



Glen Allen High School

10700 Staples Mill Road

Glen Allen, Virginia 23060

(804) 501-3300 FAX (804-501-3309

<https://glenallenhs.henricoschools.us>

2021 - 22 Return to In-Person Learning Safety Plan

<p>Bell Schedule</p>	<p>Glen Allen High School will be using a DAY 1 / DAY 2 schedule. Click the following link(s) for the DAY 1 / DAY 2 schedules.</p> <p>September 2021 – December 2021 January 2022 – June 2022 2021 – 2022 Calendar (1 page)</p>
<p>Arrival (Student Drop-off and Bus Riders)</p>	<ul style="list-style-type: none"> ▪ Vehicle drop-off starts at 8:15 AM. ▪ Students will not be admitted into the building until 8:15 AM. ▪ Parents/guardians are to use the bus loop entrance (not marquee) when dropping off their student(s). Once you enter the bus loop, take an immediate left onto the service road and drive around the building until you are in front of the building. Follow the signs for student drop-off. ▪ Families can also use the marquee entrance (at the traffic light) to park in the visitors lot (in front of school) to drop off students. ▪ Students will enter the building through door #11, which is Commons A. ▪ Students will proceed to their classrooms immediately upon arrival; however, they are allowed to stop by the cafeteria to get breakfast. ▪ Staff will be present at each entrance to enforce the mask mandate. Individuals are reminded that masks are to be worn at all times in the building and on the property. ▪ Teachers will stand by the classroom doors to welcome students and remind them to sanitize hands upon entrance and sanitize work space, using the PPE provided in each classroom. ▪ All bus riders will enter the building through door #20 from the bus ramp. Students will be released from the buses with the collaborative efforts of bus drivers and the administrators/teachers on duty at the bus ramp. ▪ Students will have access to the cafeteria lines to get breakfast. ▪ Students will proceed to their classes (depending on the bell schedule) once they have their food.
<p>Attendance</p>	<ul style="list-style-type: none"> ▪ Students are to follow the attendance policy, according to the 21-22 Student Code of Conduct. Due to the nature of the pandemic, students/families are to abide by the screening process outlined in the required COVID-19 Health Screening Acknowledgement Form for Students. <p>COVID-19 Health Screening Acknowledgement For Students</p>

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<p>Bathrooms</p>	<ul style="list-style-type: none"> ▪ Teachers will only allow one student out of class at a time unless there is an emergency. ▪ Students will have access to the restrooms in each academic area and Commons A during each period. The restroom in Commons B will not be accessible, except for before/after school and during lunches (where supervision is provided outside of the restrooms). ▪ Staff will monitor bathrooms throughout the day. ▪ Main bathrooms on each academic wing and Commons areas will be wiped down frequently throughout the day
<p>Lunch & Commons Information</p>	<ul style="list-style-type: none"> ▪ Students are reminded that social distancing in the cafeteria lines to protect others and themselves is required. ▪ Cafeteria workers preparing food containers or bags will use appropriate personal protective equipment. ▪ The process will also allow for continued monitoring of allergies, special needs, and account balances. ▪ Prepayment of student meal accounts will be encouraged to minimize the exchange of currency. ▪ Breakfast - Upon arrival at the building, students will proceed directly to the bus lobby to pick up their breakfast. Car riders will pick up their “grab-and-go” breakfast from the bus lobby. ▪ Students will eat breakfast in their classrooms or their advisory location. ▪ Students will dispose of all breakfast trash using the large cafeteria trash cans in each classroom hallway. ▪ GAHS will operate meal distribution during breakfast and lunch in a “grab & go” format with a separate line for “a-la-carte” purchases. ▪ All students will be assigned to a table/chair in the Commons for lunch. Students will need to sit in his/her seat/table assigned. If a student has a special need that must be addressed, it must be done through speaking with a teacher or administrator. Because of contact tracing, it is imperative that an assigned seating/area for lunch must be adhered to. ▪ Weather-permitting, students are encouraged to eat outside in an assigned, administrative (seating area) format. ▪ The senior courtyard is an option for seniors to eat outside. ▪ With the large number of students attending GAHS, Glen Allen now has five lunch periods and has also reduced the number of students at each table to six students.

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	<ul style="list-style-type: none"> ▪ J.STEP has been moved to the beginning of 6th and 7th periods and will be 25 minutes in length.
<p>Classroom Layout</p>	<ul style="list-style-type: none"> ▪ Students will be three feet apart to the best extent possible and wear masks. ▪ Teachers should create, share, and maintain an accurate seating chart to assist with contact tracing. ▪ No flexible seating with soft, porous cushions may be used. ▪ Plexiglass dividers will be available if a child would like to use this safety precaution. ▪ Chairs should be placed on top of classroom tables at the end of the day. This will help custodians clean under tables at night. ▪ The layout of classrooms is dependent upon the subject taught and classroom size. ▪ Teachers will set up classrooms to create an environment that uses social distancing to the best of their abilities, dependent upon the number of students in each class. ▪ The sharing of materials will be limited (paper, manipulatives, etc.), whenever possible. Cleaning and sanitizing of equipment will be implemented after usage between students.
<p>Cleaning</p>	<ul style="list-style-type: none"> ▪ Each classroom has packs of sanitizing wipes and hand sanitizer. ▪ Teachers will use a Google form to request additional PPE when running low on items. ▪ Teachers will need to clean high-touch areas such as countertops, desks, and doorknobs in between each transition or as students enter the classroom. ▪ Students will clean their personal high touch area (table/chair and desk) prior to leaving the classroom and upon arrival at their next class using HCPS approved wipes. ▪ Custodians will wipe down all surfaces during evening cleaning.
<p>Communal Spaces</p>	<ul style="list-style-type: none"> ▪ Communal spaces for staff will require staff to maintain three feet of social distancing while wearing a mask. ▪ Communal spaces will not be open for socialization for the 1st quarter, and will be re-evaluated for future quarters, including: <ul style="list-style-type: none"> ○ Locker rooms for Health & Physical Education ○ Students will be directed to dress appropriately at home for physical activity if enrolled in HPE prior to coming school.

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<p>Contact Tracing</p>	<ul style="list-style-type: none"> ▪ Identified school nurses will collaborate and facilitate contact tracing with the Virginia Department of Health and other public health partners. ▪ You need to contact Kate Crump, RN, school nurse, and Casey Longobardo, LPN, school nurse, when you have COVID symptoms to be entered into the system for tracing. ▪ You must inform School Principal Mr. Davenport when you have been in direct contact with someone who tested positive. ▪ Please provide the following info when contacting the school nurse: <ul style="list-style-type: none"> ○ DOB ○ Phone # for School Health Services to call you ○ Last day in the building ○ Any close contacts while on campus ○ Reason (ie. symptoms, or contact with positive case)
<p>Exceptional Education</p>	<ul style="list-style-type: none"> ▪ Communicate with families regarding the plans for any upcoming special education meetings. ▪ Review integrated services classrooms and set up to ensure spacing is appropriate for maximizing social distancing and provide for appropriate service delivery. ▪ Review the IA schedule to prioritize support for students who require physical assistance and to ensure coverage for students' toileting, changing and feeding needs.
<p>Early Dismissal</p>	<ul style="list-style-type: none"> ▪ Front office staff will answer the doorbell and ask the parent/guardian to hold a valid ID to the camera for verification. If ID cannot be verified through the camera, front office staff will report to the main entrance to verify the ID in person. ▪ While verification takes place, another front office staff member will call the classroom for the student. ▪ The student will report directly to the main office for release and then leave the building.
<p>COVID-19 Documents</p>	<ul style="list-style-type: none"> ▪ The COVID-19 Health Screening Acknowledgment form (in PowerSchool Parent Portal) is required before the student can return to the school building. ▪ The required forms are in the PowerSchool Parent Portal on the left side under "access online forms." Students who do not have these forms signed will not be allowed to attend class. <p style="text-align: center;">COVID-19 Health Screening Acknowledgement For Students</p>

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<p>Dismissal</p>	<p>Dismissal will start promptly at 3:45 PM in a staggered format, beginning with seniors who have earned this as a senior privilege.</p> <p>Walkers and Car Riders</p> <ul style="list-style-type: none"> ▪ Walkers, car riders, and special transportation will exit using the Commons A (Door #11). ▪ There will be no loitering in the main lobby of the school due to the size of the area. ▪ Staff will be present at each exit to enforce mask usage and direct students. ▪ Students will be reminded to stay three feet apart, as much as possible, while exiting the building. <p>Bus Dismissal</p> <ul style="list-style-type: none"> ▪ Students will be dismissed at 3:55 PM when the bell rings. Students will use Commons B (Door #20) to exit toward the bus loop. ▪ Staff will be present at each exit to enforce mask usage and direct students. ▪ At 4:15 PM, any remaining bus riders will be called to the cafeteria to await departure. ▪ As much as possible, we will remind students to stay three feet apart while exiting the building.
<p>Field Trips</p>	<ul style="list-style-type: none"> ▪ All Field Trips will be screened by administration before final approval for 2021-2022 school year.
<p>Hygiene Practices</p>	<ul style="list-style-type: none"> ▪ Cleaning and disinfecting protocols will be consistent with CDC recommendations and will include expectations for cleaning high-touch surfaces in all buildings and on all buses and county vehicles. ▪ Additional hand sanitizer/dispensers will be incorporated into schools and administration buildings, including in each classroom, office, workroom, and high traffic area. ▪ HCPS will store an adequate amount of PPE and cleaning supplies in a secure location. Facilities personnel will deliver additional supplies throughout the school year as needed. ▪ Staff will be trained in the proper use of PPE and cleaning supplies using video training. ▪ HCPS has adequate supplies to minimize sharing, including providing electronic devices to all students. Additional supplies necessary for student use will abide by the above guidelines to the greatest extent possible.

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<p>Clinic and Isolation Room "CARE Room"</p>	<ul style="list-style-type: none"> ▪ If a student exhibits any COVID symptoms, the teacher should call the clinic and they will be evaluated at the clinic. ▪ If the student is being sent to the clinic they should wipe down their area, gather their items, and report to the clinic. ▪ Students will be monitored by the nurse wearing fitted PPE supplied by HCPS. If necessary, the school nurse will call the parent and request an immediate early dismissal. ▪ The student will be escorted by the nurse to their parents at the front door of the main office for early dismissal. ▪ Letter goes home with student indicating a 24 hr. versus 10 day return; based on Virginia Dept. of Health Covid positivity rate. ▪ Cleaning of the isolation room will occur upon student departure in addition to utilizing the air purifier in the isolation clinic.
<p>Meeting Procedures</p>	<ul style="list-style-type: none"> ▪ Meetings will be in-person but in certain circumstances, we will have the opportunity to meet virtually using Microsoft Teams (PLC, staff, department, grade level, leadership, IEP, 504, parent conferences)
<p>School Counseling</p>	<ul style="list-style-type: none"> ▪ School counselors will communicate with the teacher via email if they want to meet with a student during class. ▪ If a student needs immediate access to a school counselor, teachers should email or call (if urgent) school counseling. ▪ School counselors will escort students to and from class.
<p>Library</p>	<ul style="list-style-type: none"> ▪ All students and staff shall follow HCPS policy with regards to the use of masks. ▪ Maintain 3-foot distancing where possible. ▪ Avoid book sharing. Books should be handled only by the student and staff. ▪ All materials returned to the library will be quarantined for 24 hours ▪ Students will be able to choose books through checkout procedures provided by school library staff. ▪ Foggers, misters, and sprayers must NOT be used in the library, especially around books or printed materials. ▪ All non-porous touchpoint surfaces (i.e. tables, door handles, chairs, etc.) will be sanitized with appropriate cleaning materials. ▪ If classroom supplies are shared, they must be cleaned in between use from one student to the next (examples: scissors, markers, manipulatives, etc.). Consider organizing supplies into clean and dirty groups so that you may clean when time allows. ▪ Students and staff sanitize hands before and after library visit.

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<p>Masks</p>	<p>Staff</p> <ul style="list-style-type: none"> ▪ Staff will be required to use cloth face coverings or face shields with a cloth face covering, as medically appropriate. ▪ Staff working with the hearing impaired will use a clear mask or face shield, as medically appropriate. <p>Students:</p> <ul style="list-style-type: none"> ▪ Students will be required to use a cloth face covering. Exceptions will be reviewed and granted in compliance with the Americans with Disabilities Act. <p>Visitors</p> <ul style="list-style-type: none"> ▪ Visitors to the building/campus will be required to use a cloth face covering, as medically appropriate.
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> ▪ HCPS will provide personal protective equipment, including medical-grade if appropriate, for health services staff and staff required to assist with toileting, feeding tubes, and any other medical treatments or procedures that have potential exposure to body fluids, including: <ul style="list-style-type: none"> ○ Disposable face masks ○ Cloth face coverings (two per staff member) ○ N-95 masks ○ Disposable gowns ○ Disinfectant products ○ Face shields
<p>Safety Drills</p>	<ul style="list-style-type: none"> ▪ Drills will be required for all staff and students in the building. ▪ Staff and students are required to wear face coverings during all drills. ▪ The drill should not last longer than 15 minutes. ▪ Scheduled drills will be shared with the faculty at least 24 hours in advance except for the unannounced Hide and Lock drill. Prior to the initiation of each drill, an announcement will be made to remind faculty and students to wear their masks properly. ▪ 3-foot social distancing is required as best as possible during all drills. ▪ Bus evacuation drills will be conducted by assigned bus drivers. Bus drivers will review the procedures to follow during an active bus evacuation drill. ▪ Tornado drill and Lock & Hide - further details will be shared by HCPS School Safety.

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<p>Signage</p>	<ul style="list-style-type: none"> ▪ Clear signage is posted to mitigate the spread of COVID-19 ▪ Areas <ul style="list-style-type: none"> ○ Main Entrance ○ Hallways ○ Stairwells ○ High Traffic locations
<p>Social Distancing</p>	<ul style="list-style-type: none"> ▪ Inside - Students at least three feet apart or to the best extent possible. ▪ Demonstrate to students the distance (1 square on floor = 1 foot) and encourage distancing while walking in line as well. ▪ Teachers/ Adults maintain a three-foot distance from students and each other. ▪ Personnel who are required to interact with students in situations in which social distancing cannot be maintained will be provided with additional protective equipment as needed to support safety and wellness. ▪ If a teacher decides to take his/her class outside for instruction, students and teachers must follow 6-foot social distancing.
<p>Transportation</p>	<ul style="list-style-type: none"> ▪ Physical distancing will be created between students on school buses when possible. No more than 2 students to a seat and maintaining social distancing of 3 feet when possible ▪ While on buses, all students will be required to wear a two-ply face covering, as medically and developmentally appropriate. ▪ Bus drivers are required to create and maintain accurate seating charts. Charts will be shared with Administration. ▪ Bus drivers and other drivers of county vehicles transporting students will be required to wear cloth face coverings while transporting students, as medically appropriate. If medically prohibited, a face shield can be worn by drivers. ▪ Bus drivers and other drivers of county vehicles having multiple employees occupying a single vehicle will be required to wear cloth face coverings. ▪ Cleaning and disinfecting of buses and county vehicles will be conducted after each route. ▪ Materials will be maintained in all vehicles transporting students, including: <ul style="list-style-type: none"> ○ Cloth face/mask coverings for drivers and assistants ○ Face shields for drivers and assistants ○ Disposable masks for students who do not have their face covering ○ Disinfectant for cleaning ○ Hand sanitizer

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<p>Ventilation (HVAC)</p>	<ul style="list-style-type: none"> ▪ HCPS will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible ▪ Ventilation operations will be reviewed prior to the start of school for overall operation and determinations for adjustments. Systems will then be monitored through the building automation system for day-to-day operation. Filters will be reviewed to determine if higher grade filters can be installed without compromising system performance. ▪ All Heating, Ventilation, and Air Conditioning (HVAC) systems in schools will be reviewed to maximize the integration of fresh air with the existing system's design. ▪ Buildings will be air-flushed for a minimum of one week prior to staff and students reentering the buildings.
<p>Visitors</p>	<ul style="list-style-type: none"> ▪ Visitors are by appointment only for the Help Desk, student registration, school counseling, school administration, and exceptional education meetings.
<p>Water Fountains</p>	<ul style="list-style-type: none"> ▪ Water fountains will be accessible this year. ▪ Students will be able to refill their water bottles. ▪ Students may drink water throughout the day by removing their masks anytime they need to take a sip of water and replacing their masks immediately after.

Additional Resources:

HCPS Health and Safety Information:

<https://henricoschools.us/health-safety/>

Mask Information:

https://henricoschools.us/wp-content/uploads/Mask-Update-Aug-2021_Approved_Mask_Guidance.pdf

Visitor Protocol:

<https://docs.google.com/document/d/11nnVvgAZk5xbeKUuxEqL85PmrwiFY9VYJ80QTXOYjY/edit>

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