



# 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.

## **Table of Contents**

<b>Health and Safety Plan</b>	<b>3</b>
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
<b>Health and Safety Plan Summary</b>	<b>17</b>
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	<b>20</b>

*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: **The Pennsbury School District**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- **How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?**

*The Pennsbury School District Plan, subject to change based on community survey results and the evolving nature of the pandemic and updates to the Governor's orders, will implement a blended reopening model that balances in-person learning and remote learning for all students by alternating days/times of attendance. This blended model will reduce the number of students present in the school at one time and will increase our ability to social distance effectively.*

- **How did you engage stakeholders in the type of re-opening your school entity selected?**

*We surveyed families using a high-quality survey instrument (Qualtrics) and included parents and students on the planning committee. We have created a COVID-19 email address where we take input and respond to questions weekly. We also included parents, students, a community health leader, and a community child care provider on the committee.*

- **How will you communicate your plan to your local community?**

*The plan will be posted on our district website. Our superintendent will draft a letter and email to families with a link to the plan. Building principals will reiterate that same message in communication with their families.*

- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

*The steps of this plan represent our best faith effort to implement and adhere to the recommendations provided by the Bucks County Department of Health and respond to orders from the Governor. There may be extraordinary events beyond our control that could interfere with our ability to implement one or more of the steps of our action plans.*

*We will keep in close contact with the Bucks County Department of Health and stay alert for updates or changes to directives from PDE and the Governor's Office. If the situation changes, the Superintendent will confer with the Board and the Pandemic Team to move from green to yellow or yellow to red as directed and appropriate. We would work closely with the Bucks County Department of Health on those decisions. Such changes would be communicated quickly and widely to the community. Part of our return plan is to*

*make sure that families understand that we may need to implement more severe mitigation measures such as a move back to solely virtual learning if the Bucks County Department of Health, PDE or a Governor's order recommends that action.*

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 8th****

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Elizabeth A. Aldridge, Ed.D	Director of Student Services, Pandemic Coordinator	Both
Christopher Becker	MS Administrator	Both
Nadija Bennet	Parent	Health and Safety Plan Development
Chris Berdnik	Chief Financial Officer	Health and Safety Plan Development

Karin Birgel	HS Professional Staff/PEA	Health and Safety Plan Development
Donna Bradshaw	Counselor/PEA	Both
Dr. David Damsker	Community Health	Both
Ashley Dowd	Food Service	Both
Mike Dumin	Director of Facilities	Both
Beverly Esling	Elem Professional Staff/PEA	Health and Safety Plan Development
William Gretzula, Ed. D.	Superintendent	Both
Mary Ann Johnson	Bus Driver/PESPA	Health and Safety Plan Development
Brian Kerchak	Elem Professional Staff/PEA	Health and Safety Plan Development
Kathleen Kolanko	Parent	Health and Safety Plan Development
Riya Lakhani	HS Student	Health and Safety Plan Development
Ann Langtry	Supervisor of Communications	Both
Marla Lipkin	Support Staff/PESPA	Both
Steve Lowden	Support Staff/PESPA	Both
Brad McCormick	Instructional Technology	Both
Kathleen McGinnis	School Health/PEA	Both
Reggie Meadows	HS Administrator	Both
Donna Minnich	Elementary Administrator	Both
Bettie Ann Rarrick	Director of Human Resources	Health and Safety Plan Development
Regina Rausch	Director of Special Education	Both



Theresa Ricci, Ed.D.	Director of Secondary Education	Both
Mike Sendlock	Supervisor of Custodial Services	Health and Safety Plan Development
Michele Spack	Director of Elementary Education	Both
Charlie Stough	Community Resources	Both
Lynn Vitali	MS Professional Staff/PEA President	Both
Debra Wachspress	Board Member	Health and Safety Plan Development
Keion Whetstone	HS Student	Health and Safety Plan Development
Charlie Williams	Director of Transportation	Health and Safety Plan Development
Karen Wisen	HS Professional Staff/PEA	Health and Safety Plan Development

### Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

- How will you ensure the building is cleaned and ready to safely welcome staff and students?

*We will ensure the building is cleaned and ready to safely welcome staff and students by following our prescribed practice of deep cleaning, disinfecting, and sanitizing during the summer months. This includes following [CDC Guidance for Reopening Buildings](#)*

After Prolonged Shutdown or Reduced Operation. Emergency and routine maintenance has already begun and will continue throughout the summer to ensure the buildings are ready for the return of students.

- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?

*The process of procuring adequate disinfection supplies meeting OSHA guidelines and [CDC requirements for COVID-19](#) requirements began in March and has continued since then. We are fortunate to have a full-time Purchasing Agent who is doggedly tracking down disinfectant solution, PPE, fogger devices, plexiglass dividers, and other essential supplies and equipment. We also collaborate with the County Emergency Management Team and our Intermediate Unit for the provision of supplies as needed. We are working toward the goal of having enough quantity for the start of the school year, and, as of plan submission, we are close to that goal. These supplies adhere to OSHA guidelines and CDC guidelines for COVID-19.*

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

*We will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety with the following frequency. Classrooms and offices will be cleaned and sanitized at the end of the workday. This will include frequently touched surfaces. We will follow the [CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#). Ventilation procedures will include staff members opening windows at the beginning and end of each day as the temperature and facility allow. Ventilation through windows will also be encouraged while students are in the classroom. Routine maintenance of ventilation systems will ensure those systems are clean. Buildings without window openings will implement air circulation through the HVAC system's exchange of outside air.*

*We will clean student desks/tables on a frequent basis following posted EPA/CDC /manufacturer guidelines, as feasible. Students and staff should consider sanitizing/washing hands on a frequent basis. We will make hand sanitizer available in common areas, hallways, and/or in classrooms. Staff and students will be permitted to bring water bottles from home including single-use water bottles.*

- What protocols will you put in place to clean and disinfect throughout an individual school day?

*During the school day, the custodial staff will clean and disinfect the bathrooms and frequently-touched locations in common areas. All high-touch surfaces will be cleaned at least twice a day (door handles, railings, light switches, etc.) following posted EPA/CDC/manufacturer guidelines whenever feasible.*

- 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?

*All cleaning staff and custodial staff will participate in an in-depth refresher training on cleaning, sanitizing, disinfecting, and ventilation protocols. The training will be held in July for 12-month employees and the fourth week of August for 10-month employees. Their preparedness to implement the training will be measured by the completion of a post-training quiz as well as checklists completed by supervisors who observe their work.*

*All other staff members will receive training as part of the opening-of-school professional development. Their knowledge of this information will also be assessed via a google form quiz.*

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>	<ul style="list-style-type: none"> <li>• All high-touch surfaces will be cleaned at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA/CDC/ manufacturer guidelines whenever feasible.</li> <li>• Clean student desks/tables on a frequent basis following posted EPA/CDC/manufacture guidelines, as feasible.</li> <li>• We will clean/disinfect all high-touch surfaces on buses at least once a day.</li> <li>• Students and staff will be directed to sanitize/wash hands on a frequent basis.</li> </ul>	Same as Yellow	Mike Dumin, Director of Facilities	<ul style="list-style-type: none"> <li>• disinfectant solution</li> <li>• mops</li> <li>• buckets</li> <li>• cleaning cloths</li> <li>• paper towels</li> <li>• disinfectant spray</li> <li>• cleaning spray</li> <li>• hand sanitizer</li> <li>• water bottles for students</li> </ul>	Y "Cleaning, Disinfecting, Sanitizing and Ventilation Practices for 10/12 month Cleaning/ Custodial Staff"

	<ul style="list-style-type: none"> <li>• Make hand sanitizer available in common areas, hallways, and/or in classrooms to the greatest extent possible.</li> <li>• Permit students and staff to bring water bottles from home including single-use water bottles</li> </ul>			who cannot provide one	
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>• Ventilate all classrooms using windows and common areas when available/possible.</li> <li>• Implement air circulation patterns that push inside air towards open windows when available/possible.</li> <li>• Increase the introduction of outside air as much as possible, conditions permitting.</li> </ul>	Same as Yellow	Mike Dumin, Director of Facilities	None	Y "Cleaning, Disinfecting, Sanitizing and Ventilation Practices for 10/12 month Cleaning/ Custodial Staff"

## 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:

- How will classrooms/learning spaces be organized to mitigate spread?

*Classrooms/learning spaces will be organized to mitigate spread by separating tables and desks within classrooms which will be at a lesser capacity as a result of a blended educational model. We will not use clustered desk formations. Where tables are used, students will be spaced as far apart as possible. We will use desk rows all facing the same direction for seating configurations, when feasible. We will position desks and work areas in staggered rows facing the same direction using 6-foot distancing metric wherever feasible. Assigned seating in classrooms, congregate settings, and buses, will be used when feasible, to facilitate contact tracing, when necessary. School administrators have evaluated available space to determine the maximum number of students who can occupy spaces within the school within the guidelines provided.*

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

*A portion of students will report to school in groups for in-person instruction while other classmates will learn virtually. These groups will alternate to limit the number of individuals who come into contact with each other throughout the school day. Bathroom use will be structured to avoid overcrowding in that space. Passing time procedures will be developed at each level to limit interaction in the hallways as much as possible. We are still reviewing options for the delivery of meals to students. Some options under discussion include service through a take-out or “grab-and-go” options.*

- What policies and procedures will govern use of other communal spaces within the school building?

*To increase social distancing in communal spaces, procedures will be developed at each level for student arrival to eliminate large gatherings of students. Whenever possible, students must report to classrooms when they arrive at school and will not be permitted to gather in the hallways. Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line. Communal water fountains will be closed. On the playground, students may only gather in small groups and we will explore recess procedures that will support contact tracing. The use of cafeterias, auditoriums, gymnasiums will be limited and used only to the extent that social distancing is possible. We are still reviewing options for the delivery of meals to students to limit the need to gather in a communal space for meals.*

- How will you utilize outdoor space to help meet social distancing needs?

*Outdoor space can help meet social distancing needs by offering more ventilated space to gather and by offering an alternative setting for students to learn. For example, if the weather permits, special area classes can move outside in lieu of meeting students in their classrooms (elementary level). Weather permitting, physical education classes can use the grounds to offer more social distance for their relatively large classes. Building principals will establish procedures for teacher requests or assignments to outdoor locations, with the physical safety of students also in mind.*

- What hygiene routines will be implemented throughout the school day?

*Hygiene routines that will be implemented throughout the school day include requiring individual hand sanitizing/washing before and after eating and using the bathroom. Periodic reminders about washing hands after using the restrooms will also be provided. Daily announcements will remind students about hygiene routines. Students will receive reminders about hygiene protocols for sneezing and coughing. Signage will reinforce these messages. We will encourage students to have individual school supplies and provide individual supplies to students when needed.*

- How will you adjust student transportation to meet social distancing requirements?

*Transporting students to school is a critical element to a full or blended opening to school. However, it is not feasible to transport a substantial portion of students with social distancing in place due to the cost of buses and the availability of drivers. Based on the recommendation of the DOH, on school buses and vans we will enforce a maximum of two (2) students to a seat with all individuals expected to wear masks. This is a maximum number and increased spacing will be in place whenever possible. We will educate and remind students and drivers of the importance of passengers facing forward (not sideways or backward). We will increase ventilation on vehicles by opening windows when feasible. We recognize that educating students and families about new transportation procedures is an important part of this procedure. To the extent possible, we ask for the community's support in using their own transportation or walking when able.*

- What visitor and volunteer policies will you implement to mitigate spread?

*Visitors and volunteers will not be permitted unless approved by the Directors of Education in the case of an extraordinary circumstance. All parents who report to school to pick up their children must sign in and participate in the screening procedures (e.g., review a placard at the point of entry that lists the signs and symptoms of COVID-19 and directs them not to enter if having*

symptoms). *Outside support professionals (for example, behavior support professionals, interpreters, specialists) are **not** considered visitors and would be permitted to enter as long as they adhere to the self-monitoring and other district guidelines.*

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

*Social distancing and other safety protocols will differ based on age and/or grade ranges in minor ways. For example, primary grade students (PK-2) often have access to an in-class bathroom which will require different procedures. Some primary grade teachers, art teachers, and science teachers also have the facilities to allow more frequent handwashing with soap and water. Transition times and procedures for different grade levels will also be in place.*

- 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?

*All professional staff and support staff will be trained on social distancing and other safety protocols via an online training module delivered in August before the first day that students return. Preparedness will be measured by the requirement to pass a post-training assessment and through observation by their supervisors.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> <li>• Classroom desks will face the same direction and be spaced at 6ft apart.</li> <li>• Create procedures for passing time to limit interaction in the hallways.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>• Yardsticks or measuring tape</li> <li>• Stickers or tape to mark the distance and location of classroom furniture</li> </ul>	<p>Y</p> <p>All staff will complete “COVID-19 Social distancing and safety protocols ”</p> <p>“COVID-19 Health and Safety Practices for Students”</p>



<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Procedures will be developed so that students cannot gather in the hallways at the start of school.</li> <li>• Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.</li> <li>• Communal water fountains and filling stations will be closed.</li> <li>• On the playground, students may only gather in small groups.</li> <li>• The use of cafeterias, auditoriums, gymnasiums, and libraries will be limited and used only to the extent that social distancing is possible.</li> <li>• Breakfast and lunch options will be reviewed including service through a take-out or “grab-and-go” option.</li> <li>• Students will not gather in a large group in the cafeteria for meals.</li> <li>• Individual hand sanitizing/washing before and after eating will be required.</li> <li>• If the weather permits, encourage special area classes to move outside in lieu of meeting students in their classrooms.</li> <li>• If weather permits, encourage physical education classes to use the grounds to offer more social distance for their relatively large classes.</li> <li>• The Bucks County Health Department has committed to supporting school district food service departments with training in best practices for foodservice and food safety in schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures will be developed so that students cannot gather in the hallways at the start of school.</li> <li>• Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.</li> <li>• Communal water fountains will be closed.</li> <li>• The use of cafeterias, auditoriums, gymnasiums, and libraries will be limited and used only to the extent that appropriate social distancing for level green is possible.</li> <li>• Breakfast and lunch will be reviewed including service through a take-out or “grab-and-go” option.</li> <li>• Students will not gather in a large group in the cafeteria for meals.</li> <li>• Individual hand sanitizing/ washing before and after eating will be required.</li> <li>• If weather permits, encourage physical education classes to use the grounds to offer more social distance for their relatively large classes.</li> <li>• If the weather permits, encourage special area classes to move outside in lieu of meeting students in their classrooms.</li> <li>• The Bucks County Health Department has committed to supporting school district food service departments with training in best practices for foodservice and food safety in schools.</li> </ul>	<p>Elizabeth Aldridge, Director of Student Services</p>	<ul style="list-style-type: none"> <li>• Signs reminding students not to gather</li> <li>• Signs reminding students to wash/sanitize hands</li> <li>• Bathroom signs and waiting locations</li> <li>• Coverings for water fountains</li> <li>• Coordination with Food Service Provider</li> <li>• Hand sanitizer</li> <li>• Hand soap</li> </ul>	<p>Y</p> <p>“COVID-19 Health and Safety Practices for Students”</p> <p>“COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
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<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Require individual hand sanitizing/washing before and after eating and using the bathroom.</li> <li>• Periodical reminders students and staff to wash hands after using the restrooms will also be provided.</li> <li>• Make daily announcements to remind students about hygiene routines.</li> <li>• Offer reminders about hygiene protocols for sneezing and coughing</li> </ul>	<p>Same as Yellow</p>	<p>Elizabeth Aldridge, Director of Student Services</p>	<ul style="list-style-type: none"> <li>• Hand sanitizer</li> <li>• hand soap</li> <li>• air dryers or paper towels</li> <li>• Access to morning announcement medium</li> </ul>	<p>Y “COVID-19 Health and Safety Practices for Students”  “COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>• Signs will be displayed at the front entrance of each school</li> <li>• Signs will be displayed in each classroom</li> <li>• Signs will be displayed in all bathrooms</li> <li>• Additional signs will also be displayed throughout the school buildings and offices.</li> </ul>	<p>Same as Yellow</p>	<p>Elizabeth Aldridge, Director of Student Services</p>	<ul style="list-style-type: none"> <li>• Signs</li> </ul>	<p>Y “COVID-19 Health and Safety Practices for Students”  “COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>• Visitors and volunteers will not be permitted unless approved by the Directors of Education in the case of an extraordinary circumstance. (Specialists are not “volunteers/visitors” and will be permitted.)</li> <li>• All visitors must sign in and participate in the screening procedures.</li> <li>• The procedures will be communicated to building administration and families.</li> </ul>	<p>Same as Yellow</p>	<p>Director of Elementary Education, Michele Spack and Director of Secondary Education, Theresa Ricci</p>	<ul style="list-style-type: none"> <li>• Signs</li> <li>• Visitor logs</li> <li>• Communication with families from District and individual buildings</li> </ul>	<p>Y “COVID-19 Building Specific Health and Safety Procedures” (staff)</p>

<p><b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>• Recommend continuing with recess and physical education activities as long as those activities limit physical education class, when feasible.</li> <li>• Recommend sanitizing materials used in recess and physical education class, when feasible.</li> </ul>	<p>Same as Yellow</p>	<p>Director of Elementary Education, Michele Spack and Director of Secondary Education, Theresa Ricci</p>	<ul style="list-style-type: none"> <li>• Sanitizing wipes or spray</li> </ul>	<p>Y</p> <p>“COVID-19 Health and Safety Practices for Students”</p> <p>“COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
<p><b>Limiting the sharing of materials among students</b></p>	<ul style="list-style-type: none"> <li>• Students will be encouraged to have their own school supplies</li> <li>• Supplies will be provided to students who do not have them</li> <li>• We will sanitize communal materials between classes/sessions/student use.</li> </ul>	<p>Same as Yellow</p>	<p>Director of Elementary Education, Michele Spack and Director of Secondary Education, Theresa Ricci</p>	<ul style="list-style-type: none"> <li>• School supplies for students who cannot bring them</li> <li>• Sanitizing wipes or spray</li> </ul>	<p>Y</p> <p>“COVID-19 Health and Safety Practices for Students”</p> <p>“COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>• Create procedures for passing time to limit interaction in the hallways.</li> <li>• Limited the use of cafeterias, auditoriums, gymnasiums, and libraries only to the extent that social distancing is possible.</li> </ul>	<p>Same as Yellow</p>	<p>Elizabeth Aldridge, Director of Student Services</p>	<ul style="list-style-type: none"> <li>• Revised bell schedule or procedures that allows for additional passing time</li> </ul>	<p>Y</p> <p>“COVID-19 Building Specific Health and Safety Procedures” (staff)</p>
<p><b>Adjusting transportation schedules and practices to create social</b></p>	<ul style="list-style-type: none"> <li>• Buses will transport only a portion of assigned District students on a given day.</li> <li>• We will limit students on school buses and vans to two (2) students to</li> </ul>	<p>Same as Yellow</p>	<p>Charlie Williams, Director of Transportation</p>	<ul style="list-style-type: none"> <li>• Revised school schedules at each division that alternate student days/times of</li> </ul>	<p>Y</p> <p>“COVID-19 Health and Safety Practices for Students”</p>

<b>distance between students</b>	<p>a seat and space students as far apart as possible.</p> <ul style="list-style-type: none"> <li>• Require that all individuals wear masks while on the bus/van.</li> <li>• We will educate and remind students and drivers of the importance of passengers facing forward (not sideways or backward).</li> <li>• We will increase ventilation on vehicles by opening windows when feasible.</li> </ul>			<p>school attendance</p> <ul style="list-style-type: none"> <li>• Signs for buses</li> </ul>	<p>“COVID-19 Health and Safety Procedures for Bus/Van Drivers”</p>
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Arrange desk rows all facing the same direction for seating configurations work areas, when feasible. Avoid “across the table” seating.</li> <li>• Position desks and work areas in staggered rows facing forward.</li> <li>• The blended model will limit the number of students in each classroom. See the previous sections for more details.</li> <li>• Assign seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary.</li> </ul>	<p>Same as Yellow</p>	<p>Elizabeth Aldridge, Director of Student Services</p>	<ul style="list-style-type: none"> <li>• Revised school schedules at each division that alternate student days/times of school attendance</li> </ul>	<p>N</p>
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation</b>	<ul style="list-style-type: none"> <li>• Child Care providers using District facilities will be required to follow this Health and Safety Plan</li> <li>• A Child Care provider will serve on the Health and Safety Planning Committee</li> </ul>	<p>Same as Yellow</p>	<p>Michele Spack, Director of Elementary Education</p>	<p>None</p>	<p>N</p>

or modified school-year calendars					
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>Classroom extensions will not be held</li> <li>Inter-group activities (e.g. Middle School Campus-wide dance, district-wide chorus) will not take place.</li> <li>Intramural or interscholastic athletics would only be conducted in compliance with the guidelines of PDE, PIAA and in adherence with the Board-approved Athletics Health and Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>Classroom extensions will not be held</li> <li>Inter-group activities (e.g. Middle School Campus-wide dance, district-wide chorus) will not take place until after January 1, 2020, when this restriction will be reviewed.</li> <li>Intramural or interscholastic athletics conducted under the guidelines of PDE, PIAA and in adherence with the Board-approved Athletics Health and Safety Plan</li> </ul>	Director of Elementary Education, Michele Spack and Director of Secondary Education, Theresa Ricci	None	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions**

- 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)?

*Students, staff, and others will be monitored to ensure they are healthy and not exhibiting signs of illness by first educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19. Students and their parents as well as employees will be asked to self-monitor at home before sending children to school and/or reporting to school or work. We will educate parents/guardians as well as staff on the importance of keeping symptomatic children home from school. Each day the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students will remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic. We will utilize the check-list shared by the Health Department as common language about symptoms. The nurse will evaluate any individual who presents with symptoms. This will include only taking the temperature of individuals who present with symptoms. We will require any individual who discloses symptoms to wear a mask if feasible.*

- 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?

*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, we will do the following:*

- ❖ *require the individual to wear a mask, if feasible*
- ❖ *require the individual to report immediately to the nurse's suite for further evaluation*
- ❖ *isolate the individual within the nurse's suite until he/she is dismissed from school*
- ❖ *have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect*

- ❖ *provide appropriate PPE to staff and students in the nurse's suite (assuming the individual was in the suite)*
  - ❖ *require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning.*
  - ❖ *notify the Bucks County Health Department of all positive COVID 19 tests.*
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

*The school nurse, in coordination with the principal and Director of Student Services, will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. The Director of Student Services will confer with the Director of the Bucks County DOH as needed to assist in making these determinations.*

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable or too uncomfortable to return?

*We will require clearance from a medical provider or the Bucks County Health Department before a staff member or student who is confirmed to have COVID-19 returns to school for a full or modified schedule. Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA). These options were shared with all employees on June 5, 2020. A substitute teacher will be assigned while the teacher is absent.*

*In addition, the Bucks County Health Department has committed to supporting the District by determining the length of time an individual should be removed from school, and when clearance should be provided to return. The Bucks County Health Department will educate school nurses and administrative staff on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.*

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

*All students will be eligible to participate in the blended return-to-school schedule with the exception of students whose medical providers advise them not to return. Our Continuity of Education Planning Committee is considering options to increase our capacity to offer online learning to families whose students are unable or unwilling to return to a blended model. We have surveyed students' families and will survey families again this summer to assess interest as part of our planning process.*

- 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?

*We will consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or districts. We will notify families in the event of a confirmed case of COVID-19 using strategies similar to the successful and well-established communication strategies used with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open. For example, for the 14-day period following such a diagnosis, we would consider increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing. Notification would take place via emails to families and posting on our websites. We would consider closing a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates the necessity to do so.*

- 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?

*All staff will be trained on the protocols for monitoring student and staff health via an online training module delivered in August before the first-day students return. Preparedness will be measured by the requirement to pass a post-training assessment and through observation by their supervisors.*

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>* Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>• We will train all staff and students on the signs and symptoms of COVID-19 and the importance of staying home if you are symptomatic</li> <li>• We will educate all families on the signs and symptoms of COVID-19 and the importance of keeping symptomatic children home from school.</li> <li>• We will educate staff on the importance of staying home if symptomatic.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>• copies of the Bucks County Health Department's Signs and Symptoms of COVID-19 Checklist (electronic and hard copy)</li> </ul>	Y  "COVID-19 protocols for monitoring student and staff health"  "COVID-19 Health and Safety



	<ul style="list-style-type: none"> <li>● We will require any individual who discloses symptoms to wear a mask if feasible.</li> <li>● We will require every day that the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.</li> <li>● The nurse will evaluate any individual who presents with symptoms</li> <li>● The nurse will only take the temperature of individuals who present with symptoms.</li> <li>● Students and their parents will be asked to self-monitor at home before sending children to school</li> <li>● Employees will be asked to self-monitor before reporting work.</li> <li>● We will utilize the check-list shared by the PA Dept of Education as common language about symptoms.</li> </ul>			<ul style="list-style-type: none"> <li>● infrared thermometers</li> <li>● adult and child-sized disposable masks</li> </ul>	Practices for Students”
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>● 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, we will do the following: <ul style="list-style-type: none"> <li>● require the individual to wear a mask, if feasible</li> <li>● require the individual to report immediately to the nurse’s suite for further evaluation</li> <li>● isolate the individual within the nurse’s suite until he/she is dismissed from school</li> <li>● have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect</li> <li>● provide appropriate PPE to staff and students in the nurse’s suite (assuming the individual was in the suite)</li> <li>● require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning</li> </ul> </li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>● infrared thermometers</li> <li>● adult and child-sized disposable masks</li> <li>● PPE for School Nurses: face shields, masks, gloves</li> <li>● designation or creation of quarantine area within or near each school’s Health Suite</li> </ul>	Y  “COVID-19 Health and Safety Procedures for School Health Staff”

	<ul style="list-style-type: none"> <li>• Notify the Bucks County Health Department of all positive COVID 19 tests.</li> <li>• Support and respond to the contract tracing that will be led by the Bucks County Health Department for any/all required contact tracing for school cases. (example: providing names of those potentially exposed, providing seating assignments, providing schedules or itineraries, etc.)</li> </ul>			<ul style="list-style-type: none"> <li>• Disinfectant spray</li> <li>• Paper towels</li> <li>• Hand sanitizer</li> <li>• Hand soap</li> <li>• list of local COVID-19 testing locations</li> <li>• PSD HR handout on COVID-19 testing and coverage</li> </ul>	
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>• A clearance from a medical provider or the Bucks County Health Department will be required before a staff member or student confirmed to have COVID-19 returns to school.</li> <li>• A clearance from a medical provider or the Bucks County Health Department will be required before a staff member or student following COVID-19 isolation or quarantine returns to school.</li> <li>• We will confer with the Bucks County Health Department to determine the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.</li> <li>• Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA).</li> <li>• A substitute teacher will be assigned while the teacher is absent.</li> <li>• Students who are unable to return will continue their studies virtually. School staff will check-in frequently with students who are unable to return.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>• Additional copies of the Families First Coronavirus Response Act guidance for employee absence</li> </ul>	Y "COVID-19 Health and Safety Procedures for School Health Staff"
<b>Notifying staff, families, and the public of school</b>	<ul style="list-style-type: none"> <li>• We will consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or districts.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of	<ul style="list-style-type: none"> <li>• Sample notification letter</li> </ul>	Y "COVID-19 Health and

<p><b>closures and within-school-year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>• We would consider closing a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates the necessity to do so.</li> <li>• We will notify families in the event of a confirmed case of COVID-19 using strategies similar to the successful and well-established communication strategies used with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open.</li> <li>• For example, for the 14-day period following such a diagnosis, we educate stakeholders on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increased enforcement of social distancing.</li> <li>• Notification would take place via emails to families and posting on our websites.</li> </ul>		<p>Student Services</p>	<ul style="list-style-type: none"> <li>• Access to District email notification system</li> <li>• Access to the emergency notification list</li> <li>• Access to update district website</li> </ul>	<p>Safety Procedures for School Health Staff”</p>
<p><b>Other monitoring and screening practices</b></p>	<ul style="list-style-type: none"> <li>• No release of impacted student and staff names would happen without coordination with the Bucks County Health Department and consultation with the District’s solicitor.</li> </ul>	<p>Same as yellow</p>	<p>Elizabeth Aldridge, Director of Student Services</p>	<p>None</p>	<p>Y “COVID-19 Health and Safety Procedures for School Health Staff”</p>

**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:

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

*As of the writing of this plan, the Governor's July 1, 2020 order regarding mask-wearing is in place. All staff and students are mandated to wear masks unless they qualify for an exception or are participating in an activity or situation where mask removal is permitted. According to subsequent information provided by the Department of Education, student mask removal is permitted when students are eating or drinking when spaced at least 6 feet apart; seated at desks or assigned workspaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face-covering breaks, recess, etc.). The full Governor's Order can be reviewed [HERE](#).*

- What special protocols will you implement to protect students and staff at higher risk for severe illness?

*To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals. Staff who are at high risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.*

- How will you ensure enough substitute teachers are prepared in the event of staff illness?

*We will work with our substitute teacher provider (ESS) to ensure we have staff available for coverage. With the support of departmental leadership, substitutes will be guided to continue instruction in the teacher's absence. Building substitutes will access the same online training module as the contracted staff.*

- 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?

*We are fortunate to employ seven full-time social workers across the district who are our first line in making sure that families have access to housing, food, technology, and other resources. We also have an enviable number of school counselors and school psychologists who are also available to assist students in person, via phone, or via online sessions. We will continue to provide*

*counseling services as delineated in students' IEPs. We also work frequently with local resources such as Neighborhood-in-Need to provide additional resources to families. Our approach is to support the whole family as needed, connecting families with outside resources and agencies for our students' long-term support.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.</li> <li>We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals.</li> <li>Staff who are at high-risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	None	Y "COVID-19 Health and Safety Procedures for School Health Staff"
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Require, per the Governor's July 1, 2020 order, that staff members to wear a clear face shield or face mask unless the qualify for one of the limited exceptions.</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>disposable face coverings of various sizes</li> </ul>	Y "COVID-19 Social distancing and safety protocols"
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Per the Governor's July 1, 2020 order, require that students wear masks at all times unless they qualify for an exception.</li> <li>Provide a mask for students in the above situation if students cannot provide their own</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of Student Services	<ul style="list-style-type: none"> <li>disposable face masks in a variety of sizes</li> </ul>	Y "COVID-19 Health and Safety Practices for Students"
<b>Unique safety protocols for students with</b>	<ul style="list-style-type: none"> <li>To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe</li> </ul>	Same as Yellow	Elizabeth Aldridge, Director of	None	Y

<b>complex needs or other vulnerable individuals</b>	return to school using increased social distancing strategies, where feasible, for the student and staff. <ul style="list-style-type: none"> <li>• We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals.</li> <li>• Staff who are at high risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.</li> </ul>		Student Services		"COVID-19 Health and Safety Procedures for School Health Staff"
<b>Strategic deployment of staff</b>	(deliberately blank--this is an optional section)				

## 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
Cleaning, Disinfecting, Sanitizing and Ventilation	Cleaners and Custodians	Mike Dumin, Director of Facilities	In-person Virtual (option)	Handouts, slides	07/01/2020	07/14/2020

Practices for 12-month Cleaning/Custodial Staff						
Cleaning, Disinfecting, Sanitizing and Ventilation Practices for 10-month Cleaning/Custodial Staff	Cleaners and Custodians	Mike Dumin, Director of Facilities	In-person Virtual (option)	Handouts, slides	08/27/2020	08/27/2020
Cleaning, Disinfecting, Sanitizing and Ventilation Practices for General Staff	Professional and Support staff members (except cleaners and custodians)	Elizabeth A. Aldridge, Director of Student Services	Virtual training with assessment	Development of module or identification of existing module, creation of assessment, employee access to technology	8/01/2020 (window to complete)	08/27/2020
Review of District Health/Safety Plan	All Staff	Elizabeth A. Aldridge, Director of Student Services	Virtual training with assessment	Development of module, creation of assessment, employee access to technology	8/01/2020 (window to complete)	08/27/2020
COVID-19 protocols for monitoring student and staff health	All Staff	Elizabeth A. Aldridge, Director of Student Services	Virtual training with assessment	Development of module or identification of existing module, creation of assessment, employee access to technology	8/01/2020 (window to complete)	08/27/2020
COVID-19 Social distancing and safety protocols	All professional and support staff	Elizabeth A. Aldridge, Director of Student Services	Virtual training with assessment	Development of module or identification of existing module, creation of assessment, employee access to technology	8/01/2020 (window to complete)	08/27/2020
<b>Substitute Staff Training</b> *COVID-19 Cleaning, Disinfecting, Sanitizing and Ventilation Practices for General Staff *COVID-19 protocols for monitoring student and staff health	All substitutes from Source4Teachers	Elizabeth A. Aldridge, Director of Student Services	Virtual training with assessment	Development of module or identification of existing module, creation of assessment, employee access to technology	08/27/2020	last day of school

*Social distancing and safety protocols *Review of District Health/Safety Plan						
COVID-19 Health and Safety Practices for Students	All Students	Elizabeth A. Aldridge, Director of Student Services	Video presentation and classroom lessons	Development of video, developmentally appropriate for each division, to review new safety and health procedures	09/01/2020	09/30/2020
COVID-19 Building Specific Health and Safety Procedures	All School-based Staff	Elizabeth A. Aldridge, Director of Student Services	Faculty Meeting (Virtual or small groups)	Review individual building's changes in procedures	08/27/2020	08/27/2020
COVID-19 Health and Safety Procedures for Bus/Van Drivers	All transportation staff	Charlies Williams, Director of Transportation	Kick-Off Meeting??	Create a checklist of reminders for new procedures	8/18/2020	
COVID-19 Health and Safety Procedures for School Health Staff	All certified school nurses, registered nurses, and health room aides	Elizabeth Aldridge, Director of Student Services	Virtual training	Develop lesson plan for a virtual meeting to review new procedures	8/15/2020	8/27/2020



## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan</b>	Pennsbury Community (residents, families, staff)	Ann Langtry, Supervisor of Communication Strategies	Website posting, media outreach	07/16/2020	last day of school?
<b>Health and Safety Plan</b>	Pennsbury families	Ann Langtry, Supervisor of Communication Strategies	Voicemail, email & text messaging to all District families	07/16/2020	last day of school?
<b>Health and Safety Plan</b>	Pennsbury Community (residents, families, staff)	Ann Langtry, Supervisor of Communication Strategies	Social media messaging: Remind,@PSD_CoffeeBean	07/16/2020	last day of school?
<b>Health and Safety Plan</b>	Pennsbury Community (residents, families, staff)	Ann Langtry, Supervisor of Communication Strategies	Shared message with PTOs for email distribution to families and posting on PTO-owned Facebook pages	07/16/2020	last day of school?
<b>Current County Mitigation Levels</b>	DOH and District	Elizabeth A. Aldridge, Director of Student Services	Phone calls, review of website materials, review of emails	07/16/2020	continuous
<b>Changes in Mitigation Levels</b>	Pennsbury families	Ann Langtry, Supervisor of Communication Strategies	Website posting, email to families, social media messages, media outreach	as needed	last day of school

## Health and Safety Plan Summary: **The Pennsbury School District**

Anticipated Launch Date: **September 8, 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>We will ensure the building is cleaned and ready to safely welcome staff and students by following our prescribed practice of deep cleaning, disinfecting, and sanitizing during the summer months. This includes following <a href="#">CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation</a>. Emergency and routine maintenance has already begun and will continue throughout the summer to ensure the buildings are ready for the return of students.</p> <p>The process of procuring adequate disinfection supplies meeting OSHA guidelines and <a href="#">CDC requirements for COVID-19</a> requirements began in March and has continued since then. We are fortunate to have a full-time Purchasing Agent who is doggedly tracking down disinfectant solution, PPE, fogger devices, plexiglass dividers, and other essential supplies and equipment. We also collaborate with the County Emergency Management Team and our Intermediate Unit for the provision of supplies as needed. We are working toward the goal of having enough quantity for the start of the school year, and, as of plan submission, we are close to that goal. These supplies adhere to OSHA guidelines and CDC guidelines for COVID-19.</p> <p>We will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety with the following frequency. Classrooms and offices will be cleaned and sanitized and the end of the workday. This will include frequently touched</p>

surfaces. We will follow the [CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#). Ventilation procedures will include staff members opening windows at the beginning and end of each day as the temperature and facility allow. Ventilation through windows will also be encouraged while students are in the classroom. Routine maintenance of ventilation systems will ensure those systems are clean. Buildings without window openings will implement air circulation through the HVAC system's exchange of outside air.

We will clean student desks/tables on a frequent basis following posted EPA/CDC /manufacturer guidelines, as feasible. Students and staff should consider sanitizing/washing hands on a frequent basis. We will make hand sanitizer available in common areas, hallways, and/or in classrooms. Staff and students will be permitted to bring water bottles from home including single-use water bottles.

During the school day, the custodial staff will clean and disinfect the bathrooms and frequently-touched locations in common areas. All high-touch surfaces will be cleaned at least twice a day (door handles, railings, light switches, etc.) following posted EPA/ CDC/manufacturer guidelines whenever feasible.

All cleaning staff and custodial staff will participate in an in-depth refresher training on cleaning, sanitizing, disinfecting, and ventilation protocols. The training will be held in July for 12-month employees and the fourth week of August for 10-month employees. Their preparedness to implement the training will be measured by the completion of a post-training quiz as well as checklists completed by supervisors who observe their work.

All other staff members will receive training as part of the opening-of-school professional development. Their knowledge of this information will also be assessed via a google form quiz.

## 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><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>Classrooms/learning spaces will be organized to mitigate spread by separating tables and desks within classrooms which will be at a lesser capacity as a result of a blended educational model. We will not use clustered desk formations. Where tables are used, students will be spaced as far apart as possible. We will use desk rows all facing the same direction for seating configurations, when feasible. We will position desks and work areas in staggered rows facing the same direction using 6-foot distancing metric wherever feasible. Assigned seating in classrooms, congregate settings, and buses, will be used when feasible, to facilitate contact tracing, when necessary. School administrators have evaluated available space to determine the maximum number of students who can occupy spaces within the school within the guidelines provided.</p> <p>A portion of students will report to school in groups for in-person instruction while other classmates will learn virtually. These groups will alternate to limit the number of individuals who come into contact with each other throughout the school day. Bathroom use will be structured to avoid overcrowding in that space. Passing time procedures will be developed at each level to limit interaction in the hallways as much as possible. We are still reviewing options for the delivery of meals to students. Some options under discussion include service through a take-out or “grab-and-go” options.</p> <p>To increase social distancing in communal spaces, procedures will be developed at each level for student arrival to eliminate large gatherings of students. Whenever possible, students must report to classrooms when they arrive at school and will not be permitted to gather in the hallways. Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line. Communal water fountains will be closed. On the playground, students may only gather in small groups and we will explore recess procedures that will support contact tracing. The use of cafeterias, auditoriums, gymnasiums will be limited and used only to the extent that social distancing is possible. We are still reviewing options for the delivery of meals to students to limit the need to gather in a communal space for meals.</p>
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<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>Outdoor space can help meet social distancing needs by offering more ventilated space to gather and by offering an alternative setting for students to learn. For example, if the weather permits, special area classes can move outside in lieu of meeting students in their classrooms (elementary level). Weather permitting, physical education classes can use the grounds to offer more social distance for their relatively large classes. Building principals will establish procedures for teacher requests or assignments to outdoor locations, with the physical safety of students also in mind.</p> <p>Hygiene routines that will be implemented throughout the school day include requiring individual hand sanitizing/washing before and after eating and using the bathroom. Periodic reminders about washing hands after using the restrooms will also be provided. Daily announcements will remind students about hygiene routines. Students will receive reminders about hygiene protocols for sneezing and coughing. Signage will reinforce these messages. We will encourage students to have individual school supplies and provide individual supplies to students when needed.</p> <p>Transporting students to school is a critical element to a full or blended opening to school. However, it is not feasible to transport a substantial portion of students with social distancing in place due to the cost of buses and the availability of drivers. Based on the recommendation of the DOH, on school buses and vans we will enforce a maximum of two (2) students to a seat with all individuals expected to wear masks. This is a maximum number and increased spacing will be in place whenever possible. We will educate and remind students and drivers of the importance of passengers facing forward (not sideways or backward). We will increase ventilation on vehicles by opening windows when feasible. We recognize that educating students and families about new transportation procedures is an important part of this procedure. To the extent possible, we ask for the community's support in using their own transportation or walking when able.</p> <p>Visitors and volunteers will not be permitted unless approved by the Directors of Education in the case of an extraordinary circumstance. All parents who report to school to pick up their children must sign in and participate in the screening procedures (e.g., review a placard at</p>
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	<p>the point of entry that lists the signs and symptoms of COVID-19 and directs them not to enter if having symptoms). Outside support professionals (for example, behavior support professionals, interpreters, specialists) are <b>not</b> considered visitors and would be permitted to enter as long as they adhere to the self-monitoring and other district guidelines.</p> <p>Social distancing and other safety protocols will differ based on age and/or grade ranges in minor ways. For example, primary grade students (PK-2) often have access to an in-class bathroom which will require different procedures. Some primary grade teachers, art teachers, and science teachers also have the facilities to allow more frequent handwashing with soap and water. Transition times and procedures for different grade levels will also be in place.</p> <p>All professional staff and support staff will be trained on social distancing and other safety protocols via an online training module delivered in August before the first day that students return. Preparedness will be measured by the requirement to pass a post-training assessment and through observation by their supervisors.</p>
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**Monitoring Student and Staff Health**

<b>Requirement(s)</b>	<b>Strategies, Policies and Procedures</b>
<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>Students, staff, and others will be monitored to ensure they are healthy and not exhibiting signs of illness by first educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19. Students and their parents as well as employees will be asked to self-monitor at home before sending children to school and/or reporting to school or work. We will educate parents/guardians as well as staff on the importance of keeping symptomatic children home from school. Each day the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students will remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic. We will utilize the check-list shared by the Health Department as common language about symptoms. The nurse will evaluate any individual who presents with symptoms. This will include only taking the temperature of individuals who present with</p>

**\* Returning isolated or quarantined staff, students, or visitors to school**

**Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**

symptoms. We will require any individual who discloses symptoms to wear a mask if feasible.

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, we will do the following:

- ❖ require the individual to wear a mask, if feasible
- ❖ require the individual to report immediately to the nurse's suite for further evaluation
- ❖ isolate the individual within the nurse's suite until he/she is dismissed from school
- ❖ have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect
- ❖ provide appropriate PPE to staff and students in the nurse's suite (assuming the individual was in the suite)
- ❖ require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning.
- ❖ notify the Bucks County Health Department of all positive COVID 19 tests.

The school nurse, in coordination with the principal and Director of Student Services, will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. The Director of Student Services will confer with the Director of the Bucks County DOH as needed to assist in making these determinations.

We will require clearance from a medical provider or the Bucks County Health Department before a staff member or student who is confirmed to have COVID-19 returns to school for a full or modified schedule. Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA). These options were shared with all employees on June 5, 2020. A substitute teacher will be assigned while the teacher is absent.

In addition, the Bucks County Health Department has committed to supporting the District by determining the length of time an individual should be removed from school, and when clearance should be provided to return. The Bucks County Health Department will educate school nurses and administrative staff on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.

All students will be eligible to participate in the blended return-to-school schedule with the exception of students whose medical providers advise them not to return. Our Continuity of Education Planning Committee is considering options to increase our capacity to offer online learning to families whose students are unable or unwilling to return to a blended model. We have surveyed students' families and will survey families again this summer to assess interest as part of our planning process.

We will consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or districts. We will notify families in the event of a confirmed case of COVID-19 using strategies similar to the successful and well-established communication strategies used with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open. For example, for the 14-day period following such a diagnosis, we would consider increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing. Notification would take place via emails to families and posting on our websites. We would consider closing a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates the necessity to do so.

All staff will be trained on the protocols for monitoring student and staff health via an online training module delivered in August before the first-day students return. Preparedness will be measured by the requirement to pass a post-training assessment and through observation by their supervisors.

## **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>As of the writing of this plan, the Governor’s July 1, 2020 order regarding mask-wearing is in place. All staff and students are mandated to wear masks unless they qualify for an exception or are participating in an activity or situation where mask removal is permitted. According to subsequent information provided by the Department of Education, student mask removal is permitted when students are eating or drinking when spaced at least 6 feet apart; seated at desks or assigned workspaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face-covering breaks, recess, etc.). The full Governor’s Order can be reviewed <a href="#">HERE</a>.</p> <p>As of the writing of this plan, the Governor’s July 1, 2020 order regarding mask-wearing is in place. All staff and students are mandated to wear masks unless they qualify for an exception or are participating in an activity or situation where mask removal is permitted. According to subsequent information provided by the Department of Education, student mask removal is permitted when students are eating or drinking when spaced at least 6 feet apart; seated at desks or assigned workspaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face-covering breaks, recess, etc.). The full Governor’s Order can be reviewed <a href="#">HERE</a>.</p> <p>To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals. Staff who are at high risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.</p> <p>We will work with our substitute teacher provider (ESS) to ensure we have staff available for coverage. With the support of departmental leadership, substitutes will be guided to continue instruction in the teacher’s absence. Building substitutes will access the same online training module as the contracted staff.</p>

	<p>We are fortunate to employ seven full-time social workers across the district who are our first line in making sure that families have access to housing, food, technology, and other resources. We also have an enviable number of school counselors and school psychologists who are also available to assist students in person, via phone, or via online sessions. We will continue to provide counseling services as delineated in students' IEPs. We also work frequently with local resources such as Neighborhood-in-Need to provide additional resources to families. Our approach is to support the whole family as needed, connecting families with outside resources and agencies for our students' long-term support.</p>
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## Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

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

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

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

By:

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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.