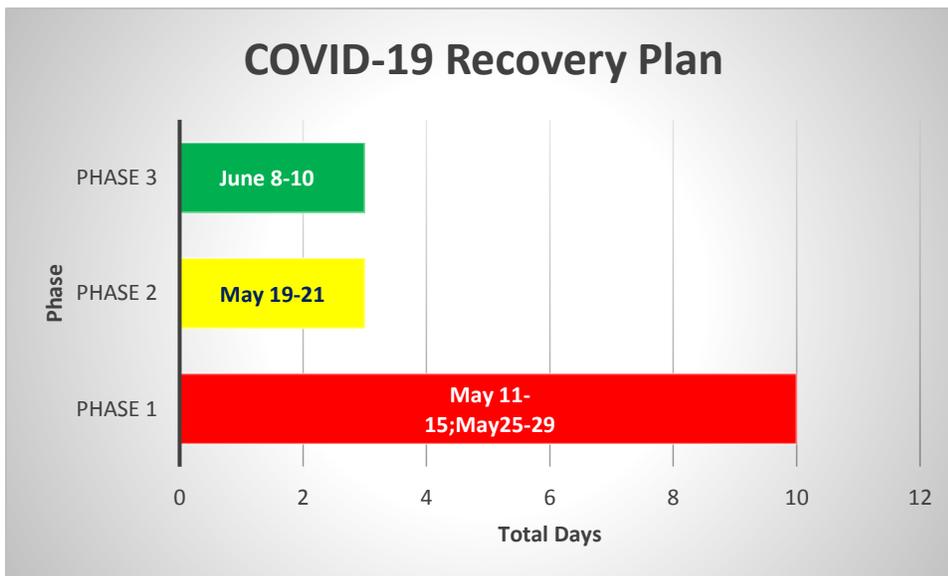


## COVID-19 RECOVERY PLAN

**Background:** When Governor Wolf and/or Local Authorities end the red phase of the stay-at-home order and enter Berks County into the yellow phase, personal belongings of our staff and students will need to be recovered along with any outstanding school district property. While it is important for everyone to recover their belongings, Muhlenberg School District will not sacrifice the health and well-being of our staff, students/parents, or operations personnel. The goal of this Recovery Plan is to get all of the personal belongings out of the building, have all school property returned to the buildings, and begin normal summer maintenance that will prepare the buildings for the 2020-2021 school year.

The Recovery Plan will involve three phases.

	Week of May 11	Week of May 18	Week of May 25	Week of June 1	Week of June 8	Week of June 15
Phase 1						
Phase 2						Make-Up
Phase 3						Make-Up



**Phase 1: Preparation** – This phase will involve communication of the Recovery Plan with our staff, operations personnel, and students/parents. Communication

with Teachers will take place through each Building Principal via their weekly zoom meetings and through electronic communications available to each of the Principals. Operations Personnel will be communicated by their direct supervisor and students/parents can be communicated to initially by Dr. Macharola and then re-enforced by each Building Principal through the various platforms currently being used for communication purposes. Each Building Principal will develop a schedule that involves both Instructional Staff and students/parents. Instructional Staff will be allowed to return at a rate of no more than 10 per hour, set-up in a way that empties your staff belongings in your building over 3 days, a section of your building completed at the end of each day. Tentatively, this would take place May 19, May 20, and May 21. Student/Parent Pick-up could be coordinated with Chromebook returns, possibly June 8, 9, and 10. Phase 1 can begin as soon as this Recovery Plan is approved by the Admin staff. After approval, communication can take place with Instructional Staff. Students/Parents communication can only take place when MSD finalizes logistics for each student/parent pick-up location. Communication with Students/Parents could begin during the week of May 18.

**Phase 2: Instructional Staff Return** – This phase will begin Tuesday, May 19, and end Thursday, May 21. Instructional Staff will return based upon the schedule set-up by each Building Principal. Teachers will be allowed in each building at a rate of no more than 10 in 1 hour increments each day. MEC and Cole teachers may need 1.5 hours in order to make sure all student desks are labeled with the first and last names of the students and items within cubbies can be placed on the desk or staged in order within the classroom. Please communicate to Teachers that they will need a mask to enter the building. If they do not have one, MSD will provide one. We would set-up a table outside the main entrance to each building. Teachers can sign in and have their temperature taken by the School Nurse. The school nurse would be wearing proper PPE (gloves and face mask). As long as they have no fever and have not been exposed to COVID-19 (to the best of their knowledge), and have a mask, they will then be allowed in the building to report directly to their specific room and remove their belongings. Teachers should restrict their movements to only the area necessary to retrieve their belongings. Also, we will be admitting only the Teacher, no children or spouses. If any

Teachers cannot make these dates because of being sick, then arrangements will be made at a later date. Teachers also need to communicate with their Principals if they develop any COVID-19 symptoms within 72 hours of entering the buildings. We are leaving a full 2 week window in between Phase 2 and Phase 3 in order to address any possible building exposure from Phase 2 and to also disinfect the common areas traveled by the Instructional Staff.

**Phase 3: Student/Parent Pick-up/Return** - This phase will look different for each building. For MEC and C.E. Cole, I am recommending that operations staff go through each desk and put personal belongings in clear bags and stage these bags in the gym at MEC by grade and Cole's bags in the Cole Gym by grade. Labels can be printed ahead of time for each bag or the bags can be written on with permanent marker. Parent pick-up of belongings and Chromebook drop-off will be scheduled together and look like this for MEC and C.E. Cole:

- June 8th Last Name A- F
- 9:00 - A
- 10:00 -B
- 11:00 - C
- 12:00 - D
- 1:00 - E
- 2:00 - F
- 
- June 9th – Last Name G -O
- 9:00 - G
- 10:00 -H
- 11:00 - I-J
- 12:00 - K-L
- 1:00 - M
- 2:00 - N-O
- 
- June 10th – Last Name P-Z
- 9:00 - P-Q
- 10:00 -R
- 11:00 - S

- 12:00 - T-U
- 1:00 - -V-W
- 2:00 - X, Y, Z

This will allow Parents who have students enrolled at both MEC and C.E. Cole to make one trip within the hour of their last name and drop off/pick-up at both schools. This schedule is being spread out over 3 days because, remember, if the Governor has removed the stay-at-home order, there will be quite a bit more traffic on Kutztown Road than when Chromebooks were distributed in April. That distribution required 4 Muhlenberg Township Police to be tied up for over 5 hours. I think it is unreasonable to expect everyone to show-up in one day to drop-off Chromebooks and pick-up their personal belongings without a major problem of traffic on Kutztown Road and Sharp Avenue. I believe this will be welcomed by community members and Muhlenberg Township Police. The “runners” interacting with the parents to receive Chromebooks and deliver personal belongings will be wearing proper PPE (gloves and face masks).

For the Middle School, I know Dr. Ebert would like to provide an opportunity for students/parents to empty their own lockers of personal belongings. Again this could be offered June 8 through June 10. This option would only be possible if the Governor allows the public to enter school buildings, which they are currently forbidden. If this is part of the Governor’s yellow phase being decided on June 4, then a schedule would be determined by how many respond to Dr. Ebert’s communication of giving them the option to empty their own lockers. This communication would take place the week of May 25, with the cut-off for this option closed by May 29. This will give Dr. Ebert the chance to develop a schedule when students/parents can enter the building, which at that point may be as many as 25 per 30 minute windows or as little as 10 per 30 minute window on June 8, 9, & 10. Again, a table would be set-up outside the main entrance. Student/Parent would sign-in and need to have a mask or face covering to enter the building, and possibly receive a temperature check (depends on the Governor’s guidelines). They would then enter the building, proceed to their

locker, and empty the contents of their locker into their own box or bag they bring with them. This schedule could be set-up by grade each day:

- June 8 – 7<sup>th</sup> graders
- June 9 – 8<sup>th</sup> graders
- June 10 – 9<sup>th</sup> graders

For those that do not wish to clean-out their locker personally or if the Governor does not relax current restrictions on Public School Buildings, operations staff would empty the locker contents into clear plastic bags, label the bags and stage them in the Middle School gym. The pick-up schedule for those items could be set-up by grade each day:

- June 8 – 7<sup>th</sup> graders
- June 9 – 8<sup>th</sup> graders
- June 10 – 9<sup>th</sup> graders

Those just picking up their belongings could pull up to the gym entrance at the parking lot and have their items brought out to them. The “runners” interacting with the parents to receive Chromebooks and deliver personal belongings will be wearing proper PPE (gloves and face masks).

The High School is different in that each student keeps their same locker for the entire three years they are enrolled at the High School. Basically, only the current students graduating need to have their lockers cleaned out and any personal contents returned to them. In speaking with Principal Mish, operations staff will empty graduating senior class lockers starting May 11. All personal items will be put into clear plastic bags, labeled and staged in the gym. These plastic bags will then be handed out along with Cap and Gowns on Wednesday, May 13. Anyone interacting with students/parents will be wearing masks and disposable gloves.

As stated above, the remaining lockers could be left intact until students return for the 2020-2021 school year. We could do something similar as Dr. Ebert, in that Principal Mish puts out a communication to the remaining underclassman, that if anyone would like anything out of their lockers they can contact the High School office between May 25 and May 29. If any underclassman contact the High School

office wishing to retrieve an item or items from their locker, Principal Mish can set-up a schedule similar to the one for the Middle School and allow student/parent pick-up to take place on June 8 and June 9. June 8 would be for tenth graders and June 9 for eleventh graders. According to guidelines set-up by Governor Wolf and/or local authorities it could be as many as 25 or as little as 10 per 30 minute windows on June 8 and June 9. A table would be set-up outside the main entrance. Student/Parent would sign-in and need to have a mask or face covering to enter the building, and possibly receive a temperature check (depends on the Governor's guidelines). They would then enter the building, proceed to their locker, and empty the contents of their locker into their own box or bag they bring with them.

Any unaccounted for items left after June 10 will need to be scheduled for pick-up through their respective Building Offices. Ideally, all items (Student or Teacher) would be returned or picked-up by June 22. This will leave adequate time to get the buildings ready for occupation during the 2020-2021 school year.