

2020-2021  
Union High School  
Safe School Reopening  
Plan

# Prior to Coming to School

- Parents will self-assess students with the COVID-19 District Checklist before sending their child to school each morning (Mrs. Sweeney will supply)
- Staff will self-assess using the COVID-19 District Checklist daily
- Students and Staff will stay home if they have a fever of 100.4 degrees or high. If medicine is used to reduce the fever, they will still remain at home
- Any student or staff who have had a fever will stay home until they have not had a fever for 24 hours without the use of medicine
- If you are uncertain of what to do, please contact your child's school nurse or high school principal

# Important Information When Sick

- A 14-day home isolation period will be required for any staff member or student who tests positive for COVID-19 and anyone who is determined to have been in direct contact with Someone testing positive for COVID-19 as determined by the Clarion County Department of Health and the PA Department of Health
- Students who test positive for COVID-19 will be placed on remote learning during the isolation period
- Students sent home by the school nurse's office with COVID symptoms must remain at home for 10 school days, unless they have a physician's note to return to school sooner. A student must have a physician's note and be fever free for 24 hours without the use of medicine before returning to school

# A Quarantine Room Will Be Designated

- The Nurse's Office and the Athletic Trainer's Office will be used if a student or staff member develops symptoms of COVID-19 and needs to be quarantined before being sent home.
- Barriers will be placed between individuals should there be more than one at a time
- Areas will be disinfected after each time vacated by the sick

# AM School Entrance Bus Times

## AM Bus Arrival Times

## # of Students Arriving

Bus 2	7:18	32
Bus 3	7:20	21
Bus 5	7:22	34
Bus 9	7:29	46
Bus 10	7:32	58
Bus 11	7:30	49

# Supervision of Students Entering School

Cafeteria/Outside Hallway/Stage: Mrs. Hibbard, Mrs. Elder, Mr. Kirkwood, Mrs. Dougherty/Mrs. Kepple, Mr. McCullough, and Mr. Kindel

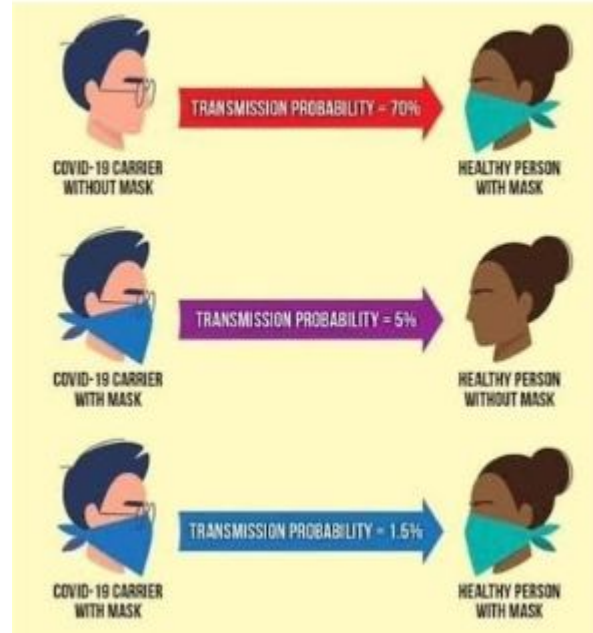
Main Doors: Mrs. Carr, Mrs. Lewis, Mrs. Vasbinder, and Mr. Rimer

Outside: Mr. Miller

Please let me know if you would like to be added to the staff list to help supervise students arriving to school and materials check

# Facial Coverings and Transmission of Virus

See visual attached



# Facial Coverings Required at Times

- All students will be required to wear facial coverings when on school grounds in the hallways and whenever social distancing cannot be maintained.
- You must come to school with a facial covering
- Students and staff will be issued two school face masks. However, students and staff may bring their own preferred facial coverings from home to use
- If a student or staff cannot use a facial covering due to a medical issue, the high school principal must be notified and a meeting will need to be held to determine appropriate modifications. A physician's note with specific recommendations is required. The team will meet to determine if a 504 is required.



# Procedures for Entering School in the AM

- Students will need to enter the building single file keeping a safe distance between themselves and the person in front and behind them, at least an arm's length distance
- Students must wear facial coverings while entering the school building, going through the metal detectors, when up walking around, and while waiting to be dismissed to class when they can't social distance
- Students can remove their facial coverings while waiting to be dismissed to class if they are able to distance themselves 6 feet from other people
- Students who cannot wear a mask will be assigned a separate space to wait until dismissed for class.

# Hallway Procedures and Locker Access

- Students must wear masks and walk single file in the hallways; no passing
- Do not touch walls, doors, etc
- Students with lockers assigned on the same side of the hallway as the high school office/upstairs bathrooms can access their lockers during ODD periods
- Students with lockers on the opposite side of the high school office/upstairs bathrooms can access their lockers during even periods
- Students must utilize their backpacks outside permitted locker access times
- There will be no access to lockers upon dismissal to class except as outlined above using odd and even periods. Students with even period access must take their backpacks to HR/1st Period and access their lockers during second period

# Breakfast and Lunch Times

## Breakfast Times

7:18 through 2nd period (Grab and Go)

## Lunch Periods

6th Period 11:21 -11:51

7th Period 12:10-12:40

\* Students will be permitted to eat breakfast in the classrooms through second period. Students will be expected to clean up after themselves and throw away any garbage in the trash can

# Breakfast and Lunch Procedures

- Students must wear masks in the food line for breakfast and lunch
- Students must maintain an arm's length between themselves and the person in front of them
- Students will not use the touchpad to enter their lunch numbers. Instead, they will use the barcode stand or tell their lunch numbers to the cafe worker at the register
- Students will get their breakfast/lunch and be seated in an appropriate area where they can social distance being seated at least 3 feet away from their neighbors
- All students must be seated at least 3 feet from one another

# Breakfast and Lunch Procedures Continued.....

- Students must wear masks when up walking around the cafeteria
- If students can't wear a mask due to medical reasons, they will be able to go through the food line after the other students are through
- Tables in the Cafeteria will have plastic dividers so students can be seated safely across from others.
- Cafeteria tables will be wiped down and disinfected before and between breakfast and each lunch period

# Changing Classes Between Periods

- Students are required to wear masks when changing classes
- Students who are unable to wear a mask will be released into the halls after the other students have gone when they will be able to keep 6 feet apart
- Students must stay to the side of the hallway and social distance.
- Any student who struggles to comply with this requirement will be expected to attend a one-to-one training with the high school principal or designee on how to social distance in the hallways.
- Only students who have access to lockers during the designated even or odd period should be stopping at their lockers

# Entering Classrooms and Disinfecting Surfaces

- Teachers will be provided the necessary materials to spray each desk surface with disinfectant and then go back and wipe each desk off with a cloth
- Students will need to enter the classroom and remain standing until their desk is wiped and the teacher has moved on
- Students are able to remove their facial coverings once everyone is seated and socially distanced
- Classroom desks and surfaces utilized will be disinfected between each class
- When possible materials will not be shared. If an item must be shared, it will be disinfected with wipes which will be made available

# Disinfecting and Cleaning Building Areas

- Student bathrooms will be cleaned and disinfected at least twice per day at the high school
- All classrooms and bathrooms in the building will be thoroughly cleaned and disinfected nightly



# Water Fountain Usage and Disinfection

- Current water fountains will not be utilized
- Students will need to carry a water bottle
- Filling stations will be installed at the high school for students and staff to refill their water bottles.
- Water filling stations, once installed, will be disinfected at least two times per day

# Hand Washing and Use of Hand Sanitizer

- Students and staff are encouraged to wash their hands often
- Hand sanitizer is available in every classroom
- Students are able to bring their own hand sanitizer and tissues from home
- Students are permitted to wear gloves

# Academic Instruction

- Windows and interior doors may be opened, weather permitting
- A/C usage, where available, is permitted as it also encourages air flow
- Weather permitting, classes may be held outside. The classroom teacher will need to make the office aware that they are choosing to hold class outside
- Teachers will arrange their classroom in the best configuration for promoting social distancing
- Teachers do not need to wear facial coverings in their classroom when able to maintain at least 6 feet distance between themselves and students

# PM School Dismissal Bus Times and Procedures

## PM Bus Dismissal Times

Bus 2                      3:08

Bus 3                      3:12

Bus 5                      3:07

Bus 9                      2:55

Bus 10                    2:55

Bus 11                    2:55

\*Students will remain in their classes until their bus arrives or the clock reads 3:10, whichever occurs first

\*Walkers and drivers will be dismissed at 3:00 between the first and second bus wave

# Excuses and Notes

- Notes/excuses between guardians and school staff can be done using the following:
  1. Electronically using the email address [hsexcuses@unionsd.net](mailto:hsexcuses@unionsd.net)
  2. By phone calling 814-473-3121; Prompt #0 for High School Office Secretary Tonya Priester who tracks attendance for students in grades 7-12
  3. By phone calling 814-745-2152; Prompt #0 for Elementary School Office Secretary Robin Anthony who tracks attendance for students in 6th grade

# Excuses/Notes Continued

- No student will be permitted in the office for the purpose of delivery a note or excuse
- A box will be made available in the lobby for students to drop off any excuses or other correspondence from home

# Late Student Arrivals/Early Dismissals

- Students will sign in and out, when necessary, in the lobby
- Use of a personal writing utensil is encouraged, but a pen will be made available and disinfected between uses

# Visitors

- All visitors will be restricted access to the building unless they have a scheduled appointment
- All visitors permitted to enter the building will have their temperature screened by the School Police Officer



# Distance Learning

- Students will have the ability to learn from home
- Technology and other materials needed will be provided by the school
- Students will follow their regular class schedule accessing their classes via live streaming
- All Teaching staff will have professional development related to live streaming their classes
  - Parents choosing this method of instruction shall contact their child's building office to coordinate