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## **Old Forge School District Reopening of Schools COVID-19 Fall 2020**

The following Old Forge School District (OFSD) Reopening Proposal is being offered for discussion in response to the COVID 19 pandemic as District administrators begin to consider the possible reopening of schools in September. The ideas outlined below are not all-inclusive, but do attempt to comply with CDC and PDE guidelines.

### General Overview:

- OFSD comprises two conjoined buildings.
- The Elementary Center, grades K-6, has an enrollment of 530.
- The Jr/Sr High School, grades 7-12, with an enrollment of 455.

Due to the need for social distancing, only half (½) the population of each building will report for physical, onsite instruction. One-half of each building's population would report on Mondays and Wednesdays, while the other half would report on Tuesdays and Thursdays.

- Schedules for attendance days will be distributed by building principals.
- Life Skills, Emotional Support and Autistic Learners may report Monday to Friday.
- English Learners may report every day, Monday to Friday.
- Learning Support students requiring intensive intervention and accommodations, may report more than the scheduled two days of onsite instruction, as needed, and as space allows.
- Speech services will be delivered as per the student's IEP.
- Any student requiring additional support, may attend more than the scheduled two (2) days of onsite instruction, as space allows.
- On days that students do not attend onsite instruction, remote learning will take place via Google Classroom.
- Technology will be made available for any family requiring it to participate in remote learning.
- During the closure of the building, for any COVID-19 related reason, ALL students will move to online, remote learning using Google Classroom.

Onsite classes would meet Mondays through Thursdays.

- Fridays would be reserved for online instruction via Google Classroom and onsite enrichment and intervention opportunities for students, as needed and as space allows.
- Adjustments would be made for those weeks that have a school holiday.

Christopher J. Gatto  
High School Principal

Michelle Hopkins  
Special Education Supervisor

Shelly Egan  
Elementary Principal

- Kindergarten will report daily for half (½) day onsite instruction, with the other half (½) day dedicated to at daily at home work. An AM and PM session will be established for the Kindergarten students.
- Parents must be prepared to have child care for all five days of the week, as intermittent shut downs due to COVID-19, or related issues may take place during the confines of the year.
  - If the building must be shut down for sanitization or other COVID-19 related reasons, ALL students will move to full online, remote learning during the time of the physical building closure.

Masks are required to be worn at all times by all students and staff.

- Students and staff will be responsible for supplying their own masks/face shields.
- Additional masks/face shields will be available only in emergency situations.
- Please see the PA Secretary of Health's *Frequently Asked Questions*, for clarification on mask wearing. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
  - **Under what circumstances are students permitted to remove their face coverings (e.g., masks and face shields)?**
    - Schools may allow students to remove their face coverings when students are:
      - Eating or drinking when spaced at least 6 feet apart;
      - Seated at desks or assigned work spaces at least 6 feet apart; or
      - Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).

In the Green phase, if intensive social distance mitigation efforts are reduced prior to the opening of school all students will return.

- Administration and the School Board will continue to monitor the spread of COVID-19, and the recommendations of the PA Department of Health, the Center for Disease Control and the Pennsylvania Department of Education
- Social distancing will still be encouraged, as will the procedures for wearing masks/face shields; however, ALL students will attend school every day, Monday to Friday.
- Classroom furniture will be limited to the teacher's desk and students' desks to allow more space for social distancing.
- Cleaning, sanitizing, health reporting and social distancing will be in effect, the same as under a scaffolding attendance schedule.

All students and staff must complete a morning health check.

- Students and staff are asked to do a health check, self-assessment prior to reporting to the school or getting on the school bus. If the student or staff member has any of the below listed symptoms, they should remain at home and contact their medical professional for further direction.
  - Fever (anything over a 98.5)
  - Cough
  - Shortness of breath or difficulty breathing
  - Diarrhea

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

Bookbags will not be allowed in either building during the 20-21 school year, until the pandemic restrictions are fully lifted.

- Homework will only be done virtually, to the maximum extent possible, until the pandemic restrictions are over.
- Books and material will remain in school, to the maximum extent possible, until the pandemic restrictions are lifted.
- Essential learning materials, for review and at home, will be posted to the Google Classroom of each teacher.

Locker usage will be limited at the Jr/Sr High School.

- Scaffolding schedules will be given so students know when they are able to access their locker. This will be done to reduce congestion and to enforce social distancing.
- Students will not be permitted to their lockers at any other time, but those assigned.

Sports bags and equipment will be allowed in the building, only if practice or competition is to occur, immediately upon the dismissal of school.

- Sports bags will continue to be stored in the basketball team room.
- One student at a time will be allowed to enter the team room, students waiting must maintain 6-foot social distancing.
- Once bags are locked in the room at the beginning of the day, there will be no access to the room until dismissal.
- Social distancing protocol to retrieve bags will be strictly enforced.

Elementary Supplies- To limit the sharing of materials, each parent/guardian is requested to supply a gallon zip lock bag, with the child's name on it. This bag is to include:

- Crayons
- 10 pencils
- A pencil sharpener
- A glue stick
- Safety scissors
- 3-5 Highlighters (Grades 3-6)
- Post-It notes (Grades 5-6)

Secondary Supplies- All students grade 7-12 will be given a Chromebook.

- Students are responsible for their Chromebook and are responsible for damages.
- Teachers will inform students of material requirements for specific classes.
- Google Classroom and digital documents will be used as much as possible.

Water fountains will be turned off at the Elementary School. Students are encouraged to bring one (1) bottled water from home daily. The school will have water for those students who are unable to bring it to school.

Water fountains are being converted into water bottle filling stations at the Jr/Sr High School. Fillable water bottles will be available for sale at the school store.

Cafeteria will be used to serve hot and cold breakfast and lunch daily.

- Breakfast will be served to elementary students in the cafeteria and spillover seating.
- Breakfast will be available for high school students through a “grab and go” cart in the lobby.
- Breakfast may be eaten in the classroom during the first period.
- No cash transactions will take place this year.
- Parents/guardians and staff members must deposit money on their account online or through the drop box in the building office.
- All students/staff will purchase breakfast /lunch through their assigned pin number.
- All food and utensils will be prepackaged.
- Up sale items will be available for sale, however, cafeteria staff will distribute items to students requesting them.
- Spillover seating to enforce social distancing will be made available in the auditorium, elementary gym, hallways and outdoors.
- Students will be assigned a seat.

Students who are not onsite will be allowed to pick up a lunch from the school at a designated time each day. Breakfast and lunch will be sent home with the student for the next day whenever possible.

Snacks will not be provided at any level. Students requiring snacks must bring them from home.

#### Recess Protocol

- The playground will be divided into specific activity orientated areas to be predetermined as best as possible.
- No balls or shared toys may be brought to the playground.
- Masks are required to be worn.
- Students will only be allowed to play with students in their classroom.

District transportation will be available for students in the Elementary School on an as needed basis. Special Education transportation will be available on an as needed basis.

- The District is encouraging all parents/guardians to transport students to and from school to assist in enforcing social distancing.
- Students who require District transportation will be required to wear a mask and socially distance on busses/vans.
- Only immediate family, or children who cohabitate together, will be allowed to sit together on the busses/vans.

- AM Kindergarten will be provided transportation to school, but parents will need to pick students up at dismissal.
- PM Kindergarten students will be provided transportation from school, but parents will need to drop students off at start.

The following is daily protocol to prevent the spread of disease/illness in the Old Forge School District:

- All classrooms are equipped with hand sanitizing dispensers. Please enforce the use of hand sanitizing stations in the building.
- Teachers will be equipped with disinfection wipes, tissues, and hand sanitizer at all times. Additional supplies will be available through maintenance.
- All pencil sharpeners, desks, chairs, sink, and fountains will be sanitized nightly with a hospital strength disinfectant.
- All garbage cans will be sanitized with a disinfectant spray.
- All computer keyboards will be wiped with a damp disinfectant cloth nightly.
- All door handles will be sanitized nightly.
- All lavatories will be disinfected with hospital strength sanitizer.
- All locker rooms will be disinfected with hospital strength sanitizer.
- All offices will be cleaned and sanitized nightly.

If a student or staff member displays signs/symptoms of COVID-19 at school, they will be isolated in a quarantine area until they have transportation to be released from the building.

- If a student or staff member has a fever, they must be fever free for 3 days/72 hours before they may return to school. This should be without fever reducer.
- Students will participate in remote learning via Google Classroom when in recovery.
- If a student/staff member displays signs/symptoms of COVID-19 without a fever, they must be medically cleared by a physician to return to school. Documentation of medical clearance must be provided to return to work/school.

If a student or staff member tests positive for COVID-19, they must quarantine for 10 days from the date of the positive test before they may return to work/school.

- Documentation of a positive test must be provided to the school nurse.
- Faculty documentation must be provided to the Superintendent.
- Under the Family First Coronavirus Relief Act (FFCRA), to receive two weeks of paid leave-the positive test must be reported immediately.
- The student or staff member should be asymptomatic before returning to the school.
- A OneCall will be made to all parents/guardians that a positive COVID-19 case exists in the OFSD.
- Those students/staff with district exposure will receive further communication via OneCallor letter.
- The District will participate with the PA Dept of Health and the CDC in investigating an outbreak or in contact tracing.

If a member of a student's or staff member's immediate family, or someone with whom they cohabitate tests positive for COVID-19, the student/staff member is expected to quarantine for 14 days.

- Students will participate in all academics via Google Classroom when in quarantine.
- Staff will be allowed to use the FFCRA for time to quarantine.
- The School Nurse will be collecting medical information on all students/staff members for the 20-21 school year. Those students/staff members considered "high risk" via the CDC will have the opportunity to ask administration for reasonable accommodations.

Visitors will not be allowed physical access to be building for any reason

- Children will be walked to the door when parents are picking them up early from school.
- Parents of truant students will ring the bell and someone will come to retrieve a tardy student from the door.
- Anything being dropped off for students will be retrieved by a staff member from an outside door.
- All parent meetings, including IEP meetings, will be held virtually, using Google Meets.