

**Halifax Elementary School Green/Yellow Phase Academic Day Startup Plan DRAFT**

*This Startup Plan is pertinent to both the Green phase and the Yellow Phase. HASD is planning to **allow all students to return for in-person instruction** on August 25, 2020. Families can opt for remote learning. As a contingency, the District is developing an A/B type schedule, where half of the student population will report on A days and the other half will report on B days **in case HASD is mandated to do so**. HASD plans are subject to change based on mandates from the PA General Assembly, the Governor, the PA Department of Health, and PDE.*

**Guiding Principles and General Guidelines:**

1. Keep the schedule and activity as normal as possible.
2. Remind people of and encourage personal responsibility to prevent the spread of germs.
  - Wash hands often.
  - Do not touch your face.
  - Stay home if you are sick.
  - If you have to cough or sneeze, courteously cover your mouth with your arm / elbow area or with a tissue that is then disposed of.
3. Tissues, hand-sanitizer, soap, paper towels are always to be in stock and readily available.
4. Keep classroom doors open all day during instruction in order to prevent the touching of the doorknob.
5. Classroom desks will be sanitized at beginning of the day, the end of the day and when there is a seat change. A spray bottle of disinfectant will be kept in each classroom.
6. Hanging signs and character education review of germ prevention habits.
7. Encourage social distancing.
  - Put dots on floor tiles several feet apart – so persons have a continual visual reference of spacing.
  - Place lines in hallways to indicate proper social distancing and traffic flow
8. Custodians will frequently wipe down the restroom door handles.
9. Families are permitted to opt for full-time distance learning.

**School Day Considerations Matrix:**

School-day Consideration	Guidelines	Rationale
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Beginning at 8:10am all lobby entrance doors will be propped open.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will not have to touch the door handles.</li> </ul>
	<ul style="list-style-type: none"> <li>• Two busses at a time will be called to disembark. The next 2 busses will be called every 1-minute thereafter.</li> </ul>	<ul style="list-style-type: none"> <li>• Limiting the traffic entering the school building at one time.</li> </ul>
	<ul style="list-style-type: none"> <li>• Students will report directly to their classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Limit the number of students in a given space at one time</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Classroom teachers will dismiss 2-3 students at a time from their room to travel to breakfast.</li> </ul>	<ul style="list-style-type: none"> <li>• A very small percentage of cafeteria capacity is traditionally utilized during morning breakfast.</li> </ul>

	<ul style="list-style-type: none"> <li>Students will sit every other seat facing the same direction.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
<b>Hallway Transitions</b>	<ul style="list-style-type: none"> <li>Place lines in hallways- traffic stays to the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Indicate proper social distancing and traffic flow</li> </ul>
	<ul style="list-style-type: none"> <li>Create rotating schedule for grade level movement allowing 30 second buffer between classes.</li> </ul>	<ul style="list-style-type: none"> <li>Limit the number of students in the hallway at one time in order to facilitate social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Create schedule for use of shared spaces (Art, Music, PE, Library) that allows opportunity for disinfecting.</li> </ul>	<ul style="list-style-type: none"> <li>Limit the number of students in the hallway at one time in order to facilitate social distancing and to prevent the sharing of items among students</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>A 7-foot buffer for the teacher will exist at their primary teaching area (e.g. – front of the room).</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will not be asked to wear a face-covering when teaching from this buffer due to distance</li> </ul>
	<ul style="list-style-type: none"> <li>Teacher will wear mask when working closely with students.</li> </ul>	<ul style="list-style-type: none"> <li>Reduce person-to-person spread</li> </ul>
	<ul style="list-style-type: none"> <li>Non-traditional seating to be eliminated</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing during learning and reduce the spread of germs.</li> </ul>
	<ul style="list-style-type: none"> <li>Maximize spacing between desks</li> </ul>	<ul style="list-style-type: none"> <li>Prevent the sharing of items among students and promote social distancing</li> </ul>
	<ul style="list-style-type: none"> <li>Single use materials can be distributed (e.g. worksheets) Shared materials will be eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>Items will not be shared amongst students.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Lunch line will be marked with tape</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Invitation to lunch line will be limited, using social distance guideline queue directing student spacing.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Students will sit every other seat facing the same direction.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Create rotating schedule at each grade for one class to use cafeteria, other classes eat in rooms</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Staff disinfect tables after each lunch period.</li> </ul>	<ul style="list-style-type: none"> <li>Disinfect and reduce spread of germs</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Dismissal will begin at 3:20 with office dismissing students by grade for each bus group.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Beginning at 3:20pm all lobby exit doors will be propped open.</li> </ul>	<ul style="list-style-type: none"> <li>Students will not have to touch the door handles.</li> </ul>

## Halifax Middle School Green / Yellow Phase Academic Day Startup Plan Draft

*This Startup Plan is pertinent to both the Green phase and the Yellow Phase. HASD is planning to **allow all students to return for in-person instruction** on August 25, 2020. Families can opt for remote learning. As a contingency, the District is developing an A/B type schedule, where half of the student population will report on A days and the other half will report on B days **in case HASD is mandated to do so**. HASD plans are subject to change based on mandates from the PA General Assembly, the Governor, the PA Department of Health, and PDE.*

### Guiding Principles and General Guidelines:

1. Keep the master schedule as normal as possible.
2. Remind people of and encourage personal responsibility to prevent the spread of germs.
  - Wash hands often.
  - Do not touch your face.
  - Carry your own sanitation equipment.
  - Stay home if you are sick.
  - If you have to cough or sneeze, courteously cover your mouth with your arm / elbow area or with a tissue that is then disposed of.
3. Tissues, hand-sanitizer, soap, paper towels are always to be in stock and readily available.
4. Keep classroom doors open all day during instruction in order to prevent the touching of the doorknob.
5. Individuals are permitted to sanitize as much as they would personally like to. A spray bottle of disinfectant will be kept in each classroom. Student may sanitize the surface they will be working on at the beginning of their class, whenever they want during the class, and at the conclusion of their class.
6. Hanging signs and character education review of germ prevention habits.
7. Encourage social distancing.
  - Put fluorescent orange dots on floor tiles – several feet apart – so persons have a continual visual reference of spacing.
8. Custodians will frequently wipe down the restroom door handles and the water fountains.
9. Students will be responsible for sanitizing their area of use in the cafeteria both upon entering and upon leaving (school-wide job / brother's keeper). Staff observation to ensure this occurs.
10. Students are permitted to opt for full-time distance learning.

### School Day Considerations Matrix:

School-day Consideration	Guidelines	Rationale
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Beginning at 7:10 a.m. all lobby entrance doors will be propped open.</li> <li>• Two busses at a time will be called to disembark. The next 2 busses will be called every 1-minute thereafter.</li> <li>• Students will report directly to Discovery.</li> <li>• Teachers will allow 2-3 students at a time to go to lockers.</li> <li>• Allow students to carry backpacks to limit locker usage.</li> </ul>	<ul style="list-style-type: none"> <li>• Limiting the traffic entering the school building at one time.</li> <li>• Students will not have to touch the door handles</li> </ul>

<p><b>Breakfast</b></p>	<ul style="list-style-type: none"> <li>• Students will be permitted to go to cafeteria breakfast as usual, but they will be encouraged to maintain social distancing and the number of persons at a cafeteria table will be limited accordingly (see cafeteria section for additional details)</li> </ul>	<ul style="list-style-type: none"> <li>• A very small percentage of cafeteria capacity is traditionally utilized during morning breakfast.</li> </ul>
<p><b>Hallway Transitions</b></p>	<ul style="list-style-type: none"> <li>• The bell schedule will remain the same as always.</li> <li>• Office staff will announce 1-minute before the class dismissal bell for last names A-L to dismiss from class.</li> <li>• The M-Z students will be dismissed by their teacher one minute later.</li> <li>• Teachers will begin class when appropriate, but not before the traditional bell to begin class.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency and reminder of traditional school-day structure.</li> <li>• Limit the number of students in the hallway at one time in order to facilitate social distancing.</li> <li>• Limit the number of students in the hallway at one time in order to facilitate social distancing.</li> </ul>
<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>• A 7-foot buffer for the teacher will exist at their primary teaching area (e.g. – front of the room).</li> <li>• Teachers will wear masks when working with students inside the 7-foot zone.</li> <li>• Each room will have fluorescent orange dots spaced several feet apart. Desks will be placed at these dots.</li> <li>• Teachers will scan and distribute electronic copies of shared materials (e.g. class sets of textbooks).</li> <li>• Single use materials can be distributed (e.g. worksheets)</li> <li>• Avoid non-traditional seating.</li> <li>• Remove classroom library collections.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will not be asked to wear a face-covering when teaching from this buffer.</li> <li>• Encourage social distancing during learning.</li> <li>• Prevent the sharing of items among students.</li> </ul>
<p><b>Cafeteria</b></p>	<ul style="list-style-type: none"> <li>• High top table – 2 student capacity</li> <li>• Small-size table, 2 student capacity</li> <li>• Mid-size table, every other seat (5 student capacity)</li> <li>• Larger-size table, every other seat (6 student capacity)</li> <li>• Invitation to lunch line will be limited to 20 at a time, with a several feet social distance guideline queue directing student spacing.</li> <li>• Utilize the Media Café as additional cafeteria space.</li> <li>• Dismiss students by tables</li> <li>• Have students spray sanitize tables prior to leaving.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage social distancing.</li> </ul>
<p><b>Dismissal</b></p>	<ul style="list-style-type: none"> <li>• Dismissal will begin at 2:25.</li> <li>• Office staff will dismiss students by bus.</li> <li>• Beginning at 2:25pm all lobby exit doors will be propped open.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage social distancing.</li> <li>• Students will not have to touch the door handles.</li> </ul>

## Halifax High School Green / Yellow Phase Academic Day Startup Plan Draft

*This Startup Plan is pertinent to both the Green phase and the Yellow Phase. HASD is planning to **allow all students to return for in-person instruction** on August 25, 2020. Families can opt for remote learning. As a contingency, the District is developing an A/B type schedule, where half of the student population will report on A days and the other half will report on B days **in case HASD is mandated to do so**. HASD plans are subject to change based on mandates from the PA General Assembly, the Governor, the PA Department of Health, and PDE.*

### Guiding Principles and General Guidelines:

1. Keep the master schedule as normal as possible.
2. Remind people of and encourage personal responsibility to prevent the spread of germs.
  - Wash hands often.
  - Do not touch your face.
  - Carry your own sanitation equipment.
  - Stay home if you are sick.
  - If you have to cough or sneeze, courteously cover your mouth with your arm / elbow area or with a tissue that is then disposed of.
3. Tissues, hand-sanitizer, soap, paper towels are always to be in stock and readily available.
4. Keep classroom doors open all day during instruction in order to prevent the touching of the doorknob.
5. Individuals are permitted to sanitize as much as they would personally like to. A spray bottle of disinfectant will be kept in each classroom. Student may sanitize the surface they will be working on at the beginning of their class, whenever they want during the class, and at the conclusion of their class.
6. Hanging signs and character education review of germ prevention habits.
7. Encourage social distancing.
8. Custodians will frequently wipe down the restroom door handles and the water fountains.
9. Students will be responsible for sanitizing their area of use in the cafeteria both upon entering and upon leaving (school-wide job / brother's keeper). Staff observation to ensure this occurs.
10. Persons are permitted to opt for full-time distance learning.

### School Day Considerations Matrix:

School-day Consideration	Guidelines	Rationale
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Beginning at 7:10am all lobby entrance doors will be propped open.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will not have to touch the door handles.</li> </ul>
	<ul style="list-style-type: none"> <li>• Two busses at a time will be called to disembark. The next 2 busses will be called every 1-minute thereafter.</li> </ul>	<ul style="list-style-type: none"> <li>• Limiting the traffic entering the school building at one time.</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Students will be permitted to go to cafeteria breakfast as usual, but they will be encouraged to maintain social distancing and the number of persons at a cafeteria table will be limited accordingly (see cafeteria section for additional details)</li> </ul>	<ul style="list-style-type: none"> <li>• A very small percentage of cafeteria capacity is traditionally utilized during morning breakfast.</li> </ul>

<b>Hallway Transitions</b>	<ul style="list-style-type: none"> <li>The bell schedule will remain the same as always.</li> </ul>	<ul style="list-style-type: none"> <li>Consistency and reminder of traditional school-day structure.</li> </ul>
	<ul style="list-style-type: none"> <li>Office staff will announce 1-minute before the class dismissal bell for last names A-L to dismiss from class.</li> </ul>	<ul style="list-style-type: none"> <li>Limit the number of students in the hallway at one time in order to facilitate social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>The M-Z students will be dismissed by their teacher one minute later.</li> </ul>	<ul style="list-style-type: none"> <li>Limit the number of students in the hallway at one time in order to facilitate social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Teachers will begin class when appropriate, but not before the traditional bell to begin class.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher discretion to determine when learning can commence.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>A 7-foot buffer for the teacher will exist at their primary teaching area (e.g. – front of the room).</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will not be asked to wear a face-covering when teaching from this buffer.</li> </ul>
	<ul style="list-style-type: none"> <li>Each room will have desks at a social distance spacing.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing during learning.</li> </ul>
	<ul style="list-style-type: none"> <li>Teachers will scan and distribute electronic copies of shared materials (e.g. class sets of textbooks).</li> </ul>	<ul style="list-style-type: none"> <li>Prevent the sharing of items among students.</li> </ul>
	<ul style="list-style-type: none"> <li>Single use materials can be distributed (e.g. worksheets)</li> </ul>	<ul style="list-style-type: none"> <li>Items will not be shared amongst students.</li> </ul>
	<ul style="list-style-type: none"> <li>Students can choose to use a classroom set textbook at their discretion.</li> </ul>	<ul style="list-style-type: none"> <li>Respect of learning modality and personal risk tolerance.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>High top table – 2 student capacity</li> <li>Small-size table, 2 student capacity</li> <li>Mid-size table, every other seat (5 student capacity)</li> <li>Larger-size table, every other seat (6 student capacity)</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Invitation to lunch line will be limited to 20 at a time, with a social distance guideline for the queue.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Dismissal to occur in groups of 20</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Individual students can request a personal accommodation, as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Respect student personal risk tolerance in the cafeteria congregate setting.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Dismissal will begin at 2:25. Office staff will be announced for students M-Z to dismiss first. Two minutes later, student A-L will be given the announcement to dismiss.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage social distancing.</li> </ul>
	<ul style="list-style-type: none"> <li>Beginning at 2:25pm all lobby exit doors will be propped open.</li> </ul>	<ul style="list-style-type: none"> <li>Students will not have to touch the door handles.</li> </ul>