



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	7
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols	10
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	24
Health and Safety Plan Professional Development	29
Health and Safety Plan Communications	31
Health and Safety Plan Summary	32
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	32
Social Distancing and Other Safety Protocols	33
Monitoring Student and Staff Health	36
Other Considerations for Students and Staff	38
Health and Safety Plan Governing Body Affirmation Statement	40

This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: **Yough School District**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

1. How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
2. How did you engage stakeholders in the type of re-opening your school entity selected?
3. How will you communicate your plan to your local community?
4. Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern). As a school district, although we are reopening, we are social distancing within our classrooms and we have 65% of our students in person and 35% in a asynchronous or synchronous environment learning the same curriculum in all areas. We have taken a hybrid/blended approach through a different method of splitting the students.
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Janet Sardon	District Administration/Superintendent	Pandemic Coordinator, Both
Mr. James Meyer	District Administration/Business Manager	Both
Mrs. Dawn Hildenbrand	District Administration/Special Education	Both

Mr. Andrew Sanders	District Administration/Technology	Both
Mrs. Lisa Trayter	District Administration/Director of Facilities and Transportation	Both
Ms. Jennifer Little	District Administration/Special Education	Both
Mr. Brian Sutherland	High School Administration	Both
Mr. Dan Wilkins	High School Administration	Both
Mr. Kevin Smetak	Middle School Administration	Both
Mr. Anthony Natale	Middle School Administration	Both
Dr. Jenifer Skorvan	Elementary Administration	Both
Dr. Amy Larcinese	Elementary Administration	Both
Mr. Dave Hoffman	Elementary Administration	Both
Mrs. Joyce Dahlstrom	STA Manager	Health and Safety Plan Development
Mrs. Brenda Wineland	Nutrition Cafeteria Director	Health and Safety Plan Development
Mrs. Angela Wilson	High School Teacher	Health and Safety Plan Development
Mrs. Barb Kujawa	High School Nurse	Health and Safety Plan Development
Mrs. Heather Beard	Middle School Nurse	Health and Safety Plan Development
Mrs. Kimberly Mance	Middle School Teacher	Health and Safety Plan Development
Mrs. Debbie Berarducci	Middle School Teacher	Health and Safety Plan Development
Mr. Scott Smith	Elementary Special Education Teacher	Health and Safety Plan Development
Ms. Stephanie Bogac	Elementary Teacher	Health and Safety Plan Development
Mrs. Chrissy Hart	Elementary Teacher	Health and Safety Plan Development

Mr. Justin Gillott	Elementary Music Teacher	Health and Safety Plan Development
Mr. Doug Kasic	Elementary Teacher	Health and Safety Plan Development
Mr. Ray Szypulski	Maintenance	Health and Safety Plan Development
Parent Survey	Parental Input	Parental Input - Both

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

1. How will you ensure the building is cleaned and ready to safely welcome staff and students?
2. How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
3. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
4. What protocols will you put in place to clean and disinfect throughout an individual school day?
5. Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

1. Applies to all schools. Four modes of cleaning that apply to various circumstances. Routine cleaning will be performed on a regular basis by the custodial staff assigned to the building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, floors, classrooms, empty trash and other building based tasks. Supplemental cleaning is performed by either regular custodial staff or substitute custodial staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spreading of disease. Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard or any other items they use in performing their duties. Emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by county or state health authorities.

2. The disinfectant cleaning chemicals are on the list of EPA approved disinfectants labeled with claims against emerging viral pathogens claims expected to be effective against COVID-19.

3. Routine cleaning and supplemental cleaning to occur throughout the school day and after the school day. We are following the occupational safety and health professionals use of a framework called the 'Hierarchy of Controls' to control workplace hazards. The most effective protection measures are: engineering controls- increasing ventilation rates, replacing air filters, administrative controls- minimizing contact among workers, alternating shifts, up to date training, safe practices: handwashing, provide disinfectants to clean surfaces, post signs, PPE: Facemasks, gloves, the type of PPE required will be based on the risk of being infected.

4. Daily cleaning of schools with disinfectant will decrease how much of the virus is on surfaces and objects. Apply to frequently touched surfaces and objects. Including door handles, sink handles, water fountains and nurses offices.

5. The custodial and maintenance staff is provided training by the chemical vendors for the district, annual training on hazardous control, infectious control plan, blood borne pathogens for all custodial and maintenance staff.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>	<ul style="list-style-type: none"> ● Routine cleaning and supplemental cleaning will take place frequently throughout the school day focusing on restrooms, classrooms, cafeterias, locker rooms and frequently touched areas. ● Effective protection measures with increasing ventilation and scheduled filter changes. ● Preventative measures with directional signs, handwashing signs and restricting areas. ● Provide disinfectants to clean surfaces throughout the day. ● Annual training on hazard communications, infectious control plans, and bloodborne pathogens. ● Playgrounds will be closed. ● Buses cleaned and disinfected between runs. 	<ul style="list-style-type: none"> ● Routine cleaning and Supplemental cleaning will take place frequently throughout the school day focusing on restrooms, classrooms, cafeterias, locker rooms and frequently touched areas. ● Effective protection measures with increasing ventilation and scheduled filter changes. ● Preventative measures with directional signs, handwashing signs and restricting areas. ● Provide disinfectants to clean surfaces throughout the day. ● Annual training on hazard communications, infectious control plans, and bloodborne pathogens. ● Playgrounds will be open. Handwashing is required before and after use. ● Buses cleaned and disinfected between runs. 	<p>Facilities Director</p>	<p>Clear, timely communication of facts and cooperation of all parties.</p> <p>Cleaning/ disinfecting supplies will need to be available from the suppliers and end users. Materials such as paper products, cleaning chemicals, gloves, PPE and incidentals due to the risk of the virus.</p> <p>Extra cleaning personnel.</p> <p>Placement of directional arrows, signage.</p> <p>New cleaning/ disinfectant equipment.</p>	<p>N</p> <p>Y</p>

	<ul style="list-style-type: none"> Drivers trained in proper PPE and cleaning/ disinfecting. 	<ul style="list-style-type: none"> Drivers trained in proper PPE and cleaning/ disinfecting. 		Additional staff hours.	
Other cleaning, sanitizing, disinfecting, and ventilation practices	Hand sanitizing stations in each classroom and mobile hand sanitizing stands, electrostatic fine mist disinfectant sprayers, uv light disinfection, water bottle fillers at water fountains, extra filter replacements in air handling units and classrooms, increased ventilation, control the humidity at 50-60 percent in rooms that are applicable, and exhaust indoor air.	Hand sanitizing stations in each classroom and mobile hand sanitizing stands, electrostatic fine mist disinfectant sprayers, uv light disinfection, water bottle fillers at water fountains, extra filter replacements in air handling units and classrooms, increased ventilation, control the humidity at 50-60 percent in rooms that are applicable, and exhaust indoor air.	Facilities Director	Hand sanitizing stations installed Electrostatic fin mist disinfectant sprayers & UV lights Water bottle filters installed Air filters Air circulating fans	Y

Social Distancing and Other Safety Protocols

Key Questions

1. How will classrooms/learning spaces be organized to mitigate spread?
2. How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
3. What policies and procedures will govern use of other communal spaces within the school building?
4. How will you utilize outdoor space to help meet social distancing needs?
5. What hygiene routines will be implemented throughout the school day?
6. How will you adjust student transportation to meet social distancing requirements?
7. What visitor and volunteer policies will you implement to mitigate spread?
8. Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
9. Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- 1. All classrooms will be measured to determine capacity and social distancing will occur at six feet, when feasible. When not feasible, based on the mandatory mask order, students will be required to wear masks/face shields. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields. When possible, desks will be facing one direction and spaced apart. All students will remain in designated areas and will be monitored by appropriate staff. Any nonessential furnishings will be removed to allow for more floor space within areas.**
- 2. Students will remain in classrooms as much as feasible and possible. The goal is to minimize student transitions, based on age and developmental level of the students. All classrooms will have 25 or less students. Student assemblies, field trips, and other activities will be suspended at this time and reviewed as conditions permit.**
- 3. The hallways will be marked with designated traffic flow in one direction with appropriate six foot signs. Places of any social gatherings will be closed until conditions permit. Hallways without one direction will be marked with arrows for direction on the right and left side to allow appropriate flow. Entry and exit points will be modified to allow for areas that minimize foot traffic. Cafeterias will be scheduled with flexibility in time frames, numbers and utilization of additional spaces as appropriate. Auditoriums, Gymnasiums, Large Group Instruction rooms, Library and other spaces will be marked with social distancing protocols of 6 feet, where feasible. When not feasible, based on the mandatory mask order, students will be required to wear masks/face shields. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields.**
- 4. When possible, and weather permits, we will utilize campus green spaces, courtyards, stadiums, playgrounds, fields, tracks and other on campus areas to support social distancing protocols, while promoting educational activities.**
- 5. Hand sanitizing dispensers will be in all classrooms, common areas, cafeteria and hallways. Signage will be hung to promote appropriate hand-washing as per CDC guidelines. Teachers will be trained in the appropriate sanitation and hygiene protocols. Teachers will be issued necessary sanitation equipment and be asked to share sanitation and hygiene practices with the student population.**
- 6. All students and bus drivers will be required to wear masks to and from school if using school provided transportation. Students will be seated at no more than two students per seat. Parents will be encouraged to transport their children if and when able. Parking restrictions for students at the high school will be adjusted based on circumstances.**

7. The district will be limiting visitors, volunteers, or other outside entities such as guest speakers. Parent/Guardian access will be limited to educational purposes and emergency situations. Visitors/Volunteers/Parents/Guardians will be screened upon entry following district established screening protocols and will abide by social distancing guidelines. All efforts will be made to limit access to designated areas.

8. All social distancing and safety protocols will remain consistent across age and grade levels. Different age and grade levels will require monitoring, as appropriate for the given age and grade levels.

9. All district stakeholders will be trained on social distancing and safety protocols. Training will be provided at the beginning of the school year. Training will be hands-on and observation of participants by administration. Surveys regarding training will be conducted.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>	<ul style="list-style-type: none"> • All classrooms will be measured and established based on 5-6 feet of separation, prior to the start of the school year. • No more than 25 students per class. • Desks will be facing the same direction with students sitting on one side of the desk. • Remove unused desks and furnishings. • Limit physical interactions through partner and group work. • Establish distance between the teacher 	<ul style="list-style-type: none"> • All classrooms will be measured and established based on 5-6 feet of separation, prior to the start of the school year. • No more than 25 students per class. • Desks will be facing the same direction with students sitting on one side of the desk. • Remove unused desks and furnishings. • Limit physical interactions through partner and group work. • Establish distance between the teacher 	<p>Building Administration</p> <p>Teachers</p> <p>Maintenance</p> <p>Custodians</p>	<p>Tape Measure</p> <p>Calculator</p> <p>Social Distancing Guidelines</p>	<p>N</p>

	<p>desk/board and student desk.</p> <ul style="list-style-type: none"> At the end of the school day, teachers will assess the classroom design to optimize the educational setting and maintain social distancing requirements. 	<p>desk/board and student desk.</p> <ul style="list-style-type: none"> At the end of the school day, teachers will assess the classroom design to optimize the educational setting and maintain social distancing requirements. 			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Middle/High School:</p> <ul style="list-style-type: none"> Cafeteria and other congregate areas will have 25 or less students. <p>Elementary</p> <ul style="list-style-type: none"> Students will eat within their classrooms. <p>Alternate areas will be utilized for serving and eating of meals - gymnasium, LGI, courtyard, etc. For high school, middle school, and elementary, grab and go breakfasts will be available in designated areas each day and all students will report to designated areas (as stated above), maintaining no more than 25 students per designated space.</p>	<p>Middle/High School/Elementary:</p> <ul style="list-style-type: none"> Cafeteria and other congregate areas will have 250 or less students while maintaining social distancing at 5-6 feet. <p>Alternate areas will be utilized for serving and eating of meals - gymnasium, LGI, courtyard, etc. For high school, middle school, and elementary, grab and go breakfasts will be available in designated areas each day and all students will report to designated areas (as stated above), maintaining no more than 250 students per designated space.</p>	<p>Building Administration</p> <p>Food Service Director</p> <p>Cafeteria Personnel</p> <p>Maintenance</p> <p>Custodians</p> <p>Teachers</p>	<p>Tape Measure</p> <p>Calculator</p> <p>Social Distancing Guidelines</p>	N
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> Signage will be visible throughout the buildings on COVID-19, hygiene practices, and CDC guidelines and recommendations Teachers will review best hygiene practices with students, including hand 	<ul style="list-style-type: none"> Signage will be visible throughout the buildings on COVID-19, hygiene practices, and CDC guidelines and recommendations Teachers will review best hygiene practices with students, including hand 	<p>Building Administration</p> <p>Maintenance</p> <p>Custodians</p> <p>Teachers</p>	<p>Hand Sanitizer</p> <p>Paper Towels</p> <p>Signage</p> <p>Other Educational Hygiene Materials</p>	Y

	<p>washing. Instruction in this area will be age and grade level appropriate.</p> <ul style="list-style-type: none"> • Hand sanitizer will be available in all areas and encouraged for utilization. • Restrooms will be equipped with appropriate cleansing products to ensure proper hygiene. • In some classrooms, sinks are available for students and hand washing protocols can be monitored and utilized as a teachable moment. • Students will be encouraged to hand wash/sanitize upon entry to school, to classrooms, to lunch, and during any other transitional times. 	<p>washing. Instruction in this area will be age and grade level appropriate.</p> <ul style="list-style-type: none"> • Hand sanitizer will be available in all areas and encouraged for utilization. • Restrooms will be equipped with appropriate cleansing products to ensure proper hygiene. • In some classrooms, sinks are available for students and hand washing protocols can be monitored and utilized as a teachable moment. • Students will be encouraged to hand wash/sanitize upon entry to school, to classrooms, to lunch, and during any other transitional times. 			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Signs posted throughout facilities will include: <ul style="list-style-type: none"> ○ Social distancing protocols ○ Hand-washing protocols ○ COVID-19 Know the Signs and Symptoms ○ Directional signage ○ Restricted areas • Areas of sign posting will include: <ul style="list-style-type: none"> ○ Bathrooms ○ Hallways 	<ul style="list-style-type: none"> • Signs posted throughout facilities will include: <ul style="list-style-type: none"> ○ Social distancing protocols ○ Hand-washing protocols ○ COVID-19 Know the Signs and Symptoms ○ Directional signage ○ Restricted areas • Areas of sign posting will include: <ul style="list-style-type: none"> ○ Bathrooms ○ Hallways 	<p>Building Administration</p> <p>Director of Facilities and Maintenance</p> <p>Maintenance</p> <p>Custodians</p>	<p>Signs</p> <p>Tape or Other Adhesive</p> <p>Posters</p>	<p>N</p>

	<ul style="list-style-type: none"> ○ Classrooms ○ Common Areas ○ Cafeterias ○ Gymnasiums ○ Entry Points 	<ul style="list-style-type: none"> ○ Classrooms ○ Common Areas ○ Cafeterias ○ Gymnasiums ○ Entry Points ○ Playgrounds 			
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> ● Limiting visitors and other non-essential individuals within the building. ● Limit the movement and access of visitors and other nonessential individuals. ● Refrain from scheduling large group activities, speakers or other in school activities that involve outside individuals. ● Visitors/Volunteers/Parents/Guardians with emergencies or educational needs will be screened with established protocols. 	<ul style="list-style-type: none"> ● Limiting visitors and other non-essential individuals within the building. ● Limit the movement and access of visitors and other nonessential individuals. ● Refrain from scheduling large group activities, speakers or other in school activities that involve outside individuals. ● Visitors/Volunteers/Parents/Guardians with emergencies or educational needs will be screened with established protocols. 	<p>Building Administration</p> <p>Administrative Assistant</p> <p>School Nurse</p>	<p>Thermometers</p> <p>Sign in screening form</p> <p>Holding area</p>	Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>Recess:</p> <ul style="list-style-type: none"> ● Limit recreation areas to open spaces. ● Restrict use of shared playground equipment. ● Ensure adequate playground equipment to limit the sharing of items or limit to one group of students at a time, and disinfect between uses. 	<p>Recess:</p> <ul style="list-style-type: none"> ● Utilize recreation areas that are open spaces. ● Limit use of shared playground equipment with appropriate cleansing between uses. ● Ensure adequate playground equipment to limit the sharing of items or limit to one group of 	<p>Building Administration</p> <p>Teachers</p> <p>Custodians</p>	<p>Ample equipment such as balls, jump ropes, and other playground/physical education equipment</p> <p>Electrostatic Fine Mist Sprayer</p> <p>Other sanitizing equipment needed to</p>	Y

	<p>Physical Education Classes:</p> <ul style="list-style-type: none"> • Team sports and group games are not permitted. • Maximize social distancing by utilizing all open area space, use outdoor areas when able. • Classes will have no more than 25 students per class. • Students will not utilize the locker room. • Students will not change clothes for physical education. 	<p>students at a time, and disinfect between uses.</p> <p>Physical Education Classes:</p> <ul style="list-style-type: none"> • Limit team sports and group games. • Maximize social distancing by utilizing all open area space, use outdoor areas when able. • Classes will have no more than 25 students per class • Students will utilize the locker room and the area will be sanitized regularly. • Students will change clothes for physical education. 		properly sanitize used materials/equipment	
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Students will be asked to bring individual school supplies for utilization in classrooms. • At the elementary level, any equipment or toys shared will be placed in a dirty bin for proper sanitation. • Limit sharing of high-touch materials to the fullest extent possible, when feasible disposable materials will be utilized. 	<ul style="list-style-type: none"> • Students will be asked to bring individual school supplies for utilization in classrooms. • At the elementary level, any equipment or toys shared will be placed in a dirty bin for proper sanitation. • Limit sharing of high-touch materials to the fullest extent possible, when feasible disposable materials will be utilized. 	<p>Building Administration</p> <p>Teachers</p> <p>Custodians</p>	<p>Art Supplies</p> <p>Manipulatives</p> <p>School Supplies</p> <p>Individual Technology Tools</p> <p>Bins/Cubbies</p> <p>Individually assigned textbooks and workbooks</p>	Y
Staggering the use of communal spaces and hallways	Middle/High School: Any classroom transitions will be done using a controlled process for dismissal, including PA	Middle/High School: Classroom transitions will be monitored in the hallways by staff to ensure directional movement, social	<p>Building Administration</p> <p>Teachers</p>	<p>Signage</p> <p>Bell Schedule/PA System</p>	Y

	<p>Announcements, bells, clearly marked traffic patterns, directional arrows, and signage.</p> <p>Establish protocols for student drop off and pick up, modifying entry and exit points to promote social distancing.</p> <p>Elementary: Classroom transitions will be limited. They will remain in the classrooms for the majority of the day, including lunches.</p>	<p>distancing and clear traffic patterns are followed. The bell systems will be utilized during this phase.</p> <p>Establish protocols for student drop off and pick up, modifying entry and exit points to promote social distancing.</p> <p>Elementary: Classroom transitions will be limited. Most of the students will remain in the classrooms for the majority of the day, with the exception of lunch (no more than two grade levels) and recess (no more than one grade level) leaving the rooms at designated times throughout the day.</p>		Master Schedule	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Maximum two students per seat, one where feasible. • Masks for students and drivers required to accommodate for lack of social distancing. • Buses sprayed with sanitizer between runs. • Possible alternative bus stops to allow for less students per bus to streamline service and number of students. • Students willing and able to drive to school will be encouraged and permits will be given, sophomore 	<ul style="list-style-type: none"> • Maximum two students per seat. • Masks for students and drivers required to accommodate for lack of social distancing. • Buses sprayed with sanitizer between runs. • Parents willing and able to drive students to school will be encouraged. • Students willing and able to drive to school will be encouraged and permits will be given for juniors and seniors with current policies in place. 	<p>Director of Facilities, Maintenance, & Transportation</p> <p>STA Bus dispatcher</p> <p>Building Administration</p>	<p>Procedures for transportation</p> <p>Procedures for parent drop-off & pick-up.</p> <p>Procedures for student drivers</p> <p>Masks/Face coverings</p> <p>Sanitizing equipment</p>	Y

	<p>students with their driver's license will be permitted to drive with current policies in place.</p> <ul style="list-style-type: none"> • Parents willing and able to drive students to school will be encouraged. • Unnecessary transportation trips will be limited. 	<ul style="list-style-type: none"> • Unnecessary transportation trips will be limited. 			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • Determining maximum room capacity. • Limiting movement throughout the buildings. • Minimizing group projects and interactions. • Minimize the grouping of individuals during communal area times. • Use of the master schedule to develop classes with 25 or less students. • Distance between teacher and student desks. • Identify and utilize large spaces allowing for more social distancing. • Limit physical interaction through partner and group work. 	<ul style="list-style-type: none"> • Determining maximum room capacity. • Limiting movement throughout the buildings. • Minimizing group projects and interactions. • Minimize the grouping of individuals during communal area times. • Use of the master schedule to develop classes with 25 or less students. • Distance between teacher and student desks. • Identify and utilize large spaces allowing for more social distancing. • Limit physical interaction through partner and group work. 	<p>Building Administration</p> <p>Teachers</p> <p>School Counselors</p>	<p>Master Schedule</p>	<p>N</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible,</p>	<ul style="list-style-type: none"> • YMCA, Headstart, and Pre-K Counts programming will follow district established procedures and protocols. 	<ul style="list-style-type: none"> • YMCA, Headstart, and Pre-K Counts programming will follow district established procedures and protocols. 	<p>Building Administration</p> <p>Child Care Providers</p>	<p>Established procedures and protocols for transportation.</p>	<p>N</p>

revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> Current policies and procedures for transportation will continue to be utilized. 	<ul style="list-style-type: none"> Current policies and procedures for transportation will continue to be utilized. 	Pre-K Counts Teachers	Copy of building layout to include drop off and pick up locations, cafeteria and other communal procedures. Signage List of contact information for child care providers in addition to YMCA and Pre-K Counts.	
Other social distancing and safety practices	If the building or district would need to be closed, the district would revert to the red phase of instruction, which would include online learning for all students.	If the building or district would need to be closed, the district would revert to the red phase of instruction, which would include online learning for all students.	All Stakeholders	Technology Devices Internet Educational Materials	Y

Monitoring Student and Staff Health

Key Questions

1. How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
2. Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
3. What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
4. Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
5. What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

6. How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
7. When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
8. Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- 1. All district employees commit to completing a daily self-health check once they enter the school building. If an employee answers yes to any of the questions on the daily self- health check, they should notify the building administrator and leave the building immediately. Questions on the self -health check include COVID-19 symptoms, exposure to others with COVID-19 symptoms and air travel. Parents/Guardians are asked to monitor their children prior to sending them to school. A liability waiver will be provided to parents/guardians for review prior to school starting. During the course of the school day, if any student and/or staff member exhibits symptoms of COVID-19, they will be sent to the nurse for an assessment. Students and staff will be consistently made aware of the signs and symptoms of COVID-19.**
- 2. Staff will check daily with a non- contact thermometer in the main school office building and fill out the self-health check. Students will be monitored daily by parents/guardians and they will complete a liability waiver prior to school starting. Students will continue to be monitored for symptoms by all staff during the course of the school day.**
- 3. If an employee is showing symptoms or has been exposed to an individual who has tested positive for COVID-19, the employee is directed to stay home and monitor for symptoms until 14 days from the last exposure or until cleared by a medical doctor. Employees who have tested positive for COVID 19 are strongly encouraged to self report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor with a written release. All staff and students who show signs at the building will be sent to the nurse for an assessment and will be isolated until they can exit the facility. Any areas in which the affected person visited will be sanitized as appropriate.**
- 4. Administration and nursing staff will work together to make decisions regarding quarantine and/or isolation.**

5. If a staff member or student has tested positive for COVID-19, they will need to follow CDC guidelines for quarantine and isolation and can return after 14 days with a medical clearance release. Administration will meet with staff who are unable and/or uncomfortable returning to work on a case by case basis. A plan will be devised to safely meet everyone’s needs.

6. The district has developed a plan for in-person and online instruction. Families will be given the choice of which platform meets the needs of their family. Students are able to toggle between both platforms. The district will work with families on a case by case basis to meet the needs of our students and ensure they are receiving appropriate educational opportunities.

7. The district health and safety plan will be posted on the district website and shared with families and staff. Any changes/updates will be communicated appropriately. If the school building has a confirmed case of COVID-19, any person who was in contact with the affected individual will be notified.

8. All district stakeholders will be trained on protocols for monitoring student and staff health. Initial training began with the onset of the COVID-19 pandemic and will continue throughout the 2020-2021 school year as needed. Trainings will be provided for all staff through online learning platforms and in- person on site. Evaluations are provided for staff at the conclusion of district trainings.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<p>Staff screening, sign in and temperature done daily.</p> <p>Parent/Guardian will monitor their student prior to sending them to school. A liability waiver will be required.</p> <p>Students and staff will be consistently made aware of the signs and symptoms of COVID-19.</p>	<p>Staff screening, sign in and temperature done daily.</p> <p>Parent/Guardian will monitor their student prior to sending them to school. A liability waiver will be required.</p> <p>Students and staff will be consistently made aware of the signs and symptoms of COVID-19.</p>	<p>Administration</p> <p>Parent/Guardians</p>	<p>Self -Screening and Reporting Procedures</p> <p>Non-contact thermometer</p> <p>Student and Staff Training</p> <p>Parent and Community Resources</p>	Y

				Policies and Procedures CDC Guidelines PDE Guidelines PA Department of Health Guidelines American Academy of Pediatrics	
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>If an employee is showing symptoms or has been exposed to an individual who has tested positive for COVID-19, the employee is directed to stay home and monitor for symptoms until 14 days from the last exposure or until cleared by a medical doctor.</p> <p>Employees who have tested positive for COVID 19 are strongly encouraged to self report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor with a written release.</p> <p>All staff and students who show signs at the building will be sent to the nurse for an assessment and will be isolated until they can exit the facility. Any areas in which the affected person visited will be sanitized as appropriate.</p>	<p>If an employee is showing symptoms or has been exposed to an individual who has tested positive for COVID-19, the employee is directed to stay home and monitor for symptoms until 14 days from the last exposure or until cleared by a medical doctor.</p> <p>Employees who have tested positive for COVID 19 are strongly encouraged to self report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor with a written release.</p> <p>All staff and students who show signs at the building will be sent to the nurse for an assessment and will be isolated until they can exit the facility. Any areas in which the affected person visited will be sanitized as appropriate.</p>	Administration Nursing Staff Department of Health	Isolation Area Proper PPE Student and Staff Training Parent/Guardian Notification Policies and Procedures CDC Guidelines PDE Guidelines PA Department of Health Guidelines American Academy of Pediatrics	Y

	Notify the Department of Health for any confirmed case of COVID-19.	Notify the Department of Health for any confirmed case of COVID-19.			
* Returning isolated or quarantined staff, students, or visitors to school	<p>Students and/or staff that are sent home will need to be fever and symptom free for at least 24 hours before returning to school.</p> <p>All students will need to be reexamined by the school nursing staff prior to readmittance into the school building. They are not permitted on school buses and will need to be brought to school by a parent/guardian until they have been cleared by the nurse to return.</p> <p>Confirmed cases of COVID 19 require a medical note before return. Anyone exposed to a confirmed person will be notified to follow proper monitoring/ isolation procedures.</p>	<p>Students and/or staff that are sent home will need to be fever and symptom free for at least 24 hours before returning to school.</p> <p>All students will need to be reexamined by the school nursing staff prior to readmittance into the school building. They are not permitted on school buses and will need to be brought to school by a parent/guardian until they are cleared by the school nurse to return.</p> <p>Confirmed cases of COVID 19 require a medical note before return. Anyone exposed to a confirmed person will be notified to follow proper monitoring /isolation procedures.</p>	<p>Administration</p> <p>Nursing Staff</p> <p>Parent/Guardians</p>	<p>Policies and Procedures</p> <p>CDC Guidelines</p> <p>PDE Guidelines</p> <p>PA Department of Health Guidelines</p> <p>American Academy of Pediatrics</p>	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Notifications are posted on the district website</p> <p>Blackboard All Call System</p> <p>Social Media Platforms (Twitter/Facebook)</p> <p>Letters to families</p>	<p>Notifications are posted on the district website</p> <p>Blackboard All Call System</p> <p>Social Media Platforms (Twitter/Facebook)</p> <p>Letters to families</p>	Administration	<p>Blackboard All Call</p> <p>Echalk Website</p> <p>Twitter</p> <p>Facebook</p> <p>Email</p>	N

	Email distribution to staff If school would be temporary suspended, we will prepare families for remote learning	Email distribution to staff If school would be temporary suspended, we will prepare families for remote learning		Letters	
Other monitoring and screening practices	See above	See above			

Other Considerations for Students and Staff

Key Questions

1. What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
2. What special protocols will you implement to protect students and staff at higher risk for severe illness?
3. How will you ensure enough substitute teachers are prepared in the event of staff illness?
4. How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

1. **Masks, face shield, and/or both for adults are required during entry to the building, during transitions and times when social distancing of six feet can not be obtained, based on the current mandatory mask order. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields. Students are required to wear masks on all district provided transportation and upon entrance into the school building.**
2. **The district has developed a plan for in person and online instruction. Families will be given the choice of which platform meets the needs of their family. Students are able to toggle between both platforms. The district will work with families on a case by case basis to meet the needs of our students and ensure they are receiving appropriate**

educational opportunities. No one is permitted inside the school buildings with the exception of necessary staff, students and parents. No outside visitors, large group assemblies and field trips are permitted at this time. Students will be encouraged to stay home when they are ill, attendance policies and procedures will be relaxed due to the pandemic. Staff will have a variety of leave options available that may include, FFCRA, FMLA, sabbatical leave, sick days, etc. These can be discussed with central office personnel. The district will adhere to HIPPA, FERPA and ADA requirements.

3. The district will hold a substitute training in August for all district approved substitutes. The agenda for the training will include teaching and maintaining a google classroom as well as all COVID 19 protocols and procedures.
4. The district will utilize all staff in a traditional school environment with all COVID 19 protocols and procedures in place to ensure all students have access to a quality learning environment. The district will also have available online learning opportunities and supports through our google classroom platform. We will continue to offer both in person and online access to the guidance department, student assistance program, behavior specialist, and school based therapeutic supports.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	The district has developed a plan for in person and/or online instruction. Families will be given the choice of which platform meets the needs of their family. Students are able to toggle between both platforms.	The district has developed a plan for in person and/or online instruction. Families will be given the choice of which platform meets the needs of their family. Students are able to toggle between both platforms.	All Staff Parents/Guardians	Policies and Procedures CDC Guidelines PDE Guidelines PA Department of Health Guidelines	Y

	<p>The district will work with families on a case by case basis to meet the needs of our students and ensure they are receiving appropriate educational opportunities.</p> <p>No one is permitted inside the school buildings with the exception of necessary staff, students and parents. No outside visitors, large group assemblies and field trips are permitted at this time.</p> <p>Students will be encouraged to stay home when they are ill, attendance policies and procedures will be relaxed due to the pandemic.</p> <p>Staff will have a variety of leave options available that may include, FFCRA, FMLA, sabbatical leave, sick days, etc. These can be discussed with central office personnel. The district will adhere to HIPPA, FERPA and ADA requirements.</p> <p>Use of face coverings</p> <p>Sanitization procedures</p>	<p>The district will work with families on a case by case basis to meet the needs of our students and ensure they are receiving appropriate educational opportunities.</p> <p>No one is permitted inside the school buildings with the exception of necessary staff, students and parents. No outside visitors, large group assemblies and field trips are permitted at this time.</p> <p>Students will be encouraged to stay home when they are ill, attendance policies and procedures will be relaxed due to the pandemic.</p> <p>Staff will have a variety of leave options available that may include, FFCRA, FMLA, sabbatical leave, sick days, etc. These can be discussed with central office personnel. The district will adhere to HIPPA, FERPA and ADA requirements.</p> <p>Use of face coverings</p> <p>Sanitization procedures</p>		<p>American Academy of Pediatrics</p>	
--	---	---	--	---------------------------------------	--

	Social distancing	Social distancing			
* Use of face coverings (masks or face shields) by all staff	Masks, face shield, and/or both for adults are required during entry to the building, during transitions and times when social distancing of six feet cannot take place, due to the mandatory mask order. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields.	Masks, face shield, and/or both for adults are required during entry to the building, during transitions and times when social distancing of 6 feet cannot take place.	All Staff	Policies and Procedures CDC Guidelines PDE Guidelines PA Department of Health Guidelines American Academy of Pediatrics	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students are required to wear masks on all district provided transportation and upon entrance into the school building. During the yellow phase, masks for students are required during transitional periods and when social distancing of 6 feet can not be obtained. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields.	Students are required to wear masks on all district provided transportation and upon entrance into the school building. During the green phase, masks for students are optional, but highly encouraged during class changes or when social distancing can not be obtained.	All Staff and Students	Policies and Procedures CDC Guidelines PDE Guidelines PA Department of Health Guidelines American Academy of Pediatrics	Y

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Personal contact with each family to determine needs and choice of traditional in person or online instruction</p> <p>Extra precautions in low incidence programs will be taken:</p> <ul style="list-style-type: none"> - Frequent hand washing - Hand over hand - Avoid the use of communal objects - Extra precautions when assisting with toileting and hand over hand - Use of PPE - Extra sanitization of those areas - Use of individual student reinforcers - Assistance with disinfecting their materials - Separate restroom facilities with limited student usage <p>Families will have the option to choose virtual therapies.</p> <p>Training for paraprofessionals</p> <p>Use of ULS (online learning tool)</p>	<p>Personal contact with each family to determine needs and choice of traditional in person or online instruction</p> <p>Extra precautions in low incidence programs will be taken:</p> <ul style="list-style-type: none"> - Frequent hand washing - Hand over hand - Avoid the use of communal objects - Extra precautions when assisting with toileting and hand over hand - Use of PPE - Extra sanitization of those areas - Use of individual student reinforcers - Assistance with disinfecting their materials - Separate restroom facilities with limited student usage <p>Families will have the option to choose virtual therapies.</p> <p>Training for paraprofessionals</p> <p>Use of ULS (online learning tool)</p>	<p>Administration</p> <p>Special Education Department</p> <p>Custodial Staff</p> <p>Specialists</p> <p>Paraprofessionals</p>	<p>PPE equipment</p> <p>Sanitization procedures</p> <p>Social stories</p> <p>Professional Development for Staff</p> <p>ULS site</p>	<p>Y</p>
<p>Strategic deployment of staff</p>	<p>The district will be redefining roles and responsibilities to meet the needs defined in this plan.</p>	<p>The district will be redefining roles and responsibilities to meet the needs defined in this plan.</p>	<p>All Staff</p>		<p>Y</p>

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning Chemicals	Custodians, Maintenance	Ryan Fagan, Fagan Sanitary Supply	Classroom/ Self Study	Learning Packets, Job Cards	April 9, 2020	May 15, 2020
Hygiene Practices	All Staff	Administration, Director of Facilities and Maintenance	In-Person: Small Group	Signage being used in buildings, educational hygiene materials, COVID-19 Signs and Symptoms	August, 2020	Throughout school year as deemed necessary
COVID 19 Safety Plan	All Staff	Administration	In person	Health & Safety plan	August, 2020	Prior to the start of the 2020-2021 school year
Health Care Procedure for Nurses	Nursing Staff	Administration	in person	Health & Safety plan CDC Guidelines Health & Safety Guidelines	August, 2020	Prior to the start of the 2020-2021 school year

				PA Department of Health		
Identifying and restricting non-essential visitors and volunteers	Administration and Administrative Assistants	Administration	In Person	Thermometer Usage Sign In Sheet	May 2020	May 2020
Safety Protocols with Students with Special Needs	All Special Ed Staff	Administration Director of Special Education	In Person	Health & Safety Plan CDC Guidelines	August, 2020	Prior to the start of the 2020-2021 school year
Overview of Social Distancing and Other Safety Protocols	All Staff	Administration, Director of Facilities and Maintenance	In-Person: Small Group	Outline of protocols to be implemented for the start of the 2020-2021 school year. Needed materials to accompany protocols that will be in place for the 2020-2021 school year.	August, 2020	Throughout the school year as deemed necessary.

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Approved Planned	Staff, students, families, and community	Superintendent and Building Administration	Letter, Email, All Call, Website	August 2020	August 2020
Parental Choice of Traditional or Online Schooling, when appropriate	Students, families and community	Superintendent and Building Administration	Phone Calls, Survey	July-August 2020	August 2020
Changes from Green, Yellow, and Red Phases	Staff, students, families, and community	Superintendent and Building Administration	Letter, Email, All Call, Website	Ongoing	Ongoing
COVID-19 Confirmed Cases	Staff, students, families, and community	Superintendent and Building Administration	Phone Call, All Call, Letter	Ongoing	Ongoing
Transportation Changes	Students, families and community	Superintendent, STA Manager, Transportation Director, and Building Administration	Letter, Email, All Call, Website	Ongoing	Ongoing

Health and Safety Plan Summary: **Yough School District**

Anticipated Launch Date: **August 31, 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>	<p>We are following the occupational safety and health professionals use of a framework called the “Hierarchy of controls” to control workplace hazards. Four modes of cleaning that apply to various circumstances. Routine cleaning will be performed on a regular basis by the custodial staff assigned to the building or are. Routine cleaning includes daily cleaning and disinfecting of all restrooms, floors, classrooms, empty trash and other building based tasks. Supplemental Cleaning is performed by either regular custodial staff or substitute custodial staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spreading of disease. Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard or any other items they use in performing their duties. Emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by county or state health authorities. Effective and protective engineering controls such as increasing ventilation rates, replacing HE air filters. Administrative controls minimizing contact among workers, alternating shifts, up to date training, safe practices: handwashing, providing disinfectants to clean surfaces, post signs, PPE: Facemasks, gloves, the type of PPE required will be based on the risk of being infected.</p>

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>All classrooms will be measured to determine capacity and social distancing will occur at six feet, based on the mandatory mask order. When not feasible, based on the mandatory mask order, students will be required to wear masks/face shields. Students/staff with pre-existing conditions that are documented would not be required to wear masks/face shields. When possible, desks will be facing one direction and spaced apart. All students will remain in designated areas and will be monitored by appropriate staff. Any nonessential furnishings will be removed to allow for more floor space within areas.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will remain in classrooms as much as feasible and possible. The goal is to minimize student transitions, based on age and developmental level of the students. All classrooms will have 25 or less students. Student assemblies, field trips, and other activities will be suspended at this time and reviewed as conditions permit. Additional rooms/spaces will be utilized to serve meals, as needed, in addition to the cafeteria.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand sanitizing dispensers will be in all classrooms, common areas, cafeteria and hallways. Signage will be hung to promote appropriate hand-washing as per CDC guidelines. Teachers will be trained in the appropriate sanitation and hygiene protocols and will review with their students. Teachers will be issued necessary sanitation equipment and</p>

*** Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

*** Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

be asked to share sanitation and hygiene practices with the student population.

The hallways will be marked with designated flow in one direction with appropriate six foot signs. Places of any social gatherings will be closed until conditions permit. Hallways without one direction will be marked with arrows for direction on the right and left side to allow appropriate flow. Entry and exit points will be modified to allow for areas that minimize foot traffic. Cafeterias will be scheduled with flexibility in time frames, numbers and utilization of additional spaces as appropriate. Auditoriums, Gymnasiums, LGI, Library and other spaces will be marked with social distancing protocols of 5-6 feet, where feasible.

Recess:

- Limit/restrict recreation areas to open spaces.
- Limit/restrict use of shared playground equipment
- Ensure adequate playground equipment to limit the sharing of items or limit to one group of students at a time, and disinfect between uses.

Physical Education Classes:

- Team sports and group games are not permitted.
- Maximize social distancing by utilizing all open area space, use outdoor areas when able.
- Classes will have no more than 25 students per class.
- Students will not utilize the locker room.
- Students will not change clothes for physical education.

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

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

Limiting the Sharing of Materials:

- Students will be asked to bring individual school supplies for utilization in classrooms.
- At the elementary level, any equipment or toys shared will be placed in a dirty bin for proper sanitation.
- Limit sharing of high-touch materials to the fullest extent possible, when feasible disposable materials will be utilized.

The goal is to minimize student transitions, based on age and developmental level of the students, and taking into account all communal spaces and hallways. All classrooms will have 25 or less students. When possible, and weather permits, we will utilize campus green spaces, courtyards, stadiums, playgrounds, fields, tracks and other on campus areas to support social distancing protocols, while promoting educational activities.

All students and bus drivers will be required to wear masks to and from school if using school provided transportation. Students will be seated at no more than two students per seat. Parents will be encouraged to transport their children if and when able. Parking restrictions for students at the high school will be adjusted based on circumstances.

Students will remain in classrooms as much as feasible and possible. The goal is to minimize student transitions, based on age and developmental level of the students. All classrooms will have 25 or less students. Student assemblies, field trips, and other activities will be suspended at this time and reviewed as conditions permit.

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

Coordination with local childcare agencies:

- YMCA, Headstart, and Pre-K Counts programming will follow district established procedures and protocols.
- Current policies and procedures for transportation will continue to be utilized.

If the building or district would need to be closed, the district would revert to the red phase of instruction, which would include online learning for all students.

Monitoring Student and Staff Health

Requirement(s)

*** Monitoring students and staff for symptoms and history of exposure**

Strategies, Policies and Procedures

All district employees commit to completing a daily self-health check once they enter the school building. If an employee answers yes to any of the questions on the daily self health check, they should notify the building administrator and leave the building immediately. Questions on the self health check include COVID-19 symptoms, exposure to others with COVID-19 symptoms and air travel. Parents/Guardians are asked to monitor their children prior to sending them to school. A liability waiver will be provided to parents/guardians for review prior to school starting. During the course of the school day, if any student and/or staff member exhibits symptoms of COVID-19, they will be sent to the nurse for an assessment. Students and staff will be consistently made aware of the signs and symptoms of COVID-19.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The district has developed a plan for in person and/or online instruction. Families will be given the choice of which platform meets the needs of their family. Students are able to toggle between both platforms.</p> <p>The district will work with families on a case by case basis to meet the needs of our students and ensure they are receiving appropriate educational opportunities.</p> <p>No one is permitted inside the school buildings with the exception of necessary staff, students and parents. No outside visitors, large group assemblies and field trips are permitted at this time.</p> <p>Students will be encouraged to stay home when they are ill, attendance policies and procedures will be relaxed due to the pandemic.</p> <p>Staff will have a variety of leave options available that may include, FFCRA, FMLA, sabbatical leave, sick days, etc. These can be discussed with central office personnel. The district will adhere to HIPPA, FERPA and ADA requirements.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Masks, face shield, and/or both for adults/students are required on all district provided transportation, during entry to the building, during transitions and times when social distancing can not be obtained.</p>

<p>*Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>*Strategic deployment of staff</p>	<p>Personal contact with each family to determine needs and choice of traditional in person or online instruction</p> <p>Extra precautions in low incidence programs will be taken</p> <p>Families will have the option to choose virtual therapies.</p> <p>Staff will be reassigned as necessary to meet the needs of our students and ensure the safety of all district stakeholders.</p>
--	--

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Yough School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **Tuesday, August 4, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **Tuesday, August 4, 2020**

By:

(Signature of Board President)*

(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.