

Reopening Plan for Secondary Schools

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.



SCHEDULE OPTIONS

Below is a description of the learning options for the 2020-2021 school year.

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.

Blended Reopening

- Within each secondary building, students will be split into two groups, Students from all grades will be represented in each group per building.
 - Group A will attend school on Monday and Tuesday
 - Group B will attend school on Thursday and Friday
 - Students will follow the regular school schedule on the days that they are in attendance.
 - Students will work asynchronously on assignments designed by their teachers on the days that students are not in school.
 - Students should expect to work 45 minutes to an hour per subject area/class
 - Attendance will be based on the completion of assignments on these days
- Students will work virtually on **Wednesday** with a combination of scheduled synchronous instruction and independently according to the schedule below:
 - Middle School schedule
 - 7:25 - 10:45: Collaborative planning, planning, office hours by appointment, student work time
 - 11:15 - 11:45: Period 1 - Synchronous meeting
 - 11:50 - 12:20: Period 2 - Synchronous meeting
 - 12:25 - 12:55: Period 3 - Synchronous meeting
 - 1:00 - 1:30: Period 4 - Synchronous meeting
 - 1:35 - 2:05: Period 5 - Synchronous meeting
 - 2:10 - 2:40: Period 6 - Synchronous meeting
 - High School Schedule
 - 7:25 - 10:40: Collaborative planning, planning, office hours by appointment, student work time
 - 11:10 - 12:00: Block 1 - Synchronous meeting
 - 12:05 - 12:55: Block 2 - Synchronous meeting
 - 1:00 - 1:50: Block 3 - Synchronous meeting
 - 1:55 - 2:45: Block 4 - Synchronous meeting



Total Remote

- All students in grades 7 to 12 will receive instruction through a combination of scheduled synchronous instruction and independent, asynchronous instruction following the below schedules.

Middle School Remote Schedule

7:30 - 8:30	Period 1 (includes a 5 min check in time for students)
8:35 - 9:30	Period 2
9:35 - 10:30	Period 3
10:35 - 11:30	Period 4
11:30 - 12:00	Lunch
12:00 - 12:55	Period 5
1:00 - 1:55	Period 6
2:00 - 2:30	Remediation/ Enrichment



High School Remote Schedule

7:40- 9:11	Block 1
9:16 - 10:43	Block 2
10:43- 11:13	LUNCH
11:13 - 12:40	Block 3
12:45- 2:12	Block 4
2:15 -2:45	Remediation/ Enrichment

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

Upon arrival to school, students will remain on the school bus until dismissed. Coordinated efforts will be made to dismiss one bus at a time. Upon dismissal from the bus, students will enter the building, obtain breakfast, if desired, and report to class. Breakfast will be served in a Grab-N-Go fashion. Students are not to congregate in the hallways or cafeteria.

High School

Busses will arrive at the high school in two waves. The first wave will arrive at 7:15 a.m. with the second wave arriving at 7:20 a.m. Students will enter the building through the cafeteria or by the outside stairway that leads to the Central Complex depending on the direction of their first block class.

Middle School

Students will be dismissed from the bus at 7:30 a.m. in a staggered fashion. Students will enter the building through multiple entrances that will be identified by the school administrators.

Parent Drop-Off Arrival

High School

Students are to be dropped off at the Central Complex Entrance. Vehicle traffic is to enter the high school campus from George Street onto Model Avenue. Students are to remain outside of the school until 7:25 a.m. and then report directly to their first block class. If desiring breakfast, students are to obtain it from the cafeteria and report to their first block class.

Middle School

Student drop off will follow the process that has been established at each middle school. Students are to remain outside of the school until allowed to enter. Students are to remain outside of the school until 7:25 a.m. and then report directly to their first class. Students will need to report directly to the cafeteria or their first class when permitted in the building.



Assemblies and Class Meetings

Assemblies and class meetings will 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.

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.

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.

Cafeteria

Breakfast and lunch will continue to be served each day. Food options and the process for obtaining the meals will be modified. Breakfast will be available to students upon their arrival, but students will take the meal to their first class(Grab-N-Go fashion).

Each school has added a lunch to the 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.

Cafeteria tables and serving lines will be cleaned after each lunch.

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



Students and staff must wash hands or use hand sanitizer before and after eating.

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 rags and paper towels. Surfaces should be cleaned regularly throughout the day.

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

If student materials are shared, they should be wiped down after each use by the teacher or designee.

Disposable gloves are available upon request. Teachers may request gloves from the head custodian.

Pump bottles of hand sanitizer will be provided for each classroom. Teachers will encourage students to use hand sanitizer or wash their hands frequently.

**If a teacher is using a student as a designee, please show them how to clean it properly.

Classroom Organization (desk placement)

Students desks and workspaces should be spread out 3 to 6 feet or to the maximum extent feasible.

Student desks should be facing the same direction.

Students should be assigned seats.

Furniture that does not have a hard surface that can be cleaned daily must be removed from the classroom. No fabric/cloth furniture of any kind (sofas, pillows, cloth chairs, cloth topped stools, etc.).

Teachers must work in conjunction with building principals for additional PPE in classroom - (plexiglass barriers, etc)



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



COVID-19 Procedures

IF A STUDENT/FACULTY/STAFF MEMBER TESTS POSITIVE

Penn Manor will follow the “Decision Tree” developed by Penn Medicine Lancaster General Health regarding positive COVID-19 students and staff as well as exposure to positive COVID-19 students, staff, or household members. All notification of affected students, staff and family members will be handled by the PA Department of Health.

- A child or faculty/staff member who tests positive for COVID-19 **must immediately isolate for a minimum of 10 days from the start of symptoms**. This person cannot be released from isolation at home until improved symptoms and no fever (without fever-reducing medication) for at least 24 hours prior to release from isolation.
- If a child or faculty/staff has an asymptomatic positive test, then isolation is 10 days from the date of test.

IF A STUDENT/FACULTY/STAFF MEMBER HAS HAD CLOSE CONTACT WITH SOMEONE WHO TESTS POSITIVE

“Close contact” is defined as being within 6 feet for a period of 10 minutes or more of a COVID-19 positive person. It does not matter if a person was masked or not.

- A student/faculty/staff member who has had close contact with someone who has tested positive for COVID-19 must stay home and immediately quarantine for a minimum of 14 days from the last contact and monitor for symptoms.
- If during the quarantine period this person does not become symptomatic, he/she must complete the 14-day quarantine time period.
- If during the quarantine period this person becomes symptomatic, he/she must be tested for COVID-19. If the test is positive, he/she should follow the “Tests Positive for COVID-19” requirements listed above.

IF A HOUSEHOLD MEMBER TESTS POSITIVE

Key question: Can the COVID-positive household member be isolated in the home?



If **yes**, then the exposed student/faculty/staff member:

- Must stay home and immediately quarantine for a minimum of 14 days from last contact and monitor for symptoms.
- If the student/faculty/staff member becomes symptomatic during quarantine, he/she must be tested for COVID-19. If the test is positive, he/she should follow the “Tests Positive for COVID-19” requirements listed above.
- If during the quarantine period this person does not become symptomatic, he/she must complete the original quarantine time period.

If **no**, then the exposed student/faculty/staff member

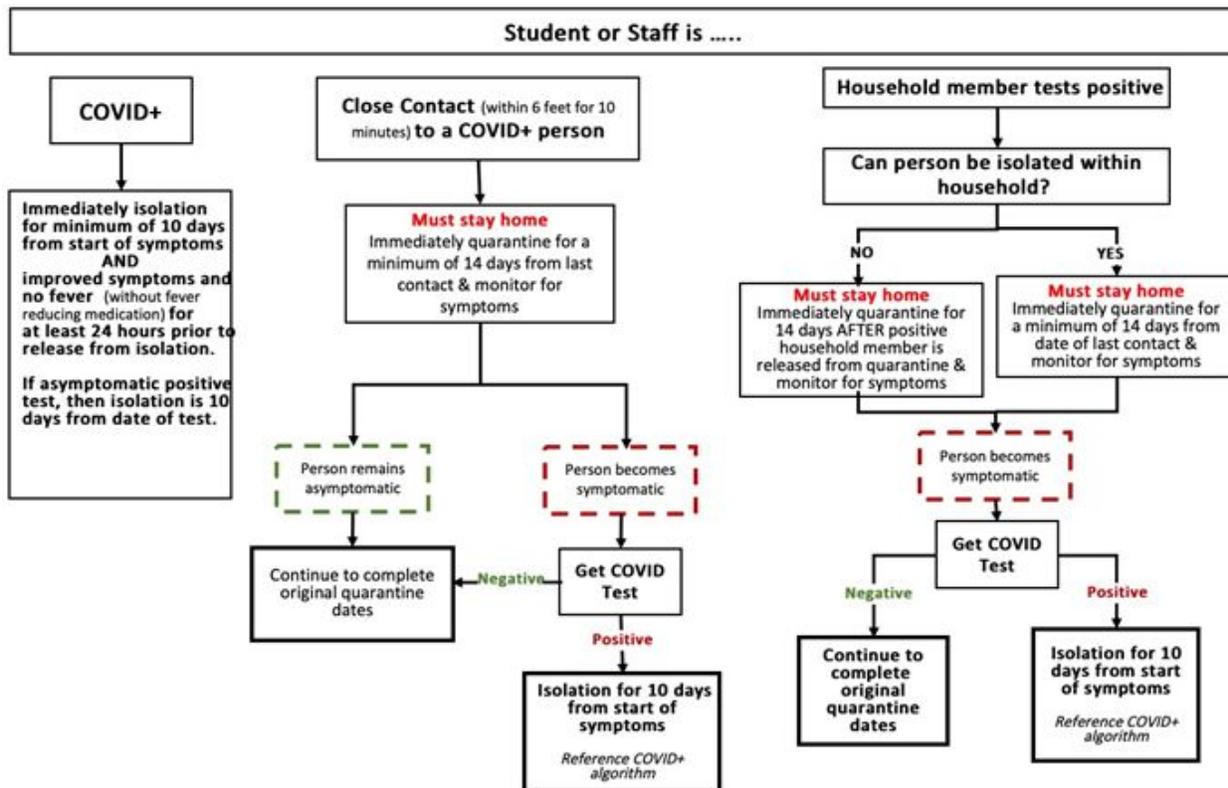
- Must stay home and immediately quarantine for a minimum of 14 days **AFTER** positive household member is released from quarantine & monitor for symptoms
- If the student/faculty/staff member becomes symptomatic during quarantine, he/she must be tested for COVID-19. If the test is positive, he/she should follow the “Tests Positive for COVID-19” requirements listed above.
- If during the quarantine period this person does not become symptomatic, he/she must complete the original quarantine time period.

NOTIFICATION PROCEDURE

When a student or school employee has tested positive, they will be notified by appropriate public health personnel and instructed on an isolation protocol. Close contacts of the person who tested positive will also be contacted by medical personnel and receive quarantine instructions. The only time Penn Manor will communicate a medical diagnosis with all families in a school is at the direction of the Pennsylvania Department of Health.



COVID-19 Decision Tree



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.

Dismissal

To the maximum extent possible, students will be dismissed in intervals. The process will vary by buildings, but specific groups of students will be dismissed at a time and should head directly to their bus, car or waiting transportation. Students are not to congregate in the hallways, cafeteria or bus lane.



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.

Evacuation Drills

Routine, scheduled evacuation drills will be conducted with students and staff remaining in the building. The scenarios of each drill will be discussed within the classroom. If a situation arises that causes students and staff to evacuate the building, everyone is to exit the building as quickly as possible. Once outside, teachers should direct students to areas that provide for appropriate social distancing.

Face Coverings/Masks

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.

Students may remove face coverings when:

- Eating or drinking when spaced at least 6 feet apart;
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.



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.

Mask Wearing Exceptions

In order to not be required to wear a mask at all times, a student must provide medical documentation that precludes them from wearing a mask.

When medical documentation is provided, this information will be added to an existing IEP or 504 plan. If neither exist, a building plan will be developed to accommodate this exception.

- If an already-identified student has a disability through a 504 Plan or IEP that clearly manifests itself in ways that substantiate the claim that he or she cannot wear a mask, the request will be accepted.
- The building plan team should consist of the building administrator, school nurse, parent and student.
 - The main goal of each plan is for the student to safely participate in school while maintaining 6 feet of social distancing to the maximum extent possible.
 - This could include but not limited to:
 - Staggering time in the hallway to avoid large crowds.
 - Assigned seats that are socially distant by a minimum of 6' in the classroom and other locations throughout the building.
 - Opportunities to develop strategies to tolerate mask wearing.

If a student does not have medical documentation, nor an existing IEP or 504 plan that clearly substantiates an exception, the building team should consider the following:

- Information related to the identified disability that substantiates an exception..
- If a plan is not warranted, the team must determine where the student will be educated without a mask. Options could include exclusion from face-to-face instruction, enrollment in Penn Manor Virtual School or some other suitable alternative.
- Consider the individualized circumstances supporting a direct threat analysis including the presence of other unmasked individuals that might be considered high-risk or other employees or students who are high-risk.

Options to consider when a student refuses to wear a mask and does not have a documented exception:

- Are there other accommodations, such as a face shield that could be used?
- If the above circumstances cannot be accommodated and the student refuses to wear a mask, enrollment in Penn Manor Virtual School will be required.
- The District may initiate local enforcement measures up to and including discipline, in its discretion and with notice to the student.

Resources



- [Face-Covering Order](#)
- [PDE FAQ](#)

Faculty Room Use

Teachers are encouraged to practice social distance measures when using the faculty room. Such spaces will have limited capacity to ensure adherence to social distancing recommendations.

The American Academy of Pediatrics suggests the following:

“Given what is known about transmission dynamics, adults and adult staff within schools should attempt to maintain a distance of 6 feet from other persons as much as possible, particularly around other adult staff. For all of the below settings, physical distancing by and among adults is strongly recommended, and meetings and curriculum planning should take place virtually if possible.”

[AAP](#)



Faculty Meetings

When the typical faculty meeting space cannot accommodate social distance measures, meetings will be held over Google Hangouts.

Food/snacks to share

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

Grouping of Students - Middle School

Students will be scheduled into grade level teams in each building. Within the team, cohorts of students will be defined so that the same students are grouped together throughout the day. Cohorts will travel together from class to class. If needed, teachers may move from room to room with the exception of science and the cultural arts teachers.

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.

Parent tutorials for Google Classroom can be found [here](#).

New Student Orientation

The number of visitors in buildings is being limited, including parents and students, before the start of the school year. New student orientation is essential in helping students transition into school. For this reason, each of the schools are planning an orientation for students that will be held in a virtual format.

Meet the Teacher Night

Parents are an integral part of the educational process and it is imperative that parents and teachers interact with each other.. One element we have used in the past is Meet the Teacher Night. Given that we are limiting the number of visitors in our buildings a virtual open house is being planned.

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.



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. 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.