

SAFETY & SOCIAL RESPONSIBILITY PROCEDURES

Facility Preparation

- Custodial Plans include nightly disinfection
 - Mr. Dettra met with the supply company and GCHD to coordinate plans.
 - Administration met with Janitors to create a plan for them.
 - Staff will need to empty their own trash cans during the 9th period each day to ensure enough time is left for custodians disinfect all surfaces.
 - Cans will be placed in the halls at intervals, make sure this is completed between 2:20 and 2:40.
 - Concerns or issues about this process, and or the work of the janitors, should be directed to Mr. Dettra.
- Class transitions
 - Students will use the right side of the hallway, no congregating of students in halls or at lockers.
 - Students will cross to go to their lockers when they reach said locker.
 - Locker visits should only occur before school, after school and/or before/after lunch.
 - Need staff to help enforce this by being outside doorways between classes.
- Macbooks/computer labs
 - Should only be used when no other options are available
 - When finished, students must wipe down shared devices with Clorox or lysol wipes (provided by the building)
 - Do not use any cleaner that includes bleach or high levels of alcohol (per Apple Ohio)
- Locker rooms are closed to staff and students to ensure adequate disinfection.

Entry and Exit Procedures

- Staff
 - Only doors that will be used are the two front (lobby) doors and the kitchen door (only for kitchen staff)
 - “Front doors” means main office and gym doors
 - Staff will self-check and report illness and testing
- Substitutes

- Substitutes will be checked in the office for symptoms and temperature before signing in for the day
- Students
 - Students who ride the bus will enter the front, office-side doors where staff members will check their temperatures each morning.
 - Those who are dropped off or drive will come in the gym side doors with the same procedures.
 - Any student with a temperature higher than 100, or who shows obvious symptoms, will be sent to the next open isolation area where isolation protocols will be followed.
 - All students will exit the building by 3:25 p.m. each day
- Visitors
 - Unplanned visitation will not be permitted during the school day.
 - Visitors will be met at the front doors if necessary, but no one will enter unless they have been called for a meeting and the details provided to the office in advance.
 - Students who are being picked up will need to call the office in advance and a staff member will take them to the vehicle where the sign out protocols will be followed.
 - Activities and volunteers will be sharply reduced and will be checked in the office by staff when they are present.
- Screening/Safety Check procedures
 - Those conducting the screens will choose to do so only of their own free will and will be provided PPSE for use at all times.

Signs of Illness

- Staff and Students with a temperature over 100 degrees
 - Should stay at home for 72 hours and until symptoms subside.
 - If there is any concern at all regarding the virus they are encouraged to be tested and will not return until the negative test has come back and documentation is shared with the office.
 - A staff member or student that becomes sick at school will be put into isolation until they can be removed from the premises pending the subsistence of symptoms or 72 hours of temperature free testing (assuming a COVID-19 test was not required).
 - COVID-19 Testing procedures would be the same as mentioned above, should a test be conducted.
- Positive Tests
 - Positive tests will be turned over to the Guernsey County Health Department per ODE and Ohio State regulations.

- The health department will conduct a contact survey to determine who is at risk and/or needs tested before issuing a determination of length and level of shut down.
 - The health department, along with district administration, will also provide the determination of who must be notified and what/where cleaning procedures should be directed.
- High Risk Students
 - A list of “high risk” students within the building will be provided to every teacher and is required to be located within the sub folder. This will be updated every nine weeks to account for students moving between blended programs.

Communication

- Mr. Dettra will conduct building communication through video, newsletter and all-call at a minimum of once a month (during blended learning), or once a week during remote.
 - If you have building-wide information or suggestions, please send directly to him a week in advance.
- Orientations with health protocols and safety suggestions will be provided to students and staff on their respective first days.
 - Students’ meetings will be in adjusted class-size format
 - Staff will be in the auditorium with a minimum of two seats between each individual with masks on.
- Communication with neighboring districts and career centers has been conducted by Mr. Dettra and other included office staff and will continue throughout the crisis to ensure continuity.

Classroom Instruction and Learning

- Masks must be worn at all times in the classroom and hallways except instances where teachers are speaking to the class, at the front of the room, with a minimum of eight feet between themselves and the nearest student.
 - Teachers are encouraged to stand in one area in such circumstances to ensure that distance is maintained until the mask is reestablished to it’s protective position.
 - A student’s failure to wear a mask will be treated as a minor disciplinary infraction, beginning with warnings or the provision of a temporary mask, followed by disciplinary action if the offense continues to occur.
 - Per the recent changes at the state level, grades 3-12 students must wear masks at all times while in the building.
 - The district/building will have masks available for students that need them.

- Masks are the only option to be worn by students. Other versions of protective equipment are not permitted unless otherwise authorized by the administration.
 - Similarly, for the safety and wellbeing of MHS students, hats are not permitted at any time during the crisis as it provides too much concealment for the public good.
 - Note: Further disciplinary discussion regarding this topic will be held before school starts.
- Staff are encouraged to not share learning resources between classes, however, if that sharing is unavoidable, it is the instructor's responsibility to sanitize and prepare resources before the next group of students handles said equipment.
 - If Macbooks or Chromebooks must be used in a class (highly recommended that they use their provided iPad when able), wipes should be provided before the end of the class to ensure the keyboards and other contact points on the device have been wiped down.
 - Teachers are not responsible for cleaning or sanitizing students desks between periods but should be aware of hotspots and make adequate strides to protect all individuals if necessary.
- Backpacks may be brought into the building, but never in the classroom for obvious reasons.
- Students are responsible for the sanitizing and cleaning of their own personal equipment, including district/building provided resources.
- Students should not be out of the classroom during learning time unless it is an emergency that cannot be avoided.
 - Continued claims of emergency needs should be reported to the office.
 - Furthermore, students may not be in the hall to assist other teachers, collect notes, "run" items to other places or to collect copies. These practices must be completed at other times to limit the interaction in the hallways.
- Classes cannot be moved to the cafeteria or the auditorium as it will disrupt the sanitation process of the custodial staff and put other students and staff at risk.
- Parent-teacher conferences should be conducted virtually when possible and should be reported to the office staff in advance when not possible.

Breakfast/Lunches

- Doors open at 7:25 each morning and students who eat breakfast will remain in the cafeteria sitting in one of the four/five seats around each table (more details on tables and protocol below).
- Students choosing not to eat breakfast will go straight to the gym where they will sit on one of the X's located in the bleachers.

- At 7:40, students will be released from the cafeteria to stop at their locker and go to their first period class.
 - Hallway rules apply and students will not be able to congregate during this transition.
- Students will be called to the lunch line by rotating groups of tables and must provide six feet distance between themselves and those next in line.
- Four/five chairs will be at each lunch table and they will be spread out to include the “side-court” in the gymnasium.
 - Chairs may not be moved to other tables nor shall they be moved beside another student at the same table.
 - Students may not congregate in groups larger than four at any table, nor may they stand around said table.
 - Students must be in seats, in their appropriately placed location, throughout the lunch period.

Curriculum and Assessment

- Beginning Diagnostics are required to determine where we will be starting
- Resources
 - ELA- Lexia
 - Math- STAR
 - Science/Social Studies- Methods based, self created
 - ODE resources that have been shared
 - Some electives will fall within ELA Lexia scores and will not need diagnostic.
 - However, such scores should be shared and discussed across content areas.
 - Midterms and Finals
- Streamlined Curriculum will be employed
 - Guidance from administration and ODE on how best to determine what should be taught and what should be left out.
 - All power standards should be included but not all content.
 - Wide, but not as deep
 - Time will be provided for completion of the full curriculum and first nine weeks plans so it can be aligned to Edgenuity.
 - Maps will be required by August 31.

Social and Emotional Learning Supports

- Please be attentive to these needs during this time.
- Send suggestions to the office and we will direct them to the necessary individuals in the building/district or community.

Enrichment Activities

- Will be highly limited this year without endangering group rights
- Field trips should be at a minimum and only if approved by the office after determining necessity for the program.
- The plan to create a year-long schedule of events and activities (within the building and school day) is still planned and will be given to you when finished.
 - This will provide ample time for planning and coordination throughout the building.

Daily and Period Attendance

- This is vital this year as it constitutes a method for tracking students contacts should there be an outbreak.
- Student seating charts should be established in every classroom to start the year and cannot change for at least one nine weeks period and only after a full scale cleaning.

Other

- Students will be encouraged to bring clear water bottles as no student may use the traditional water fountain.
- Students should not be in contact with building/district equipment such as copies, phones, etc.
- Students should be attentive as to how many individuals are in a restroom and making decisions accordingly.
 - As a result, we must be more open to students arriving late to class.
 - This should not be an issue if we are in the halls every period ensuring that students are not congregating, nor taking extra time between classes.