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## Hybrid Opening 2021 Operations and Procedures

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## CDC Guidelines

### CDC Mitigation Efforts (as referenced in this document)

1. Universal and correct use of [masks](#)
2. [Physical distancing](#)
3. [Handwashing and respiratory etiquette](#)

# Arrival and Dismissal Procedures

## Entry Plans:

All points of entry will be consistent with our building “pods” and traffic flow to limit travel and possible exposure.

Students will enter the building based on their cohort beginning at 8:15 am.

The main entrance (south side of building) will be the entry for 11th and 12th graders. The back side of the building (north side of building) will have an entry for 9th and an entry for 10th.

Students will be required to have a mask on for entry.

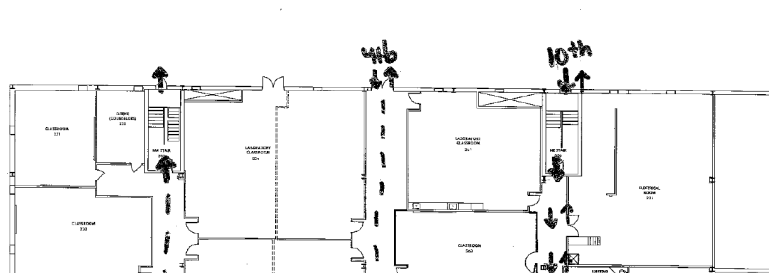
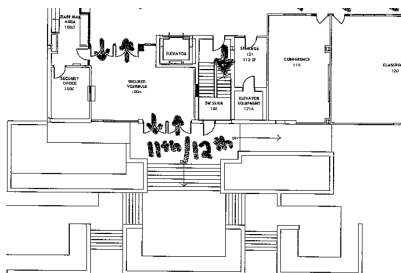
Hand sanitizer stations will be available upon entry for students to use.

Students will be directed to go to their first period class upon entry.

All student drop offs will continue in the main lot with our one way traffic flow.

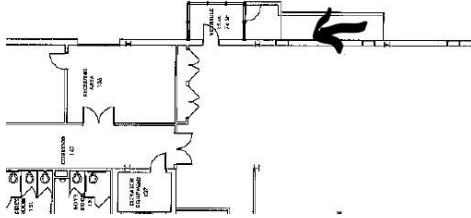
Students who need to access the back of building entry will walk around the building.

- Rosters for Group A and Group B will be at entry for monitors to verify student schedules (listed by entry).
- Additional masks will be available for any students who need
- Grab n Go Bfast Stations available for students at each entry



## Ramp Access / Meal Pick Up:

Any student who requires a ramp to enter the building will enter through the east side of the building at the meal pick up and staff entrance.



Monitors for entry:

<b>Main Entrance</b>	<b>Back Entrance</b>
School Leader Counselor (back up lead) Security - Traffic BSS - Masks CIS Coordinator - Student Schedule Teacher Assigned Duty (prep 1st) - Entry Monitor Teacher Assigned Duty (prep 1st) - Hallway Monitor All other teachers on doorway greeting	Asst School Leader Counselor (back up lead) Security - Traffic (discourage drop offs on Union St) BSS - Masks Climate Manager - Student Schedule Teacher Assigned Duty (prep 1st)- Entry Monitor Teacher Assigned Duty (prep 1st)- Hallway Monitor All other teachers on doorway greeting

<b>Side Entrance / Meal Pick Up</b>
Partnership Coordinator Counselor (back up lead) Teacher Assigned Duty (prep 1st) - Mask Check and Student Schedule Teacher Assigned Duty (prep 1st) - Entry Monitor

Doors open at 8:15 a.m. Students and staff must adhere to CDC guidelines while on campus including a 6ft distance between individuals and masks worn properly. All doors will remain open until 8:35 a.m. At this time, North and East Arrival Doors will close and all students will report to the main entrance for arrival. Signs are posted on the door as a reminder. Staff who are monitoring entrances will keep a door open for a student that they have a visual on and is making movement toward the entrance.

**Bus Arrival:**

Bus drop off will continue to be in the top lot of the main entrance. Students will go to their designated entry depending on their cohort.

**Late Arrivals:**

All late arriving students must enter through the main entrance (after 8:30). Students will give their ID number to Security that monitors the front entrance to sign in late.

**Exit Plan:**

Students will exit from the building based on location at the end of day. Students on the first floor will exit from the main entrance. Students on the west side of the second floor will exit from the middle back doors. Students on the east side of the second floor will dismiss from the east side back doors.

**Early Dismissal:**

Students who will need to be picked up early from school will need their guardian to call in early to tell us what time they will be leaving. The guardian will buzz at the front entrance to tell us they are here. The front desk secretaries will call for the student to be dismissed.

**Visitors:**

All visitors will be asked to have an appt to enter the building. When they arrive, they will use the front entrance and see the Security booth to be verified. All visitors must wear a mask and follow CDC social distancing guidelines. Assistance for families will continue through virtual meetings whenever possible.

**After School Activities:**

Students who are involved in after school activities must be with the facilitator at all times. At dismissal, the students will exit the back second floor doors if the activity is held on the second floor and the first floor doors if it's held on the first floor. The facilitator must follow their participants out of the building to ensure all students exit.

**Lanta Bus Tickets:**

Bus tickets will not be sold at the building. Students will need to purchase tickets online through Lanta. Bus ticket vending machines will be forthcoming, but not this year.

### **Staff Arrival:**

Staff will use assigned parking in the lot and enter the east entrance of the building. Staff must follow the CDC mitigation protocols while on campus and in the building. Upon entry of the building, they will use the hand sanitizer provided. Staff will adhere to building traffic flow. The staff sign in and out will remain at the front desk.

## Attendance Procedures

### Attendance Documentation (teachers)

Teachers will be directed to submit period attendance by the end of each class period. Students will be marked late for the school day after 8:45 a.m. Period 10 (advisory/homeroom teachers) will submit attendance by 3:05 pm. Teachers will utilize the Attendance Dashboards to confirm attendance for the entire day's activity for their advisees (homeroom rosters). Attendance secretary will run an attendance posting report to identify teachers who have yet to submit daily attendance at 3:35 p.m. Attendance can be updated until 9:00 pm.

### Late Sign Ins

After 8:35 a.m., students enter the main entrance doors following social distancing guidelines and share their Student ID number with the Front Desk Attendance Secretary. The Attendance Secretary will enter students ID number in the Daily Attendance Google Form. The late arrival google form entries will populate to the Staff's Attendance Dashboards. Students will follow floor traffic patterns to go to their assigned space.

### LCTI Students:

AM LCTI students (approximately 6 students each day) return at 11:45 a.m. The students will be dropped off at the main entrance and monitored by security while entering the main entrance. Masks will be available at entry, if needed. Students will provide their Student ID number to the Front Desk Attendance Secretary to sign in.

## Classroom Procedures

### Training

All staff will enforce diligent implementation of CDC mitigation efforts. During the first week of returning to in-person learning, staff will teach proper mitigation efforts to students using the COVID HS [Return to School Student Training](#).

### Entering the Classroom

Students utilize hand sanitizer stations upon entry and exit of the classroom. Teachers will utilize strategic seating including but not limited to: where possible assign different classroom periods to different seats and if a student has multiple periods in the same classroom, assign them to the same seat. Teachers will communicate daily reminders for students about mitigation efforts as well as specific instructions to keep their hands off their faces (out of nose, mouth and eyes). Each teacher must create a classroom safety plan that includes entry and exits to allow for proper distancing.

### Cleaning

Teachers may utilize ASD provided disinfecting products at their discretion. Facilities will engage in nightly disinfecting of classrooms. ASD asynchronous Wednesday will allow for deep clean sanitization between cohorts.

Teachers can choose to clean surfaces used by students during transitions. Teachers have been trained on proper cleaning and can access the training via the ASD SafeSchools training site.

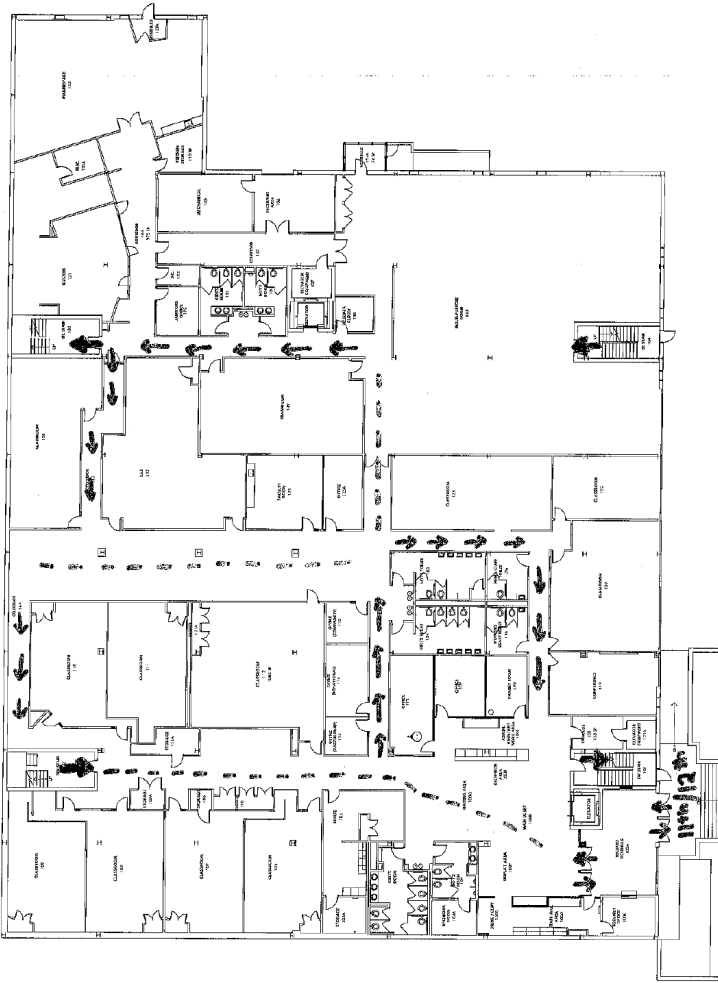
Students can clean their surface prior to exiting or entering the room. Teachers who are opting for students to clean their surfaces must teach students the proper cleaning procedures.

All first period teachers will provide a technology wipe for their students to use every morning to clean their laptops. Wipe the surface gently and allow it to dry.

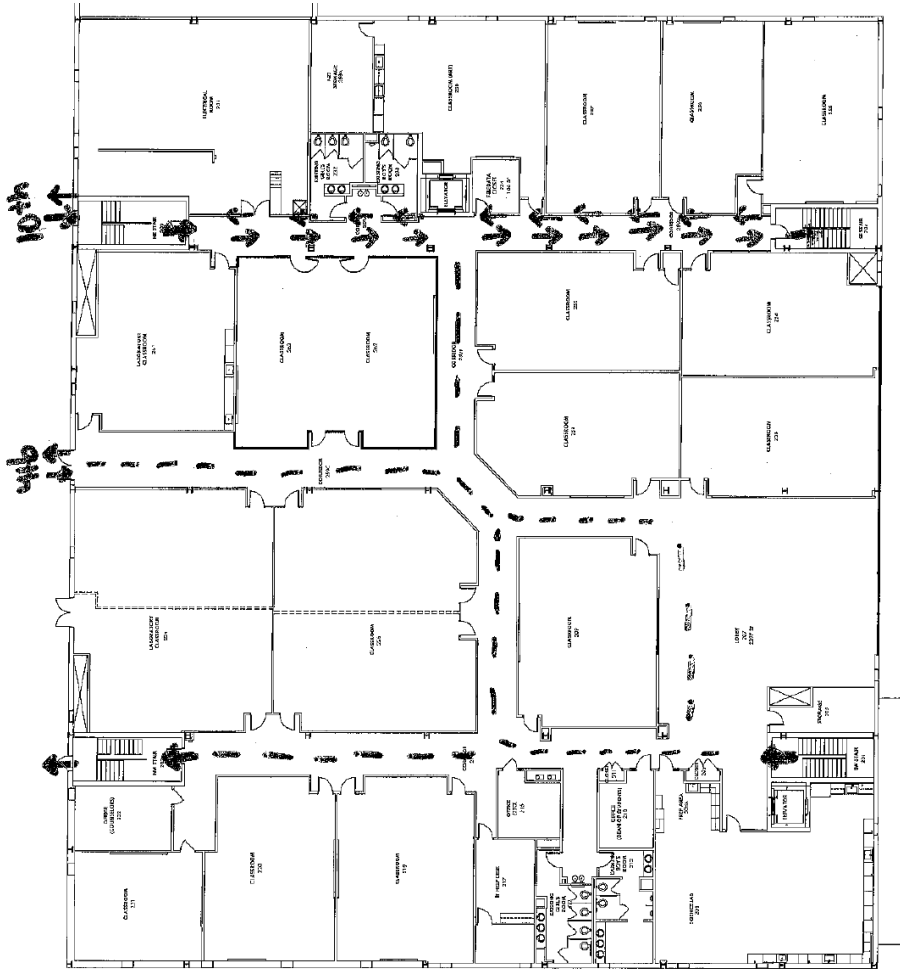
## Transitions (classroom and hallway)

Our building traffic flow patterns:

### First Floor:



Second Floor:



Counselor/BSS Appts:

If a student wants to see a counselor, they will complete the Counselor Request form that is linked on our school site, SLATE, under Students. The counselor will call down for the student OR they will have left a pass in the First Period teacher's mailbox prior to the day. Students should complete the classroom hallway log prior to leaving the room.

In an emergency, the teacher will call the counselor to see if they are available and write the student a pass to transition to the counselor. If the counselor isn't available, the teacher will call the front desk to radio a BSS or Security officer to assist the student.

Nurse Appts:

If a student needs to see the nurse, the teacher will call to see if the nurse is available then complete the health room pass to send with the student. Students should complete the classroom hallway log prior to leaving the room.

Main Office:



If a student needs to go to the main office, the teacher will call for availability first and then send the student with a hall pass. Students should complete the classroom hallway log prior to leaving the room.

### Bathrooms:

Students will take the classroom pass to go to the bathroom after the first five minutes and before the last five minutes of class. Students will complete the classroom hallway log prior to leaving the room. Students will use the bathroom located closest to their pod. Bathrooms are able to hold 2 students per bathroom. Only one student at the sink at a time.

### Classroom Transitions:

*\*Teachers will be submitting an entry/exit plan for their classroom.*

Students will wait outside of the classroom doors (when necessary) on the social distancing stickers set 6 ft apart until the teacher is ready for them to enter. Students and staff will use hand sanitizer upon entering a classroom. Students will have assigned seats in the classroom.

Teachers will dismiss students a few at a time to promote adequate social distancing. Students will travel on the right side of the halls that are marked with two way traffic. Students should not use the bathroom while in transition.

## Cafeteria Procedures

*Building 21 Allentown will follow local health guidelines to ensure the health and safety of students and staff. Building 21 Allentown will also follow the state of Pennsylvania's Department of Health recommendations on physical distancing, in accordance with lunch seating requirements.*

- All students must wear a mask or protective face covering when entering, exiting, and/or moving around the cafeteria. Masks may only be removed when eating.
- All staff members must wear a mask or protective face covering during the lunch periods in the cafeteria.
- Students must sanitize their hands upon entering the cafeteria.
- Restrooms will be monitored by staff to ensure no more than two students are in a restroom at the same time.

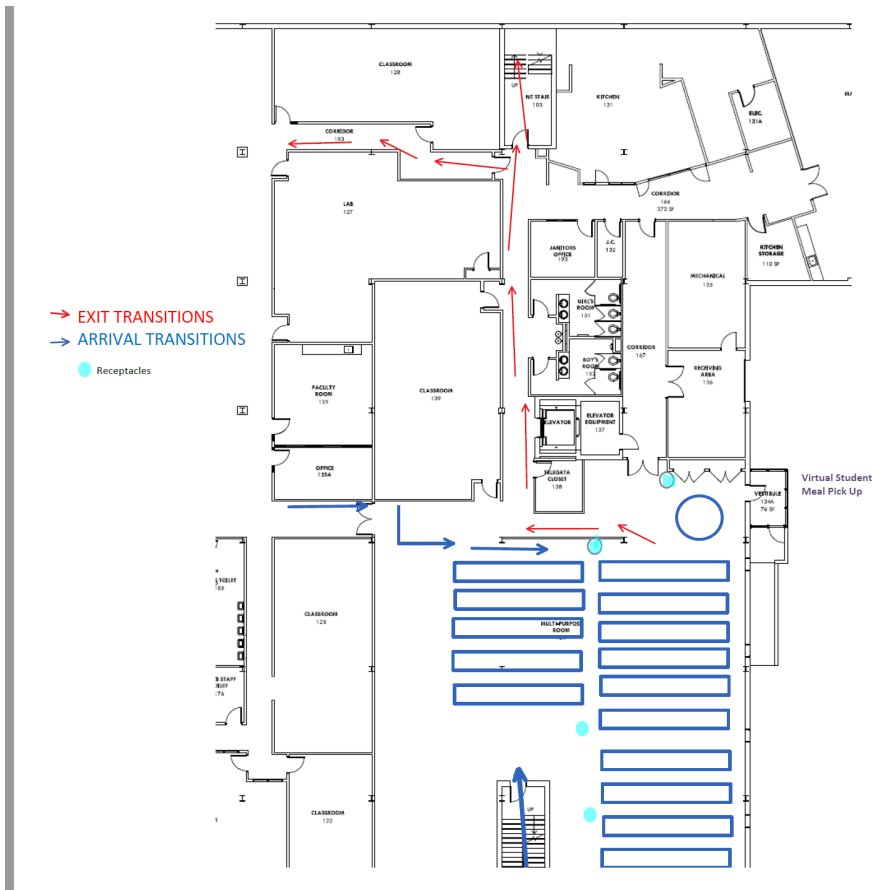
### Entrance:

- Students enter the cafeteria through the west double doors (one way entrance)

- Go to a table and sit one student per table. Students will remain at tables until dismissal.
- Food will be on carts and delivered to the students at the tables
- Tally completed by food service staff

Exiting:

- Students will be dismissed by rows (3 students at a time)
- Students will dispose of trash on way out (receptacles spread throughout exit transition path)
- Two exits (leaving north and up stairs to second floor or leaving north and first floor hallway -- see floor plan below)



# Grab and Go Breakfast

Grab and Go Breakfast will be available on each floor for students to take to their first period classrooms. Students must complete the breakfast by 8:40 a.m. Masks may be removed only while eating but for no longer than 15 minutes.

## Classroom Backup Plan

### ***Plan A (moving 1 classroom):***

- Room 221 (max capacity 10) (2nd floor / 9th grade wing)
- Town hall carpet space (max capacity 20) (1st floor / 10th/11th/12th grade)

### ***Plan B (moving multiple classroom):***

- Use the schedule to move displaced classes in prep/collab spaces that are available

### **Room Closure & Relocation Protocol for Potential COVID19**

- Notify Administrator
- Assessment of Concern
  - Notification to Administrative Team
    - Admin use Open Room List to select the closest suitable classroom.
    - Admin initiate Building Level Climate Concern Protocol
    - If room closed due to student/staff COVID19 concern, notify Principal
  - Notification to Nurse's Suite as appropriate
- Teacher notified of open room location.
  - Relocate the students
  - Students take all belongings with them
  - Teacher closes and secures the room door.
  - Teacher and Security escort class to open room, provide access and assist in getting students relocated
  - Resume instruction
- Administrators post CLOSED signs on the classroom door, verify secured, and follow up with Facilities on the Building Level Climate Concern Protocol.

- When the classroom is cleaned, disinfected and inspected, notification to the teacher that the issue has been positively resolved, and the room may be safely used.

## Masks Kiosks

Building 21 will provide masks for students and / or staff who need them. The masks are reusable and require regular laundering. There are two masks kiosks located in the building on each floor near the building entrance and exits. Students and / or staff who need to borrow masks should borrow enough that when they return the masks for cleaning, they have a clean mask to wear that day.

Students may request the masks from their first period teachers OR their advisors (begin and end of day) for a supply for the week. Staff will provide up to five masks for the student to have for a week. The worn masks can be deposited in the masks kiosk on any day either at entry or dismissal. It is imperative that the individual has a mask to wear and is only depositing a mask(s) they currently are not wearing.

In the case a mask needs replaced during other periods of the day, staff can provide a student with a mask to be used. The student can return it to the kiosk the following school day for cleaning.

Our pick up day for the masks to be cleaned is designated weekly on Wednesdays.

## Technology Help Desk

If a student needs technology assistance, call the Help Desk at ext 4413. Provide the student's name, the issue needing resolved, and your room number. The tech assistant will come to the room to provide support.

## ASD Transportation Protocols for 2020-2021

### **Parents/Guardians/Caregivers:**

Parents/guardian/caregivers are to perform a symptom screening prior to leaving home to go to the bus stop each day to see if the student is experiencing a fever, cough, shortness of breath, chills, sore throat, headache, loss of taste or smell, muscle pain, diarrhea or vomiting. Students with symptoms need to stay home.

### **Students:**

- \*Students must wear a face covering that covers their nose and mouth.
- No student will board the bus without a face covering.
- Practice social distancing at bus stop.
- No food or drink allowed on bus.
- Assigned seating by school administrator by bus stop order.
- If student displays symptoms during the ride to/from school, the driver or monitor must complete a bus incident report and notify the First Student Location Manager immediately. First Student will notify the building principal.

\*Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

#### **Bus Entry and Exit Protocols:**

- To School Entry-Students fill back seats forward at the direction of the driver.
- To School Exit- Students exit from front seat to rear.
- Return Home Entry- students are seated by order of stop.
- Return Home Exit- students exit by order of stop.
- No individuals, including parents, guardians, and other caregivers, allowed on the bus, unless necessary (i.e., to assist a student with a disability).

#### **Bus Ventilation:**

- Open windows, if weather allows, to improve ventilation.

#### **Bus Cleaning and Disinfection of Buses:**

- 2 Times Daily (after AM routes and PM routes).

- Wipe down high touched surfaces between runs.

## Staff Expectations

Please see the document created by ASD's Human Resources Dept [here](#).