle refilling stations
 - Restrooms fixtures
 - Office equipment (specifically keyboards and mouse)

- Cafeteria
- Classroom desks
- Media centers
- Kitchen & breakrooms
- Vending machines
- Copiers & printers
- Front desk and lobby areas
- Equipment
- Health office
- Additional custodians have been hired to assist with the enhanced cleaning.
- The use of drinking fountains will be for personal bottle or cup refills only. In addition, the Food Services Department will provide the opportunity for students and employees to purchase water at all meals. Students are allowed to bring water bottles to school.
- Hand sanitizer will be available in all classrooms and offices. In addition, stations will be installed at interior and exterior common area locations on all school campuses.
- Additional hand-washing stations are being installed at several schools to help promote health & safety.
- Students may be asked to play a part in keeping their areas clean. Students may be asked to put their items away, wipe down their desks or equipment at the end of the day.

Building Ventilation

- HVAC systems are scheduled to provide maximum fresh air and will run for a minimum 2-hours prior to and after building occupancy to have a daily pre- and post-occupancy purge.
- All recirculating air systems will be verified for proper filter fit for either MERV-8 or MERV-13 final filters.
- Building systems are designed to provide optimal learning environments when the
 doors and windows remain closed. This allows for maximum filtration, maintains
 appropriate room temperature, humidity levels, and prevents other environmental
 irritates from creating poor air quality in the building.

Protective Barriers

 Temporary 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.

Building Use

- School Buildings, for the most part, will be restricted in the evenings to students and staff to allow for enhanced cleaning prior to the next school day for at least the first 9-weeks of school.
- Interior facility use by external groups, will be <u>restricted</u> for at least the first 9-weeks of school.
- The Penn High School Fitness Center and Pool will remain <u>closed</u> 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.
- The Planetarium / DVT will remain <u>closed</u> for shows and programs at least the first 9-weeks of school

<u>Signage</u>

- The Centers for Disease Control and Prevention created infographics on the symptoms of COVID-19, social distancing and how to properly wash your hands. The signage will appear in building entrances, hallways, cafeterias restrooms and venues.
- A-Frame signage will be displayed in front of the building to notify the community of restrictions and expectations for entry.

Furniture

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

Safety Drills

 Adjustments will be made when conducting safety drills to adhere to social distancing quidelines.

School Bus Transportation

- Per the St. Joseph County Health Department Public Health Order, staff and students are **required** to wear a mask that covers the nose and mouth.
- If a student does not have a mask when entering the bus, one will be provided by the driver.
- Students refusing to wear a mask will be subject to progressive discipline including a loss of privilege to ride the school bus.

- Students are expected to sit in assigned seats and will load from back to front to minimize contact with others in the morning. While it is not possible to load the bus in this manner in the afternoon, students will be required to go directly to their seat.
- Students will be asked to remain seated and facing forward.
- Siblings will be seated together when possible.
- Based on preliminary survey responses, we expect a decrease in ridership at the start
 of the year as a result of parents deciding to transport their students.
- 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.
- All buses and school transportation vehicles will be disinfected before and after each route/use.
- Buses will be ventilated to allow for maximum fresh air (whenever possible & weather permitting).
- Field trips will be <u>restricted</u> for at least the first 9-weeks of school.
- Students may only ride on a bus that they are routed for at least the first 9-weeks of school.
- Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders. Please be patient and expect a higher volume of traffic to begin the school year.
- Students and staff will be asked to wash hands and/or use hand sanitizer upon entry to the school building.
- Multiple entry points may be used to enter into the building. Additional supervision will be provided.

Food Service

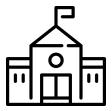
- Students will wash their hands prior to breakfast and lunch. In addition, students will have access to handwashing and/or hand sanitizer during and after the meal.
- Students may continue to bring lunch with them to school.
- Students are expected to wear a mask while in the serving line. Masks may be removed once students are seated and ready to eat.
- Floor decals have been installed to help students maintain social distancing while in the serving line.

- Food choices will be streamlined and safely packaged. Choices will still include hot and cold options.
- All food and beverage items, including condiments and utensils will be served by cafeteria staff to reduce "high-touch" points.
- Plexiglass shields will be utilized at all cashier stations.
- Cafeteria staff will be required to wear a face covering at all times.
- All cafeteria tables and serving lines will be cleaned between lunch periods.
- To maintain safe social distancing, lunch times will be staggered and available open space will be maximized.

Athletic and Fine Arts Venues

- Capacity at all venues will be reduced for at least the first 9-weeks of school
- All venues will have restricted seating to encourage social distancing
- Outdoor venues will have designated seating for those with and without masks
- Concession stands will have queue lines to encourage social distancing
- Food choices will be streamlined and safely packaged. Choices will still include hot and cold options.
- All food and beverage items, including condiments and utensils will be served by staff to reduce "high-touch" points.
- Plexiglass shields will be utilized at all cashier stations.
- Pre-sale online tickets will be encouraged to limit cash transactions.
- When possible, high school events will be live streamed online.
- Hand Sanitizer will be at all entry points and common spaces.

Learning Environment



Student Arrival/Dismissal

- Students/staff will wear masks as they enter the building for the safety of others.
- In an effort to decrease congestion, entry and exit will be staggered and students will practice social distancing, using multiple doors.
- Students are expected to report directly to their classroom to avoid congregating in hallways.
- Hallway traffic flow will be strategically designed and marked (and in some cases one-way), to avoid congestion.
- Lockers will not be utilized in the secondary schools.
 - High school and middle school students will be allowed to carry a backpack with them throughout the day in order to have all necessary supplies. (This may be revisited).
 - Elementary students will not bring backpacks to school in an effort to avoid congestion in coat room areas. Students will be permitted to carry folders or a binder to/from school. (This may be revisited).
- Schools that serve breakfast will have a grab and go breakfast delivered to designated areas.

 For dismissal car rider/student driver procedures will be altered to include practicing social distancing.

Instructional Methods

• P-H-M will provide students educational opportunities that remediate, accelerate, and enrich learning.

Face to Face

- In this environment, we are instructing students inside the walls of our schools each and every day.
- Students will be assigned an individual device for use.
- Students will continue to be masked in the classroom unless the classroom environment/content requires otherwise. In that case, social distancing will be strictly enforced.
- Instructional spaces will be arranged to maximize space and repurpose larger rooms.
 This will include, but not limited to, increasing spacing between students, moving classes outside (weather permitting), rearranging desks, and facing the desks the same direction (when possible).
- Principals will repurpose large spaces in the school (i.e. cafeteria, gymnasium, etc.)
 into temporary learning spaces to ensure some activities can take place with
 adequate social distancing.
- PE classes will be offered outside, weather permitting. Materials will be sanitized between use.
- Fine Arts classes will be arranged to maximize space. Any shared materials will be sanitized between use.
- Learning materials will not be shared unless sanitization can occur between usage.
- Elementary students will remain with the same group or "pod" for the majority of the instructional day.
- Secondary passing periods will be adjusted as needed to allow students to travel from learning space to learning space while following designed traffic patterns.
- Middle school schedules will be adjusted to a 3 period block schedule day (with an advisory/read time) minimizing needed hallway transitions.
- Large group and community gatherings in the school building <u>may</u> be restricted for at least the first 9-weeks of school.

Virtual

• In this environment students would receive instruction through a combination of live, recorded, and/or posted lessons from P-H-M teachers while students are at home. In

the live sessions, there is a possibility that students will be with students from other schools within our district.

Grades K-5

- P-H-M will dedicate a cadre of teachers to take over instructional responsibilities for grades K-5.
- Grade level content will focus on reading, writing, and math.
- Teachers will utilize Google Classroom and will have a combination of live/recorded instruction (via zoom/google hangouts) and student work time.
- Instructional feedback and formative assessments will be provided regularly.
- Grade level standards and curriculum maps will align with in-person instruction.

Grades 6-8

- At the middle school level, students and teachers will utilize Canvas as the learning management tool.
- Students will be assigned to content teachers for language arts, math, social studies, and science.
- Available electives will be offered.
- Teachers will be in contact with students through various methods including instructional videos. Grade level standards and curriculum maps will align with in-person instruction.

Grade 9-12

- Students will be able to select from two (2) different virtual options. High school families will need to complete this survey indicating their choice.
- Virtual options will align with state and national academic standards.
- Students will be assigned to an instructor who will be able to answer their questions and guide them through the coursework.
- Instruction will be delivered to students through a combination of synchronous and/or asynchronous learning based on available courses and staff availability.
- Some electives, Dual Credit, and AP courses may not be available virtually.

<u>eLearning</u>

• This environment would be enacted if the district or your child's school is closed and would have instruction happening virtually with students in their home environment.

Exceptional Education

- Students/staff will wear masks/shields for the safety of others.
- Employees will help and encourage students to maintain safe social distancing.

- Student programming modifications will be made to protect both students and staff.
- Some IEPs/504s will be reconvened, as needed, to reflect changes due to the virtual option chosen.
- All student services, therapies, and evaluations will be delivered to support student development regardless of instructional method chosen.
 - If virtual, Ex Ed staff (TORs, EAs, OTs, SLPs, PTs) will instruct virtually and will be available for phone, virtual meetings, or email for assistance at designated times.
 - If virtual, evaluations can be done virtually with reliability and validity after purchasing the appropriate assessments to do so.

PennPALS/Young Adult

- Programs will be open and running with the same options of face to face or virtual learning. PennPALS has four sites in the district (Bittersweet, Elm Road, Elsie Rogers, and Mary Frank) and will follow the same guidelines outlined by each of those buildings.
- The Young Adult Program (YAP) will be open and running with the same options of face to face or virtual learning. The YAP will follow the same guidelines outlined by Schmucker Middle School since it is housed in this building.

Early Learning Academy (ELA)

- Parents who have enrolled their child in ELA will be given the option of face-to-face or virtual learning. In either setting, payments will be collected as previously stated.
- ELA programming will begin on August 20th.

Lunch/Recess

- 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.
- Lunch areas will be sanitized after each group.
- Recess areas will be "zoned" so that students are not clustered in one area. Each area will be sanitized after each use prior to the next group of children. Communal sports equipment will not be available for use.

• Restrooms will be monitored and sanitized regularly.

Positive Environment



Social-Emotional Learning & Mental Health

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

As Penn-Harris-Madison students and staff prepare to face the new challenges presented as a result of COVID-19, we would like to provide a roadmap plan to assist with the re-entry. We know that as students and staff return to school, there will be a range of experiences and feelings related to the Pandemic as well as social unrest. We acknowledge this range and want to provide supports. In order to do this, a roadmap will help to provide supports for the following areas:

Students

- Focus on Relationships
- Virtual Chill Space available
- Counselors are available for students at the secondary levels to provide crisis intervention and assessment, as well as utilize various counseling techniques and supports.

- Youth Service Bureau Specialists are available at elementary and middle schools to provide crisis risk assessment and Tier 2 & 3 supports.
- Focus on grief and hope
- Focus on Stress Management

• Social-Emotional Learning (SEL) and Mental Health Supports

- Weekly SEL Lessons created for P-H-M will take place in the classroom settings
- Professional Development will be available (especially virtually)
- Focus on relationships
- Information on how to report concerns will continue
- Suicide Risk Assessments will continue to take place as needed
- Counselors and Youth Service Bureau Specialists are available
- o P-H-M has a Mental Health Crisis Team

Psychological Safety

- Creating a psychologically safe environment will be important, which can be done through SEL, building relationships, community circles, and sharing information with students, staff and families. Information on trauma has been and will continue to be available.
- Risk assessments for suicide will be conducted as needed.

Teacher and Staff Wellness

 Educator wellness is a must to help support staff with re-entry, building relationships, self-care, stress management, and trauma-responsiveness.

Supports for staff are available

- Professional Development (especially virtually)
- Resources & Information
- Option for PLCs (Recommend the Science of Happiness course through IN-DOE, which provides 45 PGP upon completion of the course)
- Accessing strengths will be an important focus
- Employee Assistance Program available to most employee groups through New Avenues
- Trauma Informed and Responsiveness professional development and resources are available.
- Stress management and self-care will be of utmost importance for staff.
- **Relationships**-Relationships are vital to establish in order to help build resilience, improve learning, as well as behavioral, social and psychological outcomes for staff, students and families.
 - Restorative Practices training and techniques will be utilized
 - Community Circles will be of use for SEL lessons and classroom instruction to help build relationships

- Resources will continue to be available
- Professional development opportunities will continue to be available

Classroom Supports & Interventions

- SEL is a vital way to support classroom interactions. This can be done through integration as well as weekly SEL lessons (especially using a community circle approach for delivery). Lessons, resources, professional development and communication will be available.
- Positive School Wide Behavioral Supports will be encouraged to continue at the school level.
- The Rtl Tiered Process & supports will be encouraged to assist with concerns and interventions
- Virtual Chill Space and Resources will be available for students
- Trauma Informed and Responsiveness professional development and resources will continue to be available
- Information on how to respond to students will be available
- Activities for the first few days of school will be provided to staff to help support re-entry
- Self-care resources and professional development will be available to support educators.
- Removing anxiety and providing a calm school environment will be important.
 Teachers do an excellent job of this; additional supports/resources will be made available
- Educators are mandated reporters

• Information and Supports for Families

- Understanding psychological safety of re-entry will be important
- Resources and communication with regards to SEL/mental health will be available to families (e.g., grief, SEL resources, stress management, etc.)
- Virtual Chill Space will be available for families to use should there be an extended eLearning period again
- Professional Development is available for PTOs

• Community Resources and Partnerships

- P-H-M has MOUs with Reflections Counseling & Oaklawn Psychiatric Center
- P-H-M has had a long-time community partnership with Youth Services Bureau and Youth Development Specialists are available for elementary and middle school students
- P-H-M has had a long-time partnership with FiveStar Life
- Additional community resources are available

Participation in 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.
- P-H-M will provide all student-athletes, marching band participants, and coaches/sponsors with one (1) reusable mask.
- All athletic teams in grades 6-12 will follow the specific guidance from the IHSAA in regard to safe participation during re-entry phases.
- The marching band for grades 9-12 will follow the specific guidance from ISSMA in regard to safe participation during re-entry phases. The 2020 Marching Band Competition Season has been canceled by ISSMA.
- Student participation in extracurricular activities is voluntary and coaches/sponsors 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.
- Teams will adhere to all transportation COVID protocols and procedures.

Kids Club - Before/After School Care

- PHM will operate the Kids Club Program for the 2020-21 School Year
- A new procedure will take place for check-in and out. Parents will be restricted to school
 vestibules for at least the first 9-weeks of the school year.
- Kids club staff will perform additional sanitizing and cleaning to maintain a safe physical environment.
- Participating students will be asked to wash hands / use hand sanitizer
- Staff will encourage social distancing and not sharing materials/books/computers/etc. with other students
- Students will remain with the same group or "pod"
- Outdoor activities will be preferred, weather permitting.

Return to Learn: School Specific Plans

Elementary Schools

Bittersweet Elementary School

Elm Road Elementary School

Elsie Rogers Elementary School

Horizon Elementary School

Madison Elementary School

Mary Frank Elementary School

Meadow's Edge Elementary School

Moran Elementary School

Northpoint Elementary School

Prairie Vista Elementary School

Walt Disney Elementary School

Middle Schools

<u>Discovery Middle School</u>

Grissom Middle School

Schmucker Middle School

High School

Penn High School

Pennway Alternative School

Pennway Adult Night School

Kids Club

All Elementary Schools

Athletics Band

<u>High School & Middle School</u> <u>High School & Middle School</u>

Other Important Links:

Penn Harris Madison

PHM Website

Reopening Plan 2020-21: Quick Reference Guide

Answers to Frequently Asked Questions (FAQ)

District Calendar

State of Indiana

2019 Novel Coronavirus Website

Return to School: Guidance for Students and Staff for Suspected or Confirmed Cases

Indiana Department of Health

ISDH Website

Answers to Frequently Asked Questions: Planning for Schools (FAQ)

General COVID-19: Answers to Frequently Asked Questions (FAQ)

Guide for Parents Related to Student Screening and Quarantine/Isolation Guidelines

Covid Decision Making Tree

Indiana Department of Education

IDOE Website

Back to School Face Covering Guidance for Families

St. Joseph County Health Department

Symptom Checker & Tracker

Indiana Department of Family and Social Services

FSSA Website

Video Resources For Families

Symptoms of Coronavirus

How to Wear a Cloth Face Covering

What is Social Distancing