

HUNTINGDON AREA HIGH SCHOOL

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Mr. Travis R. Lee,
Secondary Principal

Mr. Brent A. Stoltzfus,
Assistant Principal

"ALL LEARNERS, ALL FUTURES"

To: Learners, Parents, and Guardians
From: Mr. Travis Lee, High School Principal
Re: HAHS Materials Pick-Up Procedures
Date: March 28, 2020

Good afternoon,

This is a follow-up message to the family memorandum previously sent. This memo outlines the procedures that will be utilized for learners to retrieve necessary materials from HAHS on Tuesday, March 31, 2020 and Wednesday, April 1, 2020.

Many learners may not need to retrieve any items from the building. Many took iPads and materials home with them previously. Some have devices or computers within the home so retrieving iPads is not necessary. However, **teachers will be posting materials that will be needed** to move forward with their classes, such as textbooks, novels, etc., **if they cannot be provided in a digital format**, by 12:00 pm on Monday, March 30, 2020 in each class's Google Classroom. If learners do not have necessary items to retrieve, they should not come to the building.

There are scheduled pick-up times for learners, listed on the reverse side of this memo, based upon the learner's last name in order to ensure that no more than 10 learners are in the building at one time. This same procedure applies to both days to give you two opportunities. Additional reminders and procedural information is listed below.

We appreciate your understanding and cooperation during this unique time in education!

Important Information/Reminders:

- **When to Stay Away:** If a learner, or anyone in the learner's family, is sick or displays symptoms such as a fever, a cough, a sore throat, or shortness of breath, they should not come to the school or enter the building. Contact Mitzi Fouse (moaks@huntsd.org) if alternative arrangements must be made to retrieve items.
- **Social Distancing:** Only 10 learners will be permitted in the building at a time, and when in the building, must keep 6-10 feet away from others. This is not a time to interact with others, but to quickly move to lockers and retrieve **necessary** items from classrooms. Learners should only be in the building for approximately 5-10 minutes.

Pick-Up Schedule

Time	Last Name	Time	Last Name
8:00 am	A - C	12:00 pm	M - O
9:00 am	D - F	1:00 pm	P - R
10:00 am	G - I	2:00 pm	S - V
11:00 am	J - L	3:00 pm	W - Z

Parking, Traffic, and Pedestrian Flow

The ***teacher and senior parking lots*** will be available to park. If necessary, overflow traffic will need to utilize street parking.

Learners are to report to the main entrance of the building. Since only 10 learners are permitted to be in the building at a time, ***a line will form from the main entrance to the outside of the auditorium lobby***. It is ***imperative that social distancing be observed***. An administrative monitor will assist with this process, and there will be signage to indicate the procedures.

If there are 5 or more people in line, please wait in your vehicle before coming to the line.

Though we do not anticipate the need that there will be an extensive waiting period to enter the building, these procedures are necessary to ensure proper social distancing and an orderly process. If necessary, changes to this procedure may be implemented and communicated.

Building Entrance and Exit

All learners will need to ***enter through the main entrance of the building***. An administrative monitor will sign-in the learner to determine the numbers in the building. ***Learners will also sign a waiver*** (they should bring their own pen) indicating that they do not have any of the symptoms mentioned above. Once in the building, learners will have ***5 to 10 minutes to retrieve items***. All learners should then ***exit via the Cafeteria Entrance***, located by the teacher parking lot, return to their vehicle, and ***leave the premises***. A monitor will be at both doors to help the process operate efficiently.

Use of Bags

Learners are encouraged to bring a bag or backpack with them to place items in. Small bags/trash bags will be available at the building entrance.

Personal Protective Equipment (PPE)

Learners are encouraged to wear PPE, such as gloves and a mask or face covering, when entering the building. The school will not be able to supply these items.

Previous Building Cleaning Procedures

The school has already been thoroughly cleaned and sanitized. Teachers are retrieving items on 3/27 and 3/30, and the buildings will then be cleaned again prior to learners entering the building.