



MMI Pandemic Health & Safety Plan for 2021-2022 School Year - REVISED 9-14-2021

Overview:

MMI's mission is to provide dedicated area students with a comprehensive and inspiring sixth to twelfth grade college preparatory program that maximizes each individual's academic, social, and character potential in preparation for success in college and beyond.

As MMI's leadership has evaluated the various options for instruction for the fall semester, we have looked to our mission to guide us. It is the joint, considered opinion of MMI's Administration and Board of Directors that in-person education is essential in maximizing our students' potential and will result in far superior preparation of our students for life than online learning can provide. At the same time, ever present is MMI's commitment to the safety of all the members of our community, and in particular our students, faculty and staff.

After careful consideration by the MMI Administration for the return to campus of our students, faculty, and staff, the Board of Directors approves this Pandemic Health and Safety Plan that safely brings students and teachers back together in the classroom where we believe meaningful connections enhance the academic process and provide social and emotional support to our students.

Our plan for reopening provides for social distancing, requires face coverings throughout the day, and incorporates enhanced sanitization procedures including frequent deep cleaning and increased air filtration. Our plan was developed utilizing guidelines set forth by the CDC, PA Department of Health, and the PA Department of Education.

Importantly, the MMI Pandemic Health and Safety Plan provides flexibility in the delivery of instruction. Thus permitting students to continue their MMI education at home should in-person instruction need to be suspended.

As we have learned over the last year that adaptability and nimbleness are paramount to getting through this pandemic together. We will continue to closely monitor and adapt to our changing world and periodically update this plan as circumstances dictate. Adaptations or changes to this plan will be authorized and approved by the Head of School and the MMI Board of Directors and will be communicated as they are made.

Introduction:

MMI is committed to promoting a safe and healthy environment for all faculty, staff, and students, so MMI has developed the following COVID-19 Protocols in response to the pandemic. Everyone is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our School and communities, and that requires full cooperation from our entire school community. Only through this collaborative effort can we promote the safety and health of all persons in our School. The MMI COVID-19 Protocols follow the guidance developed by the state of Pennsylvania, which is based upon the Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health (PA-DOH) guidelines for COVID-19, and the Pennsylvania Department of Education (PA-DOE). **Additionally, the School reserves the right to enhance the guidance provided by the above to ensure the safety of our school community.** Policy and procedure not directly impacted by COVID-19 mitigation efforts can be found in the Student Handbook and Employee Handbook.

Protocols for Transportation:

MMI Preparatory School relies on bus transportation from the Hazleton Area School District, Crestwood Area School District, the Weatherly Area School District, and the Wilkes-Barre Area School District. While we expect all MMI students to follow the policies set forth by their local school district transportation office, MMI requires all students to wear a face covering on the school bus or van, sit away from students who do not attend MMI when possible, and keep socially distant from other passengers. MMI strives to help our parents navigate the transportation options available to them through their school districts; however, we encourage parents to connect with their local district transportation office with safety questions or concerns, bus routing questions, or changes to their pick-up/drop-off information.

Carpoolers are asked to wear a protective face covering when entering and while traveling in a vehicle.

Student drivers and faculty/staff are asked to put on a face covering before exiting their vehicle and entering the school building.

Protocols for Entering the School Building & In-Person Instruction:

Social Distancing, Face Coverings, and Hand Washing

MMI reminds all students, faculty, and staff to **STAY AT HOME** if you are sick, live with or have come in close contact with someone who has been diagnosed with COVID-19, or think you may have symptoms of the virus. See [Protocols for Illness](#) for more information.

The term “social distancing” refers to measures taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, three feet of separation is the distance that should be kept between people interacting within their community.

Adapting practices to allow physical distancing of at least three feet whenever possible is the first step.

Face coverings are also very important to slow the spread of the virus. At MMI face coverings can be disposable masks or cloth face coverings. You can find the CDC guidelines for face coverings [here](#). For dress code purposes, bandanas are not to be worn at school. All face coverings must cover the nose and mouth. MMI will provide limited temporary face coverings in the event one is needed for the school day.

Faculty, staff, students, and visitors are expected to wear their face coverings during the school day. Face coverings can only be removed to eat or drink when at least three feet apart.

Students, Staff, and Faculty are reminded to practice proper handwashing throughout the day. Wash hands often with soap and water for 20 seconds. If soap and water are not available, hand sanitizer containing 70% or higher alcohol may be used to clean hands. Hand sanitizer is available in each classroom and other areas of the school. If hands are visibly dirty, wash with soap and water. Hand washing should occur after blowing one's nose, coughing, sneezing, after using the restroom, before and after eating or preparing food, after contact with animals or pets, and before and after providing routine care for another person needing assistance.

Classroom Arrangement & Layout

By removing furniture and arranging desks appropriately, all classrooms are set up so that classes can take place with students three feet apart following the MMI social distancing and face covering protocols. Larger spaces (auxiliary gym, gymnasium, and cafetorium) have also been retrofitted to accommodate any larger than normal class sections.

All classrooms will be cleaned and sanitized daily by maintenance staff which may include utilizing the School's Clorox Total 360 machine. In the absence of an HVAC system in the Old Main Building, Austin Air Healthmate air purifiers have been purchased and will run during the school day in each Old Main classroom. Enhanced MERV-13 filters have been installed in all HVAC systems for air filtration in the rest of the School.

Break & Lunch

Break will occur in students' second period classroom and lunch will occur in the students' advisory room. Students are able to purchase snacks at break this year and can bring a snack and drink from home for break, if they choose. Lunch can be ordered from the cafetorium during advisory period (8:00 am to 8:30 am). If a student will miss the advisory period, they are encouraged to bring their lunch from home. Students may also bring their lunch and access to microwaves is available. Upper School students will not be permitted to order out at this time. All pre-ordered lunches will be delivered to the student's advisory through contactless delivery by the kitchen staff.

The kitchen staff will continue to follow established food safety protocols and best practices.

Discipline

To protect the greater school community, we have enhanced our discipline procedures to include following the COVID-19 Protocols including wearing a face covering and social distancing. Disciplinary consequences are outlined in the MMI Student Handbook and shown below.

1st Offense	2nd Offense	3rd Offense	4th Offense
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Verbal warning	Second verbal warning and lunch detention. Email sent home.	Immediately sent home. Students will not return to class for one day.	Suspension based on severity of offense.
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Reporting

It is imperative that everyone cooperates with the safety measures outlined in this plan. Concerns regarding faculty or staff behaviors under the plan should be communicated immediately to Mrs. Shannon Williams, Director of Human Resources. If students or parents have a concern about behavior or if anyone on campus is concerned about student behavior, they should notify Mrs. Lisa Ferry, Dean of Students immediately.

Morning Arrival at MMI

Faculty:

Faculty will arrive at School before 7:45 am wearing their face covering. Upon arrival, they will report directly to the office to sign in and use hand sanitizer.

As students arrive at their advisory classroom, they should be directed to use hand sanitizer. Hand sanitizer will be located in each classroom and throughout the building. Faculty will also take student lunch orders during advisory.

Staff:

Staff will arrive at School according to their arrival times wearing a face covering.

Students:

Students will arrive between 7:30 and 8:00 am wearing their appropriate face covering. Once entering the advisory classroom, students are required to use hand sanitizer.

Student lunch orders should be placed with advisors during the advisory period. Ordering out for all upper school students is not permitted at this time. If a student will not be in school for advisory (8:00 to 8:15 am) he/she should bring his/her lunch.

Visitors/Parents:

Parents/Guardians are asked to call the Main Office at 570-636-1108 to make an appointment to enter the building. When arriving, please ring the buzzer located in the doorway. All visitors must wear a face covering at all times. Once buzzed in, please use hand sanitizer at the door and come to the office window immediately. If you are simply dropping off a forgotten item (i.e. lunch, textbook, gym uniform) please be sure it is clearly marked with your student’s name and grade, then leave it in the vestibule. Office staff will ensure it is delivered to your student.

If picking up a student early, please call the front office. Pick-up should be done on the Ridge Street entrance and parents are required to come in to sign out students. All parents picking up students are required to wear a face covering. Student drivers may only leave school if authorized by a parent.

During the School Day

By applying the considerations outlined above and adapting the MMI standard daily schedule, the entire student body will be able to attend face-to-face classes at the same time. The modified schedule is graphically represented below.

Standard Daily Schedule									
	Start	End	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Adv	8:00 AM	8:15 AM	Advisory						
Period 1	8:18 AM	9:08 AM	Class A	Class G	Class F	Class E	Class D	Class C	Class B
Period 2	9:11 AM	10:21 AM	Class B	Class A	Class G	Class F	Class E	Class D	Class C
Break	10:21 AM	10:31 AM	Break						
Period 3	10:34 AM	11:24 AM	Class C	Class B	Class A	Class G	Class F	Class E	Class D
Period 4	11:27 AM	12:17 PM	Class D	Class C	Class B	Class A	Class G	Class F	Class E
Lunch	12:20 PM	12:54 PM	Lunch						
Period 5	12:57 PM	1:47 PM	Class E	Class D	Class C	Class B	Class A	Class G	Class F
Period 6	1:50 PM	3:00 PM	Class F	Class E	Class D	Class C	Class B	Class A	Class G

- Upon arriving at school in the morning at 7:45, students will immediately report to their Advisory classroom.
- The regular daily schedule concludes at 3:00 PM. A special period from 3:05 to 3:30 is scheduled for students desiring additional academic assistance or a conference with a teacher. Students not involved in special academic assistance in a classroom under the supervision of a teacher are to leave the academic area. If the student is not involved with special academic assistance or extra curricular activities, the student must leave the school.

Collaborative Block The school will run a modified schedule on Wednesday and the academic day begins at 9:00 AM (see below). Students will be required to report to school for the first period. Students who must be in school prior to first period will be monitored in the cafeteria and library.

Collaborative Block Schedule (Wednesday)		
	Start	End
Collaborative Block	8:00 AM	8:45 AM
Period 1	9:00 AM	9:42 AM
Adv	9:45 AM	10:15 AM
Period 2	10:18 AM	11:00 AM
Period 3	11:03 AM	11:45 AM
Period 4	11:48 AM	12:30 PM
Lunch	12:30 PM	1:05 PM
Period 5	1:08 PM	2:00 PM
Period 6	2:03 PM	2:55 PM

Faculty

Faculty will be present during the changing of classes in the hallways to keep students moving and to prompt students to maintain a safe distance and avoid congregating. Faculty will also direct all students to use hand sanitizer upon entering their classroom and immediately go to their desk. Students will remain in their classroom for break and return to their advisory classroom for lunch. Before and after the break and lunch

periods, each desk/table will be cleaned with the provided disinfectant. Faculty will spray the tables and students will wipe with paper towels.

Students

Students will use hand sanitizer when entering any classroom and go directly to their desk. Break and lunch will be in the classroom. Snacks are available for purchase from the cafetorium and auxiliary gym. Students may also bring their own snack and drink for break time. Students may choose to buy lunch, which will be ordered daily during advisory from the cafetorium or should bring their own lunch. Order out for upper school students is not permitted at this time. Students will clean their hands before and after eating. Students will be supervised by faculty in the cleaning of each desk after snack and lunch.

School Counselor

The School Counselor will be available by appointment only. Please use [Setmore](#) to set up an appointment and you will receive a confirmation. All necessary teachers will be notified by the school counselor of a student's appointment.

Curricular Considerations

In the event switching to remote learning becomes necessary, each classroom (and teacher) has been equipped with a web camera. Links to live streams and links to recordings will be posted to MMI's Learning Management System (LMS), which is Canvas. Keep in mind, this will only occur if we switch to remote learning. This can effectively allow each classroom to operate in two instructional modes simultaneously: remote live-stream (synchronous), and remotely viewed recordings (asynchronous).

After School and Departure

Do not congregate in the Coxe Commons, the cafetorium, or the Courtyard. Please arrange for pick-up no later than 3:30 pm unless you are involved in an after school activity, meeting with a teacher, or waiting for a staff/faculty member. If you need to wait, maintain a safe distance and wear your face covering.

In an effort to ensure enough time for cleaning and sanitization of the academic area, teachers are to be out of the academic area by 4:00 pm. After 4:00 pm, faculty is required to utilize the library for meetings.

Practice Healthy Habits at Home

Our community protects each other by practicing healthy habits at home. It is incumbent upon all of us to be vigilant at all times.

- ✓ Wash hands immediately upon arriving home for at least 20 seconds
- ✓ Clean your phone & computer
- ✓ Wash your mask (please have multiple to use) ** See [CDC Guidelines](#) for proper use, removal, and washing of face coverings.**

Remote Learning:

In the event MMI cannot open for in-person classes, an online daily schedule has been designed to work in conjunction with the above discussed technology resources to help students smoothly transition to an entirely online instructional model. The online daily schedule is graphically represented below.

Online Daily Schedule										
Monday, Wednesday, Friday Time Schedule			Monday	Tuesday	Wednesday	Thursday	Friday	Tuesday, Thursday Time Schedule		
	Start	End						Start	End	
Online Period 1	9:00 AM	9:50 AM	Class A	Class F	Class B	Class G	Class C	9:00 AM	9:50 AM	Online Period 1
Online Period 2	10:00 AM	10:50 AM	Class B	Class G	Class C	Class A	Class D	10:00 AM	10:50 AM	Online Period 2
Online Period 3	11:00 AM	11:50 AM	Class C	Class A	Class D	Class B	Class E	11:00 AM	11:50 AM	Online Period 3
Lunch	11:50 AM	12:50 PM	Lunch Break	Advisory	Lunch Break	Advisory	Lunch Break	12:00 PM	12:30 PM	Advisory
Online Period 4	1:00 PM	1:50 PM	Class D	Lunch Break	Class E	Lunch Break	Class F	12:30 PM	1:30 PM	Lunch
Online Period 5	2:00 PM	2:50 PM	Class E	Virtual Office Hours	Class F	Virtual Office Hours	Class G	1:40 PM	2:50 PM	Virtual Office Hours

- **Student/Attendance Protocols:**
 - Attendance will be taken for all classes and standard late and attendance policies will apply.
 - Student cameras **must be turned on for class** for a student to be considered present.
 - Student dress code is casual
 - Students should be sitting at an appropriate work area to attend classes. Lounging in bed or on the floor is not allowed.

- **Advisory and Virtual Office Hours**
 - Advisory attendance is mandatory and will be used as a check-in to ensure students are handling the online environment well.
 - Virtual office hours will be used for online tutoring, monitored make-up work, extra class time for AP courses (if needed). Teachers will reach out to classes/students directly to schedule time. Students are also encouraged to contact teachers to use this time for extra time.

The online schedule blocks mimic those from the in-person schedule but meet for longer times and teachers will hold live virtual sessions. Sessions will be recorded and posted to the MMI Learning Management System (LMS), Canvas, for asynchronous viewing by students unable to attend live sessions and/or student reference.

By participating in class sessions, all persons consent to being recorded by MMI. The schedule will follow

the days of the week instead of the standard rotating cycle to aid families in planning their unique technology-based resource usage, as it is likely that many students will be competing with parent at-home work schedules.

Academic Information

Attendance & Grading

In general, standard attendance and grading rules (found in the student handbook) will apply when school is in regular session (in-person). Consideration will be given to students who have circumstances that impact schoolwork and/or attendance related to the current academic situation and will be dealt with on an individual basis.

In the event that all instruction becomes remote. Students will be expected to attend live sessions according to the provided online schedule. Attendance and grading in the online environment will proceed as usual. Accommodations for both attendance and grading will be made for students who communicate difficulties with the online environment to Mr. Vincent, Academic Dean. In addition, adjustments to mid-year exams, final exams, and grading period weights may be implemented and be dependent upon the required duration of online learning.

Devices and Internet Access

All upper school students are required to have an internet-ready device for use at all times during regular sessions and will therefore already have a device if remote learning becomes necessary. For the 2021-2022 school year, mid-school students will be allowed to bring in their own laptop or tablet to use in the classroom. For remote learning, any mid-school student that does not have access to a device at home must inform Mr. Vincent, Academic Dean to allow for laptops to be signed out as needed.

Any student who does not have consistent Internet access must also inform Mr. Vincent and MMI will work with the family to provide access.

Athletics

Information regarding COVID-19 mitigation and return to play procedures can be found in the [Athletic Handbook](#). All student athletes and parents are required to sign the Athletic Handbook Acknowledgement Form and the Athletics Participation Waiver for Communicable Diseases including COVID-19 Form.

Protocols for Illness

Students, Faculty & Staff

STAY AT HOME if you are sick with an illness, live with or have come in close contact with someone with a confirmed case or a probable case of COVID-19, or think you may have symptoms of the virus. It is essential that you take steps to help prevent the spread of any communicable disease to people in your home or community. If you think you have been exposed to COVID-19 and develop a fever or other symptoms, call your healthcare provider for medical advice.

Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms should consult with their healthcare provider:

- Fever/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
- Rash

When to seek emergency medical attention

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

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

In the event of a student absence related to illness, Parents/Guardians need to contact the office by 8:00 am stating the student name and type of illness. Faculty/Staff should contact their immediate supervisor with the same information in accordance with the Employee Handbook. Depending upon the symptoms, determination will be made at the administrative level if others who may have been exposed (students, coaches, faculty, and staff) need to be notified, isolated, quarantined, and/or monitored for symptoms. If a positive case of COVID-19 is diagnosed, contact tracing will be implemented with the assistance of local health professionals and the CDC/PA-Department of Health.

If Illness occurs during School or Athletic/Extracurricular Event

If a student, faculty, or staff member develops symptoms during the school day, they should immediately notify their teacher or supervisor and follow the protocol below.

Every effort will be made to isolate an ill individual from others until the student/faculty member/staff member can leave the school or event. Parents/Guardians will be contacted immediately, and arrangements will be made for the student to be picked up. Faculty/Staff will be sent home. Students/Faculty/Staff will be

asked to contact their physician or appropriate healthcare professional for direction and to determine if a COVID-19 test is necessary. In the event of a positive test result, contact tracing will be implemented with the assistance of local health professionals and the CDC/PA-Department of Health.

In order to return to School

Students/Faculty/Staff experiencing COVID-19 symptoms will need to have medical clearance from their physician or appropriate healthcare professional to return to school. This may include a negative COVID-19 test (administered by a qualified healthcare professional) result if symptoms dictate.

Negative Test: Student/Faculty/Staff remain quarantined for 72 hours following the initial test. If symptoms persist beyond 72 hours, MMI recommends contacting a healthcare provider for a repeat of the COVID-19 test if necessary. Any person with a respiratory illness related absence will be required to be cleared by a healthcare provider before returning to school.

Positive Test: Home quarantine for a positive case with symptoms is a minimum of 10 days from the date of test. The student/faculty/staff member must be symptom free including no fever (without temperature reducing medication) for 24 hours and obtain a clearance note from a healthcare professional to return to school. For symptoms persisting beyond 10 days with a positive COVID-19 test, students/faculty/staff with persistent cough or other symptoms will not be permitted to return to school until symptoms have fully resolved or they have been cleared by a healthcare professional to return to school/work. MMI may require a negative COVID-19 test result in order to return to school.

In the case of illnesses, attendance policies will be flexible. Class work and lessons will be available online through Canvas and other digital media specific to classes. Communication is key. If a student is too ill to complete work, please inform Mr. Vincent so that the School can make accommodations for the student.

Contact Tracing

Contact tracing for COVID-19 will be conducted by the PA Department of Health with cooperation from MMI and involves:

- The Pennsylvania Department of Health will be contacted for guidance regarding interviewing people with COVID-19 and to identify everyone they had close contact with during the time they may have been infectious.
- Notifying contacts of their potential exposure. Contact tracing of all positive tests should include all students/faculty/staff who had close contact with an individual who has had a positive test.
- Referring contacts for testing
- Monitoring contacts for signs and symptoms of COVID-19.
- Connecting contacts with services they might need during the self-quarantine period.
- No personal information will be communicated unless directed by the Department of Health.

To prevent further spread of disease, people and have had [close contact](#) with someone testing positive for COVID-19 will need to stay home and maintain social distance (at least six feet) from others for 7 days with a negative test result or 10 days without testing. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

Close Contact (Updated 09/09/2021)

What counts as [close contact](#)?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

CDC now recommends two additional options for how long quarantine should last. Based on local availability of viral testing, for people without symptoms quarantine can end:

- On day 10 with no test
- On day 7 after receiving a negative test result

After stopping quarantine, people should

- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate and contact their local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).

MMI will enforce the following guidelines for quarantine regardless of vaccinated status. Anyone who is a close contact with a confirmed case of COVID-19 will be required to be quarantined for 7 days with a negative test result and 10 days without a negative test result.

Illness Related School Closure

In the event of a confirmed case of COVID-19 exposure, MMI students, parents, faculty and staff will be notified, but the identity of the confirmed case will not be disclosed. In the event of a school closure, the length of the closure will be communicated based on guidance from the PA Department of Health. Directions on guidance for online learning will be distributed via email and RenWeb (FACTS) and will continue until it is safe to re-enter the school.

Travel Protocol

Students/faculty/staff traveling outside of the continental United States are asked to communicate their travel plans to Mrs. Ferry or Mrs. Williams. Quarantine protocol may be followed for international travel.

MMI Protocol for Cleaning and Sanitization

The MMI maintenance staff has developed an enhanced cleaning and sanitization process to assist with keeping the school clean and sanitized. In addition to the standard cleaning, common areas such as the rest rooms, The Joseph A. Turri '45 Library and Learning Center, Coxe Commons, cafetorium, all Old Main classrooms have been assigned an Austin Air Healthmate air purification system that will run daily when school is in session. All HVAC systems have been outfitted with MERV-13 air filters. The School has purchased a Clorox Total 360 machine, which will be used to sanitize the building daily.

Procedure for running the Austin Air Healthmate Purification Systems

The Austin Air Healthmate offers four-stage filtration down to virus level .01 micron. These systems remove viruses, allergens, molds, chemicals, mercury, ultrafine particulates, formaldehyde and toxic gases as well as filter COVID-19 virus.

On Mondays thru Fridays from 7 am to 3 pm the dayshift maintenance staff will turn these units on their lowest setting at the start of the shift. At 3 pm, the second shift maintenance staff will adjust the units to the medium setting for overnight air purifying.

MERV-13 filters have been installed in the air handlers in the Century II classrooms, The Joseph A. Turri '45 Library and Learning Center, Gymnasium, Office, Coxe Commons, and Science wing areas. The HVAC systems will operate on the current schedule.

Procedure for disinfecting/sanitizing during the school day

All frequently touched surfaces (e.g. door handles, sink handles, drinking fountains) will be cleaned frequently. Use of shared objects (e.g. gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between uses.

MMI Schedule for increased, routine cleaning and disinfection

- Dayshift maintenance personnel will clean and sanitize the Coxe Commons restrooms, the Coxe Commons, faculty restrooms, locker rooms, and gymnasium rest rooms at the beginning of the shift. This includes use of the Clorox Total 360 machine. Restrooms throughout the building will be checked periodically throughout the day and surfaces will be sanitized and disinfected. Dayshift personnel will also assist kitchen staff with sanitizing and disinfecting the kitchen areas at the end of lunch. These areas will be sanitized and disinfected with the Clorox Total 360 machine.
- Second shift personnel will assist with lunch clean up, removal of trash, and sanitizing and disinfecting at the locations of the lunch periods. Second shift personnel will also assist in checking restrooms periodically.
- Second shift personnel and housekeeping personnel will do the routine cleaning, sanitizing, and disinfecting of all classrooms, The Joseph A. Turri '45 Library and Learning Center, offices, student restrooms, and hall areas between 3 pm to 9 pm. The last item of the second shift will include going through the school and sanitizing all classrooms, The Joseph A. Turri '45 Library and Learning Center, student restrooms, and the hall/locker areas. This includes the use of the Clorox Total 360 machine.

MMI Procedure for cleaning, disinfecting/sanitizing in the event of a COVID 19 case

- In the event that a member of the School community is determined to have COVID-19, areas used by the infected person will be closed off and clearly labeled. Outside doors and windows will be opened to increase air circulation in the area. Maintenance personnel will wait 24 hours to clean or disinfect the area. Following the 24-hour period, all areas used by the infected person will be cleaned and disinfected including offices, bathrooms, common areas, shared equipment like electronics, phones, and tables. If it has been more than seven days since the infected person visited or used the facility, additional cleaning and disinfection is not necessary.
- Maintenance personnel will wear disposable gloves as well as proper personal protective equipment (PPE) to clean and disinfect.
- Maintenance personnel will clean surfaces using soap, water, and appropriate disinfecting agents.

Other guidelines for Maintenance Personnel

- Maintenance personnel will practice routine cleaning of high touch surfaces including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc
- Maintenance personnel will clean all areas with soap and water and appropriate disinfectant. It is important to follow all recommendations on the disinfectant or cleaner from the manufacturer.
- Soft surfaces such as carpeted floor, rugs, and drapes will be cleaned and sanitized in accordance with manufacturer's instructions unless otherwise noted.
- For Electronic devices, such as tablets, touch screens, keyboards, remote controls, etc. maintenance personnel will follow the manufacturer's instruction for cleaning and disinfecting. If no guidance is available, personnel will use alcohol based wipes or sprays containing at least 70% alcohol and will dry surfaces thoroughly.
- Maintenance personnel will use the Clorox Total 360 machine to disinfect and sanitize each room after cleaning, shut the door when finished, and then move on to the next area to be cleaned.

Safety for Maintenance Personnel

- Maintenance personnel will wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional Personal Protective Equipment (PPE) might be required based on the cleaning and disinfecting products used and whether there is a risk of splash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and surrounding area.
- Maintenance personnel will wash hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with an infected person. If soap and water are not available, hand sanitizer containing 70% or higher alcohol may be used to clean hands. If hands are visibly dirty, wash with soap and water. Hand washing should occur after blowing one's nose, coughing, sneezing, after using the restroom, before and after eating or preparing food, after contact with animals or pets, and before and after providing routine care for another person needing assistance.
- When removing coveralls or maintenance uniforms, personnel should not shake their uniform. MMI uses a service to launder maintenance uniforms. All clothes worn to school should be laundered according to manufacturer's instructions on the warmest water setting. Clothes should be allowed to dry completely. Clean and disinfect any laundry storage areas as needed.

Guidelines for use of the Clorox Total 360 Disinfectant and Sanitizing Machine:

- All staff, including maintenance personnel, utilizing the Clorox Total 360 machine are required to complete the proper training through a Pennsylvania Paper Representative. Training will be scheduled as needed.