



# West Shore School District

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## HEALTH AND SAFETY PLAN

**2020-2021 Phased School Reopening** | [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) | **#WestShoreProud**



# West Shore School District

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*Template provided by the Pennsylvania Department of Education. 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.*

## Introduction

The West Shore School District designed this COVID-19 Health and Safety Plan with the intent of providing a safe environment for students and staff as they return to the District's buildings. The plan was informed by the Center for Disease Control (CDC), World Health Organization, the American Academy of Pediatrics, and [Governor Wolf's Process to Reopen Pennsylvania](#). The District also utilized feedback from parents, students, and staff via a survey sent in June. The survey included the four reopening options outlined by the Pennsylvania Department of Education (PDE) and participants were asked to rate their comfort level for each option, with the opportunity to share concerns.

- 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).

The majority of survey participants indicated they were very comfortable or comfortable with a total reopening if we have protective measures in place. Although the District originally considered a total reopen for all students and staff, the District opted for total remote learning to start the school year. This decision was based on updated Orders and guidance from the Governor, the Pennsylvania Department of Health (PA-DOH), and PDE, as well as increased case counts. The Administration presented the following Phased Reopening Plan on July 16, 2020:

**Phase 1:** From August 25 to September 18, all students will engage in Distance Learning 2.0. On September 10, a recommendation will be made to either remain in Phase 1 or transition to Phase 2 on September 21, 2020.

**Phase 2:** A segment of the student population will return to the building for in person instruction with priority given to elementary and high needs special education students. Throughout Phase 2, additional students and staff will return to school for in person instruction. Based on feedback received, we are exploring the option of continuing Distance Learning 2.0 during Phase 2.

**Phase 3:** Total reopening as outlined in accordance with state, federal, and health agencies. Specific details will be shared in a revised District Health and Safety Plan prior to the start of Phase 3.

In early August, the District surveyed parents again, asking them to indicate where their child would attend given the following options:

- Will be attending West Shore S. D. for Phase 1: Distance Learning 2.0.
- Will be attending West Shore S. D. for Phase 1: Distance Learning 2.0. I am interested in continuing Distance Learning beyond Phase 1.
- Will be attending West Shore Cyber School (CAOLA).
- Will be attending an outside cyber school, charter school, private school, homeschool, etc.

The survey results indicated there was parent interest in students continuing in Distance Learning beyond Phase 1. At this time, the District is evaluating its ability to continue to offer Distance Learning once in-person learning resumes.

The Pandemic Team reviewed all concerns associated with reopening and addressed the most common concerns in the Health and Safety Plan. In addition to the Pandemic Team, many voices contributed to the development of this plan, including local physicians; legal counsel; District nurses; teachers; food services, maintenance, and custodial staff; building and department administrators; and survey and email feedback from students, staff, and parents.

The Pandemic Team realizes circumstances can change with COVID-19 which may result in a change in guidance and directives, therefore, the plan will need to be fluid as we respond to additional challenges the virus may bring. As of today, our intent is a phased reopening.

As you review the plan, you will notice that in addition to the cleaning, sanitizing, and social distancing protocols, there is an emphasis on personal responsibility and education. Health and safety requires all of us to do our part. The District will be asking all staff and students to self-monitor, using a symptom checklist before leaving their homes. If they feel ill, they should stay home.

Finally, the District realizes it will take time to recover from the restrictions and challenges COVID-19 brought to the community. Supports will be in place to ensure students, staff and families feel safe and supported.

## 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?**

- ☐ 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).

**The Phased Reopening is based on the ability to monitor local conditions and maintain the ability to make adjustments based on changing rates of illness within our school community. – First Day of School: 08/25/2020**

**Phase 1:** From August 25 to September 18, all students will engage in Distance Learning 2.0. On September 10, a recommendation will be made to either remain in Phase 1 or transition to Phase 2 on September 21, 2020.

**Phase 2:** A segment of the student population will return to the building for in person instruction with priority given to elementary and high needs special education students. Throughout Phase 2, additional students and staff will return to school for in person instruction. Based on feedback received, we are exploring the option of continuing Distance Learning 2.0 during Phase 2.

**Phase 3:** Total reopening as outlined in accordance with state, federal, and health agencies. Specific details will be shared in a revised District Health and Safety Plan prior to the start of Phase 3.

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”.

For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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



### ***Pandemic Coordinator/Team Members***

<b>Individual(s)</b>	<b>Stakeholder Group Represented</b>	<b>Roles and Responsibilities (Options Above)</b>
Dr. Todd Stoltz, Superintendent	District and Community	Both
Dr. Jamie Whye, Assistant Superintendent	Professional and Teaching Support Staff	Both
Dr. Jennifer Leese, Director of Pupil Services	Pupil Services/At-risk Students	Both
Dr. Deanne Ryan-Washington, Director of Special Education	Special Education Students	Both
Dr. Tammi Jones, Director of Secondary Education	Grades 6-12 Students and District Extra-curricular	Both
Dr. Ryan Argot, Director of Federal Programs	Food Services	Both
Mrs. Suzanne Tabachini, Director of Human Resources	All District staff	Both
Mr. Dave Harrison, Director of Elementary Education	Grades K-5 Students	Both
Mr. Brett Sanders, Director of Operations & Planning	Staff and Students/Facilities and Transportation	Both
Mr. Tom Ryan, Coordinator of Safety & Student Attendance	Staff and Students	Both

### ***Other Key Contributors to the Health and Safety Plan***

In addition to the Pandemic Team, many voices contributed to the development of this plan, including local physicians; legal counsel; District nurses; teachers; food services, maintenance, and custodial staff; building and department administrators; and survey and email feedback from students, staff, and parents.

**Special thanks to:** Dr. Lawrence Cox, DO; Dr. Cynthia Elsner, MD; Dr. Amy Zellers, DO; Teresa Stoner, RN, CSN, MED; and the WSSD Health Services Team.

## 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***

The facilities team will ensure all WSSD buildings are cleaned and prepared for the opening of school and return of students and staff in August 2020. All employees responsible for cleaning, whether they are District employees or contracted service providers, have received training on proper cleaning and disinfecting protocols, using product(s) that meet the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. High-touch surfaces, such as water fountains, door handles, and light switches will be disinfected regularly. Students and staff will be encouraged to bring individual water bottles to limit the use of fountains. In addition, the facilities team will make adjustments to HVAC systems and building procedures, where possible, to increase the amount of fresh air exchange.

Buses (handrails, bus seats and other high touch surfaces) will be disinfected at the conclusion of morning, midday, afternoon and extracurricular runs. Windows and roof hatches will be open whenever possible for increased ventilation.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

**Requirements: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Occupied areas, such as offices, classrooms, meeting rooms, workrooms, and bathrooms, high-touch surfaces, such as water fountains, door handles, and light switches will be cleaned each day while students and/or staff are present.	Continue best practices as Phase 1.	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Ken Sheaffer, Custodial Supervisor  Mr. Marty Mahan, Aramark Director of Custodial Services	Cleaning supplies and PPE per CDC guidelines for all employees responsible for cleaning.	Training for cleaning staff on proper disinfection protocols and products.
Cleaning and disinfecting will occur according to CDC guidance with high-touch surfaces given priority when students and staff are not present.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Ken Sheaffer, Custodial Supervisor  Mr. Marty Mahan, Aramark Director of Custodial Services	Cleaning supplies and PPE per CDC guidelines for all employees responsible for cleaning.	Training for cleaning staff on proper disinfection protocols and products.
When appropriate, interior doors should remain open as much as possible to avoid contact with surfaces.	Same as Phase 1	Same as Phase 1	Staff	N/A	N/A

Safe cleaning products (ex. soap and water) for use on individual or shared learning spaces and materials will be provided for staff and student use throughout the day.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Ken Sheaffer, Custodial Supervisor  Mr. Marty Mahan, Aramark Director of Custodial Services	Safe cleaning solution, such as soap and water, as well as paper towels.	N/A
Hand sanitizing products will be readily available in common areas. Students and staff are permitted to bring personal hand sanitizers to school.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Ken Sheaffer, Custodial Supervisor  Mr. Marty Mahan, Aramark Director of Custodial Services	Hand sanitizing bottles, stations, or dispensers placed in common areas (ex. cafeteria, library, office.)	N/A
Provide frequent handwashing opportunities, i.e., morning (arrival), midday (lunch), and afternoon (dismissal).	Same as Phase 1	Same as Phase 1	Staff/Administration	Adequate soap and paper towels at handwashing stations.  Signage to remind everyone to wash hands for at least 20 seconds.	N/A
Buses will be disinfected at the conclusion of the morning, midday, afternoon and extracurricular runs. This includes handrails, bus seats, and other high touch surfaces. Windows and roof hatches will be open whenever possible for increased ventilation.	Same as Phase 1	Same as Phase 1	Ms. Kristen Pepperman, Supervisor of Transportation  Mrs. Kim Paternoster, First Student Location Manager	Disinfecting supplies and PPE per CDC guidelines for all employees responsible for disinfecting.	Training for bus and van drivers on proper disinfection protocols and products.

The facilities team will make adjustments to HVAC systems and building procedures, where possible, to increase the amount of fresh air exchange.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Todd Stroup, Maintenance Supervisor	N/A	N/A
Run HVAC systems for a minimum two hours prior to and following occupancy in all spaces per ASHRAE, EPA, and CDC guidance.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Todd Stroup, Maintenance Supervisor	N/A	N/A
Provide HEPA filtration (air scrubbers) for each nurse's office, as recommended by ASHRAE.	Utilize air filtration.	Same as Phase 2	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Todd Stroup, Maintenance Supervisor	N/A	N/A
Weekly review of cleaning program with contracted service provider.	Weekly review of cleaning program with contracted service provider, including the evaluation of additional staff time as needed and appropriate.	Same as Phase 2	Mr. Brett Sanders, Director of Operations and Planning  Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Marty Mahan, Aramark Director of Custodial Services	N/A	N/A

## **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 seating will be configured to limit direct contact and provide each student with his/her own assigned work space(s). The District will limit the use of shared materials to the greatest extent possible as well as maintain social distancing in communal spaces such as auditoriums, cafeterias, and libraries to the extent possible. Where campuses can accommodate the use of outdoor spaces for instruction, staff and students will be encouraged to take advantage of those spaces, weather permitting. Students will be assigned to sit with family members and required to wear a mask when on the bus, in accordance with then current DOH Orders/PDE guidance.

Students and staff will be encouraged to wash hands frequently, using soap and water for at least 20 seconds. Additional reinforcement and monitoring of hand washing will be provided prior to lunch and upon return from breakfast, snack, and recess. Posters to support good hygiene and hand washing practices per the CDC guidelines will be posted throughout the building.

The District will restrict any non-essential visitors from entering the building including: parents, grandparents, speakers, volunteers, etc.

## Social Distancing and Other Safety Protocols

**Requirement: Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Remove ancillary furniture that is not necessary to support student learning.	Same as Phase 1	Same as Phase 1	Building Administration  Teachers, Aides, Paraprofessionals, Instructional Assistants  Custodial Staff	N/A	N/A
Configure classrooms to limit direct contact and provide each student with his/her own assigned work space(s). Teacher-led small group instruction may occur.	Configure classrooms to allow for whole group instruction, teacher directed small group instruction, small group collaborative work and independent work.	Same as Phase 2	Building Administration  Teachers, Aides, Paraprofessionals, Instructional Assistants	N/A	N/A
Utilize electronic discussion spaces, individual whiteboards, and other available virtual and physical tools to facilitate group work.	Same as Phase 1	Same as Phase 1	Teachers, Aides, Paraprofessionals, Instructional Assistants	Kahoot, Nearpod, Seesaw, Schoology, Padlet, etc.	Provide teachers with tutorials, workshops, training, and access to technology instructional advisors.



Staff and students will be encouraged to utilize outdoor learning spaces for instruction where available.	Same as Phase 1	Same as Phase 1	Building Administration  Teachers, Aides, Paraprofessionals, Instructional Assistants	N/A	N/A
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**Requirement: Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Identify cafeteria seating to maintain social distancing.	Additional dining spaces (classrooms, lobbies, and other open spaces) may be needed depending on the total number of students in school to allow increased spacing between students.	Allow for larger group use of dining spaces for lunch periods, maximizing the distance between students while minimizing the disruption to instructional time.	Building Administration  Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo	Signage and indicators on cafeteria floors, seating areas, or other strategy to designate 6 feet spacing. When possible, students should be facing the same direction.	N/A
Students enter, process through lines, return trays and exit maintaining six feet distance.  Menu choices will be limited for streamlining purposes.  If students eat outside of cafeteria, trays may be replaced with bagged meals (further streamlining menu choices).	Monitor the lines to ensure students maintain maximum distance possible and have ample time to eat.  If students eat outside of cafeteria, trays may be replaced with bagged meals (further streamlining menu choices).	Same as Phase 2	Building Administration  Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo  Cafeteria Monitors/ Cafeteria Staff	N/A	N/A

High touch areas, such as counters and tables, will be disinfected every morning and after every service.	Same as Phase 1	Same as Phase 1	Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo  Cafeteria Staff	Cleaning supplies and PPE per CDC guidelines for all employees responsible for cleaning.	Training for cafeteria staff on proper disinfection protocols and products.
Condiment pumps will be wiped after each meal service period. Students will have access to deli paper at pumping stations. As an alternative, when needed, individual condiment packets may be used.	Same as Phase 1	Same as Phase 1	Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo  Cafeteria Staff	N/A	N/A
Foods will be served by staff or wrapped/sealed. No open salad/hand fruit.	Foods will be served by staff or wrapped /sealed. No open salad/hand fruit.	Return to regular meal service, which may include some self-serve selections.	Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo  Cafeteria Staff	N/A	N/A
Plasticware is self-serve via dispensers. Milk will be the same as usual, ex. student selects milk from large cooler.  Straws will be available at all schools.	Same as Phase 1	Same as Phase 1	Dr. Ryan Argot, Director of Federal Programs  Ms. Deb Shaffer and Chef Adam Eyer, Sodexo  Cafeteria Staff	N/A	N/A

<p>Students will use an ID scanner in place of the ID slider with number pad in order to properly charge a student's meal account. Students without an ID badge will no longer be able to enter their own number.</p> <p>Students will be encouraged to bring ID badge to help line move quickly.</p> <p>Elementary students will be required to wear first and last names on shirts if they do not have ID.</p>	Same as Phase 1	Same as Phase 1	<p>Dr. Ryan Argot, Director of Federal Programs</p> <p>Ms. Deb Shaffer and Chef Adam Eyer, Sodexo</p> <p>Cafeteria Staff</p> <p>Elementary Teachers</p>	ID Scanners	Train cashiers in the use of ID scanners.
<p>Limit the number of individuals allowed in communal spaces when maintaining 6 feet distance is not feasible.</p> <p>Non-essential staff should remain out of the kitchen and serving area whenever possible.</p>	Same as Phase 1	Same as Phase 1	<p>Building Administration</p> <p>Cafeteria Monitors/ Cafeteria Staff</p> <p>Dr. Ryan Argot, Director of Federal Programs</p>	N/A	N/A

<b>Requirement: Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>					
<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Weekly review of CDC best practices on hygiene with daily student reminders of safety protocols.	Same as Phase 1	Same as Phase 1	Mr. Tom Ryan, Coordinator of Safety and Student Attendance  Staff/Administration	N/A	N/A
Students and staff will be encouraged to wash hands frequently, using soap and water for at least 20 seconds. Additional reinforcement and monitoring of hand washing will be provided prior to lunch and upon return from breakfast, snack, and recess.	Same as Phase 1	Same as Phase 1	Mr. Tom Ryan, Coordinator of Safety and Student Attendance  Nursing Department and Building Administration	Hand washing signage  Hand sanitizer and additional soap, towels, etc. available.	N/A
Classrooms without sinks will be provided with bottled hand sanitizer for student and staff use.	Same as Phase 1	Same as Phase 1	Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Ken Sheaffer, Custodial Supervisor  Mr. Marty Mahan, Aramark Director of Custodial Services	Bottled hand sanitizer	N/A

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

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Post CDC signage in highly visible locations such as restrooms, cafeteria, hallways, doors, etc.	Same as Phase 1	Same as Phase 1	Mr. Tom Ryan, Coordinator of Safety and Student Attendance  Nursing Department  Building Administration	Signage in a variety of languages if/when available  Self-screening chart for all families and staff	N/A
Post signage about symptoms and encourage staff, students and parents to screen themselves before and after school, sports, activities, and events.	Same as Phase 1	Same as Phase 1	Mr. Tom Ryan, Coordinator of Safety & Student Attendance  Nursing Department  Building Administration	Signage in a variety of languages if/when available  Self-screening chart for all families and staff.	N/A

**Requirement: Identifying and restricting non-essential visitors and volunteers**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Restrict any non-essential visitors (no parents, grandparents, speakers, volunteers, etc.).	Same as Phase 1	Same as Phase 1	Building Administration  Mr. Tom Ryan, Coordinator of Safety and Student Attendance	Signage in a variety of languages if/when available	N/A



**Requirement: Handling sporting activities for recess and physical education classes consistent with CDC Considerations for Youth Sports**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Students will adhere to hygiene protocols, including washing or sanitizing hands, etc. prior to and after engaging in recess, PE, and sports activities.	Same as Phase 1	Same as Phase 1	Dr. Tammi Jones, Director of Secondary Education  Mr. Dave Harrison, Director of Elementary Education  Staff/Building Administration	Appropriate cleaning, sanitizing, and handwashing supplies available and easily accessible.	N/A
Teachers monitor the use of recess climbing equipment and limit the number of students.(i.e. rotating groups of students on equipment).	Same as Phase 1	Same as Phase 1	Staff/Playground Monitors	N/A	N/A
Independent recess activities will be encouraged. Partner/group recess activities will be discouraged.	Same as Phase 1	Partner/group recess activities will be permitted. Masks will be worn in accordance with then-current PDE/DOH Orders or Guidance.	Staff/Playground Monitors	Recess equipment and materials for more individual activities, such as jump ropes, skip-it, sidewalk chalk, etc. needed.	N/A
PE Activities will be independent, small group and station oriented. Stations and groups will remain the same throughout each class period, limiting the sharing of equipment.	Same as Phase 1	Gradual transition to team sports activities will be permitted.	PE Teachers	PE Lesson Plans and Activities will be created to support independent, small group and station activities.	N/A

Departments will establish procedures for students to clean/sanitize sporting equipment and spaces following each use, as appropriate.	Implement established procedures.	Implement established procedures.	PE Teachers Custodial Staff	Safe, effective cleaning supplies and products will be provided for PE staff.	N/A
PE locker room access will be limited to essential use only. Students are not required to wear a PE uniform.	Same as Phase 1	PE locker room use will be prioritized by nature of the activity/course. PE staff will notify classes when they are required to wear a PE uniform.	PE Teachers Building Administrators	N/A	N/A

<b>Requirement: Limiting the sharing of materials among students</b>					
<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
<p>Utilize digital materials and platforms. Special populations may require unique materials.</p> <p>Assign specific supplies/resources to individual students.</p> <p>Limit the use of shared materials to the greatest extent possible.</p>	<p>Utilize digital materials and platforms for students continuing distance learning. Special populations may require unique materials.</p> <p>Otherwise, Same as Phase 1</p>	<p>Limit the use of shared materials to the greatest extent possible.</p>	<p>Dr. Tammi Jones, Director of Secondary Education</p> <p>Mr. Dave Harrison, Director of Elementary Education</p> <p>Dr. G. Ryan-Washington, Director of Special Education</p> <p>Building Administrators</p>	<p>Individual text books, electronic devices, etc.</p>	N/A
<p>Establish and utilize cleaning protocols for cleaning/sanitizing when sharing of resources, materials, or tools is necessary.</p>	<p>Utilize cleaning protocols for cleaning/sanitizing when sharing of resources, materials, or tools is necessary.</p>	<p>Same as Phase 2</p>	<p>Dr. Tammi Jones, Director of Secondary Education</p> <p>Mr. Dave Harrison, Director of Elementary Education</p> <p>Dr. G. Ryan-Washington, Director of Special Education</p> <p>Building Administrators</p> <p>Custodial Staff</p>	<p>Safe, effective cleaning supplies and products will be provided for staff.</p>	N/A

**Requirement: Staggering the use of communal spaces and hallways**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Upon entry to the building, students will go directly to their homerooms or first class of the day after obtaining breakfast if desired.	Same as Phase 1	Same as Phase 1	Building Administrators  Cafeteria Monitors  School Staff	N/A	N/A
At the end of the day, students will leave the building without socialization in communal spaces, reporting directly to extracurricular activities, afterschool programs, buses, or vehicles.	Same as Phase 1	Same as Phase 1	Building Administrators  Hallway Monitors/ School Staff	N/A	N/A
Student locker visits are limited and staggered. Students report directly to classes, avoiding congregating at lockers during transitions.	Same as Phase 1	Same as Phase 1	Building Administrators  Hallway Monitors/ School Staff	N/A	N/A
Students will be expected to maintain space between one another in the hallways. Teachers will be present during transitions to encourage students to maintain spacing and be aware of their surroundings.	Same as Phase 1	Same as Phase 1	Building Administrators  Hallway Monitors/ School Staff	N/A	N/A
Secondary students will be expected to use backpacks, if needed. Lockers will be assigned upon request.	Same as Phase 1	Same as Phase 1	Building Administrators  Hallway Monitors/ School Staff	N/A	N/A

**Requirement: Adjusting transportation schedules and practices to create social distance between students**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Transportation routes will be run as scheduled, which will result in reduced capacity on each vehicle.	Same as Phase 1	Students will be expected to practice social distancing to the extent feasible, wear masks in accordance with then-current PDE/DOH Orders or Guidance, and use hand sanitizer.	Ms. Kristen Pepperman, Supervisor of Transportation  Ms. Kimberly Paternoster, First Student Location Manager  Bus Drivers	N/A	N/A
Students will have assigned seats, and siblings will be seated together.	Same as Phase 1	Same as Phase 1	Ms. Kristen Pepperman, Supervisor of Transportation  Ms. Kimberly Paternoster, First Student Location Manager  Bus Drivers	N/A	N/A
Signage to support good hygiene and prevent the spread of germs will be displayed on vehicles.	Same as Phase 1	Same as Phase 1	Ms. Kristen Pepperman, Supervisor of Transportation  Ms. Kimberly Paternoster, First Student Location Manager	CDC posters for hand washing, covering coughs, etc.	N/A

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

<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
In-person learning will be limited to small groups of students with specialized needs.	Reduce class sizes, relocate, or reschedule students to maintain 3-6 feet of distance.	Same as Phase 2	Building Administrators	N/A	N/A
Libraries will limit the number of students admitted at any one time.	Same as Phase 1	Same as Phase 1	Building Administrators  Library Staff  School Staff	N/A	N/A
When assembling in large group areas, social distancing practices will be implemented or limited to 25 individuals if six feet distance cannot be maintained.	When assembling in large group areas, social distancing practices will be implemented or limited to 25 individuals if 3-6 feet distance cannot be maintained.	When assembling in large group areas, social distancing practices will be implemented to the maximum extent possible.	Building Administrators  School Staff	N/A	N/A
The Music Dept. will develop a plan for socially distanced ensemble rehearsals. They will also establish procedures for cleaning/sanitizing equipment and spaces following each use as appropriate.	Continue socially distanced rehearsals and implement cleaning/sanitizing procedures.	Same as Phase 2	Building Administrators  Music Staff  School Staff	N/A	N/A



Limit assemblies, grade level events, etc. to internal groups only. Groups are limited to 25 or less individuals if six feet of distance cannot be maintained, and no outside guests or presenters are permitted.	Same as Phase 1	During assemblies, grade level events, etc., social distancing practices will be implemented to the maximum extent possible, and outside guests or presenters may be permitted.	Building Administrators  School Staff	N/A	N/A
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Requirement: Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars					
Phase 1  Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2  Segments of the student and staff population begin to return to school	Phase 3  Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Elementary Building Administrator or Director of Elementary Education will communicate District guidelines with the childcare agency and inquire about the local childcare agency's ability to support distance learning and phased reopening plans at their site.	Continued communication with childcare providers.	Same as Phase 2	Mr. Dave Harrison, Director of Elementary Education  Elementary Building Administrators	N/A	N/A

## **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***

In June 2020, a survey was sent to all staff and families garnering feedback about the four PDE reopening options and any concerns they had with each option. As part of the survey, the District shared the opportunity for families to send their children to CAOLA, the District provided on-line Cyber program, for those families who are not comfortable sending their children to school at that time.

In order to promote and sustain an awareness of COVID-19 symptoms, all staff and students will conduct a self-assessment before arriving to school each day. To assist in the process, the District has provided a self-screening tool as a resource for families. It is included in this document.

If staff or students are experiencing symptoms of COVID-19 or have reason to believe they have been exposed, please stay home and contact your physician for further guidance. If a student or staff member presents with symptoms while at school, they will be sent to the nurse for assessment. Students presenting with symptoms will be isolated, and parents will be contacted to pick them up. Staff will be directed to go home by an administrator. In both instances, students and staff will be advised to contact their physician for further guidance. It is essential that everyone maintains perspective upon return to school. The flu, colds, and other illnesses will be present in schools next year and because a student is sent home by the nurse does not necessarily mean that the person has COVID.

If a decision is made to close a school or schools, the District will notify families as soon as possible so they can plan for child care and other things needed to transition. Distance Learning will be put into place until it is safe to return.

Finally, all staff, students and parents will be required to monitor their health by using the self-screener tool informed by CDC. Staff will review symptoms during a staff meeting, students will receive training in class and families will be sent a message to visit the District website to review the self-screening tool and expectations for daily screening.

## Monitoring Student and Staff Health

*As per DOH / PDE Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools dated July 16, 2020.*

### Requirement: Monitoring students and staff for symptoms and history of exposure

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
All staff and students will use the self-screening tool before arriving to school each day.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	CDC Self-Assessment for COVID-19 Symptoms/PA DOH School Symptom Screening Tool	N/A
If staff or students are taking fever reducing medication, have one or more of the symptoms from Group A or two or more in Group B of the School Symptom Screening Tool, they should stay home and contact their physician.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	Communication with school / report exposure	N/A
Parents and staff should contact school officials if they are considered a probable or confirmed case.  School Nurses will contact the PA DOH for further guidance.	Same as Phase 1	Same as Phase 1	Parents  Staff  School Nurses	Call DOH at 1-877-PA Health (1-877-724-3258)	N/A

<b>Requirement: Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>					
<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Identify up to five District staff members to complete COVID-19 Contact Tracing Course offered by Johns Hopkins University or other similar, reputable provider.	Utilize trained staff to follow up with exposed individuals in accordance with PA DOH guidance.	Same as Phase 2	Dr. Jennifer Leese, Director of Pupil Services	COVID-19 Contact Tracing Course offered by Johns Hopkins University	N/A
Identify an isolation containment area in or near the health suite.	Utilize the isolation containment area as identified in Phase 1.	Same as Phase 2	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	Containment room space, PPE, screens, curtains, and other needed supplies.	N/A
<p>If a student or staff member is exhibiting COVID-like symptoms, they will be sent to the nurse's office.</p> <p>The school nurse will utilize the School Symptom Screening Tool to assess status. If exhibiting one or more of the symptoms from group A, or two or more in group B, of the then-current PA DOH School Symptom Screening Tool, the student's family will be notified to pick up the student.</p> <p>Student will be taken to the isolation containment area until parent arrives.</p> <p>The student's family will be advised to contact their physician for further guidance. Staff will be directed to go home by a building administrator and advised to contact their physician for further guidance.</p>	Same as Phase 1	Same as Phase 1	<p>Dr. Jennifer Leese, Director of Pupil Services</p> <p>School Nurses</p> <p>Building Administrators</p>	PA DOH School Symptom Screening Tool	N/A

<b>Requirement: Returning isolated or quarantined staff, students, or visitors to school</b>					
<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	N/A	N/A
Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure, (Individual who has had close contact (< six feet) for ≥15 minutes, CDC) to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s) or other then-current PDE Public Health Guidance.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	COVID-19 Symptomatic K-12 Student or Staff Process Flow (PA DOH/PDE reference document)	N/A
Staff or students with symptoms who have had a direct exposure (Individual who has had close contact (< six feet) for ≥15 minutes, CDC) to a person with COVID-19 will be considered probable cases and should remain excluded from school/work in accordance with then-current PDE Public Health Guidance.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	COVID-19 Symptomatic K-12 Student or Staff Process Flow (PA DOH/PDE reference document)	N/A
Parents and staff should contact school officials if they are considered a probable or confirmed case.  School Nurses will contact the PA DOH for further guidance.	Same as Phase 1	Same as Phase 1	Parents  Staff  School Nurses  Custodial Staff	Call DOH at 1-877-PA Health (1-877-724-3258)	N/A

Following any report of a positive case, closely review any areas of the building or materials that may require additional cleaning or disinfecting prior to the next school day.					
A student or staff member who is quarantined following close contact with a case will be excluded from school/work in accordance with then-current PDE Public Health Guidance.	Same as Phase 1	Same as Phase 1	Dr. Jennifer Leese, Director of Pupil Services  School Nurses	COVID-19 Symptomatic K-12 Student or Staff Process Flow (PA DOH/PDE reference document)	N/A

<b>Requirement: Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>					
<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
The District will consider several factors, including, but not limited to, PA DOH COVID-19 Early Warning Monitoring System Dashboard, input from local healthcare providers, local context (number of school-related cases, number of COVID-19 related absences, most recent trend for community spread, etc.), experience of other local, regional, and national schools, and updated guidance and recommendations in determining the transition between Phases or the need to close a school or schools.	Same as Phase 1	Same as Phase 1	Dr. Todd Stoltz, Superintendent	N/A	N/A
If a decision is made to close a school or schools, the District will notify families as soon as possible so they can plan accordingly. Distance Learning will be put into place until it is safe to return.	Same as Phase 1	Same as Phase 1	Dr. Todd Stoltz, Superintendent  Mrs. Rhonda Fourhman,	N/A	N/A



			Coordinator of Community Relations		
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## 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

#### STUDENTS

Students are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance.

When students return, some may have experienced trauma, anxiety, loneliness, and fear. A team of teachers and administrators will work to provide resources for staff, students, and families to help with the transition back to school, and staff will engage in training prior to the first student day and throughout the school year. The District will utilize [CASEL](#) as the foundation for Social Emotional Learning (SEL) and [The Resilient Educator](#) for trauma informed practices. Elementary schools have morning meetings each day, and middle and high schools have an advisory period where staff and students can work through the transition. Counselors are available for both students and staff, and there will be a variety of messages and activities for students and staff to de-stress.

Nurses and administrators will work with families who have children who fall into a high-risk category as determined by CDC, to discuss any concerns they might have. Cases will be reviewed on an individual basis, and action plans will be developed if needed. The District will have specific protocols for high risk classrooms that will contain all of the measures for traditional classrooms plus any additional needed safety measures.

#### STAFF

Staff are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance.

Human Resources and building administrators will work with individual staff members who have requests for accommodations. Cases will be reviewed on an individual basis.

Staff who have absences due to COVID will work with Human Resources to determine eligibility for use of Emergency FMLA or Emergency Sick Leave under the FFCRA if warranted. District leave, paid or unpaid, may also be available if an employee is not eligible for the aforementioned leave.

Staff may have experienced trauma, anxiety, loneliness, and fear. The District has resources to support staff and will remind them of what is available.

### Other Considerations for Students and Staff

#### Requirement: Protecting students and staff at higher risk for severe illness

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Nurse and administrators will work with parents to discuss any concerns. Any needed accommodations will be documented in a Section 504 plan or IEP, as appropriate. Cases will be reviewed on an individual basis.	Same as Phase 1	Same as Phase 1	School Nurses  Building Administrators	N/A	N/A
Staff will work with administrators and the Director of Human Resources to discuss concerns and the need for accommodations.  Cases will be reviewed on an individual basis.	Same as Phase 1	Same as Phase 1	Building Administrators  Mrs. Suzanne Tabachini, Director of Human Resources	N/A	N/A

**Requirement: Use of face coverings (masks or face shields) by all staff**

<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Staff are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance. Any staff member who believes they should be exempt from this Universal Masking Order must contact the Director of Human Resources to discuss the concern and the need for accommodation. Cases will be reviewed on an individual basis.	Same as Phase 1	Same as Phase 1	Mrs. Suzanne Tabachini, Director of Human Resources	Masks available for any staff who may need one.	N/A

**Requirement: Use of face coverings (masks or face shields) by all students**

<b>Phase 1</b> <b>Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))</b>	<b>Phase 2</b> <b>Segments of the student and staff population begin to return to school</b>	<b>Phase 3</b> <b>Most, if not all, students and staff return to school</b>	<b>Lead Individuals and Position</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>PD Required (Y/N)</b>
Students are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance. Nurse and administrators will work with parents to discuss any concerns. Any needed accommodations will be documented in a Section 504 plan or IEP, as appropriate. Cases will be reviewed on an individual basis.	Same as Phase 1	Same as Phase 1	Building Administrators  School Nurses	Masks available for any student who may need one, including buses and schools.	N/A

**Requirement: Unique safety protocols for staff or students with complex needs or other vulnerable individuals**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Student and staff accommodations will be addressed on a case by case basis.	Same as Phase 1	Same as Phase 1	Building Administrators  School Nurses	N/A	N/A

**Requirement: Strategic deployment of staff**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.))	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Use non-instructional and instructional staff to fill vacancies based upon building and District priority of needs.	Same as Phase 1	Same as Phase 1	Mrs. Suzanne Tabachini, Director of Human Resources  Building Administrators	N/A  Work with STS to secure additional substitutes	N/A  PD for subs in regards to distance learning
Increase number of daily building substitutes to eight (District-wide) and provide training in Distance Learning.	Utilize daily building substitutes to cover teacher absences for more than two consecutive days.	Utilize daily building substitutes to cover teacher absences as needed.	Mrs. Suzanne Tabachini, Director of Human Resources  Building Administrators  Mr. Adam McGraw, Coordinator of	Hot Spots  Laptops	Training on instructional platforms, software applications, and delivery models.

			Instructional Technology  Mr. Steve Vogelsong, Coordinator of Technology & Media Services		
If necessary, reallocate staff from various departments to support student learning or other areas of organizational need.	Same as Phase 1	Same as Phase 1	Dr. Todd Stoltz, Superintendent  Dr. Jamie Whye, Assistant Superintendent  Mrs. Suzanne Tabachini, Director of Human Resources	N/A	N/A

Requirement: Will we have a liberal leave policy for staff?					
Phase 1  Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2  Segments of the student and staff population begin to return to school	Phase 3  Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
All requests for leave will follow the normal procedures.	Same as Phase 1	Same as Phase 1	Mrs. Suzanne Tabachini, Director of Human Resources  Building/Department Administrators	N/A	N/A

**Requirement: Will we have different assignments for staff in the high-risk group?**

Phase 1 Distance Learning 2.0 with limited numbers of students in school (e.g., vo-tech, individualized educational services (special education, ELD, counseling, etc.)	Phase 2 Segments of the student and staff population begin to return to school	Phase 3 Most, if not all, students and staff return to school	Lead Individuals and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Any staff member who is concerned with their assignment must contact the Director of Human Resources to discuss the concern and the need for accommodation. Cases will be reviewed on an individual basis to determine if an alternative assignment is appropriate and if one is available.	Same as Phase 1	Same as Phase 1	Mrs. Suzanne Tabachini, Director of Human Resources	N/A	N/A

## 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
Training for cleaning staff on proper disinfection protocols and products.	Cafeteria Staff Facilities Staff Transportation Staff	Dr. Ryan Argot, Director of Federal Programs  Mr. Andy Glantz, Supervisor of Buildings and Grounds  Mr. Marty Mahan, Aramark Director of Custodial Services  Ms. Kristen Pepperman, Supervisor of Transportation  Mrs. Kimberly Paternoster, First Student Location Manager	Face-to-face and Posted protocols on District website	Review of cleaning supplies, processes, protocols, and PPE.	8/11/20	On or before 9/1/20
Provide teachers with tutorials, workshops, training, and access to	Teachers, administrators,	Dr. Jamie Whye, Assistant Superintendent	Virtual	Kahoot, Nearpod, Seesaw, Schoology, Padlet, etc.	8/19/20	Initial training 8/21/20;

technology instructional advisors.	and building substitutes	Mr. Adam McGraw, Coordinator of Instructional Technology				additional training ongoing
Train cashiers in the use of ID scanners.	Food Service Staff	Dr. Ryan Argot, Director of Federal Programs	Face-to-face	ID Scanners	9/2/20-9/4/20	Ongoing
COVID-19 Contact Tracing Course	Up to five District staff members	Dr. Jennifer Leese, Director of Pupil Services	Virtual	COVID-19 Contact Tracing Course offered by Johns Hopkins University	As soon as possible	On or before 9/11/20

## 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>How will we communicate our plan to the local community?</b>	All stakeholders	Rhonda Fourhman, Coordinator of Community Relations	<p>After Health and Safety Plan is Board approved, we will utilize our parent electronic communication system to email, text, and call families by phone.</p> <p>The District website and social media platforms will be used to inform community members.</p> <p>Emails and in-person communication will be used to inform staff.</p>	July 2020	Continually updated throughout the year
<b>Communication of school closure</b>	All stakeholders	Dr. Todd Stoltz, Superintendent	If an increase in risk or cases leads to school(s) closure(s), the District will communicate our intent to shift to Distance Learning.	TBD	TBD



## West Shore School District Health and Safety Plan Summary

Anticipated Launch Date: **August 25, 2020**

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

### *Facilities Cleaning, Sanitizing, Disinfecting and Ventilation*

Requirement(s)	Strategies, Policies and Procedures
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>The facilities team will ensure all WSSD buildings are cleaned and prepared for the opening of school and return of students and staff in August 2020. All employees responsible for cleaning, whether they are District employees or contracted service providers, have received training on proper cleaning and disinfecting protocols, using product(s) that meet the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. High-touch surfaces, such as water fountains, door handles, and light switches will be disinfected regularly. Students and staff will be encouraged to bring individual water bottles to limit the use of fountains. In addition, the facilities team will make adjustments to HVAC systems and building procedures, where possible, to increase the amount of fresh air exchange.</p> <p>Buses (handrails, bus seats and other high touch surfaces) will be disinfected at the conclusion of morning, midday, afternoon, and extracurricular runs. Windows and roof hatches will be open whenever possible for increased ventilation.</p>

### *Social Distancing and Other Safety Protocols*

Requirement(s)	Strategies, Policies and Procedures
<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>  <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>Classroom seating will be configured to limit direct contact and provide each student with his/her own assigned work space(s). The District will limit the use of shared materials to the greatest extent possible as well as maintain social distancing in communal spaces such as auditoriums, cafeterias, and libraries to the extent possible. Where campuses can accommodate the use of outdoor spaces for instruction, staff and students will be encouraged to take advantage of those spaces, weather permitting. Students will be assigned to sit with family members and required to wear a mask when on the bus, in accordance with then current DOH Orders/PDE guidance.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>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, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Students and staff will be encouraged to wash hands frequently, using soap and water for at least 20 seconds. Additional reinforcement and monitoring of hand washing will be provided prior to lunch and upon return from breakfast, snack, and recess. Posters to support good hygiene and hand washing practices per the CDC guidelines will be posted throughout the building.</p> <p>The District will restrict any non-essential visitors from entering the building including: parents, grandparents, speakers, volunteers, etc.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>In June 2020, a survey was sent to all staff and families garnering feedback about the four PDE reopening options and any concerns they had with each option. As part of the survey, the District shared the opportunity for families to send their children to CAOLA, the District provided on-line Cyber program, for those families who are not comfortable sending their children to school at that time.</p> <p>In order to promote and sustain an awareness of COVID-19 symptoms, all staff and students will conduct a self-assessment before arriving to school each day. To assist in the process, the District has provided a self-screening tool as a resource for families. It is included in this document.</p> <p>If staff or students are experiencing symptoms of COVID-19 or have reason to believe they have been exposed, please stay home and contact your physician for further guidance. If a student or staff member presents with symptoms while at school, they will be sent to the nurse for assessment. Students presenting with symptoms will be isolated, and parents will be contacted to pick them up. Staff will be directed to go home by an administrator. In both instances, students and staff will be advised to contact their physician for further guidance. It is essential that everyone maintains perspective upon return to school. The flu, colds, and other illnesses will be present in schools next year and because a student is sent home by the nurse does not necessarily mean that the person has COVID.</p> <p>If a decision is made to close a school or schools, the District will notify families as soon as possible so they can plan for child care and other things needed to transition. Distance Learning will be put into place until it is safe to return.</p> <p>Finally, all staff, students and parents will be required to monitor their health by using the self-screener tool informed by CDC. Staff will review symptoms during a staff meeting, students will receive training in class and families will be sent a message to visit the District website to review the self-screening tool and expectations for daily screening.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>Protecting students and staff at higher risk for severe illness</b></p> <p><b>Use of face coverings (masks or face shields) by all staff</b></p> <p><b>Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>STUDENTS</b></p> <p>Students are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance.</p> <p>When students return, some may have experienced trauma, anxiety, loneliness, and fear. A team of teachers and administrators will work to provide resources for staff, students, and families to help with the transition back to school, and staff will engage in training prior to the first student day and throughout the school year. The District will utilize <a href="#">CASEL</a> as the foundation for Social Emotional Learning (SEL) and <a href="#">The Resilient Educator</a> for trauma informed practices. Elementary schools have morning meetings each day, and middle and high schools have an advisory period where staff and students can work through the transition. Counselors are available for both students and staff, and there will be a variety of messages and activities for students and staff to de-stress.</p> <p>Nurses and administrators will work with families who have children who fall into a high-risk category as determined by CDC, to discuss any concerns they might have. Cases will be reviewed on an individual basis, and action plans will be developed if needed. The District will have specific protocols for high risk classrooms that will contain all of the measures for traditional classrooms plus any additional needed safety measures.</p> <p><b>STAFF</b></p> <p>Staff are required to wear masks or an appropriate face shield that covers the nose and mouth while in school, on the bus, and on school property in accordance with then-current PDE/DOH Orders or Guidance.</p> <p>Human Resources and building administrators will work with individual staff members who have requests for accommodations. Cases will be reviewed on an individual basis.</p> <p>Staff who have absences due to COVID will work with Human Resources to determine eligibility for use of Emergency FMLA or Emergency Sick Leave under the FFCRA if warranted. District leave, paid or unpaid, may also be available if an employee is not eligible for the aforementioned leave.</p> <p>Staff may have experienced trauma, anxiety, loneliness, and fear. The District has resources to support staff and will remind them of what is available.</p>

## CDC Self-Assessment for COVID-19 Symptoms

Please use the assessment tools below before coming to school or work each morning. If you have reason to believe you may have COVID-19, please stay home and call your family doctor for guidance. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

### Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

#### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

#### SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## PA DOH School Symptom Screening Tool

Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

Are you/is the student experiencing any of the following?

<i>Group A</i> <i>1 or more symptoms</i>	<i>Group B</i> <i>2 or more symptoms</i>
Cough Shortness of breath Difficulty breathing New olfactory disorder (loss of ability to smell) New taste disorder (loss of ability to taste)	Fever (measured or subjective) Chills Rigors Myalgia Headache Sore throat Nausea or Vomiting Diarrhea Fatigue Congestion or runny nose

**Stay home if, you or the student:**

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

*Guidance as of August 19, 2020.*

**Please refer to the CDC and PA DOH websites for current guidelines.**

<https://www.cdc.gov>

<https://www.health.pa.gov>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **the West Shore School District** reviewed and approved the Phased School Reopening Health and Safety Plan on

The plan was approved by a vote of:

☐ **Yes**

☐ **No**

Affirmed on: **(August 20, 2020)**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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