

School Wellness Plan

Checklist for School Administrators, Instructors, and Staff

COVID-19 Point of Contact for Employees: Valerie Anderson, HR Director

COVID-19 Point of Contact for Students: Justin McNeil & Ken McKee, Campus Directors

1. Face coverings will be worn at all time when social distancing of 6 foot is not an option and in all common areas inside campus buildings. Instructors may require facemasks to be worn in their classrooms. The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and must meet school dress code policy.
2. Promote and demonstrate regular hand washing and positive hygiene behaviors for all faculty, staff and students.
 - Hand sanitizers will be placed in bathrooms, classrooms, and common areas.
 - Ensure soap and safe water is available at hand washing stations.
 - Encourage frequent and thorough washing (at least 20 seconds).
 - Place hand sanitizers in bathrooms, classrooms, halls, and near entrances and exits where possible.
3. All faculty and staff will clean and disinfect work areas.
 - Teachers and students will help disinfect/sanitize high contact surfaces at the beginning of each class and at the end of class sessions. Check to make sure students are not allergic to the disinfectant.
 - Evening instructors and students will disinfect classrooms at the beginning and the end of the class sessions.
 - Restrooms will be cleaned at least two times during the school day and one time in the evening.
 - Increase air flow and ventilation where climate allows (open windows, use air conditioning).
 - Set all central heat/ac units to allow the fan to run and improve airflow in classrooms and office spaces.
4. Maintenance will clean and disinfect school buildings and bathroom facilities at least twice during the school day and once in the evening, particularly surfaces that are touched by many people (tables, door and window handles, etc.).
 - Custodians will fog classrooms at the end of each work day. Coordination will need to be made between day and evening classes, night custodians will need to fog all classrooms used at night before teachers and students arrive the following morning.
5. Post signs encouraging good hand and respiratory hygiene practices.
 - Messaging with an emphasis on frequent handwashing for 20 seconds and utilizing hand sanitizer stations.
 - Message “Stay Home” if you are running a temperature of 100.4 or greater.
6. GPTC will conduct symptom screening for any person entering the school building. This includes staff, students, family members, and any other visitors physically entering the school building.

- Conduct daily temperature screening for all people entering the school facility or boarding a school vehicle. Fever is defined as 100.4 F or greater. Students will receive a sticker to place on their badge to signify they have been screened each day.
- Will ask staff and students to conduct a wellness check prior to arrival using the following symptoms of possible COVID-19. Check for signs: new onset of a dry cough, shortness of breath or difficulty in breathing, or two of the following symptoms: fever of 100.4 or higher, chills and/or shaking with chills, headache, loss of taste or smell, muscle pain, sore throat, diarrhea, nausea, or vomiting. If you have these symptoms, the CDC recommends you be removed from the general population, stay at home, and contact your healthcare provider as soon as possible to determine whether you need to be evaluated and tested.
- If a person becomes symptomatic or could become contagious while at school, they need to be isolated from the general population and wear a mask in an isolation room until they can be released to a parent or can be released to drive home.

Face coverings

All students, staff, and other people present in school buildings and district offices or riding on school vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandanna

Face coverings should conform to the dress code as listed in the student handbook. No obscene, offensive or lewd lettering or advertisements. No drug emblem, tobacco or alcohol advertisement, or gang oriented materials are allowed on face coverings. The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible. Anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition should contact the designed COVID-19 points of contact:

COVID-19 Point of Contact for Employees: Valerie Anderson, HR Director

COVID-19 Point of Contact for Students: Justin McNeil & Ken McKee, Campus Directors

Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor shop or lab activities where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.

- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- During indoor practices or performances involving public speaking or singing where a face covering cannot be used, performers should maintain 6 feet or greater of physical distance from others while participating in the activity to the extent possible, and should replace their face covering as soon as the activity is completed.
- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

Cleaning & Sanitation

- GPTC maintenance staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where there will be frequent use.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., by dedicating supplies or equipment to individual students) and limit the use of supplies and equipment to one small classroom cohort group at a time, allowing for time to clean and disinfect between use.
- Avoid sharing electronic devices, books, tools, and other equipment or learning aids when possible, and ensure cleaning between uses.
- Students should keep personal items in individually labeled containers, desks, or lockers.
- GPTC will immediately isolate symptomatic people in the designated space at school and send them home.
- GPTC will establish a dedicated space for symptomatic people who are waiting to go home. The designated space will accommodate social distancing of at least 6 feet for multiple people if needed. Maintenance will conduct a deep cleaning processes for the dedicated space between uses and as needed.

Campus Visitors

- Limit non-essential in person visits for outside groups, events or gatherings on campus to minimize exposure.
- Nonessential visitors, volunteers, and activities involving external groups or organizations are restricted until further notice or as approved by the superintendent.
- We have temporarily suspended outside groups from using our large meeting spaces until after January 1, 2021.
- Normal, everyday communication will occur through email and phone conversations.
- Entry into the building will be limited to essential personnel. Parental access to the building must be pre-arranged. Visitors will be required to take their temperature, sanitize

their hands, and have a proper face and mouth covering to enter the building for any reason. Exceptions for medical reasons will be considered by the COVID-19 point of contact.

School Entry & Waiting

- Students will enter the building immediately upon arriving at school through designated entrances.
- Students will be required to wear a school appropriate face mask while in line to enter the building and while waiting for class to start.
- Bused students will enter the building through the West entrance of building 100. All others, including student drivers, walkers, and drop offs, will enter through the Main (North) Building 100 entrance, or designated building entrances.
- Students who have classes in buildings other than 100 may go directly to that building and be screened upon entry.
- Upon entry, students will be expected to practice social distancing in the hallways.

Hallway Spacing

- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during breaks, arrival and dismissal, restrooms, shop areas, etc.).
- Staff monitor arrival and dismissal to ensure students go straight from vehicles and buses to their classroom, and vice versa.
- Use visual aids to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor).
- Students and all adults will be required to wear a mask while transitioning from class to class and every time they are in the hall. Students are expected to walk on the right side of the hallway at all times. Student locker exteriors will be sanitized at the end of each school day. Students are encouraged to limit locker access to the beginning and ends of the school day. Students will not be permitted to share lockers.

Classrooms & Shops

- Arrange classroom seating so that students are separated from one another by 6 feet when feasible.
- Classrooms may need to be repositioned to accommodate the 6-foot social distancing. Each Director, working with their instructors will formulate a plan of action to set work stations at least 6 foot, desks should all face the same direction.
- Consider the use of transparent dividers (e.g., plexiglass) to separate people
- Reconfigure common classroom/shop areas by spacing out furniture to minimize crowding. Consider closing off common seating areas in the classroom/shop if it is observed that social distancing is routinely compromised. Do not allow multiple groups into common areas.
- Stagger arrival and dismissal times to minimize crowding. Whenever possible, student pick-up and drop-off should occur outside.

- Seating charts will be required for all classrooms to aid in contact tracing and to limit the number of students required to quarantine. Classroom space will be maximized to allow social distancing, as much as possible. Desks will be sanitized at the beginning of each class period with appropriate disinfectant.
- Students will be required to utilize hand sanitation stations upon classroom entry.
- The sharing of materials will be limited, as much as possible. When applicable, students will utilize digital text access from issued laptops. Shared computers and devices will be sanitized after each use. Shop and lab equipment will be sanitized after every class period. Students will be permitted to carry clear water bottles for personal use.

Breaks

Instructional leaders will develop schedules to allow one class at a time to use vending areas and bathrooms. Classes will not be able to leave their buildings at break. Students will be required to return to their classroom immediately after using vending machines or bathrooms.

Cafeteria

- Discontinuation of all self-service food or beverage distribution in the cafeteria. Meals, snacks, and beverages served at school must be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students and staff. All food will be prepared as a grab and go choice using disposable containers and eating utensils
- Staff, adult students, and campus visitors will obtain their lunch and consume it at designated locations across the campus. To facilitate social distancing, all individuals will be required to wear a mask until seated.
- Students & staff accessing the vending area are required to wear face masks until seated.
- SCORE students will be provided prepacked meals and will eat in a designated location.

Professional Development & Staff Meetings

Professional development and staff meetings will be conducted in person if 6' social distancing is available and/or by zoom meetings to allow safe distancing with all employees.

Transportation

- All persons driving or riding in a school vehicle must wear a face covering. An extra supply of face coverings should be maintained on school vehicles for riders who forget to bring them.
- Students will remain on the bus until dismissed by GPTC personnel. Students will proceed directly to the check-in area.
- While waiting for pick-up to return to sending schools, students will wear masks and remain 6-feet apart.
- Buses will unload one at a time, subsequent buses will not begin unloading until the previous group of students have entered the school.
- Students will be required to wear a mask when riding in a GPTC vehicle. School vehicles will be cleaned and disinfected regularly.