



**Re-Opening Procedures 2020
Zephyrhills High School**

The goal of this plan is to ensure the safety of the Zephyrhills High School community. Through mitigation guidelines, social distancing, personal hygiene, and masks being worn while on campus, ZHS will have a successful reopening and a terrific year. Through our theme of PRIDE, we will build a strong community of Bulldogs that are Proud, Responsible, Individual Thinkers, Dedicated to Academics, and Engaged. This plan was developed with the consultation with the [District ReOpening Guidance Document](#).

Bell Schedule (include lunches):

Period	Start	End
1	7:20	8:18
2	8:23	9:16
Academic Period	9:21	9:41
3	9:46	10:39
4		
A Lunch	10:39	11:09
A Class	11:14	12:07
B Class	10:44	11:37
B Lunch	11:37	12:07
5	12:12	1:05
6	1:10	2:04
		Staggered Dismissal

Educational plan for ensuring understanding of staying healthy and safe (i.e., washing hands, social distancing):

Throughout the school year we will have Public Service Announcements (PSAs) recorded by our Journalism students and played at the end of 1st Period. These recordings will instruct on proper hand washing, social distancing practices, directionality in the hallways and during passing periods, and the importance of wearing a mask. The videos will showcase students, staff, teachers, and administrators practicing and modeling the preferred behaviors. In addition to the videos, we will be making announcements during lunches about social distancing when the students are eating and we will be encouraging all students to wash their hands and use the hand sanitizer prior to eating. Furthermore, there will be signs posted

in the restrooms, common areas and in the cafeteria on the importance of hand washing, social distancing and [wearing a mask](#) that covers your mouth and nose.

Plan to address arrival, dismissal, and passing periods:

All students must wear a mask while on the ZHS campus.

- **Maps and signage will indicate directional flow throughout the day.**

Each exterior door will have a sign on it that states entry and exit only. This should diminish the number of students who are touching the doors and handles. After each passing period, the doors and handles will be sprayed down with germicide to prevent the spread of COVID-19. To promote social distancing, signage and arrows will be placed on the floors every six feet.

- **Arrival:**

- Bus Loop- Students will be dropped off in front of the gym and tennis courts in staggered release at a time to limit the number of students who are congregating in those areas. There will be staff members there to encourage students to move on to the cafeteria or breakfast cart. From that point students will be required to report to class and use hand sanitizer as they enter the building.
- Student Parking- Students will be encouraged to grab their breakfast or go directly to class and use hand sanitizer as they enter the building.
- Parent Drop Off- Students will be encouraged to move directly to class and use hand sanitizer as they enter the building.

- **Passing Periods and Dismissal:**

- We will provide staff supervision during passing periods and during the release of students at dismissal to prevent the students from congregating in the common areas of the buildings and in the grass areas throughout the campus. Additionally, staff will be utilized to move the students along to either student parking, parent pick-up, and the bus loop.

Plan to address potentially sick students or staff:

- *Staff*- Staff will implement proper use of the daily screening questions and self-monitor. If a staff member is sick, they will be asked to go home so that they will not infect anyone else.
- *Students*- Will be isolated in the clinic and a call will be made home for the student to be picked up or allowed to leave campus with parent/guardian permission.
- *Administrators* will be notified immediately by Student Services staff when a parent, guardian, or student reports COVID-19 symptoms or illness or positive test results.
- Please reference the [Clinic Procedures Document](#).

Plans to address congregation areas (hallways, parking lots):

See plan for arrival, dismissal, and passing period.

Plans to address breakfast and lunches:

Breakfast:

Students will eat breakfast in the classroom. The use of share bins will be eliminated. Students arriving on campus can utilize the “grab and go” style of breakfast from the mobile carts and then eat in their 1st period classroom. Students with PE will report to the cafeteria area with their teacher and eat breakfast in the cafeteria.

Lunches:

There are multiple points of sale for students to purchase their lunches. There will be signage on the floor directing the students into the cafeteria and promoting social distancing on the floor (arrows for which way to go, spaced six feet apart). Once a student has their lunch, they will be directed to exit the cafeteria through the exit only door. If the student chooses to eat in the cafeteria, they can sit at one of the limited number of seats. Seating will also be available in the commons areas and on the patio by Bulldog Inn.

We will ensure frequent sanitation on high touch points in the serving line, including the keypad. A Q-Tip or other disposable device can be utilized to touch the keypad.

There will be additional seating under the covered area as well as in the commons area and in classrooms. In the event of inclement weather the Gym and Media Center may be used for seating.

Plans to ensure hand sanitizer and soap is available:

Custodial staff will rotate on checking that all hand sanitizers and soap dispensers are continually filled and will replace if the supply is low. In addition to these dispensers, there will be a large dispenser of germicide in teacher planning areas, front office mail room and in the Teacher's Lounge workroom for teacher to fill spray bottles up to use on the student desks in between classes. The administrators will also assist with refilling spray bottles, spraying down bathroom sinks, dispensers, and stall doors with germicide.

Plan to address classroom (spacing, cleanliness, shared materials, technology):

Teachers will be encouraged to utilize all space within the classroom to spread the desks as far apart as possible. Spray bottles of germicide and cloths will be provided so that teachers can clean during passing period. Teachers will be encouraged to provide an accurate supply list to parents to help eliminate the need to share supplies.

All technology will be cleaned using the germicide as each student returns the item, teachers and students will be trained to ensure technology is not ruined. Field trips will not be considered during the first semester. Virtual field trips would be appropriate. Required (i.e. CBI, EMC, etc.,) field trips will be designed and screened by district personnel.

Plan to address social-emotional needs and mental health:

Administration will check in with staff regarding emotional well-being and provide EAP flyers if needed. All staff should have completed the KOGNITO or Youth Mental Health First Aid training prior to the start of school.

All staff will review available resources as well as how to refer a student or staff member for emotional or mental health support on campus. Administration will review student attendance reports with the Grade-Level and Student Intervention Teams to identify students/families needing support and determine possible interventions.

Plan to address teacher or student absences:

Teachers are asked to supply emergency lesson plans at the beginning of the year. Additionally, teachers will be asked to post a week's worth of material on their CANVAS site, that way if they are out the students will be able to continue their studies. This will also assist with students who are absent and need to make up the work.

We will work with the teachers and students to ensure that all students who are absent will be able to have access to all materials needed for them to be successful. Furthermore, we will continue to encourage the teachers to be compassionate and graceful if students are absent for prolonged periods of time.

Plan to address events for parents and students:

To promote safety, we will incorporate many virtual and online options for events and meetings. These virtual and on-line options will be recorded and placed on all our social media as well as the school's website. On the ZHS website, each class will have a separate area for specific grade-level information.

Plan to address visitors and volunteers:

Visitors will need to set appointments in advance via email or telephone. This does not apply to Pasco County employees wearing district badges and performing the scope of their assigned work.

Meetings involving visitors (i.e. SAC, IEP, 504, parent conferences, etc.) will follow the current guidelines from the Governor's office or be held virtually. All visitors must check in at the main office and may not proceed into campus without permission.

Volunteer recruitment and presence on campus during first semester will be limited to established volunteers. A designated check in area and designated work area will be determined for each volunteer.

Procedures at Athletic events:

We will limit capacity to 50% of each facility and will be using the intercom system to encourage social distancing. Additionally, if there is no way to socially distance, then spectators will be required to wear a mask. The wearing of a mask will also be required in the restrooms.

Athletes, student participants, and coaches will be required to wear a mask on the bus. Concession stand guidelines will include volunteers wearing hairnets, masks, and gloves always. All prepared food must be completely wrapped or sold in a closed container.

