

Penn-Trafford School District Health and Safety Plan

(Revised August 17, 2020)

The COVID-19 pandemic has been a tremendous challenge for our community in many different ways. Our schools were put in the unenviable position of having to close suddenly and deal with a situation no one had ever encountered. The Penn-Trafford School District is dedicated to prioritizing the health and safety of all school stakeholders during these trying times.

We now face the task of planning for a safe and reasonably normal return to school. With the support of everyone involved, including students, their families, and school entity staff, this can be accomplished effectively. The Pennsylvania Department of Education (PDE) released preliminary guidance requiring each school entity's board of school directors to create and approve its own "Health and Safety Plan" before reopening for in-person instruction.

A pandemic committee was formed that included administrators, teachers, school nurse, school physician, and input from parents using survey data. This collaboration has allowed for the development of these reopening principles based on medical and public health expertise in consultation with the needs and realities of school operations.

While health and safety considerations are paramount, our understanding and belief are that social interaction and in-person instruction are essential to our children's emotional well-being, as well as their educational growth and advancement. The Penn-Trafford School District will remain fully committed to navigating any changes to this situation, and adjust the plans if needed. As we strive to minimize the overall effects of COVID-19, the health and safety of the entire school community remains our priority.

The following reopening principles consist of a spectrum of interventions and strategies that, when applied consistently, work in combination to reduce the overall risk of infection and spread. No single precaution, or set of precautions, will completely eradicate COVID-19 or prevent its transmission. Though there is built-in flexibility to address the possibility of varying conditions over time, at this time there is a low prevalence of the disease in the Penn-Trafford community, and the school entities will be adopting an overall long-term approach that begins to treat COVID-19 similarly to other contagious diseases that are found in our schools.

2020-2021 PTSD Instructional Plan

Red Phase

- *Provide only remote instruction where learners will have access to the curriculum in a virtual setting.*

Green Phase and Yellow Phase

- *Provide in-person instruction following PDE health and safety guidelines to the fullest extent possible (normal student schedules).*
- *Provide remote instruction where learners will have access to the curriculum in a virtual setting for those families who choose for their child(ren) not to return to the brick and mortar setting.*

The Penn-Trafford School District will offer five options when school reopens in August. The first three options are Penn-Trafford School District options; options 4 and 5 are out-of-district options.

1. Traditional Building Instruction (grades K-8) or Hybrid (grades 9-12)
2. Penn-Trafford At-Home Digital Instruction
3. PT e-Academy through the Westmoreland Intermediate Unit
4. Homeschool
5. Cyber School not associated with PTSD

1. Traditional Building Instruction (grades K-8) or Hybrid (grades 9-12)

For elementary and middle school students (grades K-8), instruction will be delivered in the school building in a face to face student-teacher environment with new health and safety measures. For students at the high school, instruction will be delivered in a Hybrid format (see details below).

2. Penn Trafford At-Home Digital Instruction

Students will have a PTSD class schedule and teacher assignment for the 2020-2021 school year but will participate in a digital format. Students will follow all of their teacher's classes and assignments online using the Google Classroom platform. Lessons and

assignments will parallel what is happening in school but may be modified to accommodate the digital platform with the addition of prerecorded or live instruction. A Chromebook (iPad in Kindergarten) will be provided to all district students for \$30 to ensure all students have access to digital learning.

3. PT e-Academy <http://eacademy.wiu.k12.pa.us/eacademy/studentparent.html>

If you want online remote learning that does not follow a PTSD school schedule, you can choose the PT e-Academy. These classes are taught by teachers from Westmoreland County districts. We have used this platform for several years. You will still receive a computer and technology supplies from the district to help with the online learning.

2020-2021 PTSD Instructional Delivery Options

Traditional Building Instruction * high school hybrid see below	At-Home Digital Instruction	PT e-Academy
Similar to Instruction from the past school years	Connected with current grade/subject level staff and curriculum but via digital learning	Digital cyber-school offered through Westmoreland County Schools. Students would remain enrolled as a PTSD student
Face to Face learning in school with PT teachers	Live and/or video recordings of lessons done by PT staff for students at home	Virtual learning at home with certified Westmoreland County teachers
The school day will be similar as in the past, but with new health and safety measures	Will parallel the in school lessons as closely as possible with increased teacher to student virtual interaction	Please review courses in PT e-Academy Link in parent email
Students can choose to participate in any extracurricular options that are offered by PT	Students can choose to participate in any extracurricular options that are offered by PT	Students can choose to participate in any extracurricular options that are offered by PT

Penn-Trafford High School Hybrid Model:

Students will be grouped into cohorts based on last name and assigned to come to school on two designated days per week, depending on the group. The other three days of each week will consist of online learning in Google Classroom. (See table below).

This will minimize the number of students in each classroom. Because of the new mandate, students must still wear masks even when they are 6 feet apart. No students will attend school on Fridays (except Gold Group on 8/28).

Penn-Trafford High School Hybrid Model				
Green Group A - Le			Gold Group Li - Z	
GREEN DAY	GOLD DAY	GREEN DAY	GOLD DAY	FRIDAY
Green Group Brick/Mortar	Green Group Online Learning	Green Group Brick/Mortar	Green Group Online Learning	All Students Online Learning Independently
↕	Google Classroom will be utilized for online instruction and will be parallel to what is happening on a daily basis in the brick and mortar setting whenever possible.		↕	
Gold Group Online Learning	Gold Group Brick/Mortar	Gold Group Online Learning	Gold Group Brick/Mortar	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8/24	8/25	8/26	8/27 - Green Day	8/28 - Gold Day
8/31 - Green Day	9/1 - Gold Day	9/2 - Green Day	9/3 - Gold Day	9/4
9/7 - Labor Day	9/8 - Green Day	9/9 - Gold Day	9/10 - Green Day	9/11
9/14 - Gold Day	9/15 - Green Day	9/16 - Gold Day	9/17 - Green Day	9/18
9/21 - Gold Day	9/22 - Green Day	9/23 - Gold Day	9/24 - Green Day	9/25
9/28 - Gold Day	9/29 - Green Day	9/30 - Gold Day		

Penn-Trafford School District Health and Safety Plan

Revisions from the August 10, 2020 version are in RED

Anticipated Launch Date: August 10, 2020 (Revised - Board Approved August 17, 2020)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ol style="list-style-type: none"> 1. All Staff will be trained on proper cleaning, disinfection and sanitization practices. 2. Hand Sanitizer with at least 60% alcohol will be located throughout each school building. 3. Students/Staff will be required to wash/sanitize hands between every class change when used by different groups or cohorts of students. 4. Lunch tables will be sanitized after every lunch period. 5. All restrooms and high-touch surfaces will be disinfected regularly, door handles, light switches, stairwell handrails etc... 6. Student desks will be wiped with disinfectant after every use/class change. 7. Buses will be sanitized after each bus run. 8. Drinking fountains will be closed. Students may bring their own water bottles.

9. Signs will be posted in halls, classrooms and high visibility areas on how to stop the spread of COVID-19, such as properly washing hands, and promoting everyday protective measures.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<ol style="list-style-type: none"> 1. Six-foot distancing is the goal to the maximum extent possible. However, a lesser distance is acceptable if six feet is not achievable to meet the needs of students. Classroom configurations will be altered for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating. 2. Some hallways and stairwells will be visually marked with one-way signage to reduce student contact. 3. Contact sports and activities will not be permitted during physical education classes and recess. 4. The sharing of materials and equipment will be minimized among students and staff. Any materials that are shared must be wiped down after each use. 5. All school wide assemblies and gatherings will be postponed until further notice. 6. All outdoor athletic events and extracurricular activities will be limited to 250 individuals and are subject to change per PDE guidelines. Indoor athletic events and extracurricular activities are limited to 25 individuals. No spectators will be permitted to indoor or outdoor events. 7. In the cafeteria all food will be served by staff. Students will not be permitted to serve themselves - no

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

buffet style options. In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Some schools may use additional rooms or gymnasiums during lunch to distance students as much as possible. Each school will consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.

- 8. Classroom teachers will be encouraged to utilize outdoor locations for instruction. Courtyards and outdoor spaces will also be used for lunch (weather permitting).*
- 9. All individuals will sanitize or wash their hands as they enter each classroom. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available.*
- 10. Additional buses will not be added for the 2020-2021 school year. Busing will be provided to all students. Students will be spaced apart as much as possible. Parents will be encouraged to transport students to and from school. High school students with a valid drivers licence will be permitted to drive to school with a valid parking permit. The Warrior Center Lot will be open for student parking.*
- 11. Non-essential visitors and volunteers will not be permitted in the schools.*
- 12. Staff will be trained prior to the start of school on health and safety protocols and procedures related to COVID 19.*

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ol style="list-style-type: none"> 1. <i>Staff and students should not come to school and must notify school officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.</i> 2. <i><u>DOH or county and municipal health departments (CMHDs)</u> staff will notify the school immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. The district will take every measure to maintain the confidentiality of the affected individual.</i> 3. <i>It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved (including siblings and other household members) regarding self-quarantine and exclusions.</i> 4. <i>The school district will contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. They will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</i>

5. *The district will contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.*
6. *DOH or CMHD staff will assist the district with contact tracing and may request information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level.*
7. *Parents/guardians and staff members will be educated on a [Symptom Assessment Tool](#) to evaluate their child or self at home each day prior to coming to school. No children with symptoms will be sent on a bus or brought to school. All staff will perform a symptom screen on themselves before leaving for work and will stay home if ill.*
8. *Parents/guardians/staff will report possible COVID-19 symptoms and/or exposure to School Nurse after using the self assessment tool.*
9. *Staff and students with fever or symptoms associated with COVID-19 must seek medical attention for further evaluation and instructions before returning to school.*
10. *Staff and students with fever or symptoms that may be associated with COVID-19 but no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever-free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).*

	<ol style="list-style-type: none"> 11. <i>Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until <u>release from isolation criteria</u> has been met.</i> 12. <i>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on <u>Quarantine if You Might be Sick</u>.</i> 13. <i>Temperature screening will not be required upon entrance to the school for students or staff. Nurses will have the necessary equipment to measure temperatures for any student or staff who may become ill during the school day.</i> 14. <i>Staff or students confirmed to have COVID-19 must be cleared by their Primary Care Physician or Health Department with written documentation before they are permitted to return to school.</i> 15. <i>All stakeholders will be trained on protocols for monitoring student and staff health.</i>
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
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*** Protecting students and staff at higher risk for severe illness**

*** Use of face coverings (masks or face shields) by all staff**

*** Use of face coverings (masks or face shields) by older students (as appropriate)**

Unique safety protocols for students with complex needs or other vulnerable individuals

Strategic deployment of staff

1. Face Coverings:

- a. *On July 1, 2020, the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. On August 17, 2020, a revised Order modified the circumstances for which students may remove their face coverings:*
 - i. *Eating or drinking when spaced at least 6 feet apart.*
 - ii. *When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.*
 - iii. *At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.*
- b. *All students and staff must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school. Masks are not required when students are outside and are able to maintain 6 ft distance.*
- c. *Any student that refuses to wear a face covering will be sent home. Students will be denied entry on to a school bus if they refuse to wear a mask.*

- d. Students 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.*
 - e. Transparent face coverings such as shields may be used as an alternative to a mask. Transparent shields provide the opportunity for more visual cues and may be a more comfortable alternative.*
 - f. Face coverings, such as masks or face shields, must be worn by all visitors (including parents and guardians), while on school property.*
 - g. Non-students must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.*
- 2. The district will determine additional considerations and supports needed for students and staff with disabilities and complex medical needs to ensure the safety of these students and the individuals providing services to these students.*
 - 3. Flexible attendance policies will be adopted for students and staff.*

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| | <ol style="list-style-type: none">4. <i>The district will limit or cancel all non-essential travel as necessary.</i>5. <i>Students, parents, and staff need to be mindful and respectful of the health and safety of all individuals. Adhering to the guidelines within this plan will help to minimize risk of exposure to COVID-19.</i> |
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Health and Safety Plan Governing Body Affirmation Statement

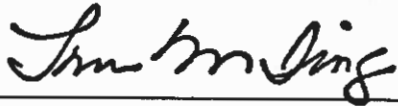
The Board of Directors/Trustees for **PENN-TRAFFORD SCHOOL DISTRICT** reviewed and approved the Phased School Reopening Health and Safety Plan on ~~August 10, 2020~~. **(Revised August 17, 2020)**

The plan was approved by a vote of:

8 Yes
0 No

Affirmed on: **August 17, 2020**

By:



(Signature* of Board President)

Mrs. Toni Ising

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.