

Staff COVID-19 Handbook



Fall 2020

October 12th - First day of in seat learning

Purpose

As we transition back to in seat learning at PGHS we want to ensure that we are all following the same protocols regarding COVID safety. This will allow us the best possible chances of staying healthy and keeping school open for in seat learning.

Cleaning of classrooms / restrooms / office

The rooms will be cleaned and sanitized every day after school. There will be a checklist that will be posted in the rooms so all can see the cleaning and sanitizing schedule. Staff are not expected to clean / sanitize, but a spray bottle will be provided if they choose to wipe down high impact surfaces throughout the day.

Other virus spread mitigation

- PPE - Staff will be provided masks, face shields, plexiglass partitions (If desired), gloves
- Staff will be provided with thermometers and hand sanitizer stations. Hand sanitizing stations will be in the office, classrooms, and outside the restrooms.
- Staff and students will always wear masks inside buildings (unless alone). Masks can be removed when people are outside and 6 ft apart.
- All rooms with 2 doors will designate an entrance and an exit.
- COVID safety signage will be prevalent throughout the campus.
- Staff are to have doors and windows open as much as possible to ensure proper air exchanges
- Students will not be allowed to congregate in the restroom. If the stalls or urinals are in use, we are asking students to wait outside until one becomes available.
Please do not wait inside the restroom. We are asking that the number of students in the restroom at any one time is the number of toilets/urinals (Example: 1 urinal and 1 toilet in a restroom means only 2 students should be in the restroom at any one time).

Ill staff member

Please do not come to school if you have symptoms. Notify Pat if you are experiencing COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case.

Ill student

If a student presents symptoms at school, the student will be separated from others and the parent will be called. Parents will need to come to the school and pick up their student immediately in these situations. A [Suspected COVID-19 Case Form](#) will be filled out as well.

One cohort

PGHS is treated as one cohort. If any one person, staff or student, tests positive for COVID we will quarantine and switch to full time Distance Learning.

Temp checks daily before loading on bus

Bus driver will check temperatures of students before they board the bus every morning.

Locations for outside class

Please utilize outside areas as much as possible during the school day. Use an area that makes sense for you and is far enough away from others that classes don't disturb each other.

Resources

[BUSD Reopening the Workplace COVID-19 Transitional Plan](#)

[BUSD COVID-19 Exposure Protocols in a Classroom/Cohort Setting](#)

[BUSD COVID-19 Prevention Handbook](#)

[Inyo County COVID-19 Return to School Criteria](#)

Daily Home Screening for Students
Staff Symptoms and Sick Leave Policies

Parent / Student COVID-19 Handbook



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Daily Schedule

We are planning to offer in-seat learning and distance learning Monday through Friday. Students that attend in seat will follow this daily bell schedule:

1st Period	8:50 - 9:35
2nd Period	9:37 - 10:22
Break	10:22 - 10:32
3rd Period	10:33 - 11:18
4th Period	11:20 - 12:05

The bus schedule is as follows:

AM Pick - up		
	Taco Bell Parking Lot	8:05
	Rocking W & Bear Creek	8:10
	Barlow Gym	8:15
	Big Pine - Methodist Church	8:35
	Arrive PGHS	8:45
PM Drop - off		

	Depart PGHS	12:40
	Big Pine - Methodist Church	1:10
	Taco Bell Parking Lot	1:15
	Rocking W & Bear Creek	1:15
	Barlow Gym	1:20

Students will be temperature checked daily before they get on the bus in the morning. If a student has a fever they will call their parents and go home.

Lunch

The Big Pine Unified cafeteria will provide lunch to students. It will be delivered to the students at the Taco Bell parking lot daily. Our students that live in Big Pine can pick up a lunch from the cafeteria at the BPUSD. Lunches are free to all students at least through December 31st, 2020.

Distance Learning

Students that will continue with Distance Learning will receive direct instruction and support from their teachers. This Distance Learning will be different when compared to the Distance Learning that we are using up through October 9th. Some classes will be live during in-seat instruction. Teachers will hold on-line sessions in the **afternoon** to meet with students via Google Meet.

Masks

Masks are mandatory in order to return to campus. All students will need to properly wear a mask on the bus and while at PGHS. The only time that staff and students can not have masks on will be when they are outdoors AND at least 6 feet away from each other. Teachers will have some class time outside so everyone can take their masks off throughout the day.

When to stay home from school

It is important to stay home from school when you are sick. Here are some guidelines to follow to determine if you should stay home. Please review this every morning before coming to school and stay home if ANY one of the following is present.

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

You can return to school when **there is no fever for at least 24 hours without medication and other symptoms have improved.**

If a student presents symptoms at school, the student will be separated from others and the parent will be called. Parents will need to come to the school and pick up their student immediately in these situations.

Campus

Our campus will have one-way walking flow through most of our buildings. All buildings that have 2 doors will use an entrance and an exit to minimize congestion in walkways. Staff and students will need to make every effort to stay 6 feet away from others throughout the day.

Students will not be allowed to congregate in the restroom. If the stalls or urinals are in use, we are asking students to wait outside until one becomes available. Please do not

wait inside the restroom. We are asking that the number of students in the restroom at any one time is the number of toilets/urinals (Example: 1 urinal and 1 toilet in a restroom means only 2 students should be in the restroom at any one time).

Our classrooms, restrooms, and offices will be cleaned and sanitized nightly.

Effort and compliance

If students are not being successful (earning credit) with in-seat instruction, we will reevaluate in-seat versus Distance Learning placement. Students need to be working to their potential daily and making progress towards graduation.

In the event that students refuse to wear a mask or refuse to distance themselves between others they will be assigned to Distance Learning and not welcomed to the campus. It is important that we all follow these guidelines to make our reopening successful.

