Families of Holly High School,

The Covid-19 pandemic continues to influence policies and procedures in schools across the State of Michigan. Holly High School remains dedicated to mitigating risk for students, staff, and all other stakeholders while remaining compliant with all legislation and government orders related to this health crisis. As a result, provisions put into place for the 2020-21 school year are subject to change, pending review of compliance with changing directives from the state.

On June 30th, Governor Whitmer released the MI Safe Schools Return to School Roadmap. The Roadmap is the result of bringing together an advisory council of experts in health and education as well as others across state government.

Phase 4 is the first phase of the MI Safe Schools Roadmap that permits in-person instruction. It includes stringent safety recommendations and protocols for bringing students back into school buildings.

While we want to make the in-school experience as close to typical as possible, students and parents must know and understand that compliance with state recommendations related to the health and safety of our students and staff will create significant changes to the school day.

This document provides guidelines to help clarify expectations and requirements as our students return to in-person learning. Topics include:

- **Student health screening requirement**
- **"Classroom Ready" checklist for students**
- **PPE/Face Mask requirements**
- **Procedure for students showing symptoms of Covid-19**
- **Busing/Transportation policies**
- **New procedures for arrival and dismissal**
- **Spacing and movement throughout the school day**
- **Cafeteria/meal procedures**

In-Person Learning Protocols

HEALTH SCREENING REQUIREMENT

Parents are required to check students for COVID-19 symptoms **EACH DAY BEFORE sending a student to school.** By sending your child to school, you are declaring that you have completed a daily check and that your child is not exhibiting any of the symptoms or conditions found here. If your student is exhibiting symptoms, you must keep your child home from school. It is essential that this process be done daily with integrity and fidelity as modeled in this Daily Screening Public Service Announcement.

Every student must have two updated/current emergency contacts on file with the school to ensure that someone is available to pick a student up as soon as possible if necessary.

CLASSROOM READY CHECKLIST FOR STUDENTS

- COVID-19 Symptom Screening done at home
- Your charged chromebook
- Headphones/earbuds
- Backpack or bag for belongings
- Lunch (or plan to order)
- Bottle(s) of water to drink, labeled with name
- Masks: Wear a mask and bring backup(s) each day

PPE (PERSON PROTECTIVE EQUIPMENT)

The district will provide 3-ply Ear-Loop Disposable face masks for all staff and students, as well as clear face shields for teaching staff. Staff and students are encouraged to use their own face coverings, which may be appropriately sized and more comfortable for use throughout the school day.

FACE MASK REQUIREMENTS

- Face masks must cover the nose, mouth and chin of the individual, fitting snugly over the ears without handheld assistance.
- Students are strongly encouraged to bring a second mask to school as a reserve.
- Face masks must comply with the dress code at HHS, as outlined in the Parent/Student Handbook (no inappropriate language, pictures, symbols, etc.).
- **All staff and students must wear masks at all times on school property. This includes all busses, parking lots, hallways, classrooms, restrooms, and common areas within facilities.**
- Mask removal is permitted during meals only after distanced seating is established.

- All requirements for face masks are subject to the guidelines addressed in MI Safe Schools Return to School Roadmap.
- Medical documentation for a mask exception is required if a student, teacher, or staff member is unable to wear a mask for any reason. Application for mask exemption must be submitted to the Office of Special Services.

Compliance with the mask regulations is the state requirement for HAS to be open and operating for in-person instruction. Students and staff must abide by these rules. Failure to comply with facial covering requirements may result in disciplinary action.

COVID-19 SYMPTOM PROCEDURES AND PROTOCOLS

- COVID-19 symptoms are: cough, fatigue, fever/chills, headache, temperature of 100.4 or higher, nausea/vomiting, loss of taste/smell, shortness of breath, sore throat.
- Symptomatic students will be sent to the isolated sick room.
- Any symptomatic student will need to be picked up by an adult listed on the emergency card.
- Any student who tests positive for COVID-19 must remain home, based on the OCHD protocols.
    - If a student is exhibiting symptoms of COVID, i.e. fever, they can return to school if they meet one of the three options:
        - 1. Stay home 10 calendar days and monitor symptoms. Return after 10 days when:

            a. symptoms have improved

            b. fever free for **24** hours without the use of medication

        - 2. Provide documentation of negative COVID-19 test (PCR test only, no rapid or antibody tests)
        - 3. Visit a medical provider and return to school with a signed provider's note stating that symptoms are being caused by something other than COVID-19 and the student is safe to return to school.
- Holly Area Schools requires all positive COVID-19 tests from student/staff to be reported to school administration by families to initiate contact tracing. Doctor documentation is required.
- Those with "close contact" with a positive individual should also remain out of school for the same 14-day period and monitor symptoms. This includes all family members.
- The CDC defines "close contact" as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset.
- Holly Area Schools will transition students to remote learning for the duration of the quarantine.

- A classroom, bus route or individual group or activity could be closed under Holly Area Schools protocols.
- If a classroom is required to quarantine, students will move to remote learning until allowed to return to school.
- Should the Oakland County Health Division establish a county-wide school protocol, Holly Area Schools will defer to that process, as recommended by the state Return to School roadmap.
- Students will not be penalized for staying home due to illness and are encouraged to remain home when feeling sick, even if not symptomatic.

BUSING/TRANSPORTATION

- COVID-19 Symptom Screening requirement done at home.
- Students are required to use hand sanitizer (district provided) immediately upon entering the bus.
- All bus drivers, staff, and students must wear a mask (district provided if needed) at all times on the bus.
- **All students will be given an assigned seat on the bus. Students must remain in their assigned seats at all times, no exceptions.**
- Symptomatic students are not permitted to ride school busses.
- Please view the HAS New Transportation Protocol video for updates on COVID 19 transportation requirements.

Students who do not comply with busing/transportation requirements may lose busing privileges immediately.

ARRIVAL

- Students will not be permitted into Holly High School until 7:10 due to cleaning and staffing protocols.
- All students will enter through the North (Commons) entrance. The South (front entrance) will be locked.
- All students and staff are required to wear a mask upon arrival to Holly High School.
- Students must follow all posted signage for walking traffic flow when entering and moving throughout the building.
- Students who drive and students who are dropped off are required to socially distance from one another upon entering the building from the North (Commons) entrance.
- Students who wish to have breakfast will do a grab-and-go breakfast on the way to their cohort room and eat their breakfast in their classroom.
- **Students must report directly to their classrooms after arrival. Standing in the hallways or commons in groups and/or congregating will not be permitted.**

DISMISSAL

- Students riding busses will be dismissed from their classrooms by announcement only (no bell). **When dismissed, students must proceed directly to their busses (no standing/waiting or congregating in commons or hallways).**
- Students must follow all posted signage for walking traffic flow when exiting the building.
- Students who are picked up from school will be dismissed and sent immediately out the north (commons) doors. **Students will not be permitted to stand or wait in the commons.**
- Parents picking up their students are expected to be at the High School on time so their student is not waiting or congregating with other students.

****Note: The south (front entrance) doors will no longer be used for students arriving to or leaving from school.****

Order of Dismissal: Process of dismissal begins at 2:08PM.

- Students riding the bus will be released first.
- Students riding with a parent or guardian will be released from the building next.
- Students who drive to school will be released last.

SPACING AND MOVEMENT IN HALLWAYS

- 9 - 12th Grade students will make minimal classroom transitions and will stay with an assigned roster of students as much as feasible through the school day.
- Students will have assigned seating within their cohort class and any other class that they transition to.
- **Students will not be permitted to congregate in hallways, restrooms or any common area within the school.**
- Student presence in the hallways and restrooms will be extremely limited and closely monitored throughout the day using ***E-Hall Pass*** software.
- **Students will not use building lockers to store their belongings.** Instead, students will take all personal property directly to their assigned classrooms and store them in a designated place for the entirety of the school day.
- Assemblies and large gatherings will not take place during the school day.

Failure to comply with spacing and movement requirements may result in disciplinary action.

CAFETERIA/MEAL PROCEDURES

- Holly High School remains a closed campus for lunch. **Students will be assigned a designated area for meals.**
- **Students will have assigned seats for all meals (whether in the cafeteria or any other designated space).**
- **Students will eat their breakfast in their cohort room.**
- Students will not have access to a microwave so please pack lunches accordingly.
- Students will remain in their assigned seats throughout the lunch period unless granted expressed permission from HAS staff to leave their seats for a specified purpose.

VISITORS AND DROP OFFS

- **Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.**
- All visitors will be screened upon arrival, must wear a facial covering and sanitize hands prior to entering the building.
- It is the policy of Holly Area Schools to schedule meetings virtually. If that is not possible any visitor intending to meet with a teacher, counselor or administrator, etc. must have an appointment prior to arriving at the school. "Walk-ins" are required to schedule a future appointment and return at that scheduled time for their meeting. Appointments can be established through the Holly High School front office at **248-328-3213.**
- There is a dropbox in the vestibule area of the High School between the exterior and interior front doors for families to drop off items a student may need throughout the day. The dropbox has instructions for communicating with the office regarding the dropped items.