



# P-H-M

## Return to In-Person Instruction

Overview: Safe & Healthy Learning Environment

### Summer 2021

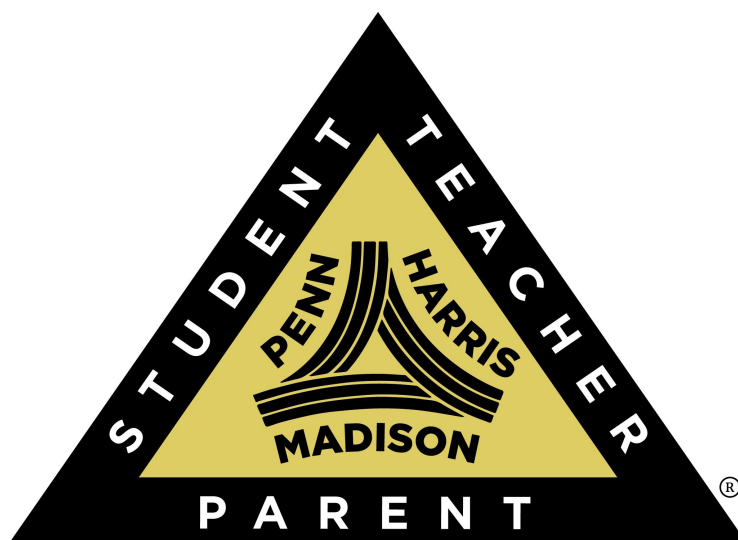


Penn-Harris-Madison continues to monitor the spread of COVID-19. With more than 13,000 students and employees, we all play an important role in minimizing the risk and impact on each other and our operations. The health and safety of students and staff is our top priority. As a result, P-H-M Schools will implement various measures to keep everyone as safe as possible.

P-H-M will ensure the guiding focus remains on the health and education of our community by:

- Implementing safety protocols and procedures.
- Observing safety considerations of physical spaces.
- Assuring student educational opportunities that remediate, accelerate, and enrich learning.

*Items in this document are not permanent and will be under a cycle of review.*





**PENN·HARRIS·MADISON**

Commitment to Excellence

# Safe Environment

*P-H-M will continue to review the most current guidance and recommendations from the St. Joseph County Department of Health, Indiana Department of Education, Indiana Department of Health, and CDC.*

# Learning Environment

*P-H-M will provide students educational opportunities that remediate, accelerate, and enrich learning.*

# Positive Environment

*P-H-M will continue to foster relationships with students to help build resilience, improve learning, as well as behavioral, social, and psychological outcomes for students.*



## Table of Contents

### Safe Environment

School Health and Safety .....	4
School Facility Modifications .....	8
School Bus Transportation .....	9
Food Service .....	10
Student Arrival/Dismissal .....	11

### Learning Environment

Instructional Methods .....	10
Exceptional Education .....	11

### Positive Environment

Social-Emotional Learning & Mental Health .....	12
Participation in Extracurricular Activities .....	13
Kids Club - Before/After School Care .....	13

### Appendix

Other Important Online links .....	14
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# Safe Environment



## School Health & Safety

### Health Guidelines

- P-H-M will continue to review with the most current guidance and recommendations from the St. Joseph County Department of Health (SJCDoH), Indiana Department of Education (IDOE), Indiana Department of Health (IDOH), and Centers for Disease Control and Protection (CDC).
- P-H-M collaborates and regularly meets with a representative from the SJCDoH to discuss community spread, COVID protocols, and plans for a safe return to in-person instruction.
- State and local public health experts are the most well-informed and well-equipped to interpret data and make informed recommendations about the safety of our students, staff, and the greater community.
- Updates to the “P-H-M Return to In-Person Instruction Overview: Safe & Healthy Learning Environment” will be given at school board meetings and allow for public comment. This plan will be revised no less than every six months.

*Initial Posting: No later than June 24, 2021*

*Second Review and Posting Deadline: December 24, 2021*

*Third Review and Posting Deadline: June 24, 2022*

*Fourth Review and Posting Deadline: December 24, 2022*

*Fifth Review and Posting Deadline: June 24, 2023*

- All students and employees are expected to self-screen and monitor COVID-19 related symptoms before leaving their residence. Click the [CDC link of general symptoms of COVID-19 in people](#). Click for the [CDC link of COVID-19 in children and teens](#).
- Students and Staff should **not** attend school if they exhibit the following symptoms:

<ul style="list-style-type: none"><li>➤ Temperature of 100.4 or greater</li><li>➤ Chills</li><li>➤ New loss of taste or smell</li><li>➤ Nausea or Vomiting, Abdominal Pain</li><li>➤ Diarrhea</li></ul>	<ul style="list-style-type: none"><li>➤ Cough* or Shortness of breath *especially new-onset, uncontrolled cough</li><li>➤ Sore throat</li><li>➤ Headache** **particularly new onset of severe headache, especially with fever</li></ul>
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- If a student has been diagnosed with allergies, asthma, or other chronic health conditions that would exhibit COVID-like symptoms, we must encourage the parent to discuss this matter with their physician for any needed recommendations to return and attend school.
- All stakeholders should do their best to practice social distancing.
- Health and safety are everyone's responsibility. Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, materials, and equipment will be emphasized.
- [All stakeholders will be encouraged to practice respiratory hygiene/cough etiquette.](#)
- [All stakeholders will be encouraged to practice hand hygiene](#)
- [Mask Up Hoosiers 101 - Instructions putting on, taking off, storing, and washing a mask](#)

### **Face Covering Guidance through July 2nd**

- Governor Eric Holcomb extended [Executive Order 21-15](#) through June 30, 2021, calling for masks to be worn inside all public and private K-12 educational institutions. Face coverings or face shields are required “while physically present inside any building or facility at all times who do not otherwise fall within an exemption.” Masks are to be worn by all vendors, contractors, volunteers, and visitors, as well.
- Consistent with school year practice and the Executive order, P-H-M will require masking for all K-12 students and staff indoors through July 2nd.
- Extracurriculars & Co-Curricular Activities:
  - Spectators at outdoor events are not required to wear a mask.
  - Spectators at indoor events are required to wear a mask.
- A teacher or staff member may allow students to temporarily remove their masks while socially distanced, for intermittent periods of time for breaks.
- [Per Federal requirements](#), Masks are required for all students and staff while on a school bus or school-sponsored mode of transportation.
- Masks are not required for strenuous indoor activities or while outdoors on school grounds.

### **Face Covering Guidance Beginning July 5th and ending prior to the start of the 2021-22 School Year**

- P-H-M will adhere to all federal, state, and local health orders.
- With the Governor’s mask order expiring at the end of June, PHM will consult with the

SJCDoH.

- The SJCDoH recommends the universal and correct wearing of masks for all unvaccinated individuals while indoors.
- P-H-M summer activities beginning July 5th are mask optional
- Per Federal requirements, Masks are required for all students and staff while on a school bus or school-sponsored mode of transportation.

### **Quarantine Protocols**

- Contact tracing, if applicable, will be conducted at 3ft in the traditional classroom setting if all students are masked and facing forward and 6ft for a non-traditional class. Non-traditional includes but is not limited to performing arts, physical education, cafeteria, and transportation.
- Quarantining continues to apply to exposures which occur in non-classroom settings (i.e., at lunch, athletics, and other extracurricular or co-curricular activities).
- Students and employees exhibiting symptoms of COVID-19, without being otherwise explained or in a household with a confirmed positive case, are prohibited from coming to school/work. If they do come to school, they will be sent home immediately.

### **Other Health Items provided to buildings**

- Infrared Thermometers will be provided for the health office.
- PPE for staff to work with suspected cases of COVID.
- Hand Sanitizer will be located in every classroom.
- Hand Sanitizer will be at all entry points and shared spaces.
- Floor Graphics are installed at designated areas to encourage social distancing.
- Additional disinfectant spray bottles and/or wipes will be available for staff to assist with sanitizing high-touch surfaces.
- All schools are equipped with handheld and backpack electrostatic sprayers to help disinfect the buildings daily.

### **COVID Response**

- Regardless of vaccination status, students and employees exhibiting symptoms of COVID-19 are to remain at home and seek appropriate medical guidance/testing [per the IDOH](#).
- [COVID-19 testing location sites](#) or contact your healthcare provider.

- Students or employees in a household with a confirmed positive case are to remain at home and seek appropriate medical guidance/care.
- Per the CDC, P-H-M students or staff who test positive will [isolate](#) for **10 days** from the date symptoms began AND remain fever-free for 24 hours (without the use of fever-reducing medication) before returning to school. Click for the [Indiana Department of Health FAQ for parents](#) related to [student screening](#), [quarantine](#), and [isolation](#) guidelines.
- According to the CDC and in consultation with the St. Joseph County Department of Health, students and employees identified as a close contact of a positive person must [quarantine](#) **at least 10 days** from the last date of contact with the positive person.
  - Quarantine means separating people who were exposed to someone who was sick, making them a close contact. Stay at home and don't go around other people. The [updated CDC guidelines](#) state close contacts who have been exposed should quarantine at home for a minimum of 10 days. P-H-M students or staff identified as close contacts may return after 10 days **IF** they are symptom-free, continue to self-monitor, and follow all COVID safety protocols.
- P-H-M will lead contact tracing and case investigation in consultation with the St. Joseph County Department of Health.
- If a COVID case is confirmed in a school, the district will send notifications to those staff and families impacted while observing all FERPA and HIPAA guidelines.
- If a student experiences COVID symptoms while at school, a parent or emergency contact must pick up the child within an hour. *Please ensure that you have emergency contacts who can promptly pick up your child.*

### **Visitors & Guests**

- Volunteers and visitors without an appointment are prohibited.
- The following service providers **will be permitted** to visit buildings with Principal approval but must follow and meet all health and safety protocols:
  - *School Resource Officers*
  - *Commercial Vendors & Contractors (exterior only unless conducting emergency service work)*
  - *Contracted Healthcare Providers or Services*
  - *Student Teachers*
  - *Community Partners providing educational support services for students*
- Parents who pick up their child for an appointment are asked to call the school before the pick-up. Parents who pick up their child for an illness are asked to call the school from the parking lot when they arrive.

### **Vaccine**

- [Executive Order 21-15](#) also recommends and encourages that all Hoosiers, age 12 and above, receive a COVID-19 vaccination, which will be provided at no cost.
- There are over 800 locations where vaccinations are administered. Hoosiers can locate a vaccination site by calling 2-1-1 or visiting [www.ourshot.in.gov](http://www.ourshot.in.gov). Walk-in appointments are accepted at most vaccination sites.
- Anyone younger than 18 years of age may only receive the Pfizer vaccine.
- P-H-M hosted two vaccine clinics in the Spring of 2021. When a vaccine is approved for students below age 12, P-H-M will work with the SJCDoh or a private health provider to determine whether a vaccination clinic can be hosted at one of our schools.

## **School Facilities Modifications**

### **Cleaning & Disinfecting**

- P-H-M has initiated updated custodial cleaning protocols and monitoring to provide a safe and healthy school environment in line with CDC guidelines.
- During the school day, disinfectants will be utilized on surfaces to help kill germs and viruses.
- We invite and encourage all students, faculty, and staff to be active participants and aid in disinfecting frequently touched surfaces to eliminate the virus that causes COVID-19.
- The use of drinking fountains will be for a personal bottle or cup refills only. The Food Services Department will also allow students and employees to purchase water at all meals. Students are allowed to bring water bottles to school.
- Hand sanitizer will be available in all classrooms, offices, and shared spaces.
- Students may be asked to play a part in keeping their areas clean. Students may be asked to put their items away, wipe down their desks or equipment at the end of the day.
- All schools have been equipped with handheld and backpack electrostatic sprayers to help disinfect the buildings daily.

### **Building Ventilation**

- HVAC systems are scheduled to provide maximum fresh air and run for a minimum of 2-hours before and after building occupancy to have a daily pre-and post-occupancy purge.



- All recirculating air systems will be verified for proper filter fit for either MERV-8 or MERV-13 final filters.
- Building systems are designed to provide optimal learning environments when the doors and windows remain closed. This allows for maximum filtration, maintains appropriate room temperature, humidity levels, and prevents other environmental irritants from creating poor air quality in the building.

### **Furniture**

- Every effort will be made to socially distance students. Some classroom furniture may be temporarily removed to promote this when possible.
- Individual desks will be utilized in all homeroom and non-specialty classrooms to help promote and allow for social distancing.

### **Safety Drills**

- Adjustments will be made when conducting safety drills to adhere to social distancing guidelines.

## **School Bus Transportation**

- Per the federal requirement, all students or children, regardless of age or grade, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors must wear a mask while on a school bus or school-sponsored mode of transportation except those who fall within an exemption.
- If a student does not have a mask when entering the bus, the driver will provide one.
- Students refusing to wear a mask will be subject to progressive discipline, including a loss of privilege to ride the school bus.
- Students are expected to sit in assigned seats and will load from back to front to minimize contact with others in the morning. While it is not possible to load the bus in this manner in the afternoon, students will be required to go directly to their seats.
- Siblings will be seated together when possible.
- Food and drink will not be allowed to be consumed on the bus.
- Student dismissal by seat from the bus will be staggered to allow for social distancing.
- All buses and school vehicles will be disinfected before and after each route/use.
- Buses will be ventilated to allow for maximum fresh air (whenever possible & weather permitting).
- Students may only ride on a bus that they are routed.
- Students and staff will be asked to wash hands and/or use hand sanitizer upon entry to the school building.

- Multiple entry points may be used to enter the building. Additional supervision will be provided.
- All buses will have seating charts that will be shared with the schools to assist with contact tracing.

## Food Service

- Students and staff are encouraged to eat outdoors whenever possible. When the weather does not permit eating outdoors, students should eat in the cafeteria and utilize the plastic barriers. Students and staff should socially distance themselves as much as possible while eating.
- Students will wash their hands before breakfast and lunch. In addition, students will have access to handwashing and/or hand sanitizer during and after the meal.
- Students may continue to bring lunch with them to school.
- Floor decals have been installed to help students maintain social distancing while in the serving line.
- All cafeteria tables and serving lines will be cleaned between use.

## Student Arrival/Dismissal

- To decrease congestion, students will practice social distancing using multiple entry doors.
- Students are expected to report directly to their classroom to avoid congregating in hallways.
- Hallway traffic flow will be strategically designed and marked (and in some cases one-way) to avoid congestion.

# Learning Environment



## Instructional Methods

- P-H-M will provide students educational opportunities that remediate, accelerate, and enrich learning.

- All instruction will be delivered to students in person. A virtual option is not being offered.
- Students will be assigned an individual device for use.
- Instructional spaces will be arranged to maximize space and repurpose larger rooms. This will include but is not limited to increasing the spacing between students, moving classes outside (weather permitting), rearranging desks, and facing the desks in the same direction (when possible).
- Fine Arts classes will be arranged to maximize space.
- Elementary students will remain with the same group or “pod” for most of the instructional day.
- Secondary passing periods may be adjusted as needed to allow students to travel from learning space to learning space while following designed traffic patterns.
- Please contact your child’s principal with any questions or concerns with respect to health and safety.

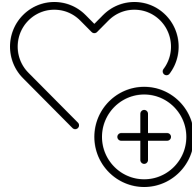
## Exceptional Education

- Employees will help and encourage students to maintain safe social distancing.
- Student programming and modifications will be made to protect both students and staff.
- IEPs/504s will be reconvened as needed if changes are necessary for programming or provisions.
- All student services, therapies, and evaluations will be delivered to support student development regardless of the instructional method chosen.
- Please contact your child’s principal with any questions or concerns about appropriate accommodations for your child with respect to health and safety.

## P-H-M Covid Dashboard

- <https://www.phmschools.org/parents/p-h-m-positive-covid-dashboard>

# Positive Environment



## Social-Emotional Learning & Mental Health

P-H-M will continue to foster relationships with students to help build resilience, improve learning, as well as behavioral, social, and psychological outcomes for students.

- Counselors are available for students at the secondary levels to provide crisis intervention and assessment, as well as utilize various counseling techniques and supports.
- P-H-M has had a long-time community partnership with Youth Services Bureau, and Youth Development Specialists are available for elementary and middle school students. Youth Service Bureau Specialists are available at elementary and middle schools to provide crisis risk assessment and Tier 2 & 3 supports.
- P-H-M has a Mental Health Crisis Team.
- Restorative Practices training and techniques will be utilized. Community Circles will be of use for SEL lessons and classroom instruction when possible to help build relationships.
- Positive School-Wide Behavioral Supports will be encouraged to continue at the school level.
- The RtI Tiered Process & supports will be encouraged to assist with concerns and interventions.
- P-H-M has MOUs with Reflections Counseling & Oaklawn Psychiatric Center.
- Please contact your child's principal or counselor with any questions or concerns with respect to social-emotional learning and mental health.

## Participation in Extracurricular Activities

- All athletic teams in grades 6-12 will follow the specific guidance from the IHSAA regarding safe participation.
- The marching band for grades 9-12 will follow the specific guidance from ISSMA regarding safe participation.
- Student participation in extracurricular activities is voluntary, and coaches/sponsors will provide increased flexibility for families who have concerns for the health and welfare of their child(ren).
- Participants must furnish their own water bottles each day for use at practice and competition.
- Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, equipment, and uniform will be emphasized.

## Kids Club - Before/After School Care

- PHM will operate the Kids Club Program for Summer 2021
- A new procedure will take place for check-in and out. Parents will be restricted to school vestibules.
- Kids club staff will perform additional sanitizing and cleaning to maintain a safe physical environment.
- Participating students will be asked to wash their hands / use hand sanitizer.
- Staff will encourage social distancing and not sharing materials/books/computers/etc. with other students.
- Outdoor activities will be preferred, weather permitting.

# Appendix

## Other Important Links:

### **Indiana Department of Health**

[IDOH 2019 Novel Coronavirus Website](#)

[Contact Tracing Information](#)

[Parent FAQ on COVID-19](#)

[COVID-19 School Attendance Quick Reference](#)

[COVID-19 Screening Tool for Parents](#)

[Back to School Resources](#)

[Teen Vaccination Fact Sheet](#)

[Pfizer Youth Fact Sheet](#)

### **Indiana Department of Education**

[IDOE Website](#)

[Back to School Face Covering Guidance for Families](#)

[From the School Nurse: Mask Up 101](#)

### **St. Joseph County Health Department**

[SJCDoH Website](#) - Vaccine Registration

[Symptom Checker & Tracker](#)

[SJC COVID Data](#)

### **Indiana Department of Family and Social Services**

[FSSA Website](#)

### **Video Resources For Families**

[Return to Learn: Safety Modifications Transportation](#)

[Return to Learn: Safety Modifications Cleaning](#)

### **Center for Disease Control**

[Guidance on K-12 School Operational Strategy](#)

[K-12 COVID-19 Mitigation Toolkit](#)

[Back to School Guidance - Fall 2021](#)

### **U.S. Department of Education**

[COVID Handbook for Reopening](#)