

Student Handbook Pandemic Addendum

The Student Handbook Pandemic Addendum may be changed at any time and posted on www.wesleyschools.org. Wesley Schools follows the frequently updated guidance from the Department of Health and the Pennsylvania Department of Education.

Pre-Screening

Pre-screening is an essential tool to minimize exposure to Covid-19 for our students and staff. Enclosed is a pre-screening tool that MUST be completed each day prior to your student attending school. We suggest you hang this on your refrigerator or somewhere accessible to assist you in this process.

Face Covering Expectations

On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an [Order Requiring Universal Face Coverings](#). This order applies to both students and staff.

We ask that you help your student/s become accustomed to wearing a facial covering and discuss the importance of the order prior to the start of school. Please review the following with your student/s so these expectations are not surprising when they arrive at school the first day.

All students and staff are expected to wear face coverings inside all areas of Wesley Schools. The face covering must be provided by the family, laundered/cleaned daily, and adhere to the dress code (i.e. graphics or language that would not be permitted on clothing is also not permitted on masks). Face coverings must fully cover the mouth and nose. Wesley Schools encourages mask styles that are secured to the head with ties, straps, or loops over the ears or wrapped around the back of the head. Face coverings Wesley Schools will have back up face coverings in the event a mask becomes compromised.

Face coverings may be removed, under the supervision of the teacher, when eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

Staff will be encouraged to use outdoor spaces throughout the school day, space and weather permitting. Please review the link below for frequently asked questions regarding the face covering order.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

Arrival Expectations

- Students will follow their local school district’s requirements for transportation.
- Students should leave all personal items at home with the exception of a lunch box/bag. Students may bring a technology item for transportation, if permitted, but will place it in a plastic bag at arrival.
 - o Backpacks and purses are not permitted at Wesley K-8. Clear bags were provided to students for transporting the Chromebook only.
 - o High School students are permitted to bring an approved bag (a separate bag policy will be mailed home).
- Students should continue to only bring sealed beverages. Students will be provided a water bottle that can be refilled at touchless water stations.

- Students will dismiss from their transportation one at a time and be directed to social distancing marks/stickers on the sidewalks.
- Prior to entering the school building, students will have their temperature scanned. If a student has a temperature of 100.4 or higher, he/she will be asked to wait outside (weather permitting) or in an isolation room until a parent/guardian can pick up. Students with symptoms will be monitored at all times, until a parent or guardian can pick them up or transportation home can be arranged.
- Students will be offered and encouraged to use hand sanitizer while entering the building.

Cleaning, Sanitizing, & Disinfecting

Wesley Schools will follow the cleaning, sanitizing, and disinfecting guidelines outlined in the Memo "CLEANING PROTOCOL AND PRODUCT INFORMATION-ADDENDUM." This protocol includes activities for which staff are directly responsible for completing during the course of business.

Windows may be opened for increased ventilation.

Water fountains will not be used at this time. Wesley Schools has purchased touchless water filling stations and water bottles for students.

Each classroom will be provided hand sanitizer.

All cloth items, whenever possible, are removed from all areas, including seating in waiting rooms. Plastic and metal type seating will be used for seating. .

Student Meals

Students at Wesley Schools have always had breakfast and lunch within their homeroom classroom. Breakfast and lunch will continue to take place in the classroom where students are able to social distance. Cafeteria staff will continue to follow sanitation protocol. Extra cleaning precautions will also be taken. In order to minimize risk, the student lunches will be boxed or covered and delivered to the classrooms.

Action Steps for a Symptomatic Individuals

1. The student that is **symptomatic** will discretely go to the identified isolation area. Wesley K-8 and Wesley High School have identified isolation areas in each building. Designated staff will be in full PPE with the student.
2. The student's parent/guardian will be contacted. The student is expected to be **picked up immediately** following contact made with the parent/guardian.
3. Families must consult with their healthcare provider about the need for a COVID test.
4. Exposed students will remain at home during a 14-day period or until written documentation is provided by a physician. During the 14-day quarantine, the student should continue with remote learning and telehealth whenever possible.
5. Maintenance will follow the cleaning protocol for the isolation area and any other identified areas of the building.

Action Steps After an Identified Exposure

Exposure is defined as an individual who has had unmasked, close contact (within 6 feet for a total of 15 minutes or more) with a positive or symptomatic person.

Wesley Schools will follow the Pennsylvania Department of Education and Department of Health guidelines for school closure. PDE recommendations for determining instructional models can be found here:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/DeterminingInstructionalModels.aspx>

Visitor Procedure During the COVID-19 Pandemic

Please be aware we will follow the guidelines listed below if unable to provide a virtual meeting.

- All visitors must have a scheduled appointment.
- All visitors must wear a mask, while on school property, including during student drop off and pick up.
- All visitors will keep personal belongings in their vehicle.
- Only ONE visitor will be permitted per student.
- All visitors, before entering, will complete a COVID-19 Pre-Screening Questions (see above), including temperature check.
 - Visitors with fever, cough, shortness of breath, chills, muscle pain, sore throat, loss of taste/smell or recently traveled out of state will NOT be permitted to enter the school building.
- All visitors will remain in entry area until staff that are holding the meeting retrieve visitors.
 - Office staff will sign in and out all visitors.
- All visitors should use the hand sanitizer provided, prior to entering the building.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet.

Drop Off:

- Visitors will stay in vehicles, please call the front office to notify staff.
 - A face mask is required when on school property.
- Staff will meet the student outside.
- COVID-19 screening will occur before student is permitted to entering the building (see arrival expectations).
 - Visitor is asked to wait in vehicle until screen is completed.

Acute Intakes and School Intakes:

Telehealth intakes will be available when possible. Face-to-face will be available if decided by the clinical team as necessary. Virtual tours will be available for families.

If in person is necessary, these intakes will take place after school hours.

- All visitors must have a scheduled appointment.
- All visitors must wear a mask, while on school property.
- All visitors will keep personal belongings in their vehicle.
- Only ONE visitor will be permitted per student. Other providers that join the intake will need to participate through telehealth.
- All visitors will complete a COVID-19 Pre-Screening, including temperature check.
 - Visitors with fever, cough, shortness of breath, chills, muscle pain, sore throat, loss of taste/smell or recently traveled out of state will NOT be permitted to enter the school building.
- All visitors will remain in entry area until staff that are holding the meeting retrieve visitors.
 - Office staff will sign in and out all visitors.
- All visitors should use the hand sanitizer provided before entering the building.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet.

Non-Essential Volunteers:

- At this current time, we are not permitting non-essential volunteers on school property due to COVID-19.

How to Opt Out of Face-to-Face Instruction

For parents that have a health or safety concern with their child returning to face-to-face instruction, there is an option to opt out and choose remote learning. Remote learning will be structured similar to the regular school day schedule. This will allow the students to follow the lesson plan and submit assignments at the same time students are required to do so within the building. Students will also continue with group therapy and individual therapy sessions via telehealth.

If you are choosing face-to-face instruction, no further action is needed. If you are choosing remote learning, please contact your child's Program Director.

Shawnda McGroarty, Wesley K-8 School: (412) 833-6444

Christie Caparelli, Wesley High School: (412) 885-7017

Following the contact made with your child's Program Director, an IEP meeting will be scheduled so that the Remote Learning Plan can be developed by the IEP team.

Please note: Wesley Schools' remote learning model for the 2020-2021 school year may have different expectations and requirements than Spring 2020 (i.e., designated log-in times, live classes etc.). This is due to the need to create a more long-term learning environment that meets the needs of every student.

The decision for face-to-face instruction also means that all attendance policies are in place for your child. Please refer to the full attendance policy in the Student Handbook.

In the event that your child would test positive or come into contact with someone that has tested positive for COVID-19, please immediately contact your child's Program Director to opt out of face-to-face instruction. Remote Learning will be provided for at least the 14 day self-quarantined period or as long as you elect to continue.

If, at any time, your child is not successful with remote learning, any member of the IEP team may request a meeting. If you determine that you are ready to return your child to face-to-face instruction, please give your child's Program Director a 2 week notice so that an IEP meeting can be scheduled, as well as arrangements can be made to add a student to the classroom while still maintaining social distancing as feasible as possible. The district will also need time to arrange transportation.