



Penn Middle School Reopening Health and Safety Plan

Each school entity must create a Health and Safety Plan which will serve as the 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.

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.

Health and Safety Plan: Penn Middle School

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

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).
- 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): August 27, 2020

Cleaning, Sanitizing, Disinfecting, and Ventilation

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.
4. Student desks will be wiped with disinfectant when used by different groups or cohorts of students.
5. Lunch tables will be sanitized after every lunch period.
6. All high-touch surfaces will be disinfected regularly - i.e. door handles, light switches, stairwell handrails, etcetera.
7. School buses will be sanitized after each bus run.
8. Drinking fountains will be closed. Students may bring their own water bottle.
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

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. Pursuant to the recommendation of the World Health Organization, every effort will be made to maintain the minimum spacing of three feet. Three-foot distance is associated with substantial reductions in infection via droplet spread of coughs and sneezes. 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. Hallways will have directional markings to accommodate student flow to the right.
3. Stairwells will be visually marked with one-way signage to reduce student contact.
4. Contact sports and activities will not be permitted during physical education classes.
5. All school wide assemblies and gatherings will be postponed until further notice.
6. All athletic events and extracurricular activities will be limited to 250 individuals and are subject to change per PDE guidelines.
7. In the cafeteria, all food will be served by staff. Students will not be permitted to serve themselves and the cafeteria staff will not offer any buffet style options. In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid "across-the-table" seating. Assigned and/or distance seating will be implemented for students in cafeterias and other congregate settings.

8. Outdoor spaces will be used for lunch (weather permitting).
9. All individuals in school will be prompted to sanitize their hands as they enter and exit each classroom. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms.
10. Additional buses will not be added for the 2020-2021 school year. Busing will be available to all students. Students will be spaced apart as much as possible. Parents will be encouraged to transport students to and from school. Non-essential visitors and volunteers will not be permitted in the schools. Parents will drop off student items and documents at the main office foyer. Parents will be asked to wait in the main tower when picking up or dropping off students at school.
11. All employees will be trained prior to the start of school on all health and safety protocols and procedures related to COVID 19.

Monitoring Student and Staff Health

1. Symptom screening will be done by all parents/guardians at home each morning before the school day. 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. Education of parents/guardians and staff members to utilize a symptom assessment tool to evaluate their child or self at home each day prior to coming to school.
2. Parents/guardians/staff will report possible COVID-19 symptoms and/or exposure to School Nurse after using the assessment tool.
3. All staff will perform a symptom screen on themselves before leaving for work and will stay home if ill.
4. Temperature screening will not be required upon entrance to the school for students or staff.
5. 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.
6. All stakeholders will be trained on protocols for monitoring student and staff health.
7. If a child becomes ill at school, parents/guardians must arrange for the student to be taken home as soon as possible. The nursing staff will make decisions for students to be sent home on an individual case-by-case basis.

Other Considerations for Students and Staff

1. Currently, under the Governor's order, masks are mandatory for all staff and students. We will remain under this mask order until the mandate is lifted.
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.
4. Limit or cancel all non-essential travel as necessary.

Specific Items for the Penn MS Operational Plan

1. Masks
 - a. Masks must be worn by all students at all times, except outside PE and when eating.
 - b. Students can wear a face shield in place of a mask. Students with medical and/or individual issues that prohibit wearing a mask will be asked to wear a face shield.
 - c. All staff will receive a face-shield.
2. Parent drop-off & pick-up
 - a. AM Drop-off - 7:30-8:00 am - Parents can drop off students at the auditorium beginning at 7:30 am. Groups of non-Homeroom teachers will be responsible for supervision in the auditorium each day from 7:30 to 7:45. Students will be socially distanced in the Auditorium.
 - b. PM Pick-up - 2:40-3:15 pm - Students will be released for parent pick-up on a staggered basis on 5-minute intervals
3. Homeroom Attendance excuses must be sent via email to the Homeroom teacher.
4. Early Dismissals, Bus changes, and all other parent communication must be sent via email to the secretary and the homeroom teacher by 8am daily.
5. Lockers - No sharing of lockers.
6. Hallways and stairwells
 - a. Students will be guided to navigate hallways by staying as far to the right as possible at all times. Directional tape will be placed in hallways to guide students. Students must wear masks while in hallways during all class changes.

- b. Designated stairwells will be marked for up and down usage
 - i. Up only - Band Stairwell and 108 Stairwell
 - ii. Down only - Front Stairwell, 103 Stairwell, and Gym Stairwell
- 7. Lunch
 - a. Cafeteria, Main Gym, outside picnic tables (weather permitting) will be used for student seating as they eat.
 - b. Seating will be distanced with no “side-by-side” or “directly across” seating.
 - c. There will be no self-serve or buffet style food distribution. Lunch will be served by cafeteria staff.
 - d. Floors will be marked for social distancing while waiting in food lines.
 - e. Tables will be sanitized after every lunch.
- 8. Library
 - a. Seating capacity will be reduced based on the guidance of library aide.
 - b. Study hall teachers will only be able to send a reduced number of students based on the new capacity.
- 9. Equipment Sharing - Any school device or resource shared must be sanitized after used. (calculators, ruler, stem and art tools, PE equipment, school computers or keyboards, etc.
- 10. Other School day issues:
 - a. Water fountains will be closed. Students can keep water bottles in lockers.
 - b. No gathering restrooms between periods or during breaks of double period classes.
 - c. Hall passes - Must be paper that can be discarded when the student returns to the room.
 - d. When bringing in forgotten items from home, parents must drop off all items in the office foyer in the student cubbies.
 - e. Late arrivals and early dismissals: parents must wait in the office foyer and sign in/out. Students will report to the office for early dismissal and wait for parents outside of the main office.
 - f. Parent conferences, IEPs, and GIEPs, should be done remotely via Google Meet or Zoom.
 - g. Snack shop will be operational but with new guidelines.
 - h. School Based Therapists should attempt virtual counseling unless the progress of the student necessitates in-person contact.
- 11. Chromebooks must go home with students daily, charged, sanitized, and returned each day. Students cannot share chromebooks.

This plan may be changed based on communication from the Pennsylvania Department of Education or procedural changes from Penn-Trafford Administration.

For any questions or concerns regarding the Penn Middle Plan please contact Jim Simpson, Principal via email (simpsonj@penntrafford.org) or phone 724-744-4431.