

Postsecondary Reopening Plan



2020-2021



July 31, 2020

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**Pinellas County Post-Secondary School Site
Fall Reopening Plan
July 31, 2020**

Pinellas County Schools has produced and distributed the ReOpening Plan 2020-21 guiding the reopening of schools in August 2020. The comprehensive plan covers operations and procedures for all Pinellas County Schools including adult education centers and Pinellas Technical College campuses.

This document is intended to compile topics from the District plan that are specifically relevant to the Post-Secondary adult education environment for easier reference. This document in no way supersedes the district document.

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HEALTH AND WELLNESS PROTOCOLS: ENSURING THE SAFETY AND WELLNESS OF STUDENTS AND EMPLOYEES

Face masks/face coverings must be worn at all times.

Cohort: To the extent possible, students in self-contained programs will remain as a cohort (group of students/teachers) throughout the day. This will minimize the exposure to larger numbers of individuals throughout the school day.

Social Distancing: Students must maintain social distancing to the greatest extent possible when on campus. This includes in parking lots, common areas, in classrooms and shop spaces. When it is not possible to socially distance, students should engage in more frequent handwashing, and wearing masks/face coverings.

Personal Protective Equipment- PPE (masks, face coverings and shields): Aligned to the protocols for Pinellas County Schools, **PPE must be worn at all times.** In addition, social distancing to the maximum extent possible should be considered when developing lessons and activities.

HEALTH AND WELLNESS

All students, employees or visitors at any school must affirm their wellness to be on campus. Anyone exhibiting any symptoms should stay home and consult with their health professionals to make a plan for a safe return.

While attendance at school and work is critical for the success of students, no one should come to any school campus or school district building if they are unwell or exhibiting any symptoms.

EMPLOYEE SELF-SCREENING

Employees will complete a self-screening tool to affirm their wellness each day prior to entering any school or district building.

STUDENT SCREENING

As a part of the student registration and fee term documents, all students will receive and need to complete **the Post-Secondary Student 2020-2021 Wellness Responsibilities and Expectations form** and return the signed portion to their school. This form denotes that all students understand that it is their responsibility each day during the school year to: 1) ensure their wellness, as outlined by the screening questions, prior to entering a school or district building and 2) that if they become ill during the school day, leave school as soon as possible following notification to their instructor.

SELF-SCREENING QUESTIONS

Before entering a school or district building, you should assess your wellness with the following questions:

1. Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours:
 - Fever greater than 100.4/chills
 - Cough/shortness of breath
 - New loss of taste or smell
 - Nausea/vomiting/diarrhea
 - Experienced multiple symptoms
2. In the last 14 days, have you:
 - been in close contact with anyone who has been diagnosed with COVID-19;
 - been placed on quarantine for possible contact with COVID-19;

- traveled abroad or to an area of the country where it is recommended that you self-quarantine;
- had a COVID-19 test pending

If anyone (student, employee, visitor) shows any symptoms or conditions it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance.

WELLNESS PROCEDURES EDUCATION FOR STAKEHOLDERS

To ensure all students, families, visitors and staff understand the health and wellness protocols implemented by the district, a series of communications will be shared prior to the beginning of the school year. Reopening information will be housed on a dedicated website, www.pcsb.org/reopening. Specific information related COVID-19 will be posted at www.pcsb.org/coronavirus.

Technical College and Adult Education specific information will be available at MyPTC.edu for Pinellas Technical College or <https://www.pcsb.org/Page/636> for Adult Education.

Signage will be placed throughout each school and district facility reminding students, staff and visitors to practice social distancing, to wear a mask or face covering at all times when not eating or drinking, to wash hands frequently and thoroughly, and to limit room capacity to reduce opportunities for exposure

PROCESS IF A STUDENT IS NOT FEELING WELL AT SCHOOL

Any student not feeling well or exhibiting any COVID-19-like symptoms will be referred to the site administrator where they may be asked to leave campus to seek the advice of a medical profession as to their condition and ability to return to campus.

VISITORS AND VOLUNTEERS

- To the greatest extent possible, all non-student visitors to the campus will schedule an appointment to conduct essential business.
- Prior to admission to campus, all individuals must affirm their wellness by completing the **COVID-19 Self Screening Tool**.
- All individuals will practice social distancing and **wear a mask/face covering** at all times.

Student Registration: Students are encouraged to register and pay for classes online if possible, in order to limit the number of visitors to the registration area. For students needing to register and/or pay in-person, an appointment must be scheduled in advance. Registration and fee payment periods/dates will be staggered to limit the number of visitors to the registration area.

Counseling/Financial Aid Offices: Financial Aid and school counselors will see students by appointment when possible. Walk-ins will be seen within the capacity of the social distancing guidelines.

School Advisory Committee (SAC) and Program Advisory Committee (PAC) meetings will follow the same meeting structure as the Pinellas County School Board meetings. Currently the School Board meetings are conducted in a virtual format, thus so should the SAC and PAC meetings. SAC/PAC meeting structure will continue to align with the School Board meetings throughout the school year. Once meetings are held in person, all CDC and Department of Health guidelines must be followed by SAC members and visitors.

FALL 2020: INSTRUCTIONAL MODELS AND FACILITIES

Guided by the principles for ReOpening Pinellas County Schools, the safety and wellness protocols previously outlined ensure that the district and every school have prepared and continue to maintain the highest standards for our students, families and employees when classes resume on August 12. With this in mind, instruction in schools and classrooms will also look different. The information below outlines what classes will look like as school reopens for high-quality, face-to-face, instruction.

MODE OF INSTRUCTION	CURRICULUM	DETAILS & CONSIDERATIONS
Traditional Return to School	PCS-adopted curriculum with lessons developed and taught by classroom teachers.	<ul style="list-style-type: none"> • Remain enrolled in your 2020-2021 post-secondary school. • Traditional face-to-face instruction following the post-secondary school site schedule and terms. • Follow and adhere to all 2020-21 PCS school building health and safety protocols and the post-secondary Code of Student Conduct. • Note: If the need arises to quarantine and/or close a classroom, school or the entire district due to health concerns, instruction will continue but transition to the digital model until students and teachers return to traditional instruction. All decisions for quarantine and/or closure of classrooms, along with return dates will be made with the Department of Health.
Blended Learning Model	PCS-adopted curriculum with lessons developed by classroom teachers used when social distancing cannot accommodate the full class enrollment.	<ul style="list-style-type: none"> • Basic content information, fundamental technical skill content and academic concepts presented in a distance learning format. • Technical skill practice, demonstration and assessment performed in the school lab/shop. • One-to-One or small group intensive instruction presented by the instructor in the school classroom for additional support. • Only available as needed to facilitate compliance with social distancing requirements.
Distance Learning	PCS programs established to provide online learning.	<ul style="list-style-type: none"> • Specific programs that are conducive to online learning. Such as: <ul style="list-style-type: none"> - AGE - ABE - GED - Adult High School - ESOL - Medical Billing and Coding

Class Scheduling: Class schedules will be amended to reduce large volume arrival and departure periods. In-school and distance-lesson activities will be offered on an alternating schedule and class period starting and ending times will be staggered to reduce traffic in concourse areas. Classes will also be divided into smaller groups wherever necessary and possible.

Instruction: All instruction will be conducted in-person to the greatest extent possible. Should the need to close a classroom or building occur, a blended method of instruction (similar to spring 2020) will be put in place with technical skill practice and assessment scheduled individually.

Classroom set-ups will be arranged to maximize space and increase social distancing between students. All extraneous furniture will be removed from the classroom.

Technical Lab areas will be scheduled for skill practice and assessment by the instructor to facilitate social distancing.

Cafeteria and Breakroom Spaces: In order to minimize crowding, lunch and break periods will be staggered and a limited number of tables and chairs will be available in dining areas and outdoor spaces. The cafeteria will offer more “grab and go” meals to reduce the number of students dining together, and common areas will be cleaned and sanitized between lunch/ break periods.

Classrooms and Shops: In all classrooms and shops, non-essential furniture will be removed, and a maximum capacity will be established based on size and spacing needed for proper social distancing. In instances when equipment must be shared, cleaning must occur on a frequent basis, between students and will need to be planned for by teachers. Project group sizes will be limited; and shop schedules will be developed to reduce the number of students in a shop at one time. Masks/face coverings will be required in all shop areas.

Common Areas: Seating in all common areas, including the front office, will be reduced to allow for proper social distancing. A waiting area will be established for the bookstore, and classes will be scheduled for bookstore transactions in order to limit the number of customers in the store at one time. Media Centers will be closed until further notice. Group Functions and Facility Rentals are suspended until further notice.

Computer/Testing Labs: A maximum capacity will be established for computer labs to allow for six-feet between stations and labs will have extended hours to allow for fewer testers at one session. **Testing will be done by appointment only.** School-provided headphone sets will not be available. **Students wishing to use headphones must provide their own.** A regular sanitizing protocol will be followed to ensure stations are cleaned between users.

All **student competitions held within the district**, but not sponsored by PCS, must be approved by the Executive Director, Career Technical and Adult Education. Evidence must be shown that competition organizers are following all recommended CDC and district guidelines before schools/students will be allowed to participate.

All **student competitions held outside the district** must be approved by the Executive Director, Career Technical and Adult Education. Evidence must be shown that competition organizers are following all recommended CDC and district guidelines before schools/students will be allowed to participate.

PLANS TO SUPPORT TECHNOLOGY

Adult students choose to participate in adult basic education and adult technical education. The technology used in a distance learning format will be the responsibility of the student. District and/or school site technology resources will not be available to be assigned to or checked out by students for distance learning.

STUDENT ARRIVAL AND DEPARTURE (INCLUDING DUAL ENROLLMENT BUSES):

Bus drop-off and pick-up times and locations will be staggered to the greatest extent possible. All students will be asked to proceed directly to their classroom upon arrival to campus. Afternoon pick-up procedures will be adjusted to allow for greater social distancing while students are waiting for a ride.

CLEANING AND DISINFECTION

The district's Plant Operations Department has issued the [2020 Cleaning for a Healthier Pinellas County Schools](#) handbook, which focuses on the thorough cleaning and sanitizing of surfaces, particularly high-touch areas, and the targeted use of CDC- and EPA-approved disinfectants and sanitizers for an effective infection-control strategy. These cleaning protocols have been established to align with industry standards as established by the American Physical Plant Administrators (APPA) and CDC recommendations for the cleaning and sanitizing of schools and public areas. Individual protocols have been designed for each unique classroom space, general area and office area. The handbook includes detailed checklists and step-by-step instructions for cleaning and sanitizing specific areas within a school campus, such as classrooms, restrooms, locker rooms and school clinics.

School-specific protocols are being developed and will include the following:

- Head Plant Operators (HPO) will develop a highly-detailed cleaning schedule for each member of the plant operations team. These schedules will list each team member, which portions of the campus he or she will clean each day, and the length of time expected to clean each room. All schedules will be reviewed by the General Manager for Operations (GM) for each school and school administration.
- Plant Operators will follow the step-by-step cleaning protocols to ensure that each space is cleaned appropriately and to ensure consistency in cleaning across the district.
- Upon the completion of cleaning a room, plant operators will place a hangtag on the doorknob of the room that identifies that the room has been properly cleaned and sanitized.
- An accountability tool (Orange QC) is being implemented across the district to give GMs and principals the opportunity to determine the cleanliness of each room and document those observations to create data points for review with each HPO.
- Teachers and staff will receive a copy of the step-by-step cleaning protocols to better understand how their rooms are cleaned and to establish a partnership with plant operations staff in order to identify ways plant operators can be more effective.

Beyond the steps outlined in the *Cleaning for a Healthier Pinellas County Schools* handbook, teachers will be trained to take these simple, yet effective actions to maintain the cleanliness of their rooms:

- Teachers will place their 'clean room' hangtag on the inside door handle or their desk each day so that it can be located easily by the night-time plant operations team.
- Teachers will notify their school administrator and HPO if they plan activities during the day that may require additional cleaning either during the day or at night. Notifying the HPO in advance will allow the plant operations team to adjust the time allocated to clean the room if necessary.
- Each classroom will be supplied with a bottle of CDC-approved sanitizer and cloths that the teacher may use during the day if the need arises for a quick wipe down of a surface and if plant staff is not readily available.
- Teachers and office staff will arrange their desks and work areas in a manner to assist with the nightly sanitizing of those surfaces. Papers, files and books will be removed or stacked/placed in an orderly manner to allow plant operators to spray down the work surfaces without moving materials (preventing damage or loss of materials). Computer keyboards and other accessories will be placed in an accessible location and laptops will be closed to allow for exterior sanitizing.
- Students may also be asked to assist with keeping their areas clean for other students.
- Teachers will enlist the assistance of trusted students or the entire class to help keep classroom areas clean and tidy throughout the school day.
- Likewise, teachers and students will establish classroom protocols to wipe down desks and tabletops, and other shared equipment, in between classes and throughout the day. This type of activity could be especially effective in elementary schools if it is used as a tool related to COVID-19 safety and general good health practices.

INVESTIGATION OF POTENTIAL AND/OR CONFIRMED COVID-19 CASES

Case investigation and contact tracing are well-honed and effective tools to slow the spread of COVID-19 in a community. All investigations and contact tracing are led by the Department of Health, in collaboration with Pinellas County Schools (PCS) School Health Services. A dedicated COVID-19 team within PCS School Health Services department has been established to ensure every reported case is reviewed and handled appropriately.

As investigations of this nature include personal medical information and health data, much of the information is private and protected by the Health Insurance Portability and Accountability Act (HIPAA) and other applicable state and federal regulations. The process below outlines the steps that will be taken for each potential or confirmed case as well as the type of communication that will occur.

CASE(S) REPORTED AT SCHOOL OR DISTRICT SITE

The district requests that any student or employee who has a confirmed case or has been recommended for quarantine/isolation by the Pinellas Department of Health (DOH- Pinellas) or medical professional report this to your school or district administrator. While Pinellas County Schools will be made aware of cases by DOH- Pinellas, support from our families and employees to self-report will support the district in taking next steps in an expedited manner. (Note: Employees will be asked for specific documentation and should refer to the Employee Section for additional details.)

1. School and district administrators will report potential exposure or reported confirmed case to the PCS COVID-19 Team.
2. The district PCS COVID-19 Team will collaborate with the school/district administrator and the school nurse to gather information to provide to DOH-Pinellas, so they can begin contact tracing and make decisions about whether individuals, entire class, school, department or building needs to isolate or quarantine. Questions may include:
 - a. Documentation/confirmation of positive testing
 - b. Symptoms exhibited
 - c. Last day present at the school/worksite
 - d. Individuals or groups of people who had close, prolonged contact (defined as spending at least 15 minutes with someone less than 6 feet apart)
3. Based on the responses to the questions above, information will be provided to DOH-Pinellas and a recommendation will be made about the need to isolate/quarantine.
 - a. Persons who self-report a positive test, or parental report of a positive case in their student, will be reported to the DOH-Pinellas for confirmation
 - b. In general, household members, intimate partners of a positive case who are considered presumptive positive cases and individuals who had close contact (<6 feet) for a prolonged period of time (≥ 15 minutes)
4. All investigative and confirmed cases will be handled in accordance with the guidelines established by DOH-Pinellas.
 - a. Contact tracing and investigative processes remain the role of DOH-Pinellas.
 - b. DOH-Pinellas will take the lead on contact tracing and will contact affected families and staff directly to determine risk level. DOH-Pinellas will also provide direction on testing and self-isolation.
 - c. School health staff and the PCS COVID-19 team will provide assistance and support of these efforts.
 - d. Any schoolwide or other closure decisions will be made in conjunction with DOH-Pinellas and PCS leadership.

5. Confirmed case information will be communicated in alignment with all federal and state confidentiality rules.
 - a. Confirmed case information is relayed from DOH-Pinellas to the PCS School Health Services department.
 - b. Impacted individuals (students and/or employees) will be notified if there is a need to isolate quarantine through a letter from DOH-Pinellas that will be shared with the impacted families and staff.
 - c. Confirmed case information will be shared with leadership at all affected sites so the proper cleaning and disinfecting protocols can be completed.

6. If there is a decision made for a classroom, school or district closure, the following communication will occur
 - a. The district/school will communicate general closure information with all impacted families, in alignment with all federal and state confidentiality rules.
 - b. A media alert distributed to all local media outlets, if appropriate.
 - c. A classroom or school closure will be communicated to school staff directly by the Principal and/or Area Superintendent/Chief.
 - d. A classroom or school closure will be communicated to families by the Principal or designated school staff using the following methods:
 - i. Classroom Closure
 - DOH-Pinellas letter sent home to families;
 - Individual phone calls to affected families;
 - School Messenger phone call, text and email to non-affected families to explain the nature and expected duration of the closure and actions being taken to keep remaining staff and students healthy and safe; and
 - Communication will include Department of Health contact information.
 - ii. School Closure
 - DOH-Pinellas letter sent home to families;
 - School Messenger phone call, text and email to families to explain the nature and expected duration of the closure and actions being taken to prepare for the safe return of students and staff; and
 - Post on school-specific social media.



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