Reopening Plan

for

Elementary



A better community . . . one student at a time.

**Introduction**

The purpose of this document is to explain the procedures required to keep the Penn Manor community safe during the COVID-19 pandemic. No single action or set of actions will completely eliminate the risk of COVID-19, but implementation of several coordinated interventions can reduce the risk. We have used the guidance issued by the [Pennsylvania Department of Education](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx) and [American Academy of Pediatrics](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/) to develop these procedures.

Two common themes throughout this document are 1) efforts to keep cohorts of students from commingling and 2) adherence to these guidelines “to the maximum extent possible.” This list is not exhaustive and will be updated regularly.

Below is a brief description of our learning options for the 2020-2021 school year.

Total Reopening for All Staff and Students

* All students K-6 will attend a typical school day with social distancing practices in place.

Blended Reopening for All Staff and Students

* All students in grades K, 1, and 2 will attend school Monday through Friday.
  + Homerooms will be split in half.
  + The homeroom teacher and aide will alternate locations.
* All students grades 3, 4, 5 and 6 will be split into two groups. Grades 3-6 will be represented in each group.
  + Group A will meet Monday and Tuesday.
  + Group B will meet Thursday and Friday.
  + Students will work virtually on Wednesday with a combination of scheduled synchronous instruction as well as independent work.
* See Blended category for more information.

Total Remote Learning - Penn Manor Virtual School (PMVS)

* Instruction provided by third-party teachers
* Families are asked to commit for the entire semester.
* See Penn Manor Virtual School category for more information

# Table of Contents

[**Table of Contents**](#_vxah1r8tsm2p) **2**

[**Arrival**](#_ov1vo9qv9a24) **5**

[**Assemblies**](#_fqh71mql2yte) **5**

[**AST Services**](#_6hfuj2wawmfa) **5**

[**Back to School Night**](#_h3i1uvi3yv) **5**

[**Bathroom Use**](#_33zfkb87yy1t) **6**

[**Blended Learning**](#_9s1og44vxvqv) **6**

[**Book Exchange**](#_x9f9u3nbuma3) **7**

[**Breakfast**](#_za1js3rri6un) **7**

[**Building Disinfecting**](#_hb3p1ogaw1un) **7**

[**Busing**](#_z385g4eymvk) **7**

[**Cafeteria**](#_moxstes9her3) **7**

[**Classroom disinfecting (desktops, student materials, door knobs, light switches)**](#_m6a0xpj1n0g) **8**

[**Classroom Organization (desk placement)**](#_6lyifdj0fdo3) **8**

[**Copiers**](#_lag7vgrazymf) **8**

[**COVID-19 Symptoms**](#_5fh074klsmmz) **9**

[**Cubbies/Lockers**](#_nb6d6mq5mfry) **9**

[**Curriculum Pacing**](#_a33w5js3qa7l) **9**

[**Departmentalized Instruction**](#_pfl0xr8rkcv1) **10**

[**Diagnostic Testing (DIBELS, CDT, etc)**](#_2w78o1rt07ce) **10**

[**Dismissal**](#_cucftvy2fvob) **10**

[**Dismissals during the day**](#_fxhefj3cun3c) **10**

[**Drinking Fountains**](#_zbkc6tqeahz8) **11**

[**Enrichment-Intervention**](#_u2b9472xbs3t) **11**

[**ESL Services**](#_sx7djgkx48mb) **11**

[**Evacuation Drill**](#_3fiuvlao4p16) **11**

[**Faculty Lounge Use**](#_xmoscglqvs1v) **11**

[**Faculty Meetings**](#_6wf6lzddoja6) **11**

[**Food/snacks to share staff**](#_mhf2p0tjd44j) **12**

[**Food/snacks to share students**](#_lp23ubjus71w) **12**

[**Google Classroom**](#_mpumahgq0p26) **12**

[**Hand Sanitizing Stations**](#_gue5b6qwlha8) **12**

[**Kindergarten Orientation**](#_lfg0ns2f1giq) **12**

[**LS and Speech Services**](#_xgl8p0c22aom) **12**

[**Lunch**](#_p0cl9xvraz6r) **13**

[**Masks**](#_xjkiwu6mln5o) **13**

[**New Student Orientation**](#_ymimo9p2r2qr) **13**

[**Nurses Office**](#_gob7p6gwg36h) **14**

[**Parent meetings (IEP, MDE, Gifted, AST, etc)**](#_cr2wigveihee) **14**

[**Parent Pick Up/Drop Off**](#_yvl7t1am2bdh) **14**

[**Parent volunteers/visitors**](#_o6e5464kz0dt) **14**

[**Penn Manor Virtual School - Total Remote Learning**](#_het56skyqrvi) **14**

[**PTO**](#_pnitvxbz4c0o) **14**

[**Recess**](#_km7ld41uy81u) **15**

[Outdoor Recess](#_99z9rvk9ipu6) 15

[Indoor Recess](#_2ug3k4aq63zp) 15

[**Seesaw**](#_vbc19yd147ba) **15**

[**Specials**](#_vyk9rylew5i8) **16**

[**Student supplies**](#_wztb91jp0jm1) **16**

[**Technology Support**](#_ay8b1u4g61zg) **16**

[Sapphire Community Portal](#_e6f651ds6mor) 16

[Home Internet and WiFi Options](#_cfd5pkn5js51) 16

[**Total Reopening for All Staff and Students**](#_eo565abdu2p) **17**

[**Total Remote Learning**](#_ffmrzbpgop2b) **17**

[**Visitors**](#_187eh07pta0w) **17**

[**Who moves throughout the day (teachers or students)**](#_gcon2lz5r6n6) **17**

[**YWCA programs**](#_4b2i7a8ypylu) **17**

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# Arrival

* To the maximum extent possible, arrival should be staggered, especially for car riders.
* First elementary drop off will start at 8:30. Some buses will make a second run.
* Specific arrival procedures will vary by building.
* Students will enter their homerooms upon arrival.

# Assemblies

* Assemblies should be streamed in classrooms.
* July 16 Governor’s orders:
  + *Section 3: Events and gatherings other than those in businesses in the retail food*

*services industry addressed by Section 1*

* *A. Indoor events and gatherings of more than 25 persons are prohibited.*
* *B. Outdoor events and gatherings of more than 250 persons are prohibited.*
* *C. For the purposes of this Order, “event and gathering” is defined as: A temporary grouping of individuals for defined purposes, that takes place over a limited timeframe, such as hours or days. For example, events and gatherings include fairs, festivals, concerts, or shows and groupings that occur within larger, more permanent businesses, such as shows or performances within amusement parks, individual showings of movies on a single screen/auditorium within a multiplex, business meetings or conferences, or each party or reception within a multi-room venue. The term does not include a discrete event or gathering in a business in the retail food services industry addressed by Section 1.*
* *D. The maximum occupancy limit includes staff.*

# AST Services

* Pull out and push-in services will continue. If students are taken from separate homerooms, there should be 3 to 6 feet between them to the maximum extent possible.
* Surfaces and shared materials should be disinfected after each use.

# Back to School Night

* Parents are an integral part of the educational process, and it is imperative that we foster a relationship of mutual respect with them. One element we have used in the past is Open House/Back to School Night. Given that we are limiting the number of visitors in our buildings, we will hold a virtual open house that can either be streamed or recorded.

# Bathroom Use

* Students should be permitted to use the restroom as needed and encouraged to practice social distancing.
* If social distancing can be accomplished, whole class bathroom breaks are permitted.

# Blended Learning

* K, 1, and 2
  + Will attend school Monday through Friday.
  + [Elementary Master Schedule](https://docs.google.com/spreadsheets/d/1m4Q5JqGCq9NdsTMrI09whsdCzKmM3xj8tdGSNAAoe2I/edit?usp=sharing) will be followed.
  + Homerooms would be split in half to enable adequate social distancing
  + Teacher and aide would alternate locations
    - While the teacher is working with one group, the aide will work with the other
* 3, 4, 5 and 6
  + All students grades 3, 4, 5 and 6 will be split into two groups.
  + Grades 3-6 will be represented in each group.
    - Group A will meet Monday and Tuesday.
    - Group B will meet Thursday and Friday.
  + Students in session will follow the [Elementary Master Schedule](https://docs.google.com/spreadsheets/d/1m4Q5JqGCq9NdsTMrI09whsdCzKmM3xj8tdGSNAAoe2I/edit?usp=sharing).
  + When students are at home, they will be working asynchronously using the following platforms: Google Classroom (3-6).
    - Students should expect to work 45 minutes to an hour per subject area/class
    - Attendance will be based on the completion of assignments on these days
  + Wednesday
    - Teachers are expected to report to school during contractual time.
    - Students will work virtually on Wednesday with a combination of scheduled synchronous instruction as well as independent work.
    - Synchronous Instruction schedule
      * 9:00-9:15 Check-in
      * 9:15-10:15 ELA
      * 10:30-11:30 Math
      * 12:00-3:45
        + Time used for collaborative planning, planning or office hours by appointment
* Students who elect to attend virtual school will be enrolled in PMVS by semester.

# Book Exchange

* Book exchange will occur every other cycle.
* Students will be permitted to take out two books.
* Library aides will bring a variety of books to the classroom for the students to choose. They will use interest inventories and encourage the students to request books before book exchange.

# Breakfast

* We will continue to serve breakfast starting at 8:30 each morning.

# Building Disinfecting

* **Bathrooms** will be cleaned every evening, before lunch and after lunch.
* **Main entrance vestibules** will be cleaned every evening and after student arrival.
* **Building offices** will be cleaned each evening and high touch surfaces will be cleaned after student arrival.

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# Busing

* During the COVID-19 pandemic, students riding buses will not sit more than two per seat and will be required to wear a face covering. Initially, this will require some buses to make two trips to pick-up and drop-off students.
* At 8:40, students will be dropped off and sent to either homerooms or breakfast.
* Buses making a second a run will attempt to arrive back at school by 9:00.
* During departure, the first round of buses must leave parking lots loaded with students by 3:25 in order to get back to school by 3:45 to transport the remaining students home.
* Students will have assigned seats and load buses from the back to the front. The assigned seat in the morning will be the same for the afternoon.
* Some bus windows will be slightly open to circulate outside air.
* Students in the same household will sit together when possible.
* During the week of September 14, 2020, we will reevaluate bus runs and make adjustments to pick-up and drop-off times to maximize efficiency.

# Cafeteria

* Students will eat in the cafeteria and must wear a face covering when entering the cafeteria, walking through the lunch line and to their assigned seat.
* Students must be seated at least 6 feet apart.
* Students and staff must wash hands or use hand sanitizer before and after eating.
* Students must be seated in staggered arrangements to avoid “across-the-table” seating.
* Students must eat in cohorts (homerooms).
* We are discouraging the use of any cash transactions and encouraging families and staff to create on-line accounts with [myschoolbucks](https://www.myschoolbucks.com/ver2/getmain?requestAction=home).

# Classroom disinfecting (desktops, student materials, door knobs, light switches)

* Supplies to disinfect desks and student materials will be provided to each classroom. Every classroom will be issued a spray bottle, microfiber rags and paper towels. Surfaced should be cleaned regularly throughout the day.
* Classroom desks and instructional tables are cleaned nightly by custodians. These surfaces must be free of any objects in order to be cleaned.
* If student materials are shared, they should be wiped down after each use by the teacher or designee.
* Door knobs will be cleaned each evening and should be disinfected throughout the day by the classroom teacher or designee.
* Light switches will be cleaned each evening by custodians and should be disinfected throughout the day by the classroom teacher or designee.
* Disposable gloves are available upon request. Please see the main custodian.

\*\*If a teacher is using a student as a designee, please show them how to clean it properly.

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# Classroom Organization (desk placement)

* Students desks and workspaces should be spread out 6 feet or to the maximum extent possible.
* Student desks should be facing the same direction.
* Students should be assigned seats to assist with contact tracing if necessary.
* Teachers must work in conjunction with building principals for additional PPE in classrooms (ie. plexiglass barriers, etc.)
* Student furniture that does not have a hard surface that can be cleaned daily must be removed from the classroom. No fabric/cloth furniture of any kind (sofas, pillows, cloth chairs, cloth topped stools, etc.). These must be removed and stored at home by the owner.
* Student carpets are permitted.

# Copiers

* Social distancing among adults is critical during the COVID-19 pandemic. If someone is using the copier, he/she should maintain social distancing of 6 feet while waiting.
* Disinfecting supplies are available at each copier. The copier should be wiped down after each use.

# COVID-19 Symptoms

* If an employee or a student is experiencing COVID-19 symptoms, the employee or student should notify the nurse and report to the quarantine area.
* If an employee tests positive for COVID-19, he/she is to report this to his/her direct supervisor or the Director of Human Resources, Theresa Chiodi at extension 2247 or 717-600-4859.
* If an employee is experiencing COVID-19 symptoms or has been exposed to someone who has the COVID-19 virus after hours, he/she should immediately call his/her physician as well as the Director of Human Resources, Theresa Chiodi at extension 2247 or 717-600-4859.
* Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  + Fever or 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
  + Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
  + Trouble breathing
  + Persistent pain or pressure in the chest
  + New confusion
  + Inability to wake or stay awake
  + Bluish lips or face

# Cubbies/Lockers

* During the COVID-19 pandemic, students are not permitted to use their cubbies. Students should place backpacks and coats on the back of chairs; therefore, items brought to school should be kept to a minimum.

# Curriculum Pacing

* To date, the Pennsylvania Department of Education has yet to relax the learning standards for students. At the same time, the administration at Penn Manor has acknowledged that the COVID-19 pandemic has caused a significant disruption to our educational programming.
* Given the potential for students working from home, aligning our pacing by grade level and school is even more critical. As a result, pacing in all subjects in a grade level, regardless of building must align to the greatest extent possible. Grade levels must use in-service time to align when particular units will be taught.

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# Departmentalized Instruction

* Grade level teams are still able to departmentalize. However, during the COVID-19 pandemic mixing homerooms is not permitted. To the extent possible, teachers should move from room to room, rather than students.

# Diagnostic Testing (DIBELS, CDT, etc)

* We will continue to administer the DIBELS assessment to all students during the COVID-19 pandemic.
* Students will take the CDT Numbers and Operations strand this fall for Title One considerations.
* Elementary math benchmarks will be suspended this year. Teachers may administer the benchmark assessments for their own use.
* The DRA will be administered to only K, 1 and 2 strategic and intensive students as identified in DIBELS.
* More information will be provided this winter about the assessments needed for grade six to seven placement.

# Dismissal

* To the maximum extent possible, dismissal should be staggered, especially for car riders.
* Specific dismissal procedures will vary by building.
* Dismissing by bus may be necessary to stagger departure.

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# Dismissals during the day

* Parents should follow building procedures to inform the school of an early departure. Upon arriving at school, a parent should call the office and wait in front of the school in the vehicle for the child to exit the building (still developing)
* Should parents come to the vestibule to sign their child out (still developing)

# Drinking Fountains

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* During the COVID-19 pandemic drinking fountains will be closed. Students are encouraged to bring their own water, but the school district will provide water bottles.

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# Enrichment-Intervention

* To the extent possible, students should remain in homeroom cohorts. If students are taken from separate homerooms, there should be 3 to 6 feet between them to the maximum extent possible.
* Surfaces and shared materials should be disinfected after each use.

# ESL Services

* Pull out and push-in services will continue. If students are taken from separate homerooms, there should be 3 to 6 feet between them to the maximum extent possible.
* Surfaces and shared materials should be disinfected after each use.

# Evacuation Drill

* All individuals should exit the building as quickly as possible if an emergency scenario arises that requires evacuation. To the extent possible, students should be socially distanced upon arriving at the rally point location.

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# Faculty Lounge Use

* All employees are asked to practice social distance measures when using the faculty lounge. Such spaces will have limited capacity to ensure adherence to social distancing recommendations.
* The American Academy of Pediatrics suggests the following:
  + *“Given what is known about transmission dynamics, adults and adult staff within schools should attempt to maintain a distance of 6 feet from other persons as much as possible, particularly around other adult staff. For all of the below settings, physical distancing by and among adults is strongly recommended, and meetings and curriculum planning should take place virtually if possible.”*
  + [*AAP*](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/)

# Faculty Meetings

* If the typical faculty meeting space cannot accommodate social distance measures or if the faculty is 26 or greater, meetings will be held over Google Hangouts/Meet.

# Food/snacks to share staff

* During the COVID-19 pandemic, all employees are asked to refrain from bringing in food or snacks to share with colleagues or students.

# Food/snacks to share students

* During the COVID-19 pandemic, all students are asked to refrain from bringing in food or snacks to share with staff or fellow students.

# 

# Google Classroom

* Teachers for grades 3 through 6 are expected to use Google Classroom as the primary learning platform for their students.
* Teachers should have a “weekly activities” schedule available for students and families. Grade levels should be working in cooperation with each other for pacing of activities.
* Parent tutorials for Google Classroom can be found [here](https://sites.google.com/pennmanor.net/remotelearning/tech-tips/google-tips). Teachers are welcome to share this information with families.

# Hand Sanitizing Stations

* Hand sanitizing stations will be located in the main vestibule, the playground entrance, cafeteria and by most copiers.
* Individual pump bottles of hand sanitizer will be provided to each classroom. If it needs to be replenished, please inform the head custodian.

# Kindergarten Orientation

* During the COVID-19 pandemic, Penn Manor is trying to limit the number of visitors in buildings, including parents. Kindergarten orientation is essential in helping students transition into school. It is recommended that buildings hold a staggered physical orientation for students and hold a virtual session for parents.

# LS and Speech Services

* Pull out and push-in services should continue. If students are taken from separate homerooms, there should be 3 to 6 feet between them to the maximum extent possible.
* Surfaces and shared materials should be disinfected after each use.

# Lunch

* Students should use hand sanitizer upon entering the cafeteria and wear a face covering. Social distancing should be promoted while students wait for lunch to be served.
* Principals will provide modified schedules per building.

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# Masks

* All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.
* Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
* Students and families should be taught how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and to replace and maintain (washing regularly) a cloth face covering.
* Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:
  + Eating or drinking when spaced at least 6 feet apart;
  + Seated at desks or assigned workspaces at least 6 feet apart;
  + Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
  + When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
* Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.

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# New Student Orientation

* During the COVID-19 pandemic Penn Manor is trying to limit the number of visitors in buildings, including parents. New student orientation is essential in helping students transition into school. It is recommended that buildings hold a staggered physical orientation for students and hold a virtual session for parents.

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# Nurses Office

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* Information is forthcoming

# Parent meetings (IEP, MDE, Gifted, AST, etc)

* During the COVID-19 pandemic, parent meetings should be held virtually whenever possible.

# Parent Pick Up/Drop Off

* Given the significant increase of parents picking up children, each school will need to reevaluate parent pick up and drop off to prevent congestion of cars and potentially blocking roadways.
* Staggering time is encouraged.

# 

# Parent volunteers/visitors

* During the COVID-19 pandemic, Penn Manor is limiting visitors to individuals providing approved services directly to students.

# Penn Manor Virtual School - Total Remote Learning

* Instruction provided by third-party teachers
* Third-party teachers prescribe and deliver curriculum designed around PA Core Standards.
* Students will be issued a laptop and other resources for learning; parents are responsible for reliable internet access.
* K through 6 requires parent/guardian supervision.
* Families are asked to commit for the entire semester.
* Information about PMVS can be found [here](https://blogs.pennmanor.net/pmvs/).

# PTO

* During the COVID-19 pandemic, Penn Manor is limiting visitors to individuals providing approved services directly to students.
* While PTOs provide services to students, they are encouraged to meet virtually and must seek the principal’s approval to enter the building.

# Recess

## *Outdoor Recess*

* + Procedures for student access to outdoor recess:
    - Schedule adjustment - Playgrounds will be divided into activity zones to limit numbers of students in one area of the playground.
      * Activity zones should rotate daily.
      * Students should remain in the assigned zone throughout recess.
    - Students will wash and sanitize hands before and at the end of recess before returning to the classroom or to the cafeteria.
    - Grade levels coming and going to and from recess should not pass one another
    - Students will wear face masks at recess if not 6 feet apart.
* Equipment
  + Fixed playground equipment will be closed during the school day during the COVID-19 pandemic.
  + Playground equipment (balls, jumprope, etc.) should only be shared among students in the same homeroom.
  + Classroom playground equipment should be disinfected after each recess by the teacher or designee.
* Buildings should create a sign-up system for classes to use the playground before or after lunch recess.

## *Indoor Recess*

* + Students should remain in homerooms during indoor recess.
  + Aides will supervise students in homerooms during indoor lunch recess.
  + Students should avoid sharing materials.
  + Students will wear a mask during indoor recess if not 6 feet apart.
  + Students should wash or sanitize their hands before and after recess.

# 

# Seesaw

* Teachers for grades K through 2 are expected to use Seesaw as the primary learning platform for their students.
* Teachers should have a “weekly activities” schedule available for students and families. Grade levels should be working in cooperation with each other for pacing of activities.
* Parent tutorials for Seesaw can be found [here](https://sites.google.com/pennmanor.net/sto/elementary/k-2-seesaw). Teachers are welcome to share this information with families.

# Specials

* During the COVID-19 pandemic, we are trying to keep hallway traffic to a minimum. Therefore, all specialists should anticipate offering instruction in each homeroom. If the gymnasium or library is not in use for other purposes, those spaces can be used for specials’ instruction.
* To give specialists time to move from class to class, special classes will run for 40 minutes.
* PE should plan to outside as much as possible.
* Click [here](https://docs.google.com/spreadsheets/d/1rjhRDvqxXqkJQMOd3q3BoNYUlktWSOyiaYf_d2WWVlA/edit?usp=sharing) to find the specialists rotation schedule.

# Student supplies

* To the maximum extent possible, students should limit sharing supplies with each other. If supplies are shared, they should be disinfected by the student after use.

# Technology Support

* The Penn Manor Technology Team is here to help! Students or parents seeking help with a technology or laptop problem may call 717-872-9500, x 1776 or 717-842-4519. Students may also open a support ticket by emailing: studentsupport@pennmanor.net.
* For help accessing a Google Classroom or Moodle website, students should reach out to their teacher directly. We encourage students to keep apprised of teacher updates by checking their Penn Manor student Gmail account **daily**.
* If families are having trouble with home internet connectivity, they should reach out to their Internet Service Provider for assistance.

## *Sapphire Community Portal*

* Student attendance, grades, report cards, and other information is available to parents via the [Sapphire Community portal](https://sapphire.pennmanor.net/CommunityWebPortal/Welcome.cfm). We strongly encourage all parents and guardians to create a portal account, (Keyword: comets). Sapphire portal accounts requests are typically processed within two school days.

## *Home Internet and WiFi Options*

* Low-income families who live in a **Comcast** service area may sign-up for Internet Essentials broadband. New customers will receive 60 days of complimentary Internet Essentials service, which is normally available to all qualified low-income households for $9.95/month. Additionally, the speed of the program’s internet service was increased to 25 Mbps downstream and 3 Mbps upstream. New customers should visit [www.internetessentials.com](https://www.internetessentials.com/). The accessible website includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.
* Additionally, Penn Manor will have a limited number of free home WiFi hotspots available for student loan. Details on applying for this service will be provided at the end of August.

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# Total Reopening for All Staff and Students

* All students K-6 will attend a typical school day with social distancing practices in place.
* Students who elect to attend virtual school will be enrolled in PMVS by semester.

# Total Remote Learning

* Full virtual option will be utilized at the order of state or school district.
* All students in grades K to 12 will receive instruction from Penn Manor teachers through a combination of scheduled synchronous instruction and independent, asynchronous instruction
* Schedule of synchronous instruction will mirror that of a regular school day
* Students will be expected to participate in synchronous instruction sessions and complete assignments and assessments as directed by the teacher
* The schedule for synchronous instruction is below:
* [Virtual Learning Option Schedule](https://docs.google.com/spreadsheets/d/1b9yrhVaikRDZZYPyeQlMO2UYkNbCH8pp7Vg3auN0f-E/edit?usp=sharing)

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# Visitors

* Penn Manor is significantly reducing the number of visitors to buildings. Only individuals who provide a direct service to students are permitted in the buildings during school hours.

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# Who moves throughout the day (teachers or students)

* In an effort to minimize hallway traffic and keep cohorts of students together, teachers are asked to move from class to class instead of students.

# YWCA programs

* The YWCA will continue to operate their programs following the safety plan they developed.