

**EAST ALLEGHENY
JR/SR HIGH SCHOOL
COVID 19
*STUDENT/FAMILY PLAYBOOK***



January, 2021

This playbook provides a brief summary of the East Allegheny Phased School Reopening Health and Safety Plan which has been board approved and filed with the Pennsylvania Department of Education. It is an organic document and is available on the School District Website. Further questions and clarification is available through your building administrator and the district Pandemic Coordinator, Mr. Draskovich.

This Playbook will be maintained as a Google Document link on the District Jr/Sr High School Web Page and will be updated frequently due to the fluid nature of this pandemic and mitigation efforts. Send suggestions for its improvement to Mr. Draskovich.

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I. Parent Screening

Parents will be asked to screen their children prior to leaving home each day before leaving for school. Please refer to the attached **Parent Screening Tool**. This tool provides district expectations to take their child's temperature and to observe other symptoms of COVID 19. It also provides guidance for when they should be kept home, follow-up care, and when they may safely return to school.

II. Busing/Transportation

Allegheny Transportation Services (ATS) has worked out seating and transportation procedures to ensure adequate distancing, mask wearing and other mitigation practices and has been following them throughout our scaffolded reopening. These procedures will be maintained throughout a hybrid opening until a full reopening would prevent adequate physical distancing as per our District Health and Safety Plan. Bus drivers will have temperatures taken and screened before they begin their trips. They will not be expected to screen students upon entry to their bus. They will have masks to distribute should students forget their mask. Students will be expected to follow all masking and distancing protocols while in transit.

Students may be kept on their busses should there be a bottleneck at the screening areas. Busses will be given a specific target time to arrive in order to avoid back-ups.

Parent Survey results have indicated that a large number of parents would be providing transportation for their own children. A separate student drop off area on the Door 5 side of the school has been established so that private vehicles do not interfere with bus drop offs. Parents will not enter the building for drop offs (see also Student Sign-Out Procedure below).

III. Bag Searches/Temperature Screening

Procedures for student entry are also outlined in the District Health and Safety Plan as well as the attached **Arrival Screening Tool** (See Attached).

Students will be asked to drastically limit items carried to and from school, preferably just their Chromebooks to reduce the number of items required to be searched each day. Faculty will be requested to limit the number of assignments that would require them to transport books and materials.

School Security or administration will be stationed at both entrances to monitor the metal detectors and the facial temperature scans. They will have a hand held temperature scanner as well. Four scanners will be at Door 3 and two will be at Door 5. Faculty will be given sticks to search student belongings to limit contact and will be expected to be wearing masks and gloves as proper PPE.

Students with a temperature above 100 or those who exhibit symptoms detailed in the Arrival Screening Tool will be escorted immediately to the Isolation Room (See below).

All staff must continue their own temperature screening as per prior directives.

IV. Isolation room and Sign-Out Procedures

Any student who exhibits a temperature above 100 or exhibits symptoms as detailed in the attached screening tool will be brought to the Isolation Room next to Door 4. The school nurse will conduct a follow-up exam as detailed in the screening tool. Partitions have been installed in this room to ensure appropriate separation. A window has been installed to monitor students in the isolation room.

Should the nurse determine that the student is to return home, they will remain in the isolation room until their family comes to pick them up. Their

family will remain in the Door 4 Vestibule where there will be a sign out on a desk. Students will leave immediately from Door 4.

The district has installed Plexiglas barriers in a school vehicle to transport students home should the family prove unable to come in.

V. Breakfast/Lunches

Breakfast will be served as “grab and go” on both floors to be eaten in first period since the cafeteria is not large enough for the entire school to have breakfast at on time and still provide for physical distancing requirements. Sloppy breakfast items will not be a part of this year’s breakfast menu.

Lunches will be served and consumed in the cafeteria following the regular schedule. Students will sit no more than four per table with students sitting directly across from each other. .

VI. Lockers

Students will be permitted to use their lockers. They will be deep surface cleaned 2x per week but maintenance staff will not be able to clean the inside. Sharing lockers is discouraged.

VII. Hallway Traffic

The building precludes a one way traffic pattern and any attempt to do so would cause more congestion. Students will be asked to keep to the right in each hall and stairwell. Signs have been posted.

VIII. Water Fountains

All water fountains have been converted to bottle fill only. Students are allowed to maintain water bottles in their classes for water only. Students should not share water bottles.

IX. Use of PPE and Physical Distancing

All staff will be expected to assist in setting expectations for student's use of masks and in physical distancing. This includes them setting the example of proper wearing of masks and physically distancing. All staff who requested Plexiglass barriers were assigned one.

Faculty must wear a facial a facial mask but may use a clear shield if it is an academic necessity such as a speech or ESL class except when within three feet of a student or other staff member.

Should a student refuse to wear proper PPE or physically distance will be referred to the appropriate building office. If a student refuses to wear proper PPE or maintain physical distance requirements, they may be assigned to the Home Base Cohort for the remainder of the pandemic.

X. Dress Code

The dress code remains in effect, however due to setting and maintaining other higher pandemic related priorities, cooperation is greatly appreciated.

XI. Rest Rooms

Students will be allowed to use the restroom and they will be disinfected hourly. No more than one student should be out of class at a time. The district will no longer employ wooden or permanent hall passes.

XII. Lunches

In order to maintain the 6 foot physical distancing standards established in our Health and Safety Plan, no more than four students will be allowed to

sit at a table in the cafeteria and should sit directly across from one another. Students may be asked to sit at their tables and then sent into the serving line in order to maintain distance.

The Snack Shack will not be operating at the present time.

XIII. Classroom Set-Up

- a. All assigned classroom desks should be at least 6 feet apart to the extent possible. Unassigned desks may remain between assigned desks.
- b. It is recommended that all assigned student desks be facing in the same direction.
- c. It has been recommended that the teacher desk be 8 feet away from the assigned student desks if possible since they will be facing the student desks.
- d. Classrooms equipped with Univents should not turn them off since they bring in outside air.
- e. Opening a window even slightly greatly increases air transfer.
- f. Fans should not circulate unvented ambient air in the classroom since it will decrease the effectiveness of the established 6 foot distance between students.
- g. Teachers should limit the amount of sharable materials (scissors, markers, etc.) to the extent possible.

XIV. Class Coverages

Class coverages will be covered as much as possible by our traditional procedures. There is a contingency plan to assign classes to the auditorium if it becomes necessary for coverage by available faculty, security, administration and paraprofessionals. Students will take their Chromebooks and will follow all Health and Safety Plan guidance. Rows will be roped off and classes assigned to specific areas including the balcony if necessary to insure adequate distancing. If a teacher must teach

from home due to quarantine guidance, students will be able to follow from an area with supervision.

The school district must follow PDE Guidance as far as school closures should excessive numbers of staff become unavailable due to COVID related illness.

XV. Faculty Sign-In and Temperature Check

Faculty will sign in remotely each morning on the shared form to avoid clustering in the main office. They will be asked to record their temperature on the same electronic form to avoid shared use of pens at the front desk.

XVI. Physical Education Classes

In order to reduce the number of items students must bring to school, they will not be asked to change for gym however, they must be wearing tennis shoes. This will also reduce the need for supervision in the locker room area and in the hallway awaiting the bell.

XVII. COVID Communications

A similar “Playbook” was assembled for faculty and staff that can be easily updated and modified due to the fluid nature of this pandemic. It will be available to them prior to the start of in-person classes.

Please realize the fluid nature of this pandemic and our need to be flexible in our response to it. Further detail is provided in national, state, and local guidance as well as specifically in the District Health and Safety Plan. Both the Health and Safety Plan and this Playbook must remain organic and adapt to meet our common educational and safety needs.

XVIII. OFFICE PROCEDURES

Late to School- All students who are signing in late will continue to sign in with Mrs. Smith at the front of the building. Mrs. Smith will issue the student a late pass and the student will sign the late check-in sheet. The student is to report directly to class and will give their pass to the teacher. Mrs. Smith will return all late pass office copies to Ms. Gibson.

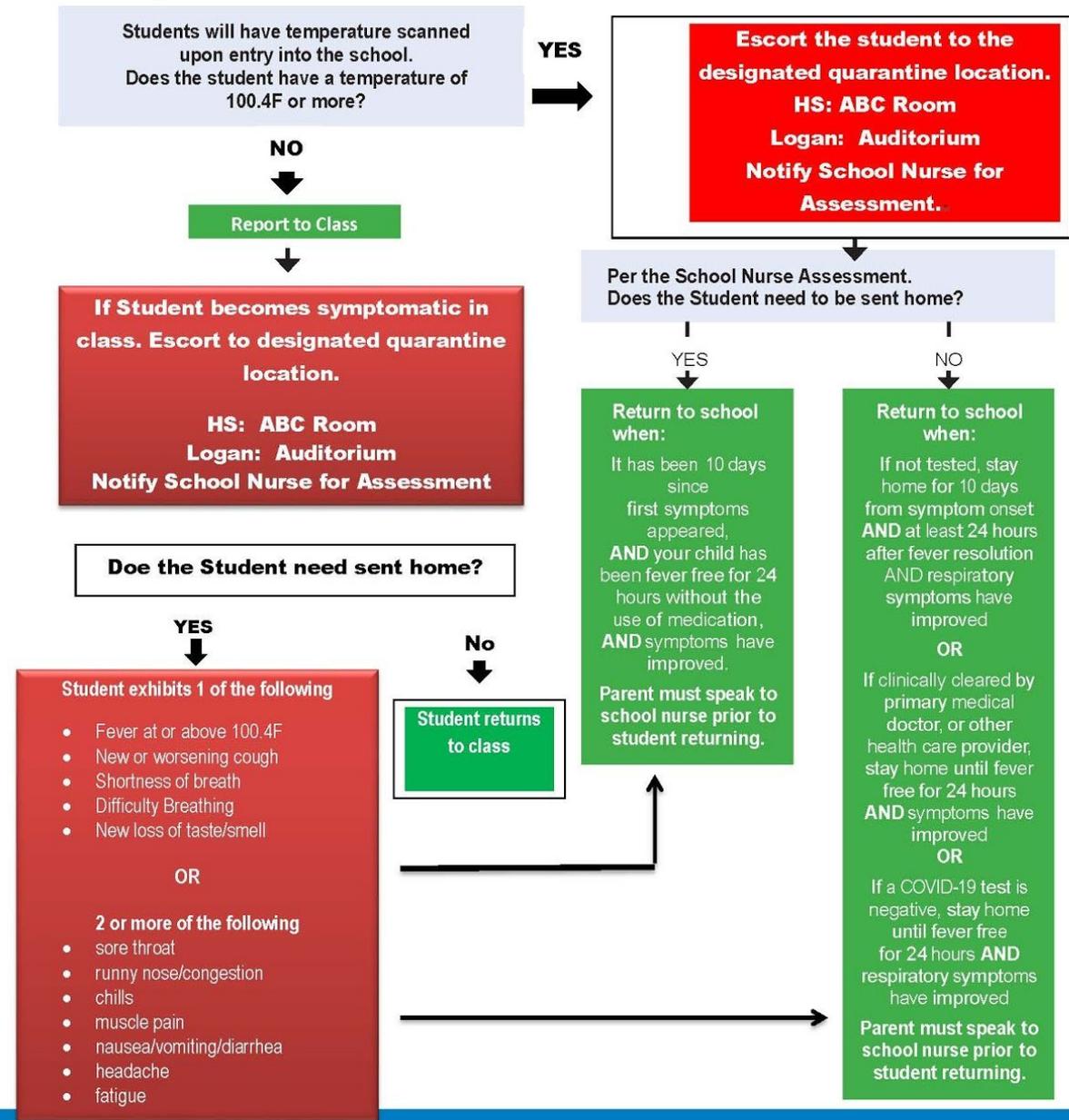
Early Dismissal- If a student arrives at school with a permission note for an early dismissal, immediately after temperature and bag checks, the student should present the early dismissal permission note to Mrs. Smith. Mrs. Smith will issue the student an Early Dismissal slip and have the student sign the Early Dismissal sheet. Upon leaving the building the student will report directly to Security. The student will give Security the Early Dismissal Pass and sign themselves out. No student will be permitted to leave the building without a pass. Security will return the office copies to Mrs. Gibson.

Students in need of Signature- If a student should need a signature or approval from an administrator there will be a bin on the HS front desk counter. The student will submit their request for approval/signature and immediately leave the office. There will be no waiting for an administrator's signature. The permission form, once signed, will then be returned to the student's 1st period teacher. The teacher will return the form to the student.

Request to meet with an Administrator/Counselor- When a student has a request to meet with an administrator, they should submit a request form to the HS Office front desk. There will be a designated bin on the counter. The HS Secretaries will address each request with an administrator. The student will be notified when the administrator is available to meet.

EAST ALLEGHENY SCHOOL DISTRICT UPON ARRIVAL SCREENING TOOL

START HERE



- Do the Student need sent home?**
- YES**
- Student exhibits 1 of the following**
- Fever at or above 100.4F
 - New or worsening cough
 - Shortness of breath
 - Difficulty Breathing
 - New loss of taste/smell
- OR**
- 2 or more of the following**
- sore throat
 - runny nose/congestion
 - chills
 - muscle pain
 - nausea/vomiting/diarrhea
 - headache
 - fatigue

For questions or concerns please contact the school nurse.
Created by the East Allegheny Nursing Department. Decision chart based on CDC and PA DOH guidelines.

