



# 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.

For ease of reference, the template provided by the Pennsylvania Department of Education is in black type; the information provided by the Hampton Township School District is in blue type.

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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: Hampton Township 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.

The Hampton Township School District is working toward an in-person reopening with a green or yellow designation, as the American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school (American Academy of Pediatrics, 2020).

## 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?

During June, the District provided a survey for families to better understand their priorities as related to reopening. The District had approximately 1400 families (an approximately 85% response rate) participate in the survey. Additionally, several meetings occurred with the reopening committee to discuss and receive feedback on tentative reopening plans as they were being developed. A special school board meeting was conducted on July 20th to share preliminary planning efforts. The District distributed a second survey to the parents/guardians to obtain their reflections on the proposal, and also surveyed the faculty and staff. The Reopening Committee met to examine the data from the surveys and to refine a proposal for the reopening of school. The finalized reopening plan will be shared publicly at the August 3rd school board meeting and voted upon at the August 10th school board meeting. Both meetings will be held in person with options for parents, guardians, and staff to attend virtually. Plan updates will continue to be communicated via the District website and Infinite Campus to all families. Embedded in the plans are mitigation strategies to address safety and social distancing concerns regarding transportation, classroom instruction, and building logistics. Hampton Township School District will follow directives of the Pennsylvania Department of Education and Governor Wolf regarding school closures or other significant modifications 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). The Hampton Township School District is opening under the Learn at School / Learn at Home Hybrid Instructional Model. Additionally, all K-12 students have the option to enroll in the Hampton Online Academy, a fully online virtual platform, with a District-issued device.**
- 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 27, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Michael Loughhead	Superintendent Of Schools	Both
Dr. Rebecca Cunningham	Assistant Superintendent	Both
Dr. Jay Thornton	District Psychologist/Director of Student Services	Both
Dr. Jackie Removcik	Director of Curriculum, Instruction and Assessment	Both
Mr. Jeff Kline	Director of Administrative Services/Transportation	Both
Mr. Rick Farino	Director of Buildings & Grounds	Both
Dr. Marguerite Imbarlina	HS Principal	Both
Dr. Marlynn Lux	MS Principal	Both

<b>Dr. Amy Kern</b>	Central Principal	Both
<b>Dr. Colleen Hannagan</b>	Poff Principal	Both
<b>Dr. Laurie Tocci</b>	Wyland Principal	Both
<b>Dr. Michael Silbaugh</b>	Asst. MS Principal	Both
<b>Mr. Joshua Cable</b>	Asst. HS Principal	Both
<b>Mr. Joseph Sebestyen</b>	Asst. HS Principal	Both
<b>Ms. Denise Balason</b>	Board Member	Health & Safety Plan Development
<b>Ms. Mindy Baginski</b>	Food Service Director	Health & Safety Plan Development
<b>Ms. Kristen Baumann</b>	ABC Transportation	Health & Safety Plan Development
<b>Ms. Laura Carr</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Diana DiMaria</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Cristine Dougherty</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Dina Dunmire</b>	Teacher/HAEE President	Health & Safety Plan Development
<b>Ms. Lisa Easley</b>	Parent/Resident/District Support Staff Employee	Health & Safety Plan Development
<b>Ms. Jill Hamlin</b>	Board Member	Health & Safety Plan Development
<b>Mr. Edward Howe</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Dawn Mesnar</b>	District Custodial Employee	Health & Safety Plan Development
<b>Ms. Chiara Orsini</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Jennifer Retsch</b>	Parent/Resident	Health & Safety Plan Development
<b>Mr. Charles (Chuck) Richard</b>	District Custodial Employee	Health & Safety Plan Development
<b>Ms. Sue Roenigk</b>	Roenigk Transportation	Health & Safety Plan Development
<b>Ms. Terri Ronald</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Jennifer Rossi</b>	Parent/Resident	Health & Safety Plan Development
<b>Ms. Alison Sanders</b>	Parent/Resident	Health & Safety Plan Development
<b>Mr. Mark Schmitt</b>	Monark Transportation	Health & Safety Plan Development
<b>Mr. Aaron Silverman</b>	ABC Transportation	Health & Safety Plan Development
<b>Ms. Jill Sladic</b>	Teacher	Health & Safety Plan Development
<b>Ms. Nicole Snyder</b>	Roenigk Transportation	Health & 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:**

Hampton Township School District will align its practices with the guidance provided in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools and the Center for Disease Control (CDC) Considerations for Schools guidelines. These procedures include daily cleaning and disinfecting frequently touched surfaces and objects within the school and on school buses, specifically desks, door handles and sinks, by using multi-surface cleaner & disinfectant. Additionally, all of the HVAC systems have undergone inspection and adjustments will be made to filters and outdoor air use for ventilation.

Hampton Township School District will use available grant funds and local resources to procure adequate cleaning, sanitizing, and disinfectant supplies meeting OSHA and CDC requirements for COVID-19. Training on cleaning, sanitizing, disinfecting, and ventilation protocols will be provided to all employees, especially custodial and maintenance staff - [CDC Cleaning & Disinfecting Community Facilities](#), [CDC Cleaning & Disinfecting Your Facility](#).

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>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>Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.</p> <p>Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed.</p> <p>Custodial staff will continually disinfect areas used by students and staff during the school day.</p>	<p>Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.</p> <p>Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed.</p> <p>Custodial staff will continually disinfect areas used by students and staff during the school day.</p>	<p>Mr. Rick Farino, Building and Grounds</p> <p>Mr. Jeff Kline, Director of Administrative Services</p>	<p><a href="#">CDC Covid 19 Considerations for Schools</a></p> <p><a href="#">CDC Cleaning and Disinfecting Decision Tool</a></p> <p><a href="#">CDC/EPA Guidance for Cleaning and Disinfecting</a></p> <p><a href="#">CDC Cleaning and Disinfecting</a></p>	Y



	<p>Custodial staff will disinfect all areas used by HTSD after school activities prior to and after the activity.</p> <p>For bathrooms, water bottle fillers, and locker rooms that are being used, cleaning will occur regularly throughout the school day.</p> <p>Communal water fountains will be closed and personal water bottles and/or bottled water will be promoted.</p> <p>Custodial personnel will be assigned to clean high touch areas and materials in classrooms when students transition.</p> <p>Additional supplies will be made available for staff and students to clean shared equipment.</p> <p>Adequate supplies will be provided to support healthy hygiene behaviors, specifically:</p> <ul style="list-style-type: none"> <li>● Water, soap, hand sanitizer</li> <li>● Paper towels, facial tissues</li> <li>● Gloves (non-latex), masks (PPE that prevents</li> </ul>	<p>Custodial staff will disinfect all areas used by HTSD after school activities prior to and after the activity.</p> <p>For bathrooms, water bottle fillers, and locker rooms that are being used, cleaning will occur regularly throughout the school day.</p> <p>Communal water fountains will be closed and personal water bottles and/or bottled water will be promoted.</p> <p>Custodial personnel will be assigned to clean high touch areas and materials in classrooms when students transition.</p> <p>Additional supplies will be made available for staff and students to clean shared equipment.</p> <p>Adequate supplies will be provided to support healthy hygiene behaviors, specifically:</p> <ul style="list-style-type: none"> <li>● Water, soap, hand sanitizer</li> <li>● Paper towels, facial tissues</li> <li>● Gloves (non-latex), masks (PPE that prevents</li> </ul>		<p><u>Your Facility</u></p> <p>Cleaning and sanitizing supplies &amp; equipment (water, soap, sanitizer, towels, gloves, trashcans, posters, etc.)</p>	
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	<p>or minimizes viral transmission), face shields or goggles</p> <ul style="list-style-type: none"> <li>• EPA cleaning supplies that minimize asthmatic reactions</li> <li>• Open-faced trash cans or no-touch trash cans</li> <li>• Instructions to ensure safe and correct storage of cleaning and disinfecting products.</li> <li>• Guidance to keep personal items separated and limit sharing of personal items.</li> <li>• Appropriate classroom sanitizing supplies for student use.</li> <li>• Guidance to ensure all non-disposable food service items are minimally handled and washed with hot water and soap.</li> <li>• Periodic hygiene practice guidelines will be distributed or posted for all staff and students.</li> </ul>	<p>or minimizes viral transmission), face shields or goggles</p> <ul style="list-style-type: none"> <li>• EPA cleaning supplies that minimize asthmatic reactions</li> <li>• Open-faced trash cans or no-touch trash cans</li> <li>• Instructions to ensure safe and correct storage of cleaning and disinfecting products.</li> <li>• Guidance to keep personal items separated and limit sharing of personal items.</li> <li>• Appropriate classroom sanitizing supplies for student use.</li> <li>• Guidance to ensure all non-disposable food service items are minimally handled and washed with hot water and soap.</li> <li>• Periodic hygiene practice guidelines will be distributed or posted for all staff and students.</li> </ul>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Ensure all water systems are safe prior to reopening.</p> <p>Ensure HVAC systems (heating, ventilation, and air</p>	<p>Ensure all water systems are safe prior to reopening.</p> <p>Ensure HVAC systems (heating, ventilation, and air</p>	<p>Mr. Rick Farino, Building and Grounds</p> <p>Mr. Jeff Kline, Director of</p>	<p><a href="#">CDC Guidance for Reopening Buildings After Prolonged</a></p>	<p>N</p>

	<p>conditioning systems) are operating properly.</p> <p>Increase introduction of outdoor air as much as possible.</p> <p>Adjust settings on the Building Automation systems to maximum outside air setting.</p> <p>Use operable windows when outdoor humidity and allergen levels allow.</p> <p>Evaluate the capability of the current HVAC system to accept upgraded filters and implement where feasible.</p> <p>Upgrade filtration systems in high occupancy areas throughout the district.</p> <p>Prepare a plan for the potential need to elevate humidity levels during the winter months.</p>	<p>conditioning systems) are operating properly.</p> <p>Increase introduction of outdoor air as much as possible.</p> <p>Adjust settings on the Building Automation systems to maximum outside air setting.</p> <p>Use operable windows when outdoor humidity and allergen levels allow.</p> <p>Evaluate the capability of the current HVAC system to accept upgraded filters and implement where feasible.</p> <p>Upgrade filtration systems in high occupancy areas throughout the district.</p> <p>Prepare a plan for the potential need to elevate humidity levels during the winter months.</p>	<p>Administrative Services</p>	<p><a href="#">Shutdown or Reduced Operation</a></p>	
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## 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:**

Classroom/learning spaces will be organized with at least three to six feet separating student desks. All extraneous furniture will be removed from classrooms to assist in maximizing spaces between students. Non-essential visitors and volunteers will be restricted. The use of congregate settings will be staggered and the capacity of which those spaces will be used will be reduced considerably. Outdoor and/or larger spaces (i.e. cafeterias and auditoriums) will be encouraged to be used for classes such as PE and music. Additionally, the District will consider alternative scheduling options to assist with social distancing efforts to comply with current health and safety guidelines. Material sharing will be limited when possible, and additional sanitizing efforts will occur.

Students will be encouraged and provided with transition time to accommodate hand washing during specific times of the school day. Dismissals will be staggered. Handwashing signage and reminders will be posted prominently throughout the buildings. At the start of the year, teachers and staff will be provided professional development on the new safety protocols specific for each building. Lunches will no longer be self-serve and will be pre-packaged to minimize contact.

Students and bus drivers will be required to wear face coverings on the busses. To the extent possible, students will be limited to two students per seat. Alcohol-based hand sanitizer will be available upon entry and exit from the bus. Additionally, students will now report directly to their first period and/or homeroom when they arrive in the buildings. The end of day dismissal will also be staggered.

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	Learning spaces will be designed so that desks are spaced at a distance of six feet apart. Extra furniture will be temporarily removed from classrooms to maximize distance	Instructors will design learning spaces so that desks will be spaced at a distance of three to six feet apart. Extra furniture will be temporarily removed from classrooms to maximize seating.	District Leadership Team	Redesign of instructional spaces  PPE equipment for all faculty, staff and students	Y

<p><b>throughout the day, to the maximum extent feasible</b></p>	<p>between student seating.</p> <p>Alternative scheduling options will be considered, such as a hybrid A-B schedule to allow for significant class size reduction.</p> <p>Class enrollment will be reduced to 50% of total enrollment. This reduction may be accomplished by using team teaching, alternative use of support staff, alternative scheduling, etc.</p> <p>Personal desk shields will be used by students in classrooms.</p> <p>Students will be required to wear face coverings as defined by the PA Department of Health.</p> <p>Faculty and staff will be required to wear face coverings as defined by the PA Department of Health.</p> <p>Classes such as PE will be scheduled to be outdoors when possible. Band and chorus classes will be scheduled in other larger spaces such as auditoriums.</p> <p>Gatherings, events, and extracurricular activities will be limited to those that</p>	<p>Alternative scheduling options will be considered, such as a hybrid A-B schedule to allow for significant class size reduction.</p> <p>Personal desk shields will be used by students in classrooms.</p> <p>Students will be required to wear face coverings as defined by the PA Department of Health.</p> <p>Faculty and staff will be required to wear face coverings as defined by the PA Department of Health.</p> <p>Classes such as PE will be scheduled outdoors when possible. Classes such as band and chorus will be scheduled in other larger spaces such as auditoriums, multipurpose rooms and/or outdoor spaces.</p> <p>Gatherings, events, and extracurricular activities will be limited to those that can maintain social distancing.</p>		<p>If a hybrid approach is utilized, Google Classroom will be used for students in grades 3-12 and SeeSaw will be used for students in grades K-3.</p> <p><a href="#"><u>Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings</u></a></p>	
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	can maintain social distancing.				
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>Students may be assigned to eat lunch in their classrooms. Lunches may be delivered to classrooms.</p> <p>Self-service food items will be eliminated and/or packaged differently.</p>	<p>Cafeteria seating capacity will be limited. When possible, outdoor spaces and other spaces will be used for alternative seating.</p> <p>Markings will be placed on seats to assist students with appropriate social distancing during their lunch.</p> <p>At the secondary level, plexiglass dividers will be installed on cafeteria tables.</p> <p>At the elementary level, students will use desk shields during lunch.</p> <p>Groups entering lunch will be staggered to minimize student contact.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods.</p> <p>Self service food items will be eliminated and/or packaged differently.</p> <p>During check out at lunch, PIN pad use for students will be eliminated.</p>	<p>District Leadership Team</p> <p>Metz Food Service</p>	<p>Supervision for classrooms, if lunches occur in classrooms.</p> <p>Secondary - Plexiglass dividers</p> <p>Elementary - Desk Shields</p> <p>Social distancing signage and seat markers</p>	Y
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing</b>	Students will be encouraged and provided with transition time to accommodate hand washing during specific times of the school day.	Students will be encouraged and provided with transition time to accommodate hand washing during specific times of the school day.	Building Principals	Alcohol-based hand sanitizer and handwashing supplies	Y

<p><b>and other best practices</b></p>	<p>Signage for handwashing will be displayed to remind students of proper handwashing procedures.</p> <p>Handwashing supplies in all areas of school buildings will be provided.</p> <p>All classrooms will be provided with alcohol-based hand sanitizer, which will also be located in several areas of the building.</p>	<p>Signage for handwashing will be displayed to remind students of proper handwashing procedures.</p> <p>Handwashing supplies in all areas of school buildings will be provided.</p> <p>All classrooms will be provided with alcohol-based hand sanitizer, which will also be located in several areas of the building.</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>Post CDC “Germs are Everywhere” and “Wash Your Hands” posters in all cafeterias, restrooms, and other high-traffic areas.</p> <p><a href="#">“Germs are Everywhere”</a></p> <p><a href="#">“Wash Your Hands”</a></p> <p>Secondary: <a href="#">Young Mitigation Measures</a></p> <p><a href="#">Handwashing is in Handwashing Middle School</a></p> <p><a href="#">Keep Calm and Wash Handwashing</a></p>	<p>Post CDC “Germs are Everywhere” and “Wash Your Hands” posters in all cafeterias, restrooms, and other high-traffic areas.</p> <p>Elementary: <a href="#">“Germs are Everywhere”</a></p> <p><a href="#">“Wash Your Hands”</a></p> <p>Secondary: <a href="#">Young Mitigation Measures</a></p> <p><a href="#">Handwashing is in Handwashing Middle School</a></p> <p><a href="#">Keep Calm and Wash Handwashing</a></p>	<p>Building Principals</p>	<p>CDC signs</p>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Non-essential visitors and volunteers will not be permitted in school buildings.</p>	<p>Non-essential visitors and volunteers will be restricted.</p> <p>Outside organizations will not be permitted to use District facilities.</p>	<p>District Leadership &amp; Building Principals</p>	<p>Communication to outside agencies</p>	<p>N</p>

	Outside organizations will not be permitted to use District facilities.				
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>Locker rooms will be closed for changing, and students will be expected to dress for PE classes in attire worn to school.</p> <p>PE classes will be conducted outdoors when possible.</p> <p>No swimming classes will occur during the first semester.</p> <p>Shared equipment use in PE classes will be discontinued during yellow designation.</p> <p>Entering and exiting school will be staggered for outside activities.</p> <p>Recess will be limited to groups of 25 students.</p> <p>Playground equipment is closed and not available for use.</p>	<p>Locker rooms will be closed for changing, and students will be expected to dress for PE classes in attire worn to school.</p> <p>PE classes will be conducted outdoors when possible.</p> <p>No swimming classes will occur during the first semester.</p> <p>Shared PE equipment will be cleaned and sanitized between classes.</p> <p>Entering and exiting school will be staggered for outside activities.</p> <p>Playground equipment will be cleaned and sanitized frequently during heavy use.</p>	Building Principals & District Leadership	Extra sanitizing supplies for shared equipment	Y
<b>Limiting the sharing of materials among students</b>	<p>To the extent feasible, teachers will be encouraged to limit the amount of materials that are shared among students.</p> <p>Frequently shared materials will be cleaned and sanitized.</p>	<p>To the extent feasible, teachers will be encouraged to limit the amount of materials that are shared among students.</p> <p>Frequently shared materials will be cleaned and sanitized.</p> <p>Water fountains will be restricted. Water fountains with a water</p>	District Leadership Team & Building Principals	Extra sanitizing supplies for classrooms with shared materials	Y



	<p>Water fountains will be restricted. Water fountains with a water bottle filler station will continue to be used. Students will be asked to bring their own water bottles to school.</p>	<p>bottle filler station will continue to be used. Students will be asked to bring their own water bottles to school.</p>			
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Student class dismissals will be staggered to reduce the number of students in the hallways at once.</p> <p>To the fullest extent possible, students will be permitted to utilize alternative hallway spaces.</p>	<p>Student class dismissals will be staggered to reduce the number of students in the hallways at once.</p> <p>To the fullest extent possible, students will be permitted to utilize alternative hallway spaces.</p>	<p>Building Principals</p>	<p>Creation of outdoor hallway options, when possible.</p>	<p>Y</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Alcohol-based hand sanitizer will be placed on school buses and available upon entry to and exit from schools.</p> <p>To the extent possible, students will be assigned seating which will be limited to two students per seat.</p> <p>Students and drivers will be required to wear face coverings as defined by the PA Department of Health at all times on the bus.</p> <p>Sanitizing and deep cleaning of the busses will occur between runs and on a daily basis.</p>	<p>Alcohol-based hand sanitizer will be placed on school buses and available upon entry to and exit from schools.</p> <p>To the extent possible, students will be assigned seating which will be limited to two students per seat.</p> <p>Students and drivers will be required to wear face coverings as defined by the PA Department of Health at all times on the bus.</p> <p>Sanitizing and deep cleaning of the busses will occur between runs and on a daily basis.</p>	<p>Director of Administrative Services</p> <p>District Transportation Providers</p>	<p>Alcohol-based hand sanitizer &amp; other sanitizing supplies</p> <p><a href="#">What Bus Transit Operators Need to Know About COVID-19</a></p>	<p>Y</p>

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Class enrollment will be reduced to 50% of total enrollment. This reduction will be accomplished by using team teaching, alternative use of support staff, etc.</p> <p>Alternative scheduling options will be considered, such as a hybrid A-B schedule to allow for significant class size reduction.</p> <p>In elementary classrooms, teachers will travel to classrooms as opposed to students traveling to different classrooms.</p> <p>Students will report immediately to their homeroom or first period to minimize large congregations of students in hallways and/or bus rooms.</p> <p>During dismissal, groups of students will be staggered to minimize contact and to allow for social distancing.</p>	<p>To the extent possible, limit class sizes to 25 students. To the extent possible, utilize larger spaces for classes that are larger than 25.</p> <p>Students will report immediately to their homeroom or first period to minimize large congregations of students in hallways and/or bus rooms.</p> <p>During dismissal, groups of students will be staggered to minimize contact and to allow for social distancing.</p>	<p>Building Principals</p>	<p>Additional supervisory support</p>	<p>Y</p>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified</b></p>	<p>If the District employs an alternative attendance schedule for students, the District will coordinate with the YMCA to support this schedule change.</p>	<p>The YMCA, which provides before school, after school and K-wrap programming, is fully cooperating with the District to support safe and healthy operations under the green designation.</p>	<p>Dr. Hannagan</p>	<p><a href="#"><u>Interim Guidance for Administrators of US K-12 Schools and Child Care Programs</u></a></p>	<p>N</p>

school-year calendars					
<p><b>Other social distancing and safety practices</b></p>	<p>Physical distancing means keeping a safe space between yourself and other people who are not from your household. Physical distancing is fundamental to lowering the risk of the spread of COVID-19, as the primary mode of transmission is through respiratory droplets by persons in close proximity. Protocols are outlined for distancing practices that allow at least 6 feet of separation.</p> <p>Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>The District will create flexible student attendance procedures to guide intermittent student attendance.</p>	<p>Physical distancing means keeping a safe space between yourself and other people who are not from your household. Physical distancing is fundamental to lowering the risk of the spread of COVID-19, as the primary mode of transmission is through respiratory droplets by persons in close proximity. Protocols are outlined for distancing practices that allow at least 6 feet of separation.</p> <p>Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>The District will create flexible student attendance procedures to guide intermittent student attendance.</p>	<p>District Leadership Team &amp; Building Principals</p>	<p>Revisions to building-based attendance procedures</p>	<p>Y</p>

## 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 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:**

Parents and guardians will be given a list of COVID-19 symptoms and asked to take their students' temperatures each morning and keep their child home if exhibiting symptoms of COVID-19. Parents and guardians will also be asked to report symptoms to the school nurse, who will keep records of student illnesses. Staff will also be given a list of COVID-19 symptoms, asked to take their temperatures each morning, and report any symptoms to the school nurse, who will keep records of illnesses. Additionally, all students will be scanned each morning for fevers of 100 degrees or higher and nurses will attend to students and staff who present with symptoms during the school day. The District will follow Allegheny County Health Department current guidelines for quarantine or isolation of students or staff who become ill or exhibit signs or symptoms of COVID-19 and will work cooperatively in contact tracing and conditions upon which students and staff can return to school. All buildings have a nursing suite for routine student and staff care as well as a separate isolation area for symptomatic students or staff. Families will be notified by the District through Infinite Campus and on the website of confirmed staff or student exposure, subject to current laws which protect individual rights to privacy regarding medical issues. Changes to the local Health and Safety Plan will be distributed electronically through Infinite Campus and posted on the school district's webpage. Additionally, all nurses and staff will be trained on monitoring student and staff health during the first professional development days before school reopens.

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)
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<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Parents and guardians will be given a list of COVID-19 symptoms and asked to take their students' temperatures each morning, keep their child home if feverish or exhibiting symptoms of COVID-19, and report instances to the school nurse.</p> <p>Staff will be given a list of COVID-19 symptoms and asked to take their temperature each morning, stay home if feverish or if exhibiting symptoms of COVID-19, and report instances to the school nurse.</p> <p>Enforce that staff and students stay home if they have tested positive for COVID-19, have COVID-19 symptoms or have recent close <u>contact</u> with a person with COVID-19 until they meet criteria to return to work or school.</p> <p>All students will be additionally scanned for a fever of 100 degrees or higher upon entrance to school.</p>	<p>Parents and guardians will be given a list of COVID-19 symptoms and asked to take their students' temperatures each morning, keep their child home if feverish or exhibiting symptoms of COVID-19, and report instances to the school nurse.</p> <p>Staff will be given a list of COVID-19 symptoms and asked to take their temperature each morning, stay home if feverish or if exhibiting symptoms of COVID-19, and report instances to the school nurse.</p> <p>Enforce that staff and students stay home if they have tested positive for COVID-19, have COVID-19 symptoms or have recent close <u>contact</u> with a person with COVID-19 until they meet criteria to return to work or school.</p> <p>All students will be additionally scanned for a fever of 100 degrees or higher upon entrance to school.</p>	<p>Assistant Superintendent, Director of Student Services, School Nurses, and building-level administrators</p>	<p>Adequate Health room staffing</p> <p>The symptoms reporting system for faculty/staff</p> <p>Adequate numbers of contactless thermometers and signage for entry ways</p> <p>Masks/Gloves</p> <p>COVID Screening for Staff</p> <p>COVID Screening Checklist for Students</p> <p>Pulse Oximeter Monitors for Health Offices</p>	<p>Y</p>
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	<p>The nursing staff will check student and staff temperatures if symptoms appear while at school.</p> <p>Parents, guardians, students, and staff will be asked to report any history of exposure to the school nurse.</p> <p>The nursing department will track student history of exposure and the District Office will track employee exposure.</p> <p>School Nurses and the District Office will work collaboratively regarding information, cases, and exposure.</p>	<p>The nursing staff will check student and staff temperatures if symptoms appear while at school.</p> <p>Parents, guardians, students, and staff will be asked to report any history of exposure to the school nurse.</p> <p>The nursing department will track student history of exposure and the District Office will track employee exposure.</p> <p>School Nurses and the District Office will work collaboratively regarding information, cases, and exposure.</p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Each school has an isolation area (separate from the established nursing suite), which will be used for staff, students, or visitors who demonstrate COVID-19 symptoms while at school. These isolation areas will be used to house students until their parents/guardians arrive to retrieve them. Immediate pick-up will be mandated.</p>	<p>Each school has an isolation area (separate from the established nursing suite), which will be used for staff, students, or visitors who demonstrate COVID-19 symptoms while at school. These isolation areas will be used to house students until their parents/guardians arrive to retrieve them. Immediate pick-up will be mandated.</p>	<p>School Nurses, District Administration</p>	<p><a href="#">Contact Tracing</a></p> <p>Establishment of isolation area at each building and procedures to establish care</p> <p>Decision tree on steps for testing, quarantine, isolation, and return</p> <p><a href="#">Allegheny County Health Department COVID-19 Guidance</a></p>	<p>Y</p>

	<p>Students, staff or visitors who exhibit symptoms of COVID-19 or a history of exposure will be sent home immediately.</p> <p>Students, staff, or visitors who exhibit symptoms of COVID-19 or a history of exposure must contact their health care provider and/or be tested for COVID-19. Testing results should be reported to the Allegheny County Health Department and to the School Nurse.</p> <p>The School Nurse will immediately notify the building principal and District Administration.</p> <p>Allegheny County Health Department will lead contact tracing and will notify families directly.</p> <p>Staff, students, and visitors must then follow current Allegheny County Health Department guidelines for quarantine and additional testing.</p>	<p>Students, staff or visitors who exhibit symptoms of COVID-19 or a history of exposure will be sent home immediately.</p> <p>Students, staff, or visitors who exhibit symptoms of COVID-19 or a history of exposure must contact their health care provider and/or be tested for COVID-19. Testing results should be reported to the Allegheny County Health Department and to the School Nurse.</p> <p>The School Nurse will immediately notify the building principal and District Administration.</p> <p>Allegheny County Health Department will lead contact tracing and will notify families directly.</p> <p>Staff, students, and visitors must then follow current Allegheny County Health Department guidelines for quarantine and additional testing.</p>			
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<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Students and staff who present as positive or are contact traced to a positive case will be documented.</p> <p>DOH guidelines will be followed for the appropriate closure of the area where the case presented in the building, isolation/quarantine requirements, and the DOH return to work/school parameters.</p> <p>Staff and students will return to in-person school after current Allegheny County Health Department quarantine and isolation guidelines have been followed and when medically cleared by a physician or testing results.</p> <p>School nursing staff will review all medical clearances prior to student and staff return to in-person school and will communicate individual return to school timelines to appropriate parents, guardians, staff, building-level and</p>	<p>Students and staff who present as positive or are contact traced to a positive case will be documented.</p> <p>DOH guidelines will be followed for the appropriate closure of the area where the case presented in the building, isolation/quarantine requirements, and the DOH return to work/school parameters.</p> <p>Staff and students will return to in-person school after current Allegheny County Health Department quarantine and isolation guidelines have been followed and when medically cleared by a physician or testing results.</p> <p>School nursing staff will review all medical clearances prior to student and staff return to in-person school and will communicate individual return to school timelines to appropriate parents, guardians, staff, building-level and</p>	<p>School Nurses, District Administration</p>	<p>DOH return to work expectations</p>	<p>Y</p>
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	District-level administration.	District-level administration.			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Staff, families, and the public will be notified of school closures or within-school-year changes in safety protocols through mass electronic notification and the District's website.	Staff, families, and the public will be notified of school closures or within-school-year changes in safety protocols through mass electronic notification and the District's website.	District Administration	Recommendations and orders from the state and local Department of Health, Governor Wolf, the CDC, and the PA Department of Education	N
<b>Other monitoring and screening practices</b>					

## 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:** All students and staff must wear face coverings as defined by the PA Department of Health on District-provided transportation and while at school, with the exception of supervised masks breaks and eating lunch. Additional protective measures for students and staff at higher risk for severe illness will be determined on an individual basis. The District currently employs ten building-based substitutes (4 building substitutes for the three elementary schools; 3 substitutes for the middle school; and 3 substitutes for the high school) to substitute for teacher absences. Additionally, the District is a member of a local consortium which provides day-to-day substitute teacher services and is actively engaged in increasing the number of qualified and certified teachers who are available for day-to-day substitution. Building-based teams will analyze student access to quality learning opportunities, and building-level and District-level administration will work collaboratively to allocate staff accordingly. Building-based teams, the school counselors, and the Director of Student Services will continue to support students' social and emotional wellness at home and at school.

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>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Students and staff at a higher risk for severe illness should begin by providing documentation of a medical condition which necessitates accommodations as required by law.</p> <p>Parents or guardians of a student with a higher risk for severe illness must provide proper documentation to the building level principal. Individual plans will be developed accordingly.</p> <p>Staff with a higher risk for severe illness must provide notice to the building principal and documentation to the Superintendent's office. Individual plans will be developed accordingly.</p>	<p>Students and staff at a higher risk for severe illness should begin by providing documentation of a medical condition which necessitates accommodations as required by law.</p> <p>Parents or guardians of a student with a higher risk for severe illness must provide proper documentation to the building level principal. Individual plans will be developed accordingly.</p> <p>Staff with a higher risk for severe illness must provide notice to the building principal and documentation to the Superintendent's office. Individual plans will be developed accordingly.</p>	<p>Building administration, IEP and 504 teams, school nurses, District administration</p>	<p>Medical documentation</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face coverings, as defined by the PA Department of Health, for staff are mandated by the Governor's orders. Staff should bring a fresh or cleaned face covering to school every day. Face coverings must be school appropriate with acceptable</p>	<p>Face coverings, as defined by the PA Department of Health, for staff are mandated by the Governor's orders. Staff should bring a fresh or cleaned face covering to school every day. Face coverings must be school appropriate with acceptable</p>	<p>Building administration</p>	<p><a href="#">Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings</a></p> <p><a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</a></p>	<p>Y</p>

	<p>messaging and visuals that align with the professional dress code policy. Face coverings are required at all times except during individual lunch time and face covering breaks.</p>	<p>messaging and visuals that align with the professional dress code policy. Face coverings are required at all times except during individual lunch time and face covering breaks.</p>		<p>Face coverings</p>	
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face coverings as defined by the PA Department of Health are required to be worn by students in accordance with the order of the Secretary of the PA Department of Health requiring universal face coverings.</p> <p>Students must wear appropriate face coverings on all District-provided transportation, during transition times in the hallways.</p> <p>Students will be allowed to remove their face coverings during supervised breaks and during their lunchtime, provided they adhere to the use of additional protective materials such as desk shields and plexiglass dividers.</p> <p>District-provided desk shields will be kept at school.</p>	<p>Face coverings as defined by the PA Department of Health are required to be worn by students in accordance with the order of the Secretary of the PA Department of Health requiring universal face coverings.</p> <p>Students must wear appropriate face coverings on all District-provided transportation, during transition times in the hallways.</p> <p>Students will be allowed to remove their face coverings during supervised breaks and during their lunchtime, provided they adhere to the use of additional protective materials such as desk shields and plexiglass dividers.</p> <p>District-provided desk shields will be kept at school.</p>	<p>Building Administration</p>	<p><a href="#">Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings</a></p> <p><a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</a></p> <p>Face coverings (masks or face shields)</p>	<p>Y</p>

<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team (e.g., 504/IEP) case managers, and administrators to address their unique and individualized needs.	Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team (e.g., 504/IEP) case managers, and administrators to address their unique and individualized needs.	Building administration, school nurses, Director of Student Services	Individualized plans for support	Y
<b>Strategic deployment of staff</b>	Staff may be reassigned or deployed in order to meet the essential needs of the District.	Staff may be reassigned or deployed in order to meet the essential needs of the District.	District Administration	N/A	N

## 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
<b>Cafeteria Procedures</b>	Building Principals	Dr. Loughhead, Superintendent of Schools	In-person trainings	Revised Cafeteria and Food Service Guidelines	August 4, 2020	August 20, 2020

<b>Transportation Procedures</b>	Building Principals	Mr. Kline, Director of Administrative Services & Dr. Loughead, Superintendent of Schools	In-person trainings	Revised Transportation Procedures and Practices	August 1, 2020	August 27, 2020
<b>Building Level Health &amp; Safety Procedures Training</b>	K-12 Faculty and Staff	Building Principals	Professional development sessions with faculty and staff	Building Specific Health & Safety Procedures	August 20, 2020	August 25, 2020
<b>COVID-19 Signs &amp; Symptoms</b>	K-12 Faculty, Staff, & Students	Dr. Thornton, Director of Student Services & Mrs. Baxter, CSN	Professional development sessions with faculty and staff	<a href="#">COVID-19 Signs &amp; Symptoms</a>	August 20, 2020	August 25, 2020
<b>CDC Guidance on Cleaning and Disinfecting</b>	Custodial Staff	Mr. Farino, Director of Buildings & Grounds	Professional development sessions with Custodial Staff	<a href="#">CDC guidance on cleaning and disinfecting</a>	July 1, 2020	August 19, 2020
<b>CDC Guidelines on How to Stop the Spread of Germs</b>	Students, Parents and Employees	Building Principals & School Nurse	Electronic communications	<a href="#">COVID-19 Stop the Spread of Germs</a> <a href="#">Coronavirus disease 2019 (COVID-19) How To Protect Yourself</a>	August 1, 2020	August 25, 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
<b>COVID Exposure Decision Making Process</b>	Families, Employees and Students	Dr. Jay Thornton, Director of Student Services	Website posting & communication of decision-making in	July 23, 2020	July 27, 2020

			process in surveys sent to all stakeholders		
<b>Proposed Health and Safety Reopening Guidelines</b>	School Board, Families, Community	Dr. Michael Loughead, Superintendent Of Schools	In-person and zoom meeting; Infinite Campus direct email communication of recording	July 20, 2020	July 22, 2020
<b>Proposed Health and Safety Plan</b>	School Board Work Session, Families, Community	Dr. Michael Loughead, Superintendent Of Schools	In-person and zoom meeting; Infinite Campus direct email communication of recording	August 3, 2020	August 5, 2020
<b>Finalized Health and Safety Plan</b>	School Board Voting Meeting, Families, Community	Dr. Michael Loughead, Superintendent Of Schools	In-person and zoom meeting; Infinite Campus direct email communication of recording	August 10, 2020	August 12, 2020
<b>Frequently Asked Questions (Parents/Guardians)</b>	Parents, Guardians, and Families	Dr. Cunningham, Assistant Superintendent	Electronic communication and posting on HTSD website	August 20, 2020	August 20, 2020
<b>Frequently Asked Questions (Faculty and Staff)</b>	Faculty and Staff	Dr. Rebecca Cunningham, Assistant Superintendent	Electronic communication and posting on HTSD Staff webpage	August 10, 2020	August 10, 2020

## Health and Safety Plan Summary: Hampton Township School District

Anticipated Launch Date: [August 11, 2020](#)

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><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>	<p>Hampton Township School District will align its practices with the guidance provided in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools and the Center for Disease Control (CDC) Considerations for Schools guidelines. These procedures include daily cleaning and disinfecting frequently touched surfaces and objects within the school and on school busses, specifically desks, door handles and sinks, by using multi-surface cleaner &amp; disinfectant. Additionally, all of the HVAC systems have undergone inspection and adjustments will be made to filters and outdoor air use for ventilation.</p> <p>Hampton Township School District will use available grant funds and local resources to procure adequate cleaning, sanitizing, and disinfectant supplies meeting OSHA and CDC requirements for COVID-19. Training on cleaning, sanitizing, disinfecting, and ventilation protocols will be provided to all employees, especially custodial and maintenance staff - <a href="#">CDC Cleaning &amp; Disinfecting Community Facilities</a>, <a href="#">CDC Cleaning &amp; Disinfecting Your Facility</a>.</p>

### 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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Classroom/learning spaces will be organized with at least three to six feet separating desks. All extraneous furniture will be removed from classrooms to assist in maximizing spaces between students. Additionally, the District will consider alternative scheduling options to assist with social distancing efforts to comply with current health and safety guidelines.</p> <p>The use of congregate settings will be staggered and the capacity of which those spaces will be used will be reduced</p>

<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>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</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><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible,</b></p>	<p>considerably. Additional seating will be provided to assist in reducing the capacity of cafeteria seating.</p> <p>Students will be encouraged and provided with transition time to accommodate hand washing during specific times of the school day. Handwashing supplies in all areas of school buildings will be provided.</p> <p>Signage for handwashing will be displayed to remind students of proper handwashing procedures.</p> <p>Locker rooms will be closed for changing, and students will be expected to dress for PE classes in their attire worn to school. PE classes will be conducted outdoors when possible. Entering and exiting school will be staggered for outside activities. Playground equipment will be cleaned and sanitized frequently during heavy use.</p> <p>To the extent possible, material sharing will be limited, and additional sanitizing efforts will occur.</p> <p>The use of communal spaces and hallways will be staggered to assist in limiting student interaction.</p> <p>Alcohol-based hand sanitizer will be placed on school buses and upon entry to and exit from schools. To the extent possible, students will be assigned seating which will be limited to two students per seat. Face coverings as defined by the PA Department of Health will be required at all times on the bus by both students and drivers. Sanitizing and deep cleaning of the busses will occur between runs and on a daily basis.</p> <p>To the extent possible, class sizes will be limited to 25 students. Outdoor and/or larger spaces (i. e. cafeterias and auditoriums) will be used for classes such as PE and music. Additionally, the District will consider alternative scheduling options to assist with social distancing efforts to comply with current health and safety guidelines.</p> <p>The YMCA, which provides before school, after school and K-wrap programming, is fully cooperating with the District to</p>
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revised hours of operation or modified school-year calendars	support safe and healthy operations under the current designation.
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## 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>Parents and guardians will be given a list of COVID-19 symptoms and asked to take their students' temperatures each morning, keep their child home if feverish or exhibiting symptoms of COVID-19, and report instances to the school nurse. Staff will be given a list of COVID-19 symptoms and asked to take their temperature each morning, stay home if feverish or if exhibiting symptoms of COVID-19, and report instances to the school nurse. All students will be additionally scanned for a fever of 100 degrees or higher upon entrance to school. The nursing staff will check student and staff temperatures if symptoms appear while at school. Parents, guardians, students and staff will be asked to report any history of exposure to the school nurse. The nursing department will track student history of exposure and the District Office will track employee exposure. School Nurses and the District Office will work collaboratively regarding information, cases, and exposure. Each school has an isolation area (separate from the established nursing suite), which will be used for staff, students, or visitors who demonstrate COVID-19 symptoms while at school. These isolation areas will be used to house students until their parents/guardians arrive to retrieve them. Immediate pick-up will be mandated.</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Students, staff or visitors who exhibit symptoms of COVID-19 or a history of exposure will be sent home immediately. Students, staff, or visitors who exhibit symptoms of COVID-19 or a history of exposure must contact their health care provider and/or be tested for COVID-19. Testing results should be reported to the Allegheny County Health Department and to the School Nurse. The School Nurse will immediately notify the building principal and District Administration. Allegheny County Health Department will lead contact tracing and will notify families directly. Staff, students, and visitors must then follow current Allegheny County Health Department guidelines for quarantine and additional testing.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Students and staff who present as positive or are contact traced to a positive case will be documented. DOH guidelines will be followed for the appropriate closure of the area where the case presented in the building, isolation/quarantine requirements and the DOH return to work/school parameters. Staff and students will return to in-person school after current Allegheny County Health Department quarantine and isolation</p>

<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>guidelines have been followed and when medically cleared by a physician or testing results. School nursing staff will review all medical clearances prior to student and staff return to in-person school and will communicate individual return to school timelines to appropriate parents, guardians, staff, building-level and District-level administration.</p> <p>Staff, families, and the public will be notified of school closures or within-school-year changes in safety protocols through mass electronic notification and the District's website.</p>
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## 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>Students and staff at a higher risk for severe illness should begin by providing documentation of a medical condition which necessitates accommodations as required by law. Parents or guardians of a student with a higher risk for severe illness must provide proper documentation to the building level principal. Individual plans will be developed accordingly. Staff with a higher risk for severe illness must provide notice to the building principal and documentation to the Superintendent's office. Individual plans will be developed as appropriate.</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face coverings as defined by the PA Department of Health for staff are mandated by the Governor's orders. Staff should bring a fresh or cleaned face covering to school every day. Face coverings must be school appropriate with acceptable messaging and visuals that align with the professional dress code policy. Face coverings are required at all times except during individual lunch time and appropriate face covering breaks.</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face coverings as defined by the PA Department of Health are required to be worn by students in accordance with the order of the Secretary of the PA Department of Health requiring universal face coverings. Students must wear appropriate face coverings on all District-provided transportation, during transition times in the hallways. Students will be allowed to remove their face coverings during supervised breaks and during their lunchtime, provided they adhere to the use of additional protective materials such as desk shields and plexiglass dividers. District-provided desk shields will be kept at school.</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team (e.g., 504/IEP) case managers, and</p>

**Strategic deployment of staff**

administrators to address their unique and individualized needs.

Staff may be reassigned or deployed in order to meet the essential needs of the District.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Hampton Township School District reviewed and approved the Phased School Reopening Health and Safety Plan on August 10, 2020.

The plan was approved by a vote of:

8 Yes

1 No

Affirmed on August 10, 2020

By:



(Signature\* of Board President)

Bryant B. Wesley, II, Esq.

(Printed 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.