

# Rockwood Area School District

## Parent Guide to Reopening

Type of Reopening Plan: The Rockwood Area School District will operate school through in-person instruction for all students in grades PK-12 on Tuesday, September 1, 2020. (\*Students or families who are high risk or immunocompromised will be offered options for remote learning.) *Please note in the event the District would close due to COVID-19 students and teachers will operate with remote learning through Google Classroom.*

### **Daily Arrival/Departure & Transportation**

The student day will begin at 8:05am and end at 2:51pm. *\*Please note the dismissal time has been adjusted to an earlier time than prior school years.*

#### **Parent Pick up and Drop off**

- Students can be dropped off between 7:45 - 8:05 am and picked up at 2:51 pm
- Individuals who are self-quarantining or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up children from school.
- Morning Arrival
  - Elementary Students will be dropped off at the High School Gym entrance near the Rocket.
  - High School Students will be dropped off at the downstairs science wing door and enter the building through this entrance.
- Afternoon Pick Up
  - Elementary Students will be picked up at the High School Gym entrance near the Rocket.
  - Students will be released to their parents or designated adult when they pull up to the lobby. Parents should not leave their vehicles.
  - High School Students will be picked up along the sidewalk near the science wing door.
- Traffic Flow Change
  - All District parking lots will be restricted during the following times.
    - 7:30-8:30 AM
    - 2:30-3:30 PM
  - Parents will enter and exit school property using the Somerset Ave. entrance during drop off and pick up.
  - Parents enter from Somerset Avenue towards the HS gym during drop off and pick up. Upon dropping off or picking up parents will continue around the rocket and exit back out onto Somerset Ave.
  - Parents shall stay in their vehicle and form a single-file line leading to the H.S. gym entrance after 2:30 pm. Parents should not leave their vehicles.
  - ***Please note the school entrance on Somerset Avenue near the athletic fields will become a two way entry and exit for parent pick up and drop off.***

### Student Drivers & Staff Parking In Front of High School

- Student drivers & Staff will enter from Bridge Street in the morning and exit onto Bridge Street at dismissal.
- ***Bridge Street will be used as the entrance for student drivers and staff in the morning and as the exit during dismissal.***

### Student Arrival on Bus Transportation

- Students arriving by bus prior to 7:30am will report to the appropriate building level cafeteria.
- Students arriving after 7:45
  - Elementary students report to their classroom teacher.
  - Jr./Sr. High School students will report to their first period class.
- District transportation
  - Bus transportation will be provided to all students.
  - Parents will have the option to drive their child to/from school to reduce bus capacity.
  - Two students per seat (maximum if not from the same family), when feasible.
  - Family members are asked to sit together, with a maximum of three family members per seat.
  - Bus drivers and students are required to wear face masks while riding the bus unless they qualify for an exception to the “Face Covering Order” .
  - The buses will be disinfected after the morning and afternoon runs.

### Essential Travel and Field Trips:

- Field Trips for the 2020-21 school year will not be scheduled until further notice. Virtual field trips will be considered to enrich the educational experience.

### Daily Monitoring & Attendance

- Parents and guardians will be expected to screen children for symptoms before school each day.
- Temperature should be taken each morning by the parent while the child is at home.
  - **Students with temperatures above 100.3 degrees fahrenheit should remain at home. It is important for parents to follow this guidance.** It takes everyone’s cooperation to keep children healthy.
  - **Children with symptoms should not be sent on a bus or brought to school.**
- Parents should follow up with the Department of Health and/or a doctor and adhere to the recommendations. If COVID-19 is the reason the child had a temperature, the parents should notify the school nurse and appropriate building office.
- If a student is diagnosed with COVID-19, parents are encouraged to report this information to the appropriate school office/nurse and the Department of Health.
- Students should not return to school until the criteria to discontinue home isolation are met, in consultation with Pennsylvania Department of Health and/or healthcare providers. Written documentation is expected upon return.
- If a student exhibits observable signs and symptoms of COVID-19 while in school they will be referred to the school nurse or Health Room Aide in a confidential manner. The school nurse will determine if a student needs to be quarantined.

- The PA Department of Health recommends, if you have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, it is recommended that you stay at home for 14 days upon return to Pennsylvania. It is the responsibility of the parent to determine if the student should self-quarantine. Parents should be monitoring their child's symptoms and if they have symptoms they should not send them to school. The student's absences during these circumstances shall be considered excused.

## **Face Coverings**

**\*\*The Rockwood Area School District will follow the most current Orders issued by the Pennsylvania Department of Health and/or Governor. \*Please note this order applies to students, visitors, District employed staff and contracted employees.**

*The Face Covering Order issued on July 1, 2020 summary:*

### **Section 1: Face Coverings Defined**

*"Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen. For purposes of this order, a face covering includes a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or be improvised from household items, including but not limited to, scarfs, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for healthcare providers and first responders meet these requirements, such as N95 respirators, these specialized masks should be reserved for appropriate occupational and health care settings.*

### **Section 2: Face Coverings Required**

*Except as provided in Section 3, individuals are required to wear face coverings if they are:*

*A. outdoors and unable to consistently maintain a distance of six feet from individuals who are not members of their household;*

*B. in any indoor location where members of the public are generally permitted;*

*C. waiting for, riding on, driving, or operating public transportation or paratransit or while in a taxi, private car service or ride-sharing vehicle;*

*D. obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank; or*

*E. engaged in work, whether at the workplace or performing work off-site, when interacting in-person with any member of the public, working in any space visited by members of the public, working in any space where food is prepared or packaged for sale or distribution to others, working in or walking through common areas, or in any room or enclosed area where other*

people, except for members of the person's own household or residence, are present where unable to physically distance.

### **Section 3: Exceptions to Face Covering Requirement**

A. The following are exceptions to the face covering requirement in Section 2:

1. Individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability;
2. Individuals for whom wearing a mask while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines;
3. Individuals who would be unable to remove a mask without assistance;
4. Individuals who are under two years of age;
5. Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication;

B. Individuals are not required to show documentation that an exception applies.

### Student Face Covering Expectations

- All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth on District transportation, inside the school, and while outside, when social distancing is not feasible, unless they qualify for an exception as outlined in the order and below.
- The district will have face coverings available for students. Students may choose to wear face coverings they have chosen with their parents independently. Face coverings will be provided if and when a student forgets a covering at home or soils their face covering at school making it incapable of safely being worn.
- The face coverings defined in the order are acceptable for school use. 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.
  - *Student dress code and student expression policies and procedures will apply to the use of face coverings.*
- **Face covering exceptions will follow the face covering order issued by the Pennsylvania Department of Health and/or Governor. While documentation of the qualifying exception is not required, parents are asked to notify the appropriate building office in writing if their child qualifies for one of the exceptions and will not be wearing a face covering to school. A student with an existing IEP or 504 Plan will have the exception appropriately documented in an update to the student's plan.**

- Teachers will support, teach, and provide soft verbal reminders to students 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.
- Face covering breaks will be provided throughout the day when a social distance of at least 6 feet can be maintained.
- Students will be allowed to remove face coverings while:
  - Eating or drinking when spaced at least 6 feet apart;
  - Seated at desks or assigned workspaces at least 6 feet apart;
  - Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
  - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

### School Staff and Visitors

- Visitors and volunteers are restricted and limited to only essential visitors and volunteers (see section related to visitors and volunteers).
- The District will have face coverings available for employees. Employees should understand they may choose to wear face coverings they have chosen independently. Face coverings will be provided if and when an employee forgets a covering at home.
- Face coverings, such as masks or face shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.
- Face covering exceptions will follow the face covering order issued by the Pennsylvania Department of Health and/or Governor.
- Teach and reinforce use of face coverings among all staff.
- Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.
- Staff are not required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task.
- Transparent face coverings provide the opportunity for more visual cues and should be considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield and increase physical distancing.

## **Social Distancing & Safety Protocols**

### **Classrooms and Communal Spaces**

- Classrooms will be organized in a manner that increases space between students based on age level/grade level, size of the classroom, and available resources.
  - The teacher will arrange their classroom to maximize social distancing as feasible.
  - Instruction in alternative spaces will be encouraged. This may include larger rooms and/or outside areas.
- Elementary recess will be held with grade levels being assigned to areas on school grounds.
  - The playground equipment will be disinfected daily.
- Communal spaces such as the cafe, gym, auditorium will be restricted according to grade level and purpose of use.
  - Auditorium use will be restricted in order to comply with social distancing.
  - The cafeteria
    - Elementary cafeteria seating will be arranged by homeroom. Lunch periods will be split into homerooms cohorts. Grade levels will eat in homerooms and cafeteria to support social distancing.
      - Students may be required to eat in their homeroom and only enter the cafeteria to receive their lunches.
      - Students will be called to line up to receive their lunches in a manner that maximizes social distancing.
    - High School cafeteria
      - The students in each lunch period will be divided in half.
        - One group will eat in the cafeteria and the other group will eat in the classroom.
        - Groups eating in the classrooms will be based upon the course the student is enrolled in over their lunch period.
- The number of touchless water bottle fill stations throughout the building increased. Students are encouraged to bring their own water bottles to school. Drinking fountains will be off limits, other than the use of the water bottle fill station.
- Elementary students will have storage spaces and individual items for their use in the classrooms.
- Students will be encouraged to visit their lockers upon arrival, before lunch, and at the end of the day before dismissal. Students will not be permitted to congregate around lockers between periods. Traffic flow in the hallways will be one directional on each side of the hallway with a constant flow of traffic. \*7th & 8th grade students will be dismissed a few minutes early at the end of each class period.

### **Visitors and volunteers**

- Visitors and volunteers will be restricted and will be required to sign in at the security window. \*If authorized, the visitor will report directly to the intended destination.

- Parents/Visitors should be announced ahead of time and schedule an appointment if possible. Please supply a written request to schedule student pick ups or meetings with school staff.
- Please arrive as close to the meeting time as possible.
- Parents picking up students for reasons other than illness will be asked to remain in the building's vestibule entrance.
- Meet the teacher night will be held virtually, additional information will be provided at a later date.

## **Hygiene**

- Age and grade level educational approaches/training related to social distancing, personal hygiene and safety protocols will be presented and reviewed with students and staff.
- Teachers will educate elementary students to develop practices that support social distancing, positive personal hygiene and safety within the classroom/school environment.
- High School - Teachers will educate and remind students on social distancing and hygiene.
- Handwashing and general information/literature will be posted in hallways, restrooms, and common areas.
- Hand sanitizer and disinfectant wipes will be available in each classroom.
- Teachers will establish handwashing times for their classrooms in the elementary. Students will wash their hands prior to eating lunch. Handwashing and/or the use of hand sanitizer will be recommended after classroom changes.

## **Cleaning, Sanitizing, & Disinfecting**

During the summer months, cleaning and disinfecting of all areas of school buildings, grounds, and buses took place. Disinfecting foggers will be used within all areas of the school buildings and buses. These practices will prepare the school environment for a safe return of students.

Cleaning supplies and equipment have been purchased in large quantities. Cleaning supplies have been approved by the CDC for disinfecting against the COVID-19 virus. Cleaning, disinfecting, and ventilation protocols are implemented daily in the green phase. Increased cleaning, disinfecting, and ventilation protocols are to be implemented between class periods, when feasible.

When Somerset County is in the Green Phase, daily protocols/practices will include evening cleaning and regular disinfecting of all classrooms and common areas used during the school day. Additionally, high traffic areas will be cleaned and disinfected throughout the day. When Somerset County is in the

Yellow Phase, cleaning and disinfecting of all classrooms, common areas, and high traffic areas will occur between periods, when feasible. Custodial, teaching, and support staff members will be trained to understand the importance of cleaning, disinfecting, ventilation, and proper hygiene. The training will be provided through the administration, maintenance director, and

school nurse. Effectiveness of cleaning, disinfecting, and ventilating will be measured through discussion and observation.