

**Parkland Secondary Schools:**  
**Reopening Plan for the 2021-2022 School Year**  
**updated February 9, 2022**

Under the guidance of district leadership and each department in the Parkland School District, the secondary schools constructed a reopening plan as we continue to navigate the current pandemic. The below plans are consistent across each of the secondary schools.

**REQUIRED ELEMENTS FOR RETURNING TO SCHOOL PLANS**

[Identification of Pandemic Coordinator/Team](#)

[Steps to Prevent children/staff at high risk](#)

[Process for monitoring students and staff for symptoms and history of exposure](#)

[Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure](#)

[Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school](#)

[Expectations for the posting of signs in highly visible locations that promote everyday protective measures on how to stop the spread of germs](#)

[Procedures for cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces, and any other areas used by students \(ie. restrooms, drinking fountains, hallways and transportation\)](#)

[Protocols for classroom/learning space occupancy that allow for 6 feet of separation among students and staff throughout the day to the maximum extent feasible](#)

[Procedures for restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms](#)

[Protocols for sporting activities and physical education classes](#)

[Schedule for training all faculty and staff on the implementation of the Health and Safety Plans before providing services to students](#)

## Identification of Pandemic Coordinator/Team [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>                     Jim Moniz Principal                      Tammy Bennick Assistant Principal                      Crystal George Assistant Principal                      Terry Meehan Assistant Principal                      John Monahan Supervisor of Instruction                      William Dreisbach Director of Athletics                      Anthony Naradko Director of District Safety &amp; Security                      Frank Anonia Director of Visual &amp; Performing Arts                      Sarah Brandt School Psychologist                      Valerie McCall School Psychologist                      Steve Matulevicius School Psychologist                      Tim Schwarz English Department Head                      Tony Galucy Mathematic Department Head                      Sean Flueso Science Department Head                      Alice Stinebaugh Social Studies Department Head                      Kellie O'Donnell World Language Department Head                      Jen Kleckner Special Education Department Head                      Bruce Lubak Technology &amp; Engineering Dept. Head                      Kristen Shickora Family &amp; Consumer Sciences Department Head                      Frank Anonia Music Department Head                      Monica Danner Art Department Head                      Frank Lane Business Department Head                      Elizabeth Millen Health &amp; Physical Ed. Dept. Head                      Eric Roberts Counseling Department Head                      Lauren Will Library Department Head                      Deb Andreoli Driver's Education Department Head                      Diane Seremula Nurse                      Cafeteria Representation                      Trevor Wagner Custodial                      Dave Keck Hall Monitor                      Lori Seier Director of Food Services                 </p>	
Orefield	<p>                     Todd Gombos Principal                      Monica Ouly-Uhl Assistant Principal                      Thomas Stoudt Assistant Principal                      Dr. Matthew Carlson School Psychologist                      Ann Koren Administrative Assistant                      Rich Schaeffer Head Custodian                 </p>	

	<p>Jeanmarie Evans Nurse  Greg Poremba School Counselor  Marcia Stay 8th Grade Team Leader  Thomas Bryant 7th Grade Team Leader  Barry Kushner 6th Grade Team Leader  Erich Joella Specials Teacher Team Leader  Jennifer Houck Special Education Teacher  Carlos Montes World Language  Miranda Spengler Data Specialist  Stephen Ott Coach and 6th Grade Teacher  Jean Wisler Cafeteria  Jacqueline Laughlin Support Staff  Mark Stana Hall Monitor</p>	
<p>Springhouse</p>	<p>Jude Sandt Principal  Amanda Abdelaal Assistant Principal  Craig Waters Assistant Principal  Brian Barone School Psychologist  Lori George Administrative Assistant  David Brong Head Custodian  Sara Troutman Nurse  Mike Gross School Counselor  Charise Jones 8th Grade Team Leader  Jenn Karetsky 7th Grade Team Leader  Dina Dewald 6th Grade Team Leader  Megan Jenkins School Counselor  Steve Hoffman Specials Teacher Team Leader  Erica Lutri Special Education Teacher  Scott Bauer Coach and Specials 8th Gr. Teacher  Terri Plattner Data Specialist  Kathy Schlosser Cafeteria  Diane Ritzenthaler Support Staff  Terry Horn Hall Monitor</p>	

**Steps to prevent children/staff at higher risk [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Staff: HR Department will work with individual employees to determine health needs. Students: Online Learning option will be available to all 9-12 students.	Human Resources Department, Parents
PSD Middle Schools	Staff: HR Department will work with individual employees to determine health needs. Students: Online Learning option will be available to all 6-8 students.	Human Resources Department, Parents

**Process for monitoring students and staff for symptoms and history of exposure [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Staff/Student: The use of the wellness form will be determined on the level of community/building spread. When the student wellness form is activated it will be completed daily. The nurse will be notified should a "Yes" response be present on the student wellness survey. Nurse will contact the family of the student to obtain more information.	All PSD staff
PSD Middle Schools	Staff/Student: The use of the wellness form will be determined on the level of community/building spread. When the student wellness form is activated it will be completed daily. The nurse will be notified should a "Yes" response be present on the student wellness survey. Nurse will contact the family of the student to obtain more information.	All PSD staff

**Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	The isolation of individuals will be determined based on presenting symptoms and the building CSN's assessment.	Nurse, Principal
PSD Middle Schools	The isolation of individuals will be determined based on presenting symptoms and the building CSN's assessment.	Nurse, Principal

**Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Building nurses in conjunction with the Director of Health & Wellness and the DOH <b>may</b> utilize the most current recommendations provided by the DOH.	Nurse, Principal
PSD Middle Schools	Building nurses in conjunction with the Director of Health & Wellness and the DOH <b>may</b> utilize the most current recommendations provided by the DOH.	Nurse, Principal

**Expectations for the posting of signs in highly visible locations that promote everyday protective measures on how to stop the spread of germs [↑](#)**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>• Post signs in highly visible locations (eg. school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).</li> <li>• Broadcast regular announcements on reducing the spread of COVID-19.</li> <li>• Include messages (eg.videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails and on school social media accounts).</li> </ul>		
Parkland HS	See above	Nurse, PHS Admin Team, Building Custodians, TV Studio
PSD Middle Schools	See above	Nurse,MS Administrative Team, Building Custodian, TV Studio

**Procedures for cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces, and any other areas used by students (ie. restrooms, drinking fountains, hallways and transportation) [↑](#)**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>• Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, sink handles and drinking fountains.</li> <li>• Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible.</li> <li>• Take steps to limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</li> </ul>		
Parkland HS	<ul style="list-style-type: none"> <li>• Disinfectant products will be available in the classrooms and can be used at the teacher's discretion.</li> <li>• Buses will be equipped with hand sanitizer for students.</li> <li>• Buses sanitized after morning and afternoon bus runs. Buses will be ventilated on return to the bus garage, when weather permits.</li> <li>• Water fountains will not be utilized. Bottle filling stations, if applicable, may be utilized to refill water bottles.</li> <li>• Cafeteria tables will be disinfected after breakfast, before/after lunches by Food Services staff, and after school by the custodial staff.</li> </ul>	Building Custodian, Transportation Department (buses), Classroom teachers
PSD Middle Schools	<ul style="list-style-type: none"> <li>• Disinfectant products will be available in the classrooms and can be used at the teacher's discretion.</li> <li>• Buses will be equipped with hand sanitizer for students.</li> <li>• Buses sanitized after morning and afternoon bus runs. Buses will be ventilated on return to the bus garage, when weather permits.</li> <li>• Water fountains will not be utilized. Bottle filling stations, if applicable, may be utilized to refill water bottles.</li> <li>• Cafeteria tables will be disinfected after breakfast, before/after lunches by Food Services staff, and after school by the custodial staff.</li> </ul>	Building Custodian, Transportation Department (buses), Classroom teachers

**Protocols for classroom/learning space occupancy that allow for social distancing among students and staff throughout the day to the maximum extent feasible <sup>⬆</sup>**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>• Develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students.</li> <li>• Create staggered schedules to limit the number of individuals in classrooms and other spaces.</li> <li>• Social distancing practices for seating will be to the maximum extent feasible and appropriate.</li> <li>• Hold classes in gyms, auditoriums or other large spaces as needed.</li> <li>• Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart. Consider the unique needs of music programs (e.g., band, orchestra, choir) and transmission risk-mitigation protocols to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants. Due to potential increased risk of droplet transmission, physical distancing should be prioritized for wind instruments.</li> </ul>		
Parkland HS	<p>The PHS Administrative Team will review these parameters with their respective departments and develop common practices for classroom setups within our departments.</p> <ul style="list-style-type: none"> <li>• Students will be permitted to use their lockers.</li> <li>• Hallway Traffic Plans have been created to reduce congestion and maintain social distancing.</li> <li>• Classrooms will have specific teacher-led period dismissal patterns and building wide staggered patterns (Even day = even room 1 min early dismissal &amp; Odd day = odd room 1 min early dismissal).</li> <li>• Communicate important aspects of the above to students, staff, and families.</li> <li>• At such time when administration deems appropriate, teachers may bring small groups together during class for remediation purposes with social distancing to the maximum extent</li> </ul>	<p>PHS Administrative Team PHS Department Chairs</p>



	<p>possible.</p> <ul style="list-style-type: none"> <li>• At such time when administration deems appropriate teachers may utilize small cooperative learning groups in class with social distancing to the maximum extent possible.</li> <li>• Utilize a desk layout plan to maintain feasible social distances. <del>Rows and columns for individual desks when possible.</del></li> <li>• Students will be permitted face covering breaks as needed if wearing a face covering.</li> </ul>	
<p>PSD Middle Schools</p>	<p>MS Admin Team will review these parameters with their respective departments and develop common practices for classroom setups within our departments</p> <ul style="list-style-type: none"> <li>• Limited locker stops throughout the school day.</li> <li>• Hallway Traffic Plans have been created to reduce congestion and maintain social distancing.</li> <li>• Classrooms will have specific teacher led period dismissal patterns and building-wide staggered patterns.</li> <li>• The bell schedule has been modified to create more time for teacher supervision of students, and extra time for student transitions.</li> <li>• Communicate important aspects of the above to students, staff, and families.</li> <li>• At such time when administration deems appropriate, teachers may bring small groups together during class for remediation purposes with social distancing to the maximum extent possible.</li> <li>• At such time when administration deems appropriate teachers may utilize small cooperative learning groups in class with social distancing to the maximum extent possible.</li> <li>• Utilize a desk layout plan to maintain feasible social distances. <del>All desks will be organized in columns and rows.</del></li> <li>• Designate specific procedures for student</li> </ul>	<p>MS Administrative Team, MS Team Leaders, and Department Chairs (specials)</p>

	<p>lavatory use.</p> <ul style="list-style-type: none"><li>• Students will be permitted face covering breaks as needed if wearing a face covering.</li></ul>	
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**Procedures for restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms [↑](#)**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>• Serve meals in classrooms or other spaces as an alternative to the cafeteria.</li> <li>• Serve individually plated meals/box lunches and avoid buffet style meals whenever possible.</li> <li>• Avoid sharing food and utensils.</li> </ul>		
Parkland HS	<p>Students will arrive and leave from Cafeteria Lunch in staggered patterns. No salad or self-serve bars.</p> <p>No cash or deposits accepted at school buildings. All deposits will be centralized and accepted at the Food Services office. Utilization of scanners by cafeteria staff to reduce high touch frequency for lunch payment.</p> <p>Provide an abundance of hand sanitizing stations so students can use prior to/after lunch period.</p>	PHS Cafeteria Staff, PHS Administrative Team, and School Services
PSD Middle Schools	<p>Students will be seated a minimum of three feet apart while eating lunch.</p> <p>Students will arrive and leave from Cafeteria Lunch in staggered patterns. No salad or self-serve bars.</p> <p>No cash or deposits accepted at school buildings. All deposits will be centralized and accepted at the Food Services office. Utilization of scanners by cafeteria staff to reduce high touch frequency for lunch payment.</p> <p>Provide an abundance of hand sanitizing stations so students can use prior to/after lunch period.</p>	MS Cafeteria Staff, MS Administrative Team, and School Services

## Protocols for sporting activities and physical education classes [↑](#)

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>● Levels of community spread will be evaluated prior to travel both at the current location and the destination.</li> <li>● Implement transmission risk-mitigation protocols in non-contact sports to address hygiene, disinfection of equipment, distancing during practice and competition and numbers of participants.</li> <li>● Require enhanced surveillance and testing for any contact sports to minimize higher risk of transmission in participating athletes.</li> <li>● Select and provide safe opportunities for exercise and sports events for students. Consider the following:               <ul style="list-style-type: none"> <li>○ Physical proximity of players and the length of time that players are close to each other or to staff.</li> <li>○ Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquet, mats or water bottles).</li> <li>○ Ability to engage in social distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers).</li> <li>○ Engagement of players at higher risk of developing serious disease.</li> <li>○ Size of the team.</li> </ul> </li> </ul>		
Parkland HS	<p>Select team sports are introduced with exchange of equipment (balls/rackets) with sanitizing hands of each participant and <b>equipment sanitized midweek.</b></p> <p>Outdoor activities whenever feasible.</p> <p>Locker rooms will be available to secure valuables and for handwashing.</p>	H/PE Department Supervisor & HPE Department Head
PSD Middle Schools	<p>Locker rooms will be available to wash/sanitize hands before and after gym class. Locker rooms will be used for students to change for gym class and to store student books/laptops/bags.</p> <p><b>Physical Education equipment will be sanitized midweek.</b></p> <p>Classes will attempt to go outside as much as possible for class as it is easier to social distance.</p>	H/PE Department Supervisor & HPE Department Head

**Schedule for training all faculty and staff on the implementation of the Health and Safety Plans before providing services to students [↑](#)**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>• Conduct training in person or virtually.</li> <li>• Stagger in-person training schedules based on plan implementation timelines.</li> <li>• Disseminate and update training documents as a reference for staff.</li> </ul>		
Parkland HS	Training for staff on the Professional Development Days prior to the first student day of school.	PHS Administrative Team and designees
PSD Middle Schools	Training for staff on the Professional Development Days prior to the first student day of school.	Middle School Administrative Team and designees

## **Additional Areas to Address:**

**Student arrival social distancing/safety from bus**

**Bell schedule adjustment to accommodate social distancing**

**Student dismissal social distancing/safety parent pick-up**

**Student dismissal social distancing/safety bus**

**Protocols for walking in hallways/transitioning to other classes**

**Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**Classroom set-up to maintain social distancing**

**Protocols for students unpacking and packing up materials in at lockers**

**Protocol for social distancing in the media center**

**Protocol for social distancing and disinfecting in the media center and makerspace areas**

**Protocol for social distancing in music class**

**Protocol for social distancing in art room**

**Protocols for disinfecting materials in encore classrooms**

**Protocol for social distancing in Speech, Title, Learning Support, OT, PT & ESL Classrooms**

**Protocol for disinfecting materials in Speech, Title, Learning Support OT, PT & ESL Classrooms**

**Protocols for maintaining social distancing in the restrooms**

**Protocols for water fountains & bottle filling stations**

**Protocols for entering cafeteria and going through lunch line**

**Cafeteria set-up to maintain social distancing**

**Protocols and procedures to use nurse's office**

**Protocols for social distancing in main office for students and staff**

**Protocols for social distancing/safety during State Mandated Drills**

## Student arrival social distancing/safety from bus <sup>↑</sup>

School	Specifics by School	People Responsible for Carry-out
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>• Mark spaced lines to enter the building and designate entrance and exit flow paths</li> <li>• Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li> <li>• Limit unnecessary congregations of students</li> <li>• Maintain limited points of entry for security purposes</li> </ul>		
Parkland HS	<p>Students access the building in a staggered manner at three locations via bus and parent drop and are greeted by an administrator. <del>Students entering the building and walking through the hallway may wear a face covering.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Students may access their lockers if needed and walk directly to their classroom or the cafeteria. Staff will be stationed throughout the hallways to monitor student interactions and remind students to stay on the right side of the hallway.</p>	PHS Administration and PHS Staff
PSD Middle Schools	<p><del>Students entering the building and walking through the hallway may wear a face covering.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Students arriving on buses will enter the building from the designated entrances. All students will enter the building at the bus entrance and may access their locker if necessary before walking directly to their classroom. Any students who choose to go to breakfast will go directly to the cafeteria and will sanitize their hands. Staff will be stationed throughout the hallways to monitor social distancing and remind students to stay on the right side of the hallway and to walk single file in the hallway.</p>	MS Staff as assigned, Bus drivers



## Bell schedule adjustment to accommodate social distancing [↑](#)

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>● Limit mixing between groups (to the extent practicable)</li> <li>● For class changes and other transitions throughout the school day:                             <ul style="list-style-type: none"> <li>○ Provide additional time for transitions (utilizing state seat time waiver to extend transition period)</li> <li>○ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students</li> <li>○ Plan staggered class (ex: by hall, odd/even room numbers, grade/ discipline) changes to decrease number of students in hallways at one time</li> <li>○ Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)</li> <li>○ Conducting cleaning of hallways and high-touch surfaces throughout the school day</li> </ul> </li> </ul>		
Parkland HS	<p>All students and staff may wear face coverings upon entering the building and during all transitions. Students will follow the PSD Indoor Face Covering Decision Matrix. Students will be permitted to enter the building at 7:15 AM with instruction beginning at 7:40 AM. The instructional day will conclude at 2:44 PM. Staggered dismissal from classrooms will be teacher directed. A hallway traffic plan has been created to maintain social distancing guidelines. All staff members will supervise halls during transitions.</p>	PHS Administration PHS Staff
PSD Middle Schools	<p>All students and staff may wear face coverings upon entering the building and during all transitions. Students will follow the PSD Indoor Face Covering Decision Matrix. Students will be permitted to enter the building at 7:15 AM with instruction beginning at 7:45 AM. The instructional day will conclude at 2:38 PM. Staggered dismissal from classrooms will be teacher directed. A hallway traffic plan has been created to maintain social distancing guidelines. All staff members will supervise halls during transitions.</p>	Principal, Custodian, Teachers

Student dismissal social distancing/safety parent pick-up <a href="#">↑</a>		
School	Specifics by School	People Responsible for Carry-out
Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li> <li>• Mark spaced lines to enter the building and designate entrance and exit flow paths</li> <li>• Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li> <li>• Limit unnecessary congregations of students</li> </ul>		
Parkland HS	<del>Students may choose to wear a face covering when leaving the classroom.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Dismissal times staggered by room number. Multiple exits will be utilized and supervised by staff to reduce congestion.	PHS Administration PHS Staff
PSD Middle Schools	<del>Students may choose to wear a face covering when leaving the classroom.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Dismissal times staggered by grade. Multiple exits will be utilized and supervised by staff to reduce congestion. Floors/sidewalks will be marked for social distancing at the bus loading area and parent pick up.	MS School Services MS Staff

## Student dismissal social distancing/safety bus <sup>↑</sup>

School	Specifics by School	People Responsible for Carry-out
Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li> <li>● Mark spaced lines to enter the building and designate entrance and exit flow paths</li> <li>● Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li> <li>● Limit unnecessary congregations of students</li> </ul>		
Parkland HS	A specific staggered dismissal plan to spread dismissal out through most of our exit points will be implemented. Staff will assist hall monitoring during dismissal.  <del>Students will wear face coverings to board the bus.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Bused students will not be permitted to congregate outside prior to loading onto the bus. Buses will need to be at PHS by 2:34 PM.	PHS Administration PHS Staff  Transportation Supervisors, PHS Administration & Staff
PSD Middle Schools	<del>Students will wear face coverings to board the bus.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Dismissal times staggered by grade. Multiple exits will be utilized and supervised by staff to reduce congestion. Floors/sidewalks will be marked for social distancing at the bus loading area. Bused students will not be permitted to congregate outside prior to loading onto the bus.	All staff and students

## Protocols for walking in hallways/ transitioning to other classes [↑](#)

School	Specifics by School	People Responsible for Carry-out
	<ul style="list-style-type: none"> <li>● Limit mixing between groups (to the extent practicable)</li> <li>● For class changes and other transitions throughout the school day:                             <ul style="list-style-type: none"> <li>○ Provide additional time for transitions.</li> <li>○ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students</li> <li>○ Create a one-way traffic pattern in hallways.</li> <li>○ Plan staggered class (ex: by hall, odd/even room numbers, grade/ discipline) changes to decrease number of students in hallways at one time</li> <li>○ Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children).</li> <li>○ Conducting cleaning of hallways and high-touch surfaces throughout the school day.</li> </ul> </li> </ul>	
Parkland HS	<p><del>Students may choose to wear a face covering when transitioning from one room to another in the building.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Students will follow hallway traffic plans during transitions. Markings will be placed on the walls and floors to direct the flow of traffic. Staff will supervise hallway transitions. Hand sanitizers are located throughout the building. Teachers and TV announcements will remind students about good hygiene practices.</p>	PHS Administration PHS Staff
PSD Middle Schools	<p><del>Students may choose to wear a face covering when transitioning from one room to another in the building.</del> Students will follow the PSD Indoor Face Covering Decision Matrix. Hand sanitizers will be located throughout the building. Students will be encouraged to use hand sanitizer throughout the day. Teachers and morning announcements will remind students about good hygiene practices.</p>	All Students and Staff

**Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students. [↑](#)**

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>● Stagger classes of students in hallways to limit numbers in hallways at any time.</li> <li>● Create a one-way traffic pattern in hallways.</li> <li>● Separate students within common areas.</li> <li>● Students are encouraged to have a back-up face covering available throughout the school day.</li> <li>● Face covering breaks are available throughout the school day as needed.</li> </ul>		

**Classroom set-up to maintain social distancing [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	A desk layout plan will be utilized by departments to maintain maximum social distances to the maximum extent feasible. Furniture will be arranged to accommodate social distancing guidelines to the maximum extent feasible.	PHS Administration PHS Staff
PSD Middle Schools	A desk layout plan will be utilized by departments to maintain maximum social distances to the maximum extent feasible. Furniture will be arranged to accommodate social distancing guidelines to the maximum extent feasible.	MS Administration MS Staff

## Protocols for students unpacking and packing up materials at lockers <sup>↑</sup><sub>↓</sub>

School	Specifics by School	People Responsible for Carry-out
<ul style="list-style-type: none"><li>• Consider whether students should be assigned a locker for the academic year.</li></ul>		
Parkland HS	Use of student lockers throughout the school day.	PHS administration and staff
PSD Middle Schools	Limited locker stops throughout the school day.	MS administration and staff

## Protocol for social distancing in the media center [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>Students will check in at the main desk with their student ID. The library stacks will be blocked from student access as library staff members will retrieve books as needed.</p> <p>Returned books will sit for 24 hours before returning to circulation.</p>	Library Media Specialists, Library Paras, Library Administrative Assistant, teachers and support staff.
PSD Middle Schools	<p>Our Library Media Specialist will use all areas of the library to separate student proximity to account for social distancing. Circulation desk will have markers for where students can stand waiting in line.</p> <p>Returned books will sit for 24 hours before returning to circulation.</p>	Library Media Specialist, Library Administrative Assistant, teachers and support staff.

**Protocol for social distancing and disinfecting in the media center & makerspace areas ↑**

<b>School</b>	<b>Specifics by School</b>	<b>People Responsible for Carry-out</b>
Parkland HS	Makerspace will be available for student use in a structured manner to maintain social distancing to the maximum extent feasible. If teachers would like to use the makerspace materials, the library media specialist will create a cart for the teachers to use. Materials will be disinfected after use.	Library Media Specialist, Library Paras, and Library Administrative Assistant
PSD Middle Schools	Floors will be marked for social distancing in the media center. Makerspace will be available for student use in a structured manner to maintain social distancing to the maximum extent feasible Mobile Makerspace may be available for classrooms. Materials will be disinfected after use.	Library Media Specialist and Library Administrative Assistant



## Protocol for social distancing in music classroom [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<ul style="list-style-type: none"><li>● Group or ensemble singing will follow current guidelines of masking, social distancing, and air turnover, if any. ( currently there are no mitigations)</li><li>● Use larger facilities as available; measure and pre-set these spaces as well.</li><li>● A system for students to enter the classroom, obtain their instrument from the storage area and return to their seat will be established, adhering to proper social distancing.</li></ul>	PHS Administration & Staff
PSD Middle Schools	<ul style="list-style-type: none"><li>● Group or ensemble singing will follow current guidelines of masking, social distancing, and air turnover, if any. ( currently there are no mitigations)</li><li>● Use larger facilities as available; measure and pre-set these spaces as well.</li><li>● A system for students to enter the classroom, obtain their instrument from the storage area and return to their seat will be established, adhering to proper social distancing.</li></ul>	MS Admin, MS School Counselors, and our music teachers

### Protocol for social distancing in art classroom [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Furniture will be arranged to accommodate social distancing guidelines to the maximum extent feasible. Coursework will return to primarily a hands-on modality. Students will sanitize hands entering and exiting art classes.	PHS Administration & Staff
PSD Middle Schools	Art teachers will plan and implement learning activities to account for social distancing to the maximum extent feasible. Coursework will be supplemented online as necessary. Students will sanitize hands entering and exiting art classes.	MS Admin, MS Art Teachers

### Protocols for disinfecting materials in encore/elective classrooms [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Students will sanitize hands entering and exiting Elective classes. Elective teachers will plan and implement learning activities in accordance with practicing social distancing to the greatest extent feasible. Shared materials will be disinfected after use.	PHS Administration, Teachers, School Services Dept.
PSD Middle Schools	Encore teachers will plan and implement learning activities in accordance with practicing social distancing. Students will sanitize hands entering and exiting the encore class.	MS Admin, Teachers, School Services Dept.

**Protocol for social distancing in Speech, Title, Learning Support, OT, PT, Psychologists, and ESL Classrooms [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>Small group instruction protocols will be followed.</p> <p>Small group instruction will occur by practicing social distancing guidelines to the maximum extent feasible.</p> <p>Staff is encouraged to keep small groups when closer than 6ft to less than 15 minutes in one sitting.</p>	PHS Teachers/Staff
PSD Middle Schools	<p>Small group instruction protocols will be followed.</p> <p>Small group instruction will occur by practicing social distancing guidelines to the maximum extent feasible.</p> <p>Staff is encouraged to keep small groups when closer than 6ft to less than 15 minutes in one sitting.</p>	MS Teachers/ Staff

**Protocol for disinfecting materials in Speech, Title, Learning Support, OT, PT, ESL Classrooms [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>Small group instruction protocols will be followed.</p> <p>Routine disinfecting of common and classroom high-touch surfaces throughout the school day.</p>	PHS Staff
PSD Middle Schools	<p>Small group instruction protocols will be followed.</p> <p>Routine disinfecting of common and classroom high-touch surfaces throughout the school day.</p>	MS Staff

### Protocols for maintaining social distancing in the restrooms [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Utilize electronic hall management systems and establish clear protocols for restroom usage.  Good hygiene signs will be posted in the restrooms.	PHS Administration & Staff
PSD Middle Schools	Utilize electronic hall management systems and establish clear protocols for restroom usage.  Good hygiene signs will be posted in the restrooms.	All Staff

### Protocols for water fountains & bottle filling stations [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Water fountains will not be utilized. Bottle filling stations, if applicable, may be utilized to refill water bottles. Classroom sinks may also be used to refill water bottles.	Teachers Custodians
PSD Middle Schools	Water fountains will not be utilized. Bottle filling stations, if applicable, may be utilized to refill water bottles. Classroom sinks may also be used to refill water bottles.	Teachers Custodians

## Protocols for entering cafeteria and going through lunch line [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	Students will line up to go through the lunch line practicing social distancing. Students will retrieve their lunch and make a cashless payment with their student ID. No salad or self-serve bars will be available.	PSD Food Services Director, PHS Cafeteria Manager, PHS Administration & Staff
PSD Middle Schools	Students will line up to go through the lunch line practicing social distancing. Students will retrieve their lunch and make a cashless payment with their student ID. No salad or self-serve bars will be available.	MS Lunch Staff, Food Services Dept, Technology Dept.

## Cafeteria set-up to maintain social distancing [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS & PSD Middle Schools	<p>Students will be seated to the greatest extent possible apart while eating lunch. Students will arrive and dismiss from lunch in a staggered fashion.</p> <p>To maintain appropriate social distancing requirements for lunch, secondary site(s) may be utilized in order to accommodate all students.</p> <p>At such time when administration deems appropriate, all students will return to eating lunch in the cafeteria. A secondary site for lunch will no longer need to be utilized.</p>	PSD Food Services Director, PHS Cafeteria Manager, PHS Administration

**Protocols & procedures to use nurse's office [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>Students will be seen by appointment only. For emergency situations, the nurse, health room assistant, or office staff will assist in supporting the individual in need. Students will wear a face covering during the visit. A face covering will be provided if the student does not have one.</p> <p>Students will be asked to use hand sanitizer upon entering the nursing office and upon leaving the nursing office.</p>	PHS Nurses, Health Room Assistant, PHS Administration
PSD Middle Schools	<p>Students will be seen by appointment only. For emergency situations, the nurse, health room assistant, or office staff will assist in supporting the individual in need. A face covering will be provided if the student does not have one.</p> <p>Students will be asked to use hand sanitizer upon entering the nursing office and upon leaving the nursing office.</p>	Nurse Health Room Assistant MS Staff MS Admin

**Protocols for social distancing in main offices for students and staff [↑](#)**

School	Specifics by School	People Responsible for Carry-out
Parkland HS	<p>Students may wear a face covering when transitioning from classroom to office.</p> <p>One way office traffic patterns will be utilized. Hand sanitizer prior to entering offices.</p>	PHS Administration Administrative Assistants, and Receptionist

## Protocols for social distancing/safety during State Mandated Drills [↑](#)

School	Specifics by School	People Responsible for Carry-out
Parkland HS	PSD will continue to utilize the same drill protocols for Evacuation/ Lockdown Drills; however, review the importance of social distancing with the school community prior to commencing monthly drills via the PA System. Include social distancing as part of each post-drill debriefing. Remind staff members to hold open doors to prevent multiple people from repeatedly touching door handles. Direct staff to focus on proper student social distancing while they Account for Students during an Evacuation Drill. Direct staff to spread students throughout the classroom while conducting a Lockdown Drill.	PSD Director of Safety & Security, PHS Administration & Staff
PSD Middle Schools	PSD will continue to utilize the same drill protocols for Evacuation/ Lockdown Drills; however, review the importance of social distancing with the school community prior to commencing monthly drills via the PA System. Include social distancing as part of each post-drill debriefing. Remind staff members to hold open doors to prevent multiple people from repeatedly touching door handles. Direct staff to focus on proper student social distancing while they Account for Students during an Evacuation Drill. Direct staff to spread students throughout the classroom while conducting a Lockdown Drill.	PSD Director of Safety & Security, MS Administration & Staff

Note: January updates are highlighted in yellow and February updates are highlighted in green.