



Hoosier Hills Career Center School Opening Plan- Fall 2020

| Schedule | What Will It Look Like? |
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| 5 Day In-Person Schedule | <p>Due to the hands-on skills required for the courses offered at Hoosier Hills Career Center, students will attend classes in-person on a daily basis. Whether a student chooses to attend their home school in-person or online, they will be required to be at HHCC in-person all 5 days to maximize their hands-on experience. All students will be required to wear a facial covering at all times and in all locations (entering/exiting the building, in classrooms, bathrooms, and hallways) for the health and safety of all students and staff members. Social distancing, hand washing, and facial covering wearing will be top priorities for maintaining a healthy learning environment for all students. Students will enter through secured doors H-1 and H-7 to assist with proper social distancing and movement in hallways. Classes will be relocated as needed to maximize social distancing opportunities. Students will use a staggered time schedule for breaks to minimize the number of students in bathrooms and common areas of the school.</p> |
| Self Screening | <p>Every family must complete a daily self screening of each child.</p> <ul style="list-style-type: none"> ● Fever (100.4 degrees Fahrenheit) ● Chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Sore throat ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea <p>Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school. Then contact your medical provider to rule out COVID-19.</p> |
| Facial Coverings and Hand Sanitizer | <p>Facial coverings will be required at all times (enter/exit building, classrooms, hallways and bathrooms) with teachers providing 3-5 minute breaks when students are seated in a forward facing pattern and are socially distanced in the classroom.</p> <p>Refusal to wear a facial covering will result in removal from the class for the day (students will be allowed to participate in another room via our online learning platform) and repeated refusal may result in removal from the Hoosier Hills program.</p> <p>Hand sanitizers are located inside each classroom and in various locations in hallways throughout the building. Proper hand washing will be encouraged multiple times throughout the day with sinks available in lab areas for easy access.</p> |
| Student Equipment | <p>Students will use individual materials, equipment, and supplies which will be labeled as items are distributed (no student sharing of supplies will be permitted). Personal student equipment should be clearly labeled with student name. Cleaning supplies will be provided for students to care for their class materials. If students need to take materials, equipment, and supplies home for work or to complete classroom assignments, attention should be given to sanitize items prior to returning them to school.</p> |
| Student Transportation | <p>Each school district that attends HHCC provides bus transportation for students. To assist with social distancing, students who wish to drive on their own to school must complete a driving form, gather parent signature and obtain a permit from the HHCC main office. Students are permitted to park in the North High School lower lot ONLY when attending HHCC. Students are not permitted to transport other students unless it is a sibling.</p> |



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| Entrance | Social distancing and wearing of facial coverings by all students as they enter/exit through secured doors H-1 and H-7. These entrances will have sanitizing mats that students will walk through and drying mats beyond those to maintain a clean environment. Sending school buses will arrive/depart on a staggered schedule allowing for reduced numbers in hallways and proper social distancing as students leave respective classrooms. Entrance and Exit doors will be labeled to assist with direction of traffic flow and ensure social distancing. Floors will have indicators of proper social distanced spacing. |
| Main Office | Visitors will not currently be permitted in order to ensure staff and student health and safety. We are happy to phone or video conference for any assistance that is requested. Any parent needing to pick-up or drop-off something for a student will need to call into the HHCC office and alert the office staff to meet you at the front door. |
| Restrooms | All bathrooms will be cleaned after breaks and end of class sessions. CDC signage will be hung to encourage proper hygiene by all students and staff. |
| Hallways | Hallways will have appropriate signage on walls and the floor for traffic flow. Exits from the hallways at H-1 and H-7 will reduce traffic and staggered release will also assist in this effort. |
| Classrooms | All classroom and lab spaces have been reviewed for acceptable area to follow social distancing guidelines. Some rooms are using the lab areas for direct instruction to ensure distancing guidelines. Teachers will be able to use outside areas for instruction when appropriate. Enrichment spaces can be used to maintain small numbers in skill development when appropriate. |
| Lab Areas | Social distancing will be maintained in lab areas, based on the specific class skills that are being taught or used. All students will maintain the use of facial coverings and also use goggles or safety glasses when in the lab areas. Doors to labs will be open when appropriate to allow for air circulation. |
| Water Fountains | Water fountains have been turned off and replaced with water bottle refill stations for individual usage. Students are encouraged to bring personal water bottles. |
| Lockers | Due to the nature of some classes students will be allowed to use lockers. Students will provide their own key or combination locks. Students will be reminded to not share locker space with other students. Sanitizing handles and locks for each locker will take place daily. Social distancing protocols will be in place to promote safety. |
| Library | HHCC does not have a library. |
| Arrival | Buses from all sending schools arrive on a staggered schedule. Students will enter the building upon arrival through H-1 and H-7. All students will be expected to wash their hands upon arrival and prior to departure. Social distancing and facial coverings will be required during arrival of all students. |
| Dismissal | Buses from all sending schools depart on a staggered schedule. Students will dismiss from the building through H-1 and H-7. Social distancing and facial coverings will be required during departure of all students. |



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| Breakfast | Not served at HHCC |
| Lunch | Not served at HHCC |
| Snack | The commons area at HHCC will be cleaned after breaks and in between class sessions. Tables will be marked to limit seating capacity and floors will be marked to ensure social distancing. |
| Electives | All courses at Hoosier Hills Career Center serve as elective courses and provide graduation pathway options for students. |
| Intervention | Husky Huddle will take place each morning and afternoon on Wednesdays in the computer lab room 110. |
| Clubs/ Extracurricular Events | All clubs will meet using the appropriate school guidelines of facial covering wearing and social distancing. Any events will follow CDC, MCCSC, and local Health Department guidance. |
| Visitors | Visitors will not be allowed to enter the building at this time. Meetings will be honored via phone or video conferencing. Please feel free to email or call the HHCC office to schedule a conference. |
| Guest Teachers | Guest teachers will follow the same protocols as MCCSC staff. They will check in and receive their appropriate materials for the classroom and have required protocols explained. |
| Handwashing Schedule | Students will wash their hands upon entering the building, before and after breaks, and prior to leaving. Students will also be able to wash hands upon entering and leaving lab spaces. Signage will be posted as a reminder to follow proper hygiene protocol. |
| Facial Coverings | <p>Facial Coverings are required for students and staff throughout the school day. Facial Coverings may only be removed under the following conditions:</p> <ul style="list-style-type: none"> ● During breakfast/lunch, if students are social distanced of six (6) feet or more ● During outdoor recess, if socially distanced of six (6) feet or more ● During a break of 3-5 minutes, if socially distanced of six (6) or more feet, with all desks facing the same direction. |