



# Phased School Reopening Health and Safety Plan Template

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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.

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*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: (Susquehanna Community 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

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- 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).
- 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). **A board resolution was passed on 7/15/2020 declaring COVID-19 pandemic an emergency within the meaning of section 520.1 of the PA School Code authorizing the Superintendent to potentially use a hybrid model in the future. The board of education approved the emergency instructional time template on 8/5/2020 allowing the superintendent to go "hybrid" should the superintendent deem necessary.**

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 **If Susquehanna County is in the SUBSTANTIAL phase for two consecutive weeks, Susquehanna Community School District will move to total remote learning for 98-99 percent of all students. 1-2% of special education students will be brought into the school to be taught on Monday, Tuesday, Thursday, and Friday. Those students attending other schools will follow that districts plan. To return to the blended (hybrid) learning model, Susquehanna County must be in the MODERATE phase for**

two consecutive weeks. On December 1, 2020, SCSD has moved to remote learning as the county has experienced SUBSTANTIAL transmission. SCSD will return to the Hybrid learning model once the county experienced MODERATE transmission rates for two consecutive weeks.

\*Modification Jan. 6, 2021: The SCSD will take all PDE and Dept. of Health recommendations into consideration. The school district will return to hybrid instruction on January 11, 2021 even though Susquehanna County is in the Substantial Transmission Category. The SCSD Board of Education will investigate increasing the hybrid program to a full-return program (Four Days/Week in Person Instruction) during January and early February 2021.

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

\*Return to Hybrid format on January 11, 2021.

Modification February 3, 2021: The SCSD will offer the option to students who would like to receive four days of in-person instruction per week to receive four days of in-person instruction per five-day week beginning March 1, 2021. Each day, 20% of the students participating in in-person instruction will learn synchronously from home. Students not participating in in-person instruction will be given the opportunity to learn 100% synchronously from home. Additionally, all students shall continue to have VLN as an asynchronous learning option.

Students participating in full-time in synchronous instruction from home will follow their daily schedules. Procedures and protocols for full-time synchronous instruction will be shared with all families selecting synchronous instruction as their learning model.

## 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):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Bronson Stone	Superintendent	Pandemic Coordinator, Plan Development and Response Team)
Brent Soden	Building Principal- High School Administration	Both (Plan Development and Response Team)
Peter Supko	Building Principal- Elementary Administration	Both (Plan Development and Response Team)
Joni Deakin	Special Education Supervisor-	Both (Plan Development and Response Team)

	Administration	
Tom Ballard	Maintenance-Employee	Health and Safety Plan Development
Kate Petrewski	Food Service Director- Employee	Health and Safety Plan Development
Gary Kiernan	Transportation Director-Administration	Both (Plan Development and Response Team)
Lawrence Tompkins	Teacher Representative- Employee	Health and Safety Plan Development
Ray Testa	Teacher Representative- Employee	Health and Safety Plan Development
Christi Boughton	Parent- Parents	Health and Safety Plan Development
Erika Mills	Board Member- Board of Education	Health and Safety Plan Development
Elizabeth Matis	School Nurse- Students	Both (Plan Development and Response Team)
Dave Passetti	Executive VP- Barnes Kasson Hospital	Health and Safety Plan Development
<b>Julie Gallo</b>	Curr./Inst./Assessment Coordinator	Health and Safety Plan Development

## 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

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- 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:** (To ensure the building is cleaned and ready to safely welcome staff and students the head of maintenance will develop cleaning protocols and checklists for custodial and maintenance staff. Head of maintenance will ensure that every evening a deep clean will take place using Vital Oxide (eliminates COVID, mold, mildew) through an electrostatic sprayer. During the day, all restrooms, doorknobs, walls, water fountains and hallways will be cleaned and disinfected 2x per day for a total of 3 cleaning per day. High touch areas will be cleaned and disinfected 2x per day and during the time between lunches all tables, bleachers, and hallways (wherever students are eating) will be cleaned and disinfected. In classrooms where students switch classrooms, all desks will be cleaned between class periods. Additional custodial support will be needed to ensure a clean, sanitized school. Masks, gowns, and other PPE equipment will be ordered according to CDC recommendations. Windows and doors will be opened to let in fresh air when feasible. HVAC can be set remotely and the O2 sensors will automatically let in the fresh air and this can be adjusted to let in more as needed. Each classroom will have hand sanitizing areas and wipes. All maintenance, cafeteria staff, and administrators will be trained the 2<sup>nd</sup> week of August live, in person, if we are in the Yellow or Green phase; if we are in the Red phase training will take place virtually through Google Meet and for any members who are absent from the live training. Teaching and support staff will be trained the 3<sup>rd</sup> week of August. Written protocols will be developed and implemented.) Modification Feb. 3, 2021: The district will continue to follow the cleaning schedule as listed, but increase student bathrooms to three times per day. As per January 6, 2021 revision, the SCSD will take all PDE and PA Dept. of Health recommendations into consideration.

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>* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>Maintenance Leads will oversee the focused cleaning and disinfecting of all locations on the SCSD campus.</li> <li>An area by area checklist will be created and implemented for each area. Building principals will inspect the cleaning and disinfecting once completed.</li> <li>Once the school year begins, each area will be cleaned and disinfected twice per day. Disinfecting and sanitizing solutions will be reviewed to ensure they are scientifically proven to kill the COVID-19 virus.</li> <li>The district business office will utilize CARES and COVID-19 Disaster Emergency School Health and Safety Grants to purchase cleaning and disinfecting equipment and supplies during June and July to ensure they are on-site prior to the August 31<sup>st</sup> start.</li> <li>Cleaning, sanitation, disinfecting and ventilation procedures/protocols will be implemented at least twice daily in all common areas.</li> <li>Maintenance and food service staff will be trained in cleaning, sanitizing, and disinfecting.</li> <li>Maintenance staff will be trained in the ventilation protocols. This training will be provided in August approximately one week prior to August 31<sup>st</sup>.</li> <li>Surveys will be completed by all training participants to ensure they are</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase except: In the Green Phase, non-school groups may access the district facilities once per week and it would be a common day for all groups. Cleaning and disinfecting must be completed by the group after using the facility.</li> <li>Revision 2/3/21: Non-school groups may use the facilities with Board of Education approval.</li> </ul>	<ul style="list-style-type: none"> <li>G. Kiernan - Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>Vital Oxide disinfectant</li> <li>Hand sanitizer</li> <li>Hand sanitizer brackets</li> <li>Victory backpack and handheld electrostatic sprayers</li> <li>Additional custodial staff (2)</li> <li>Financial resources to pay for additional staff</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>

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)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>Additional custodial staff may be needed to ensure a clean, disinfected, and sanitized school.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase.</li> </ul>	<ul style="list-style-type: none"> <li>G. Kiernan - Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>2-custodians to hire</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- 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:** (Classrooms/learning spaces may be cleared of unnecessary items such as filing cabinets, small group instruction tables, and any other item that would hinder our ability to socially distance the student and teacher desks. There will be 6 feet between student desks and the teacher desk when feasible. Desks will be in rows and classrooms will be limited to 25 or fewer occupants except when communal spaces are used. All hallway traffic will be to the right with the middle open. We will limit 5<sup>th</sup> and 6<sup>th</sup> grade movement to the maximum extent feasible and all students will stay to the right in the hallways keeping the center of it open. In high school, hallway traffic will stay to the right leaving the middle of it open. Lockers will be staggered to keep grade levels separate to ensure social distancing to the greatest extent possible. There will

also be designated locker access times for grade levels. Cafeterias will add tables to increase social distancing and students will sit every other seat and staggered across from each other. In addition students can access the bleachers in the elementary school. Students will be assigned seats in the elementary. Communal spaces within the building will promote social distancing. There will be expanded options for classrooms that are large and approaching social distancing capacities, such as the auditorium, gymnasium, and outdoor communal areas. No assemblies will take place, gatherings will be limited to 10% of the indoor capacity and 15% of the outdoor venues capacity DOH order on 11/17/2020. Classes may utilize the outdoor communal areas during warm weather months and high school students may have lunch outdoors. Recess will be outside and socially distanced to the maximum extent possible. Physical education classes and recess will reduce the sharing of equipment to the maximum extent feasible and will limit physical closeness of students while focusing on skill building instead of competition. No competition will take place at recess. Hand sanitizing will occur on the way to physical education and recess and then when returning. The hygiene best practices for students and staff will include the manner and frequency of handwashing and other best practices. These practices will include: signs posted in each classroom and all bathrooms as to the importance of hand washing and the time expected to wash hands. In addition, all students will use hand sanitizer as they enter a room and leave a room. All students must ask permission to leave their seats. Teachers will teach hygiene daily until procedures are mastered and review weekly thereafter. Handwashing will take place several times per day and hand sanitizers will be in all classrooms/ bathroom exits/hallways. Students will be encouraged to take enough tissues for a class period. Students and staff will sneeze or cough into their bent elbow. Student transportation to meet social distancing guidelines will have the same family members sitting together, and two students per seat when feasible, face-coverings will also be worn on the buses. Three extra buses may be added to the runs to account for the reduction in bus seating (from 3 to 2 per seat). Parents will be encouraged to drop off and pick up their students. All visitors will be temperature screened and asked screening questions. Outside service providers and volunteers, screened and asked about symptoms, will be limited to the maximum extent feasible. Students with special medical conditions may not be required to wear masks on the school bus or during class transitions. Face shields will be an option. Field trip requests will be analyzed by the administration and Board of Education on a case by case basis. All stakeholders, which includes teachers, support staff, maintenance, and other employees, will be trained on social distancing and other safety protocols during teacher in-service in August. Students will be trained on August 31<sup>st</sup>, the first day of school. The training will be provided by administrators and the school nurse to all employees and students in live and online formats (if necessary). Staff and students will take a survey to ensure they understand the safety and social distancing protocols.)

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>All nonessential items from classrooms will be removed to allow for maximum distance between students. Small group tables, storage cabinets, etc. will be removed, if necessary, to allow for social distancing between students and the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals and G. Kiernan - Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>Removal of nonessential items by maintenance</li> <li>Dumpsters and storage containers</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>Elementary students (grades K-4 to 4) will stay with their classrooms to the greatest extent possible. Each classroom will eat in a common area - cafeteria or in their classroom, attend specials and recess together.</li> <li>Extra tables will be added. Elementary students will sit in a fashion that promotes the greatest social distancing at lunch. Seats will be assigned in the elementary school and called to the serving line as a table to prevent congregating.</li> <li>High school students will be limited in interactions between classes and when eating. Face coverings will be required at all times. All traffic in the hallways will be a stay to the right protocol; and students will access lockers only at designated times to ensure faster movement between classes and students not interacting at the lockers. Students in the same grade-level will be given lockers that are not next to each other to allow</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals, G. Kiernan - Business Manager, Kate Petrewski-Director of Food Service</li> </ul>	<ul style="list-style-type: none"> <li>Additional tables for the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>Hygiene procedures will be taught by teachers to students and signs posted in hallways and on doors.</li> <li>Each classroom and major hallway will have hand sanitizer stations mounted in/on them. Students will use the hand sanitizer upon entry and exiting of the classrooms.</li> <li>Students and staff will wash hands upon arrival, before lunch, after using the restroom and at other times to ensure that hands are washed/sanitized every few hours.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis-School Nurse, Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Proper hygiene/ hand washing signs</li> <li>Hand washing videos</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>Signs to promote hygiene, proper handwashing and spreading of germs will be placed in classrooms and in several locations in bathrooms to ensure visibility.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>G. Kiernan - Business Manager</li> <li>Brent Soden, Julie Gallo-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Signs-laminated</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>Visitors will be by appointment only, including outside service providers, and will be required to wear masks and will be temperature scanned and asked screening questions.</li> <li>Volunteers will be limited and temperature scanned as well as being asked screening questions.</li> </ul>	<ul style="list-style-type: none"> <li>In the Green Phase, appointments will not be required for visitors and volunteers. They will be required to wear masks and will be temperature scanned and asked screening questions.</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Handheld thermometers</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>Physical education classes and recess will reduce the sharing of equipment to the maximum extent feasible and will limit physical closeness of students while focusing on skill building instead of competition. No competition will take place at recess.</li> <li>Hand sanitizing will occur on the way to physical education and recess and then when returning.</li> <li>Students will be given their own equipment/balls when feasible at physical education class.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitizer</li> <li>Cleaning and disinfecting supplies</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Materials will be limited to the individual student to the maximum extent feasible.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Additional materials for all students</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Communal spaces in each building will be restricted greatly to ensure social distance.</li> <li>The only communal events at each school are breakfasts and lunches.</li> <li>HS students will not eat solely in the cafeteria, but meal eating locations will be expanded to the hallways, gyms, outdoors, and other areas in an attempt to maintain social distance. Elementary students will sit in a fashion that promotes the greatest social distancing at lunch.</li> <li>The elementary and the high school auditorium will ensure the maximum group size does not exceed 10% capacity when used outside of the instructional day.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals and G. Kiernan - Business Manager, Kate Petrewski-Director of Food Service</li> </ul>	<ul style="list-style-type: none"> <li>Additional cafeteria tables</li> <li>Additional staff for supervision</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>• Student transportation will be adjusted by having all students in the same family sit together on each bus.</li> <li>• Every seat will have a maximum of 2 students per seat except families of 3.</li> <li>• Students must wear face coverings on the bus.</li> <li>• The district may add several bus runs to account for the reduction in seating on the regular bus routes.</li> <li>• Parents will be encouraged to bring their children to school if at all possible.</li> <li>• All buses will be disinfected between runs.</li> <li>• Bus drivers are required to wear a face covering, unless it impedes their ability to drive.</li> <li>• When possible windows on buses should be put down to increase fresh air circulation.</li> </ul>	<ul style="list-style-type: none"> <li>• All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>• Gary Kiernan-Head of Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Extra buses</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>

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)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Class sizes will be 25 or less students unless using larger communal spaces.</li> <li>• Elementary students (grades K-4 to 4) will stay with their classrooms to the greatest extent possible. Grades 5 and 6 will move as a cohort to each class when feasible. Each classroom will attend specials and recess together, and leave the school together.</li> <li>• High school students will be limited in interactions between classes and when eating.</li> <li>• All traffic in the hallways will follow a stay to the right protocol and students will access lockers only at designated times to ensure faster movement between classes. Students will not be interacting at the lockers.</li> <li>• Staff should be in the halls during bell changes.</li> <li>• Students in the same grade-level will be given lockers that are not next to each other to allow for grade-level locker use that has the students</li> </ul>	<ul style="list-style-type: none"> <li>• All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>• Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>

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)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>The principal will communicate the updated district/school plan with the Head Start director.</li> </ul>	<ul style="list-style-type: none"> <li>The principal will communicate the updated district/school plan with the Head Start director.</li> </ul>	<ul style="list-style-type: none"> <li>Peter Supko-Building Principal</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>Band must practice social distancing especially with wind instruments.</li> </ul>	<ul style="list-style-type: none"> <li>Band must practice social distancing especially with wind instruments.</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- 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)?
- 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?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- 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 or uncomfortable to return?

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- 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?
- 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:** (The district will implement a check at home procedure for employees and staff. Employees will take their temperature at home prior to coming to school and self-report any symptoms/fever. Parents will be asked to take temperatures of their student(s) prior to school daily and will be supplied with a symptoms checklist. Bus drivers will do a quick visual assessment check upon pickup and will notify the health/main office in person with any suspected ill students. In addition, any student without a face covering will be given one. Homeroom teachers will conduct a visual assessment daily and supply a mask immediately to a student exhibiting COVID-19 related symptoms. They will contact the health office and send the student for an assessment by the nurse. Parents will be supplied with the CDC list for symptoms. Those with a fever >100.4°F will be told to remain home until fever free without fever reducing medication for 24 hours and to follow up with their primary care provider as needed. The school nurse will follow up with the student by conducting a school reentry screening. Nurses may conduct visits to classrooms randomly to check temperatures. The procedure for quarantine of a staff member would be to immediately self-isolate, contact the nurse's office, and then proceed home with the recommendation to follow up with their physician. Students will be quarantined in a separate room supervised by the nurse and immediately picked up by a parent/emergency contact. The school nurse and building principal will be responsible for making decisions regarding quarantine in the school should any symptoms be present. Any student/staff that is confirmed to have COVID-19 must be fever free for 24 hours without the use of fever-reducing medicine, along with improvement in respiratory symptoms, and 10 days have passed since symptoms first appeared. The CDC recommends a 14-day quarantine, post-exposure to a known COVID-19 positive individual, to include all household members. An option exists for a 10-day quarantine without testing or a seven-day quarantine with a negative test on or after day-five of quarantine as long as the person doesn't develop symptoms. The school community will be informed per direction of the Department of health (DOH) pertaining to positive cases and the district will follow the guidance from the DOH on school closures due to positive cases. If permissible, the community will be informed through the ONE call system as soon as possible. The DOH will direct contact tracing and advise on any needed quarantining of individuals. The school nurse will follow up with the student by conducting a school reentry screening. We will continue to support students with acute or chronic health conditions and provide necessary accommodations. Individual meetings will be set up to determine needs. Short-term absences will be handled on a case-by-case basis with the parent in touch with the appropriate main office. Long-term absences will be reviewed by the health office/building principal/special education supervisor to determine accommodations/specialized instruction that may be needed in the home/hospital setting. Those students who are unable/uncomfortable with returning will be provided with online education through Google Classroom or VLN, the district's cyber

program. A survey was conducted in early July to determine the level of comfort of parents/student/staff. If a student or staff member is confirmed of having COVID and/or exposure which results in a change to the Health and Safety Plan, families will be notified via phone call, email/text and posting on the district website and social media accounts. The building principals and staff (teachers and paraprofessionals) will be trained by the school nurse on the protocols for monitoring student and staff health. The training will be conducted in mid-August 2020. The building principals and staff will complete an assessment survey after the training to gauge their ability to effectively implement the student and staff protocols. Staff will then train the students on hygiene as no assemblies will be permitted due to a large gathering. All faculty and staff will be provided information sheets, guidelines, and signage to hang up in their classrooms. )

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Parents will check student(s) temperature prior to coming to school as well as other symptoms of COVID-19.</li> <li>• Staff will check their self and self-report to the district, staying home should any symptoms be present. They will use the CDC Symptom self-check document.</li> <li>• Encourage staff and students to stay home if they are experiencing symptoms listed by the CDC.</li> <li>• The nurse may do random checks of classrooms.</li> <li>• Bus drivers will make visual observations and report to the office in person should they believe a student(s) look ill. The school nurse will then follow up with the student.</li> <li>• Homeroom teachers will make visual observations and report to the office any students that appear to have symptoms. The school nurse will then follow up with the student.</li> </ul>	<ul style="list-style-type: none"> <li>• All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>• Elizabeth Matis-School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometers</li> <li>• CDC Symptom Self Check document for staff</li> <li>• CDC COVID-19 symptoms information to share with parents</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>

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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>Any student or staff that becomes sick or demonstrates a history of exposure will be placed in the isolation room and monitored by the nurse. Students will be required to be picked up immediately and staff will be sent home. Visitors will be asked to leave should they exhibit any symptoms or a fever.</li> <li>Individuals presenting any respiratory symptoms will immediately be masked and sent to the nurse's office.</li> <li>Appropriate PPE will be used in the nurse's office to supervise the person that becomes sick.</li> <li>Individuals will be sent home directly from the nurse's office. No reentry to the school will be permitted.</li> <li>Isolation area will be sanitized after every use.</li> <li>DOH, staff, and families will be contacted regarding exposure of confirmed cases, while maintaining confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis-School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Thermometers</li> <li>PPE</li> <li>Sanitizing and disinfecting items</li> <li>Additional room for isolation in the nurse's office (elementary and high school)</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>

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)
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>Any student/staff that is confirmed to have COVID-19 must be fever free for 24 hours without the use of fever-reducing medicine, along with improvement in respiratory symptoms, and 10 days have passed since symptoms first appeared will be allowed to return to school. The district will follow all updated guidance from DOH.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis-School Nurse</li> <li>Bronson Stone-Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>DOH Guidelines for quarantine</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>Several methods will be used to notify staff, and families including but not limited to a phone/text/email utilizing the Call System of the district along with the school website.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Bronson Stone-Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>All visitors, outside providers will be temperature scanned and asked health assessment questions.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Thermometers</li> <li>Health assessment form</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

**Other Considerations for Students and Staff**

## Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- 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:** (Local procedure for face coverings for staff will be to wear a face covering at all times. Students will be required to wear face coverings at all times including when riding the bus. Students are required to wear face coverings, per the DOH order on 7/2/2020 along with additional requirements from 8/17/2020 and 11/17/2020. . [Updated Mask Mandate- 11/20/2020](#). The order reflects guidance from the CDC. In Section 3: Exceptions to Covering Requirement addresses “not otherwise feasible”. If wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition, or a disability. They must have a medical or mental condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in a school. Everyone must wear face coverings when on the sidelines, in the dugout, etc. as well. Students may remove their face coverings when: eating or drinking and for face covering breaks. Students and staff with documented health conditions that prohibit the use of a face covering will not be required to wear one. Students and staff at high risk will be recommended to wear a face shield. Parents/guardians of high-risk students will be contacted to determine how to meet their needs. Frequent check-ins by the nurse will occur. Students with higher risk will be allowed to leave and arrive at classes at separate times to avoid times in the hallways during bell changes at the high school level. Students with higher risk may be provided with online learning options. Alternative meal locations will be an option for at-risk students. Staff with higher risk probabilities will be allowed to stay at a stagnant location in the classroom as opposed to moving around the classroom. The district will work with its substitute provider to ensure enough substitutes are available in the event of staff illness. Historically, the district has been unable to meet its daily substitute needs. Unfortunately, the practice of converting classes to study halls is a practice that has and will continue to take place. All substitutes will attend a required meeting with the school principal before starting to substitute. The substitute will sign and acknowledge their attendance at this meeting. At the elementary level, alternative staffing solutions are available to place a certified educator in each class if the need arises by canceling special classes, remedial classes, etc. School counselors will provide services to students while in school and at home, as was accomplished during the district’s Formal Continuity of Education Plan. In the elementary building, a social-emotional screener will be used and lessons implemented in K-4 on SEL. Groups with a guidance counselor will occur based on screener results and identified needs. Building principals will rotate highly qualified substitutes and

non-instructional staff to ensure no one class or group of students misses back to back classes, when feasible if an educator is out sick or quarantined. Class coverage schedules will be created by each principal to support the rotation of teacher and non-instructional employees and substitutes.)

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)
* <b>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>Option to utilize Google Classroom or VLN (district cyber program)</li> <li>Maintain a distance of 6 feet at all times in the building if feasible</li> <li>Encourage sanitary practices: washing hands regularly</li> <li>Daily check-ins with the nurse</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis-School Nurse</li> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Face masks</li> <li>Hand sanitizer-available always</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
* <b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Staff will wear face coverings at all times except when: eating or drinking and for face covering breaks.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Face masks for those without them</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Students will wear face coverings at all times except when: eating or drinking, and face covering breaks.</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko-Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Face masks for those without them</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Maintain social distance to the maximum extent feasible</li> <li>Any staff that is in close contact with the student needs to wear a face covering and practice proper hygiene especially before touching the individual, which may be necessary</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Joni Deakin- Special Education Supervisor, Brent Soden, Peter Supko- Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Face masks for those without them and/or face shields</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>All teachers maintain supervision over assigned groups</li> <li>During teacher absence: If the teacher identifies exposure to or symptoms of COVID-19, the teacher will remain quarantined according to CDC guidelines.</li> <li>Kelly Services will be implemented first for substitute availability</li> <li>Specials/Elective teachers will be deployed as substitute teachers when there is no availability of substitutes from Kelly Services</li> </ul>	<ul style="list-style-type: none"> <li>All action steps in the Yellow Phase apply to the Green phase</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko- Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Teachers</li> <li>Substitutes</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>

## 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
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Elizabeth Matis- School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• In-person</li> <li>• Virtual as needed</li> </ul>	<ul style="list-style-type: none"> <li>• CDC Symptom Self Check document</li> <li>• CDC COVID-19 symptoms information</li> </ul>	<ul style="list-style-type: none"> <li>• August 18, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• August 24, 2020</li> </ul>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>All Staff and Students</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis- School Nurse</li> <li>Teachers</li> </ul>	<ul style="list-style-type: none"> <li>In-person</li> <li>Virtual as needed</li> </ul>	<ul style="list-style-type: none"> <li>Hygiene videos</li> <li>Hygiene signs from the CDC for the building</li> </ul>	<ul style="list-style-type: none"> <li>August 18, 2020</li> </ul>	<ul style="list-style-type: none"> <li>August 27, 2020</li> </ul>
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>Maintenance Staff, Bus contractors</li> </ul>	<ul style="list-style-type: none"> <li>G. Kiernan - Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>In-person</li> </ul>	<ul style="list-style-type: none"> <li>Daily cleaning and disinfecting checklist for maintenance staff</li> <li>Disinfecting solution</li> <li>Disinfecting sprayers</li> <li>Additional cleaning supplies</li> </ul>	<ul style="list-style-type: none"> <li>August 10, 2020</li> </ul>	<ul style="list-style-type: none"> <li>August 24, 2020</li> </ul>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<ul style="list-style-type: none"> <li>All staff</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Matis- School Nurse</li> <li>Brent Soden, Peter Supko- Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>In-person</li> </ul>	<ul style="list-style-type: none"> <li>Handouts/ presentation at the beginning of the year</li> </ul>	<ul style="list-style-type: none"> <li>August 18, 2020</li> </ul>	<ul style="list-style-type: none"> <li>August 24, 2020</li> </ul>
<b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>All staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Brent Soden, Peter Supko- Building Principals, Elizabeth Matis- School Nurse</li> </ul>	<ul style="list-style-type: none"> <li>In-person for staff, in classrooms for students</li> </ul>	<ul style="list-style-type: none"> <li>Video and handouts</li> </ul>	<ul style="list-style-type: none"> <li>August 18, 2020, August 24, 2020</li> </ul>	<ul style="list-style-type: none"> <li>August</li> </ul>
<b>Adjusting Transportation schedules and practices to create social distancing between students</b>	<ul style="list-style-type: none"> <li>Parents/ Community Members</li> </ul>	<ul style="list-style-type: none"> <li>Bronson Stone- Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>District Letter/Social media post/ all call</li> </ul>	<ul style="list-style-type: none"> <li>Informational letter to parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>August 3, 2020</li> </ul>	<ul style="list-style-type: none"> <li>August 3, 2020</li> </ul>

## 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
<b>COVID-19 Survey for Parents</b>	Parents of district students	Peter Supko-Superintendent	One Call System/ Email/ Text/ Facebook/ Website	6/29/20	6/30/20
<b>COVID-19 Survey for Employees</b>	All Employees	Brent Soden- HS Principal	One Call System/ Email/ Text/ Facebook/ Website	6/29/20	6/30/20
<b>Posting of the District Health and Safety Plan</b>	All district personnel and the entire community	Peter Supko-Superintendent	One Call System/ Email/ Text/ Facebook/ Website	7/16/20	7/17/20
<b>Overview of the school district health and safety plan</b>	Community Members/ Parents	Peter Supko-Superintendent	School Board Meetings	June/July/August 2020	August 2020
<b>Transportation schedules/Wearing of face coverings/Social distancing/symptoms</b>	Parents/Students/Staff	Peter Supko-Superintendent	District Letter/ Website/ Facebook	July/August 2020	August 2020
<b>Parent Survey on Instructional Models</b>	Parents of district students	Bronson Stone – Superintendent	One Call/Website/Mail	December 2020	January 2021
<b>Parent Survey/Selection of Instructional Model</b>	Parents of district students	Bronson Stone – Superintendent	One Call/Website/Mail	January 2021	Feb. 2021

## Health and Safety Plan Summary: (Susquehanna Community School District)

Anticipated Launch Date: (July 16, 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>To ensure the building is cleaned and ready to safely welcome staff and students the head of maintenance will develop cleaning protocols and checklists for custodial and maintenance staff. Head of maintenance will ensure that every evening a deep clean will take place using Vital Oxide (eliminates COVID, mold, mildew) through an electrostatic sprayer.</p> <p>During the day, all restrooms, doorknobs, walls, water fountains (touchless), and hallways will be cleaned and disinfected 2x per day for a total of 3 cleanings per day. During the time between lunches, all tables, bleachers, and hallways (wherever students are eating) will be cleaned and disinfected. During class changes desks will be cleaned/wiped down. PPE equipment will be ordered according to CDC recommendations. Windows and doors will be opened to let in fresh air when feasible. HVAC can be set remotely and be adjusted to let in more fresh air as needed. All maintenance, cafeteria staff, and administrators will be trained the 2<sup>nd</sup> week of August live, in person, if we are in the Yellow or Green phase; if we are in the Red phase training will take place virtually through Zoom and for any members who are absent from the live training. Teaching and support staff will be trained the 3<sup>rd</sup> week of August. Written protocols will be</p>

Requirement(s)	Strategies, Policies and Procedures
	developed and implemented.

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Classrooms/learning spaces may be cleared of unnecessary items such as filing cabinets, small group instruction tables, and any other item that would hinder our ability to socially distance the student and teacher desks. There will be 6 feet between student desks and the teacher desk when feasible. Face coverings will be worn at all times by students and staff except when eating/drinking, recess, PE and face covering breaks. Desks will be in rows and classrooms will be limited to 25 or fewer occupants except when communal spaces are used. In K-4 the elementary students will limit travel by having a single teacher and hallway access will be staggered when classes need to access it for lunch and specials classes. We will limit 5<sup>th</sup> and 6<sup>th</sup>-grade movement to the maximum extent feasible and all students will stay to the right in the hallways keeping the center of it open. In high school, hallway traffic will stay to the right leaving the middle of it open. Lockers will be staggered to keep grade levels separate to ensure social distancing to the greatest extent possible. There will also be designated locker access times for grade levels. Cafeterias will add tables to increase social distancing and students will sit every other seat and staggered across from each other. Students will be assigned seats and called to the serving line as a table to prevent congregating. In addition, other spaces like bleachers and the lobby/ gym will be used to distance students during lunch.</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Communal spaces within the building will promote social distancing. There will be expanded options for classrooms that are large and approaching social distancing capacities, such as</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>the auditorium, gymnasium, and outdoor communal areas. No assemblies will take place along with no gatherings in the auditoriums that exceeds 20% of the indoor capacity. Classes may utilize the outdoor communal areas during warm weather months and have lunch outdoors.</p> <p>Hygiene practices will follow the CDC recommendations and signs will be posted on how to properly wash hands and how to stop the spread of germs. Teachers will teach hygiene daily until procedures are down and review weekly thereafter. Handwashing will take place several times per day and hand sanitizers will be in all classrooms/ bathroom exits/hallways. Students will be encouraged to take enough tissues for a class period.</p> <p>Recess will be outside and socially distanced to the maximum extent feasible. Physical education classes will reduce the sharing of equipment to the maximum extent feasible and will limit the physical closeness of students while focusing on skill-building instead of competition.</p> <p>Student transportation, to meet social distancing guidelines, will have the same family members sitting together, and two students per seat when feasible, face coverings will be required on the bus. Three extra buses may be added to the runs to account for the reduction in bus seating (from 3 to 2 per seat). Parents will be encouraged to drop off and pick up their students.</p> <p>Any person age 2 up must be masked, per the DOH Order on 7/2/2020 and updated on 8/17/2020 and 11/17/2020. All visitors will be thermally scanned for temperature upon entering the building. Outside service providers and volunteers will be limited to the maximum extent feasible and will be required to</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>be temperature screened and complete a questionnaire screening. Students with documented special medical conditions may not be required to wear face coverings.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to the school</b></p>	<p>The district will implement a check at home procedure for employees and staff. Employees will take their temperature at home before coming to school and will self-report any symptoms/fever. Parents will be asked to take temperatures of their student(s) before school daily. Parents will be supplied with the CDC list for symptoms. Those with a fever &gt;100.4°F and other COVID-19 symptoms will be told to remain home until fever-free without fever-reducing medication for 24 hours and to follow up with their primary care provider as needed. Those testing negative (physician note required) will need to be fever-free for 24 hours (standard protocol) and follow through with any other school nurse recommendations. The CDC recommends a 14-day quarantine, post-exposure to a known COVID-19 positive individual, to include all household members. An option exists for a 10-day quarantine without testing or a seven-day quarantine with a negative test on or after day-five of quarantine as long as the person doesn't develop symptoms. The school nurse will follow up with the student by conducting a school reentry screening. Bus drivers will do a quick visual assessment check upon pickup and will notify the transportation office in person with any suspected ill students. Also, any student without a face covering will be given one. Homeroom teachers will conduct a visual assessment daily and supply a face covering immediately to a student exhibiting COVID-19 related symptoms. They will contact the health office and send the student for an assessment.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Nurses may conduct visits to classrooms randomly to check temperatures.</p> <p>The procedure for quarantine of a staff member would be to immediately self-isolate, contact the school nurse, and then proceed home. They will also be asked to follow up with their physician. Students will be quarantined in a separate room supervised by the nurse/aide and will immediately be picked up by a parent/emergency contact. The school nurse and building principal will be responsible for making decisions regarding quarantine in the school should any symptoms be present. Any student/staff that is confirmed to have COVID-19 must be fever free for 24 hours without the use of fever-reducing medicine with improvement in respiratory symptoms and 14 days have passed since symptoms first appeared. We will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the parent in touch with the appropriate main office. Long-term absences will be reviewed by the health office/building principal/special education supervisor to determine accommodations/specialized instruction that may be needed in the home/hospital setting.</p> <p>Any changes to the Health and Safety Plan will result in families being notified via a phone call, email/text, and posting on the district website. Any confirmed case of COVID-19, the school community will be informed that evening within 24 hours through our all call system/email/text. Deep cleaning takes place every evening to mitigate contact spreading. At the direction of the DOH, a possible short-term closing may be necessary due to possible exposure.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies, and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Students and staff with documented health conditions that prohibit the use of a face covering may not be required to wear one. Students and staff at high risk will be recommended to wear a face shield and/or mask if feasible. Parents/guardians of high-risk students will be contacted to determine how to meet their needs. Frequent check-ins by the nurse will occur and parents, based on survey results, will be contacted if there is a concern. Students with higher risk will be allowed to leave and arrive at classes at separate times to avoid times in the hallways during bell changes at the high school level. Students with higher risk may be provided with online learning options. Alternative meal locations will be an option for at-risk students. Staff with higher risk probabilities will be allowed to stay at a stagnant location in the classroom as opposed to moving around the classroom.</p> <p>Any person age 2 and up must be face covered per the DOH Order on 7/2/2020, 8/17/2020, and 11/17/2020. <a href="#">Updated Mask Mandate- 11/20/2020.</a> The order reflects guidance from the CDC. In Section 3: Exceptions to Covering Requirement addresses “not otherwise feasible”. If wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition, or a disability. They must have a medical or mental condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in a school. Everyone must wear face coverings when on the sidelines, in the dugout, etc. as well. Cafeteria staff must wear face coverings while cooking and serving. Exceptions for students and staff include: eating and drinking, and face covering breaks.</p> <p>The district will work with its substitute provider to ensure enough substitutes are available in the event of staff illness. At</p>

Requirement(s)	Strategies, Policies, and Procedures
	<p>the elementary level, alternative staffing solutions are available to place a certified educator in each class if the need arises by canceling special classes, remedial classes, etc. School counselors will provide services to students while in school and at home, as was accomplished during the district's Formal Continuity of Education Plan. Building principals will rotate highly qualified substitutes and non-instructional staff to ensure no one class or group of students misses back to back classes, when feasible if an educator is out sick or quarantined. Class coverage schedules will be created by each principal to support the rotation of teacher and non-instructional employees and substitutes.)</p>

**ASSURANCE FOR TEMPORARY ADJUSTMENTS TO  
CLASSROOMS during COVID-19 Pandemic**

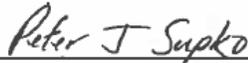
**School Year: 2020-2021**

A school district or intermediate unit must submit this assurance if it adds or moves a classroom or other instructional space in response to the COVID-19 pandemic. The **Susquehanna Community School District** assures the Pennsylvania Department of Education (PDE) that it will comply with the requirements of 22 Pa. Code §14.144, and with the policies and procedures of PDE when adding or moving classroom or other instructional space in response to the COVID-19 pandemic. This space is needed to respond to the COVID-19 pandemic, which impacts the students' health or safety, and to follow PDE's Guidance for Phased Reopening of Pre-K to 12 Schools' protocols for classroom/learning space occupancy.

The school district or intermediate unit assures PDE that the new or moved classroom or other instructional space:

- Is comparable to that provided to students without disabilities.
- Is appropriate with respect to the needs of students with disabilities.
- Is maintained as close as appropriate to the ebb and flow of usual school activities.
- Is located where noise will not interfere with instruction.
- Is located only in space that is designed for purposes of instruction.
- Is readily accessible.
- Is composed of at least 28 square feet per student.

This temporary set-up is for the 2020-2021 school year only, during the COVID-19 pandemic response. School districts and intermediate units must follow the process for permanent changes by completing the established Special Education Plan Revision Notice. PDE may direct revisions or changes to the temporary classroom or instructional space at any time.



\_\_\_\_\_  
Superintendent/Executive Director or his or her Designee

  
\_\_\_\_\_  
Signature

8/4/2020  
Date

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(Susquehanna Community School District)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(December 2, 2020)**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(January 6, 2021)**

By:

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*(Signature\* of Board President)*

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*(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.