Phased School Reopening
Health and Safety Plan Template

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: Fleetwood Area 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).

☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

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

Fleetwood Area School District recognizes that the decision to re-open needs to be based on data related to COVID-19. The specific county data points that the district is using include the following:

- 14 Day Total (per 100,000 residents) - This is the number of new cases over the past 14 days

- PCR Testing Positivity Rate - This is the percent of positive COVID-19 test results out of total number of tests over the past 7 days.

- Incident Rate (per 100,000 residents) - This is the number of confirmed cases in the most recent 7-day period/county population x 100,000

All of this information is available through the Pennsylvania Department of Health's website
https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx

These data points will be utilized to help guide the Fleetwood Area School District in making the decision to operate school in a green, yellow, or red phase. The chart below serves as a guideline only.

Phase	Risk	Learning Model
Green	Low/No Spread as indicated by the 7 day Incident Rate being below 10 and a PCR Positivity Rate below 5%	Full-Time in Person
Yellow	Moderate Spread as indicated by the 7 day Incident Rate being between 10 and 50 and/or a PCR Positivity Rate between 5% and 7.5%	Hybrid
Red	Substantial Spread as indicated by the 7 day Incident Rate being above 50 and/or a PCR Positivity Rate above 7.5%	Full Online

Decisions will be made based on at least four consecutive weeks' worth of data. Additionally, FASD reserves the right to adjust phases at any time due to extenuating circumstances.

The District will monitor this data on a weekly basis. Educational decisions will be made on a trend basis of these statistics. It may be necessary to adjust this data metric if additional guidance or clarity is provided.

Additionally, we will work in collaboration with health officials at Penn State Health to help interpret the data trends.

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 and 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)
Dr. Greg M. Miller	Pandemic Coordinator	Both
Dr. Amaal Awadalla	Administrator	Both
Heidi Orth	Business Manager	Both
Casey Moser	Supervisor of Human Resources	Both

Dr. Gangi Cuiccuffo	Director of Curriculum and Assessment	Both
Kerry Strickler	Facilities Director	Both
Gwynn Bollinger	Director of Special Education	Development
Steve Herman	High School Principal	Development
Tom Salpino	High School Assistant Principal	Development
Dr. Natalie Lytle	Middle School Principal	Development
Kevin Handerhan	Middle School Assistant Principal	Development
Chris Redding	Elementary Principal	Development
Michelle Zellner	Elementary Principal	Development
Thomas DeAngelo	Technology Director	Development
Jennifer Wilinsky	Food Service Director	Development
Matthew Diehl	Athletic Director	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?

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	- Provide training to all staff on COVID-19 including cleaning related training for custodial staff - Nightly disinfecting of all areas including cleaning of all touch points in all areas including desks and chairs. - All spaces cleaned with electrostatic cleaner nightly - Ensure the following areas are cleaned hourly throughout the day. - Bathrooms - Common area touch points including but not limited to doorknobs, copiers, and counters, etc. - Desks and surfaces in classrooms to be cleaned upon new groups of students entering the room. Teachers will teach students how to wipe their desks and chairs prior to leaving the classroom. This is especially important for secondary classes where multiple students use one desk throughout the day. - Water fountains will not be available, but rather turned off and bagged to be out of service. Students will need to be prepared to bring water for the entire school day and unable to share drinks.	- Provide training to all staff on COVID-19 including cleaning related training for custodial staff - Nightly disinfecting of all areas including cleaning of all touch points in all areas including desks and chairs. - All spaces cleaned with electrostatic cleaner nightly - Ensure the following areas are cleaned hourly throughout the day. - Bathrooms - Common area touch points including but not limited to doorknobs, copiers, and counters, etc. - Desks and surfaces in classrooms to be cleaned upon new groups of students entering the room. Teachers will teach students how to wipe their desks and chairs prior to leaving the classroom. This is especially important for secondary classes where multiple students use one desk throughout the day. - Water fountains will not be available, but rather turned off and bagged to be out of service. Students will need to be prepared to bring water for the entire school day and unable to share drinks.	Facilities Director Building Principals	PPE Cleaning supplies Electrostatic Sprayers	Yes

	• The HVAC system will be run longer throughout the day and evenings to help with fresh air exchange. • Utilize touchless garbage cans. • Provide hand sanitizer in all classrooms, offices, and other high traffic areas throughout the buildings. • Additional custodial staff provided during day shift to help with cleaning throughout the day. • Provide teachers with gloves, disinfecting wipes, spray bottles and paper towels to allow for cleaning of desks and materials between students. • Disinfecting wipes will be available in all classrooms, offices, computer labs, lobbies, and other common areas. • All buses cleaned and disinfected between runs. • Bus roof vents and windows open for additional air circulation.	• The HVAC system will be run longer throughout the day and evenings to help with fresh air exchange. • Utilize touchless garbage cans. • Provide hand sanitizer in all classrooms, offices, and other high traffic areas throughout the buildings. • Additional custodial staff provided during day shift to help with cleaning throughout the day. • Provide teachers with gloves, disinfecting wipes, spray bottles and paper towels to allow for cleaning of desks and materials between students. • Disinfecting wipes will be available in all classrooms, offices, computer labs, lobbies, and other common areas. • All buses cleaned and disinfected between runs. • Bus roof vents and windows open for additional air circulation.	Brandywine Transportation		Yes
Other cleaning, sanitizing, disinfecting, and ventilation practices	**Emergency Response** In the event of a symptomatic or confirmed COVID-19 case, the area(s)/materials used by the student or staff member will be closed for 24 hours when possible and deep cleaned using the electrostatic cleaner.	**Emergency Response** In the event of a symptomatic or confirmed COVID-19 case, the area(s)/materials used by the student or staff member will be closed for 24 hours when possible and deep cleaned using the electrostatic cleaner.	Facilities Director Building Principals	PPE Cleaning supplies Electrostatic Sprayers	Yes

	The established quarantine space and bus (if student was transported) will also need to be cleaned with electrostatic cleaner prior to students and staff returning to school. Additional guidance will be sought from the Pennsylvania Department of Health. School closure for deep cleaning may be necessary. **Note for Blended Model:** If we are in a blended learning model Wednesdays would provide an opportunity for deep cleaning of all spaces.	The established quarantine space and bus (if student was transported) will also need to be cleaned with electrostatic cleaner prior to students and staff returning to school. Additional guidance will be sought from the Pennsylvania Department of Health. School closure for deep cleaning may be necessary.			

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?

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)

* **Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	We will try to continue in person instruction with the additional safety measures listed below. However, a blended model may need to be utilized. This would limit half of the students to attend on Monday and Tuesday and the other half attending on Thursday and Friday. On the off days students would be assigned virtual learning activities to complete and a building deep cleaning would be done on Wednesdays.
	
	Additionally, a complete virtual option will be available.
	
	In Person Five Days a Week Model or Blended Model.
	
	Classroom Configuration
	• Classroom seating configurations will be altered to provide the maximum social distancing with 6 feet of separation.
	• Tape should be placed on the floor to mark desk locations to ensure the desks remain 6 feet apart throughout the day.
	• Removal of non-essential furniture/equipment to ensure social distancing (ie. Computer stations, rugs, extra tables, kidney-shaped tables).
		In person instruction will occur 5 days a week for all students with safety measures as listed below.
		
		Additionally, a completely virtual option will be available.
		
		Classroom Configuration
		• Classroom seating configurations will be altered to provide the maximum social distancing with 6 feet of separation.
		• Tape should be placed on the floor to mark desk locations to ensure the desks remain 6 feet apart throughout the day.
		• Removal of non-essential furniture/equipment to help with social distancing (ie. computer stations, rugs, extra tables, kidney-shaped tables)
		• All seats will be forward facing in rows, where feasible.
		• Small group/station rotation
		  • Teachers and Paraprofessionals must wear a face shield provided by the district or mask.
		  • Seating must be 6 feet apart for each student and adult in the room.
		  • No sitting on the floor.
		• Cooperative learning can only be implemented if students
			Building Principals		Yes

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)
	• All seats will be forward facing in rows, where feasible. • Small group/station rotation • Teachers and Paraprofessionals must wear a face shield or mask • Seating must be 6 feet apart for each student and adult in the room • No sitting on the floor • Cooperative learning can only be implemented if students are at least 6 feet apart or via computer within the classroom.	are at least 6 feet apart or via computer within the classroom			
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	• Provide other options for lunch in addition to the cafeteria to spread students out o Grab and Go lunch into classrooms to eat • Utilize multiple locations to pick up food or, when feasible, deliver to classrooms. • Breakfast will be Grab and Go, with students practicing social distancing.	with the following guidelines. • Tables in cafeteria will be spaced out and additional spaces will be used to ensure social distancing. • Seat students following social distancing guidelines. • Grab and Go lunches will be utilized. • To limit touch points, keypads will not be used nor will cash. • Utilize multiple locations to pick up food to limit gatherings. • Breakfast be Grab and Go, with students practicing social distancing.	Building Principals Director of Food Services		

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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand sanitizer placed in every classroom, common area and all other instructional spaces. • Students will be encouraged to use hand sanitizer or to wash their hands upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom.	Hand sanitizer will be provided in every classroom, common area, and all other instructional spaces • Students will be encouraged to use hand sanitizer or to wash their hands upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom.	Building Principals	Instructional video on hand washing	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering building.	Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering building	All Administrators	Signage/Posters	
* Identifying and restricting non-essential visitors and volunteers	No visitors or volunteers allowed	Essential visitors and volunteers will be allowed only as deemed necessary by building administrator with health pre-screening.	Building Principals		
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	• No use of playground equipment • No shared equipment • Limit recess to walking clubs, reading, and other noncontact socially distant games	• No use of playground equipment • No shared equipment • Limit recess to walking clubs, reading, and other noncontact socially distant games	Building Principals	Individual Equipment	Yes

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)
Limiting the sharing of materials among students	• Materials must be cleaned between uses. • Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual. • Students in grades k-2 will be provided an I-Pad and students in grades 3-12 will be provided Chromebook to eliminate the need to share computers.	• Materials must be cleaned between uses. • Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual. • Students in grades k-2 will be provided an I-Pad and students in grades 3-12 will be provided Chromebook to eliminate the need to share computers.	Building Principal	Cleaning Materials	Yes
Staggering the use of communal spaces and hallways	Students will be reminded to wear masks prior to any transitions where social distancing will not be feasible. During transitions doors will be propped open to limit touch points. Hallway Transitions • Elementary School: Single file two way traffic with everyone walking on the right side of the hall • Middle School: One way traffic patterns will be utilized when appropriate and students will move among core classes in a staggered manner to minimize the number of students in the hall.	Students will be reminded to wear masks prior to any transitions where social distancing will not be feasible. During transitions doors will be propped open to limit touch points. Hallway Transitions • Elementary School: Single file two way traffic with everyone walking on the right side of the hall • Middle School: One way traffic patterns will be utilized when appropriate and students will move among core classes in a staggered manner to minimize the number of students in the hall.	Building Principals Director of Food Services	Cleaning Materials	

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)
	• High School: One way travel within the building • Doors will be propped open to limit shared touchpoints. Morning Arrival • Upon arrival, buses will be unloaded immediately and students will be sent to classrooms. • Doors will be propped open to limit shared touchpoints. • All students, as they arrive, will be sent directly to their classroom • Staff members utilized to help direct students to help limit congregating Dismissal • Elementary School: Staggered dismissal • Middle School: Students will be dismissed through different doors to go to the buses; buses will be spread out around the building. • High School: Staggered dismissal following outlined one way traffic pattern • Doors will be propped open to limit shared touchpoints. Bathrooms • Restrict bathroom usage to no more than two people at a time	• High School: One way travel within the building • Doors will be propped open to limit shared touchpoints. Morning Arrival • Upon arrival, buses will be unloaded one bus at a time. • Doors will be propped open to limit shared touchpoints. • All students, as they arrive, will be sent directly to their classroom. • Staff members utilized to help direct students to limit congregating. Dismissal • Elementary School: Staggered dismissal • Middle School: Students will dismissed through different doors to go to the buses, buses will be spread out around the building • High School: Staggered with a one way traffic pattern • Doors will be propped open to limit shared touchpoints. Bathrooms • Restrict bathroom usage to no more than two people at a time and designate spots on the floor for students to wait			

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)
	and designate spots on the floor for students to wait while practicing social distancing.	while practicing social distancing.			
Adjusting transportation schedules and practices to create social distance between students	• Bus rosters maybe adjusted to limit the number of students on buses. • Students should be seated with family members when possible. • Seating should occur to allow one student per seat before going to two per seat. • High School parking pass fee will be waived to encourage student drivers and lessen the number of students on buses. • Staff who have students who attend school in the building that they work may bring their student to school with them during the pandemic to lessen the number of students on buses. • Survey parents to see who will be utilizing transportation to help with the distribution of students on buses.	• Bus rosters maybe adjusted to limit the number of students on buses • Students should be seated with family members when possible • Seating should occur to allow one student per seat before going to two per seat • High School parking pass fee will be waived to encourage student drivers and lessen the number of students on buses • Staff who have students who attend school in the building that they work may bring their student to school with them during the pandemic to lessen the number of students on buses. • Survey parents to see who will be utilizing transportation to help with the distribution of students on buses.	Business Manager	Cleaning Supplies	Yes Provided by Contractor
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Large Group Gatherings • No gatherings • No combining of classes or groups Elementary Specials	• No gatherings larger than 250 outside and 25 inside with social distancing. • No combining of classes or groups Elementary Specials	Building Principals		

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)
	• All special area classes will meet in the grade level classrooms. High School • Students will follow their day 5 and day 6 schedule (block days) to limit the number of transitions and the number of classes students are in per day.	• All special area classes will meet in the grade level classrooms. High School • Students will follow their day 5 and day 6 schedule (block days) to limit the number of transitions and the number of classes students are in per day.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Coordinate communications with child care centers on cleaning protocols and changes to procedures.	Coordinate communications with child care centers on cleaning protocols and changes to procedures.	Assistant Superintendent		
Other social distancing and safety practices	Field Trips • There will be no optional field trips throughout the pandemic. Meetings • 6 feet of separation • No more than 25 people • Virtual meetings will be encouraged Office Areas • Offices should provide at least 6 feet of separation between workspaces	Field Trips • There will be no optional field trips throughout the pandemic. Meetings • All meetings need to follow social distancing guidelines. • 6 feet of separation • No more than 25 people • Virtual meetings can be held when social distancing cannot be accomplished. Office Areas	All Administrators		

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)
	• Shared workspaces and equipment should be limited as much as possible with cleaning between usage	• Offices should provide at least 6 feet of separation between workspaces • Shared workspaces and equipment should be limited as much as possible with cleaning between usage			

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 to 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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

* **Monitoring students and staff for symptoms and history of exposure**	• Advise parents to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to school.
	• Advise staff to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to work.
	• As needed, monitoring of individuals becoming ill during the school day will be done in the health room.
	• Identify students and staff at higher risk.
	• Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
	• Allow more flexibility for student and staff attendance.
	• Closely monitor daily absence rates of students and staff.
	   o Principals will monitor absences by class to identify trends.
		• Advise parents to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to school.
		• Advise staff to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to work.
		• As needed, monitoring of individuals becoming ill during the school day will be done in the health room.
		• Identify students and staff at higher risk.
		• Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
		• Allow more flexibility for student and staff attendance.
		• Closely monitor daily absence rates of students and staff.
		   o Principals will monitor absences by class to identify trends.
			Building Principals	Self-Screening and Reporting Tools/Procedures	Yes

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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Isolation areas will be provided near each health room for students or staff to be quarantined until they can be picked up and are expected to seek medical attention.	Isolation areas will be provided near each health room for students or staff to be quarantined until they can be picked up and are expected to seek medical attention.	Building Principals	Isolation Area	Yes
* Returning isolated or quarantined staff, students, or visitors to school	Students and staff will be readmitted after they have been cleared by their physician with a medical note or a negative COVID-19 test.	Students and staff will be readmitted after they have been cleared by their physician with a medical note or a negative COVID-19 test.	Building Principals		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The Superintendent will notify all parents and staff of changes to the safety protocols and school closure via the messaging system, email, and the website.	The Superintendent will notify all parents and staff of changes to the safety protocols and school closure via the messaging system, email, and the website.	Superintendent		

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)
Other monitoring and screening practices	• All students and staff exhibiting symptoms during the school day will be assessed by the school nurse. • For confirmed COVID-19 cases or exposure the Pennsylvania Department of Health will be contacted for further guidance. • Staff and student families exposed to confirmed cases will be notified while maintaining confidentiality. • Parents need to notify the building principal if their child has tested positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19. • Staff need to notify their direct supervisor if they test positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19.	• All students and staff exhibiting symptoms during the school day will be assessed by the school nurse. • For confirmed COVID-19 cases or exposure the Pennsylvania Department of Health will be contacted for further guidance. • Staff and student families exposed to confirmed cases will be notified while maintaining confidentiality. • Parents need to notify the building principal if their child has tested positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19. • Staff need to notify their direct supervisor if they test positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19.	Building Principals		

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	• Advise daily self-monitoring of students and staff prior to coming to school. • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. • Adopt flexible attendance policies for students. • Educate parents on the availability of a completely virtual option. • Encourage high risk staff to work with HR on available options. • Students will be able to utilize Zoom to view classroom instruction when they are out for a short term absence of more than 3 days to allow them to continue their learning remotely.	• Advise daily self-monitoring of students and staff prior to coming to school. • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. • Adopt flexible attendance policies for students. • Educate parents on the availability of a completely virtual option. • Encourage high risk staff to work with HR on available options. • Students will be able to utilize Zoom to view classroom instruction when they are out for a short term absence of more than 3 days to allow them to continue their learning remotely.	Supervisor of Human Resources Building Principals		
* Use of face coverings (masks	In accordance with the order from the Governor's Office, a mask	In accordance with the order from the Governor's Office, a mask	Supervisor of Human Resources	Masks Face Shields	

or face shields) by all staff	and/or face shield covering your mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet. Masks will be provided for all staff. Face shields will be provided for all instructional staff and available to the rest of the staff. Masks from home are appropriate. No person may enter a building without a mask. Signs will be placed at each entrance. Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodations with HR.	and/or face shield covering your mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet. Masks will be provided for all staff. Face shields will be provided for all instructional staff and available to the rest of the staff. Masks from home are appropriate. No person may enter a building without a mask. Signs will be placed at each entrance. Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodations with HR.	Building Principals		
* Use of face coverings (masks or face shields) by older students (as appropriate)	In accordance with the order from the Governor's Office, all students are expected to wear face masks when on school buses, on school property both in and out of school. Students may, however, remove their face coverings when they are eating or drinking when spaced at least 6 feet apart. Additionally, five minute face covering breaks will be provided throughout the school day when students are seated at desks or assigned work spaces at least 6 feet apart or engaged in an activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). The recommendations is that breaks be provided once per	In accordance with the order from the Governor's Office, all students are expected to wear face masks when on school buses, on school property both in and out of school. Students may, however, remove their face coverings when they are eating or drinking when spaced at least 6 feet apart. Additionally, five minute face covering breaks will be provided throughout the school day when students are seated at desks or assigned work spaces at least 6 feet apart or engaged in an activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). The recommendations is that breaks be provided at least once	Building Principal		

	period at the secondary level and once per hour at the elementary level. Any student who cannot wear a mask or face shield due to a documented medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will be provided a face shield. While we will expect students to come to school with a mask, a mask will be provided if necessary.	per period at the secondary level and at least once per hour at the elementary level. Any student who cannot wear a mask or face shield due to a documented medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will be provided a face shield. While we will expect students to come to school with a mask, a mask will be provided if necessary.			
Unique safety protocols for students with complex needs or other vulnerable individuals	IEPs or 504 Service Plans will be developed/revised in collaboration to provide health and safety provisions for students with complex needs/vulnerable individuals.	IEPs or 504 Service Plans will be developed/revised in collaboration to provide health and safety provisions for students with complex needs/vulnerable individuals.	Building Principal Director of Special Education		
Strategic deployment of staff	• Hiring of building subs to provide class coverage as needed • Additional day shift custodians to help with daytime cleaning needs	• Hiring of building subs to provide class coverage as needed • Additional day shift custodians to help with daytime cleaning needs	All Administrators		

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
COVID-19 Safe Schools Courses	FASD Staff	Dr. Amaal Awadalla Assistant Superintendent	Online Training	Safe Schools	August 7, 2020	August 28, 2020
Hand Washing	FASD Staff Students and Parents	Dr. Amaal Awadalla Assistant Superintendent	Video	Video	August 31, 2020	September 4, 2020
Staff Self Screening	FASD Staff	Dr. Amaal Awadalla Assistant Superintendent	Staff Meeting	Handouts	August 7, 2020	August 28, 2020
Custodial Cleaning Procedures	Custodial Staff	Kerry Strickler Facilities Director	Staff Meeting	Procedure Card	August 7, 2020	August 7, 2020
Building Procedures	Building Staff	Building Principals	Staff Meeting	Handouts	August 26, 2020	August 27, 2020
Implementation of Health and Safety Plan	All Staff	Dr. Amaal Awadalla Assistant Superintendent	Staff Meeting	Handouts	August 26, 2020	August 27, 2020

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
Parent COVID Focus Group	Parents	Dr. Greg Miller Superintendent	Meeting	June 23, 2020	June 23, 2020
Staff COVID Focus Group	Staff	Dr. Greg Miller Superintendent	Meeting	June 23, 2020	June 23, 20202
Preliminary Plan and Survey	Parents and Staff	Dr. Greg Miller Superintendent	Document with Online Survey	July 10, 2020	July 15, 2020
Board of Directors Health and Safety Plan Update	Parents and Staff	Dr. Greg M. Miller	Document	July 21, 2020	July 21, 2020
Health Plan FAQ Document		Dr. Greg M. Miller	Document	July 24, 2020	July 24, 2020
Return to School Survey	Parents and Staff	Dr. Greg M. Miller	Online Survey	July 24, 2020	July 24, 2020

Health and Safety Plan Summary: Fleetwood Area School District

Anticipated Launch Date: July 22

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

* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<u>Safety Measures in Place for Both Yellow and Green Phases</u>
	• Provide training to all staff on COVID-19 including cleaning related training for custodial staff
	• Nightly disinfecting of all areas including cleaning of all touch points in all areas including desks and chairs.
	• All spaces cleaned with electrostatic cleaner nightly
	• Ensure the following areas are cleaned hourly throughout the day.
	    ○ Bathrooms
	    ○ Common area touch points including but not limited to doorknobs, copiers, and counters, etc.
	• Desks and surfaces in classrooms to be cleaned upon new groups of students entering the room. Teachers will teach students how to wipe their desks and chairs prior to leaving the classroom. This is especially important for secondary classes where multiple students use one desk throughout the day.
	• Water fountains will not be available, but rather turned off and bagged to be out of service. Students will need to be prepared to bring water for the entire school day and unable to share drinks.
	• The HVAC system will be run longer throughout the day and evenings to help with fresh air exchange.
	• Utilize touchless garbage cans.
	• Provide hand sanitizer in all classrooms, offices, and other high traffic areas throughout the buildings.
	• Additional custodial staff provided during day shift to help with cleaning throughout the day.
	• Provide teachers with gloves, disinfecting wipes, spray bottles and paper towels to allow for cleaning of desks and materials between students.

Requirement(s)	Strategies, Policies and Procedures
	• Disinfecting wipes will be available in all classrooms, offices, computer labs, lobbies, and other common areas. • All buses cleaned and disinfected between runs. • Bus roof vents and windows open for additional air circulation. **Emergency Response** • In the event of a symptomatic or confirmed COVID-19 case, the area(s)/materials used by the student or staff member will be closed for 24 hours when possible and deep cleaned using the electrostatic cleaner. • The established quarantine space and bus (if student was transported) will also need to be cleaned with electrostatic cleaner prior to students and staff returning to school. • Additional guidance will be sought from the Pennsylvania Department of Health. • School closure for deep cleaning may be necessary.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible** * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms** * **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	<u>**Within the Green Phase**</u> In person instruction will occur 5 days a week for all students with safety measures as listed below. Additionally, a completely virtual option will be available. Classroom Configuration • Classroom seating configurations will be altered to provide the maximum social distancing with 6 feet between students. • Tape should be placed on the floor to mark desk locations to ensure the desks remain 6 feet apart throughout the day. • Removal of non-essential furniture/equipment to help with social distancing (ie. computer stations, rugs, extra tables, kidney-shaped tables) • All seats will be forward facing in rows, where feasible. • Small group/station rotation

Requirement(s)	Strategies, Policies and Procedures
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	• Teachers and Paraprofessionals must wear a face shield provided by the district or mask. • Seating must be 6 feet apart for each student and adult in the room. • No sitting on the floor. • Cooperative learning can only be implemented if students are at least 6 feet apart or via computer within the classroom Cafeteria/Lunch • Tables in cafeteria will be spaced out and additional spaces will be used to ensure social distancing. • Seat students following social distancing guidelines. • Grab and Go lunches will be utilized. • To limit touch points, keypads will not be used nor will cash. • Utilize multiple locations to pick up food to limit gatherings. • Breakfast will be Grab and Go, with students practicing social distancing. Hand Sanitizer • Hand sanitizer will be provided in every classroom, common area, and all other instructional spaces • Students will be encouraged to use upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom. Signage • Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering building Visitors and Volunteers • Essential visitors and volunteers will be allowed only as deemed necessary by building administrator with health pre-screening. Recess • No use of playground equipment • No shared equipment • Limit recess to walking clubs, reading, and other noncontact socially distant games Instructional Materials • Materials must be cleaned between uses.

Requirement(s)	Strategies, Policies and Procedures
	• Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual. • Students in grades k-2 will be provided an I-Pad and students in grades 3-12 will be provided Chromebook to eliminate the need to share computers. Students will be reminded to wear masks prior to any transitions where social distancing will not be feasible. During transitions doors will be propped open to limit touch points. Hallway Transitions • Elementary School: Single file two way traffic with everyone walking on the right side of the hall • Middle School: One way traffic patterns will be utilized when appropriate and students will move among core classes in a staggered manner to minimize the number of students in the hall. • High School: One way travel within the building. • Doors will be propped open to limit shared touchpoints. Morning Arrival • Upon arrival, busses will be unloaded one bus at a time. • All students, as they arrive, go directly to their classroom. • Staff members utilized to help direct students to limit congregating. • Doors will be propped open to limit shared touchpoints. Dismissal • Elementary School: Staggered dismissal • Middle School: Students will dismissed through different doors to go to the buses, buses will be spread out around the building • High School: Staggered with a one way traffic pattern • Doors will be propped open to limit shared touchpoints. Bathrooms • Restrict bathroom usage to no more than two people at a time and designate spots on the floor for students to wait while practicing social distancing. Transportation • Bus rosters maybe adjusted to limit the number of students on buses

Requirement(s)	Strategies, Policies and Procedures
	• Students should be seated with family members when possible • Seating should occur to allow one student per seat before going to two per seat • High School parking pass fee will be waived to encourage student drivers and lessen the number of students on buses • Staff who have students who attend school in the building that they work may bring their student to school with them during the pandemic to lessen the number of students on buses. • Survey parents to see who will be utilizing transportation to help with the distribution of students on buses. Large Group Gatherings • No gatherings larger than 250 outside and 25 inside with social distancing • No combining of classes or groups Elementary Specials • All special area classes will meet in the grade level classrooms. High School • Students will follow their day 5 and day 6 schedule (block days) to limit the number of transitions and the number of classes students are in per day. Field Trips • There will be no optional field trips throughout the pandemic. Meetings • All meetings need to follow social distancing guidelines. • 6 feet of separation • No more than 25 people • Virtual meetings can be held when social distancing cannot be accomplished. Office Areas • Offices should provide at least 6 feet of separation between workspaces • Shared workspaces and equipment should be limited as much as possible with cleaning between usage **Within the Yellow Phase**

Requirement(s)	Strategies, Policies and Procedures
	A blended model would be utilized which would limit half of the students to attend on Monday and Tuesday and the other half attending on Thursday and Friday. On the off days students would be assigned virtual learning activities to complete and additional building cleaning would be done on Wednesdays.

Additionally, a complete virtual option will be available.

Blended Model

Classroom Configuration
- Classroom seating configurations will be altered to provide the maximum social distancing with as close to 6 feet.
- Tape should be placed on the floor to mark desk locations to ensure the desks remain 6 feet apart throughout the day.
- Removal of non-essential furniture/equipment to ensure social distancing (ie. Computer stations, rugs, extra tables, kidney-shaped tables).
- All seats will be forward facing in rows, where feasible.
- Small group/station rotation
  - Teachers and Paraprofessionals must wear a face shield or mask
  - Seating must be 6 feet apart for each student and adult in the room
  - No sitting on the floor
- Cooperative learning can only be implemented if students are at least 6 feet apart or via computer within the classroom.

Cafeteria/Lunch
- No more than one class in the cafeteria at a time.
- Provide other options for lunch in addition to the cafeteria to spread students out
  - Grab and Go lunch into classrooms to eat
- Utilize multiple locations to pick up food or, when feasible, deliver to classrooms.
- Breakfast will be Grab and Go, with students practicing social distancing.

Hand Sanitizer
- Hand sanitizer placed in every classroom, common areas and all other instructional spaces.
  - Students will be encouraged to use hand sanitizer or to wash their hands upon arrival, before and after lunch, after bathroom visits, and when leaving or returning to the classroom. |

Requirement(s)	Strategies, Policies and Procedures
	Signage • Proactive signage related to COVID-19 will be displayed in common areas, bathrooms, and on doors when entering building. **Visitors and Volunteers** • No Visitors or Volunteers allowed **Recess** • No use of playground equipment • No shared equipment • Limit recess to walking clubs, reading, and other noncontact socially distant games **Instructional Materials** • Materials must be cleaned between uses. • Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual. • Students will be reminded to wear masks prior to any transitions where social distancing will not be feasible. **Hallway Transitions** • Elementary School: Single file two way traffic with everyone walking on the right side of the hall • Middle School: One way traffic patterns will be utilized when appropriate and students will move among core classes in a staggered manner to minimize the number of students in the hall. • High School: One way travel within the building • Doors will be propped open to limit shared touchpoints. **Morning Arrival** • Upon arrival, buses will be unloaded immediately and students go directly to their classrooms. • All students, as they arrive, go directly to their classroom • Staff members utilized to help direct students to help limit congregating • Doors will be propped open to limit shared touchpoints. **Dismissal** • Elementary School: Staggered dismissal • Middle School: Students will be dismissed through different doors to go to the buses; buses will be spread out around the building.

Requirement(s)	Strategies, Policies and Procedures
	• High School: Staggered dismissal following outlined one way traffic pattern • Doors will be propped open to limit shared touchpoints. Bathrooms • Restrict bathroom usage to no more than two people at a time and designate spots on the floor for students to wait while practicing social distancing. Transportation • Bus rosters maybe adjusted to limit the number of students on buses. • Students should be seated with family members when possible. • Seating should occur to allow one student per seat before going to two per seat. • High School parking pass fee will be waived to encourage student drivers and lessen the number of students on buses. • Staff who have students who attend school in the building that they work may bring their student to school with them during the pandemic to lessen the number of students on buses. • Survey parents to see who will be utilizing transportation to help with the distribution of students on buses. Large Group Gatherings • No gatherings • No combining of classes or groups Elementary Specials • All special area classes will meet in the grade level classrooms. • High School • Students will follow their day 5 and day 6 schedule (block days) to limit the number of transitions and the number of classes students are in per day. Field Trips • There will be no optional field trips throughout the pandemic. Meetings • 6 feet of separation • No more than 25 people • Virtual meetings will be encouraged

Requirement(s)	Strategies, Policies and Procedures
	Office Areas • Offices should provide at least 6 feet of separation between workspaces • Shared workspaces and equipment should be limited as much as possible with cleaning between usage

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure *** Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** *** Returning isolated or quarantined staff, students, or visitors to school** **Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols**	• Advise parents to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to school. • Advise staff to perform a daily self-monitoring COVID-19 symptoms, check prior to coming to work. • As needed, monitoring of individuals becoming ill during the school day will be done in the health room. • Identify students and staff at higher risk. • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. • Allow more flexibility for student and staff attendance. • Closely monitor daily absence rates of students and staff. o Principals will monitor absences by class to identify trends. • Isolation areas will be provided near each health room for students or staff to be quarantined until they can be picked up and are expected to seek medical attention. • Students and staff will be readmitted after they have been cleared by their physician with a medical note or a negative COVID-19 test. • The Superintendent will notify all parents and staff of changes to the safety protocols and school closure via the messaging system, email, and the website. • All students and staff exhibiting symptoms during the school day will be assessed by the school nurse. • For confirmed COVID-19 cases or exposure the Pennsylvania Department of Health will be contacted for further guidance. • Staff and student families exposed to confirmed cases will be notified while maintaining confidentiality. • Parents need to notify the building principal if their child has tested positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19. • Staff need to notify their direct supervisor if they test positive for COVID 19 or if they are exposed to a person who has tested positive for COVID 19.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	• Advise daily self-monitoring of students and staff prior to coming to school. • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. • Adopt flexible attendance policies for students. • Educate parents on the availability of a completely virtual option. • Encourage high risk staff to work with HR on available options. • Students will be able to utilize Zoom to view classroom instruction when they are out for a short term absence of more than 3 days to allow them to continue their learning remotely. Staff Face Covering In accordance with the order from the Governor's Office, a mask and/or face shield covering your mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet. Masks will be provided for all staff. Face shields will be provided for all instructional staff. Masks from home are appropriate. No person may enter a building without a mask. Signs will be placed at each entrance. Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodations with HR. Student Face Covering In accordance with the order from the Governor's Office, all students are expected to wear face masks when on school buses, on school property both in and out of school. Students may, however, remove their face coverings when they are eating or drinking when spaced at least 6 feet apart. Additionally, five minute face covering breaks will be provided throughout the school day when students are seated at desks or assigned work spaces at least 6 feet apart or engaged in an activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). The recommendations is that breaks be provided at least once per period at the secondary level and at least once per hour at the elementary level. Any student who cannot wear a mask or face shield due to a documented medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will be provided a face shield.

Requirement(s)	Strategies, Policies and Procedures
	While we will expect students to come to school with a mask, a mask will be provided if necessary. IEPs or 504 Service Plans will be developed/revised in collaboration to provide health and safety provisions for students with complex needs/vulnerable individuals. Additional Staff • Hiring of building subs to provide class coverage as needed • Additional day shift custodians to help with daytime cleaning needs

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

_____

(*Signature* of Board President*)

_____

(*Print Name of Board President*)

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

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

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