



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: Forbes Road School District

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

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

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

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 19, 2020

Please note that Forbes Road School District recognizes the COVID environment as being a fluid situation with variables that may change before the originally scheduled start date of August 19, 2020. The district will continue to monitor available federal, state and

local communications and adjust the plan as necessary to promote student, staff and community safety within the boundaries of executive orders.

This plan addresses the district's goal of a complete reopening to occur following the originally approved school calendar. However, this is not the only possible scenario.

Forbes Road Academy On-Line Program

We realize that some parents may be uncomfortable sending their children back to school in the current environment. We will offer an online program as an alternative to on-campus attendance to those parents who would prefer such an option. The design of the program will be based on student needs as well as the extent to which Internet service is available in the student's home.

Remote Education

In the event of a mandated school closure, the school year may begin using a remote learning format. Expectations for student attendance and participation would be in line with state laws for mandatory attendance utilizing traditional district grading practices.

Delayed Start

The district may consider delaying the start of the school year to gather more information in the event changing circumstances make it prudent to do so.

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)
Maria Scott-Bollman	District Administration	Pandemic Coordinator
Elizabeth Locke	School Nurse	Both
Brian Barton	Community (EMA Director)	Both
Randy Gelvin	Principal/Teacher	Both

Laurel Keegan	Special Education Director	Health and Safety Plan Development
Melissa Lane	Board Member/Parent	Health and Safety Plan Development
Chris Seymore	Grounds/Transportation Director	Both
Heidi O’Neal	Athletic Director	Both

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

The district will utilize cleaning and disinfecting supplies and procedures adhering to OSHA and CDC requirements.

Ensuring Cleanliness: The district works alongside a representative from Hillyard for cleaning supplies. With that partnership we are supplied with training on how to properly use those products to ensure their effectiveness. Hillyard has agreed to a specific training on proper practices and use of their products to combat COVID.

Procurement of Disinfecting Supplies: The district attempts to procure enough supplies for 90-120 days. All products the district uses adhere to OSHA and CDC requirements. All products are on the EPA list N of disinfectants to combat SARS-CoV-2.

Cleaning ,Sanitizing ,Disinfecting and Ventilation Protocol: The staff will clean and disinfect the school on a daily basis using EPA approved products to combat SARS-CoV-2. High touch surfaces will be disinfected throughout the day.

The HVAC system will be monitored daily to be sure it is operating properly . Filters will be observed and replaced accordingly.

Cleaning and Disinfecting Throughout the Day: There will be hand sanitizing stations placed throughout the buildings. The teachers will have access to disinfectant spray and wipes. The high touch surfaces will be disinfected periodically.

The Transportation contractors will be supplied with EPA approved disinfectant and properly trained on use. Transportation contractors will be responsible for disinfecting high touch areas between bus runs.

All drinking fountains will be closed for use in all buildings. Students will be allowed to bring their own water bottles from home.

Training: All Maintenance/Custodial staff will be trained by a representative from Hillyard on proper uses and applications. The Facilities Manager will shadow the day cleaning/sanitizing operations, and the evening shift supervisor will shadow the Nightly cleaning/sanitizing operations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The District’s staff will adhere to CDC/WHO guidelines for cleaning and disinfecting the buildings to minimize the exposure and risk of all viruses through meticulous cleaning procedures daily using EPA approved products. The district will implement more routine cleaning throughout the day for high touch areas. The HVAC system will be monitored daily to be sure it is operating properly. Filters will be observed and replaced accordingly. The	Same as Yellow	Chris Seymore, Mgr of Grounds and Transportation	Cleaning and Disinfecting Products Hillyard Representative for Training CDC/WHO Website HVAC Monitoring PPE	Yes

	<p>Transportation contractors will be supplied with EPA approved disinfectant and properly trained on use. Transportation contractors will be responsible for disinfecting high touch areas between bus runs.</p> <p>All drinking fountains will be closed for use in all buildings. Students will be allowed to bring their own water bottles from home.</p>				
Other cleaning, sanitizing, disinfecting, and ventilation practices	There will be hand sanitizing stations placed throughout the buildings. The teachers will have access to disinfectant spray and wipes. The high touch surfaces will be disinfected periodically.	Same as Yellow	Chris Seymore, Mgr of Grounds and Transportation	Hand sanitizer Hand sanitizer Kiosk Spray Bottles Spray Sanitizer Wipes Microfiber Cloths	Yes

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:

Organization/Placement: The district will follow State guidelines for social distancing when returning to on-campus operations. Classrooms/learning spaces will be measured by maintenance to determine the maximum capacity for each room using six feet of distance as the goal for placement of student desks with all desks facing forward or otherwise acceptably distanced. In any room where six feet of distance cannot be obtained, either students will be required to wear approved face coverings or clear shields will be utilized to maintain safe social distancing.

Student Grouping: Students will be placed in cohorts whenever possible with teachers coming to students for classes rather than students traveling from room to room. In any case where students must change classes, face coverings will be required.

Communal Spaces: Communal spaces such as the auditorium or gyms and other communal spaces will be used while maintaining safe social distancing guidelines. Students will eat in classrooms rather than the cafeteria. Parent visits to classrooms will be suspended during operational restrictions.

Outdoor Spaces: Outdoor spaces will be used for staggered classroom breaks throughout the day to provide physical activity (overseen by classroom teachers and physical education teachers) and mental breaks from study. Students will maintain social distancing requirements and stay within their cohorts during use of outdoor spaces.

Hygiene Practices: Classroom teachers will be responsible for following an established schedule for routine hand-washing and/or hand sanitizing. Students supplies will not be shared. Members of maintenance will clean/sanitize rooms throughout the day while students are taking breaks in outdoor or communal spaces.

Student Transportation: Students' temperatures should be taken at home before allowing them to get on transportation to go to school. Any student with a fever or other symptoms should stay home from school. All students must wear clean, face coverings while using transportation. Students will be excused from wearing face coverings only if a physician

provides a medical diagnosis in writing that would preclude a student from wearing a face covering. The student would then receive a 504 plan to help manage his or her medical condition. The bus driver will wear a face covering at all times and maintain a supply of disposable masks for situations where a student may need a replacement face covering.

Visitor/Volunteer Policies: Visitors will be kept to the minimum needed to maintain essential functions and will remain in the school office unless necessary. Meetings between social service agency representatives and students will take place via Google Meet when possible. Special education related services will occur in designated rooms that are sanitized between each student session. All visitors must wear face coverings to enter the building.

Social Distancing/Safety Protocols By Age Group: Social distancing and safety protocols will be the same for all age groups unless high school students cannot be efficiently scheduled into single cohorts. In the event that high school students must move to a different classroom, they will be in the hall one group at a time and will wear face coverings while changing rooms.

Stakeholder Training: The district will provide training for students, staff and parents pertaining to new procedures and protocols. The trainings will begin prior to the start of the school year and will be repeated or updated as necessary throughout the school year.

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	Each classroom will be measured to place desks (all facing the same direction) six feet apart. Classes will be scheduled in rooms to meet the enrollment requirements of each class. In this phase students would attend five days per week. Parents would have the option for their children to do full remote learning.	Same as yellow phase	Chris Seymore, Mgr of Grounds and Transportation	Measurements of each classroom with chart of maximum occupancy for each room based on 6-foot distancing	N

<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will eat in their classrooms, or in some cases, six feet apart in rooms designed to accommodate sufficient space such as gymnasiums. Tables would have seats placed six feet apart and be cleaned after each student's use.</p>	<p>Same as yellow phase</p>	<p>Principals and Cafeteria Supervisor</p>	<p>Disposable plates and utensils, packaging materials and serving racks/carts</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students and staff will be taught and skills reinforced to practice hand hygiene when entering the building and boarding transportation, before and after eating, after sneezing or coughing, after using the restroom, and whenever hands are visibly soiled.</p> <p>Hand hygiene consists of washing all surfaces of the hands with warm soap and water for at least 20 seconds, or use of hand sanitizer with at least 60 percent alcohol whenever soap and water are unavailable. Hand sanitizer will be available in common areas where sinks are not available.</p>	<p>Same as yellow phase</p>	<p>Elizabeth Locke, Certified School Nurse</p>	<p>Hand sanitizer with at least 60 percent alcohol, soap, paper towels, sinks</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs promoting illness prevention techniques will be hung in selected common areas, classrooms, and the district health office. Handwashing signs will be posted in all restrooms.</p>	<p>Same as yellow phase</p>	<p>Elizabeth Locke, Certified School Nurse</p>	<p>Illness prevention Posters or signs</p>	<p>N</p>
<p>* Identifying and restricting</p>	<p>Non-essential visitors and volunteers will be restricted.</p>	<p>Same as yellow phase</p>	<p>Building Principals/ Receptionists</p>	<p>Signs notifying visitors of restrictions</p>	<p>Y</p>

non-essential visitors and volunteers	Meetings via Zoom or Google will be set up as feasible.				
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Outdoor sporting events spectators will follow PIAA rules and social distancing guidelines. Students in PE classes and athletes will work as individuals or in small groups for skill enhancement and practice. Coaches and athletes will wear face coverings when feasible. Indoor activities will follow CDC guidelines.	Same as yellow phase	Building Principals/ Athletic Director	Supplies Needed to Meet Athletics Plan	Y
Limiting the sharing of materials among students	Students will be assigned their own technology hardware, writing implements, binders, art supplies, etc. to avoid sharing materials. Students will stay in the same classroom as much as possible.	Same as yellow phase	Building Principals/ Classroom Teachers	Additional Educational Supplies and Assignment of Hardware for the School Year	Y
Staggering the use of communal spaces and hallways	When possible, students will remain in the same classroom and teachers will come to those rooms for instruction. Water fountains will not be used, but students and staff may bring bottled water to school.	Same as yellow phase	Building Principals/ School Counselors	Daily Schedules	Y
Adjusting transportation schedules and practices to create social distance between students	Students will be spread out to the extent possible on buses. The bus driver and all students will be required to wear approved face coverings to use school transportation.	Same as yellow phase	Chris Seymore, Transportation Director	Not Needed	Y
Limiting the number of individuals in classrooms and	Visitors will be kept to a minimum to retain essential operational functions and must wear masks in the building. Students will be	Same as yellow phase	Building Principals/ School Counselors	Daily Schedules	Y

other learning spaces, and interactions between groups of students	assigned to individual cohorts kept separate from other cohorts as much as possible.				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	The district will provide communications in the form of web site posts, letters and/or recorded phone messages to apprise the community of operational changes	Same as yellow phase	Building Principals and Transportation Manager	District communications tools	Y
Other social distancing and safety practices	The district will implement and continue to update training for students, staff and parents as procedures and protocols continue to evolve. All field trips will be suspended.	Same as yellow phase	Building Principals, School Nurse, and Transportation Director	As needed	Y

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 and 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: Student health checks will be required to be performed by parents at home daily before riding the school bus or coming to school. Staff and visitors will be required to submit daily health screening questionnaires. Any staff or students who become ill during the school day will be isolated and evaluated by the school nurse or designated staff.

Individuals who have been absent due to illness should report to the school health office to be cleared prior to returning to the classroom. School Nurse will work with local DOH to perform contact tracing and identify individuals to isolate or quarantine per CDC and PA DOH guidelines.

Positive cases within the classroom will result in a 14 day quarantine of the classroom cohort. Staff and students unable or uncomfortable returning to school following isolation or quarantine will be accommodated on a case by case basis to include remote learning or other accommodations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents will be required to perform health self-checks daily before sending their student to school.</p> <p>Staff will be required to submit a health self-screening questionnaire to include temperature each day they are in the building. Visitors will be given a questionnaire and have their temperature checked upon signing in. Staff, students, and visitors should not report to school if they are experiencing symptoms of COVID-19 or have been instructed by a healthcare professional to isolate or quarantine.</p> <p>Any individual absent due to illness should report absence and notify the school health office of symptoms. Individuals exhibiting symptoms of COVID-19 should seek medical attention for further evaluation and instructions prior to returning to school.</p>	<p>Same as Yellow Phase</p>	<p>Elizabeth Locke, Certified School Nurse</p>	<p>Paper and electronic screening questionnaire, non-contact thermometer</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a</p>	<p>School Nurse will be notified of individuals who are sick or have been determined to have a history of exposure that are in the building. The sick individual will be</p>	<p>Same as Yellow Phase</p>	<p>Elizabeth Locke, Certified School Nurse</p>	<p>Isolation Room, n95 or surgical face mask, face shield, gowns, gloves.</p>	<p>Y</p>

<p>history of exposure</p>	<p>brought to an isolation room attached to the school health office for evaluation.</p> <p>Local DOH will notify the school nurse of any COVID-19 positive staff or students and any staff or students requiring quarantine due to community exposure.</p> <p>In the event of a COVID-19 positive student or staff member, any close contacts will be identified with help of the school nurse and local DOH.</p> <p>The student's immediate classmates and teacher will be quarantined for 14 days and will participate in remote learning until the end of the quarantine period. In the event of multiple quarantined groups or classrooms, school-wide remote learning will be implemented.</p> <p>School Nurse will work closely with local DOH and assist with contact tracing to determine individuals who need to be isolated or quarantined in accordance with CDC guidelines.</p>				
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* Returning isolated or quarantined staff, students, or visitors to school	The school nurse will work closely with local DOH to determine when to return isolated or quarantine staff, students or visitors to school per CDC and PA DOH guidelines.	Same as Yellow Phase	Elizabeth Locke, Certified School Nurse	Copies of guidelines	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The district will provide communications in the form of web site posts, letters and/or recorded phone messages to apprise the community of operational changes	Same as Yellow Phase	Maria Scott-Bollman, Superintendent	District communication tools, including mail, website posts, and “all call” system	N
Other monitoring and screening practices	Staff and students returning to school after illness will report to the school health office for evaluation prior to return to the classroom. Staff and students absent for 3 or more days or who have been referred for evaluation by a healthcare provider will require a doctor’s note to return to school.	Same as Yellow Phase	Elizabeth Locke, Certified School Nurse	Documentation for record keeping	N

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: Face coverings are required for all staff and students when using school transportation, in common areas, and when social distancing cannot be maintained. Those staff and students who cannot wear face coverings must have a documented medical or mental health condition to allow for exemption.

Staff and students at high risk for severe illness will be encouraged to contact their healthcare providers for recommended accommodations, and students will have the option to engage in remote learning.

There is a critical shortage of substitute teachers. Elective teachers will be utilized as substitutes as necessary. Physical education and art teachers, as well as school counselors, will provide instruction and support to student classroom cohorts on a regular basis.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Needs of students at higher risk for severe illness will be evaluated on a case by case basis. Parents and guardians of high risk students will be encouraged to consult their healthcare provider regarding in-person instruction. Students at higher risk will be able to participate in remote learning.</p> <p>High risk staff will be encouraged to consult their healthcare provider to determine any accommodations needed. High risk staff should notify their supervisor of any need to alter work assignments or responsibilities.</p> <p>To help protect high risk students and staff, all staff and students will</p>	<p>Refer to Yellow Phase</p>	<p>Elizabeth Locke, Certified School Nurse</p>	<p>Healthy hygiene habits resources</p>	<p>Y</p>

	be taught and given reinforcement to utilize healthy hygiene habits (NPI or non-pharmacological interventions) to help control the transmission of COVID-19 and other respiratory illnesses.				
* Use of face coverings (masks or face shields) by all staff mom	<p>Staff will be required to wear face coverings per PA DOH mandate during in class instruction and at times when social distancing (6 ft. or more) cannot be maintained. Face coverings are not required while eating or engaging in operation of equipment or tasks that would create an unsafe condition.</p> <p>Staff who are unable to wear a face covering must have a documented medical or mental health condition or disability in accordance with the Americans with Disabilities Act that precludes the wearing of a face covering in school.</p>	Same as yellow phase	Elizabeth Locke, Certified School Nurse	Face shields, disposable face masks	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students will be required to wear face coverings per PA DOH mandate at times when social distancing (6 ft or more) cannot be maintained in the classroom, on the school bus, and outdoors. Face coverings are not required while eating or drinking or during	same as yellow phase	Elizabeth Locke, Certified School Nurse	Face shields, disposable face masks	N

	<p>tasks that would create an unsafe condition.</p> <p>Students who are unable to wear a face covering due to a medical or mental health condition or disability must have the condition documented in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>				
Unique safety protocols for students with complex needs or other vulnerable individuals	Needs of students with complex or vulnerable conditions will be evaluated on a case by case basis	Same as Yellow Phase	Elizabeth Locke, Certified School Nurse	None	N
Strategic deployment of staff	There is a critical shortage of substitute teachers. Elective teachers will be utilized as substitutes as necessary. Physical education and art teachers, as well as school counselors, will provide instruction and support to student classroom cohorts on a regular basis.	Same as yellow phase	building principals		

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
Daily Pre-Arrival Self Screening	staff	Elizabeth Locke, Certified School Nurse	self-paced PPT	PPT presentation	August 18	August 18
NPI strategies for staff and students (includes use of face coverings)	staff	Elizabeth Locke, Certified School Nurse	self-paced PPT	PPT presentation	August 18	August 18
Operational Changes	staff	Maria Scott-Bollman, Superintendent	Google Meet	Return to School Plan	August 17	August 17

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
Pre-Arrival Screening/Parent Agreement	Parents	School Nurse	Letter Mailed Home	August 10	August 12
COVID-19 Exclusion/Return Guidelines	Parents	School Nurse	Letter Mailed Home	August 10	August 12
School Year Reopening Guidelines for Students/Families	Community	Building Principals	Letter Mailed to Homes	August 10	August 12
School Year Reopening Guidelines for Staff	Staff	Building Principals	Face-to-Face or Web Conferencing	August 10	August 17
School Year Reopening Guidelines for Athletics	Coaches, Parents and Students	Athletic Director	Face-to-Face or Web Conferencing	August 17	August 17

Health and Safety Plan Summary: Forbes Road School District

Anticipated Launch Date: August 19, 2020 or First Day of School On-Campus

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The District's staff will adhere to CDC/WHO guidelines for cleaning and disinfecting the buildings to minimize the exposure and risk of all viruses through meticulous cleaning procedures daily using EPA approved products. The district will implement more routine sanitizing throughout the day for high touch areas(Restrooms,and Hallways). The HVAC system will be monitored daily to be sure it is operating properly . Filters will be observed and replaced accordingly. The Transportation contractors will be supplied with EPA approved disinfectant and properly trained on use. Transportation contractors will be responsible for disinfecting high touch areas between bus runs.</p> <p>All drinking fountains will be closed for use in all buildings. Students will be allowed to bring their own water bottles from home.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Each room measured with desks placed six feet apart and facing forward or otherwise acceptably distanced; students placed in cohorts to generate as little travel between classes as possible. Face coverings required when less than six feet of distance is possible.</p> <p>Meals will be prepared and served to students in classrooms.</p> <p>Teachers will be responsible for following an established schedule for routine hand-washing or hand-sanitizing between regular sanitizing of the room by maintenance during the day.</p> <p>Teachers will limit the sharing of equipment and reinforce social distancing practices during recess and Physical Education Classes.</p> <p>When inside Physical Education classes and sporting events will follow the recommended size limit.</p>
<p>Limiting the sharing of materials among students</p>	<p>Teach and reinforce the use of cloth face coverings or Shields. Face coverings may be challenging for players (especially younger players) to wear while playing sports.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Face coverings should be worn by coaches, youth sports staff, officials, parents, and spectators as much as possible.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Face coverings will be required to utilize transportation unless a 504 Plan precludes masks/face shields.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Students will be assigned to cohorts. Teachers will travel to students rather than students changing classes when possible. Visitors will be limited to those necessary for essential school operations.</p>

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

District communication tools will be used to provide notice of changes to protocols and procedures.

Other social distancing and safety practices

Monitoring Student and Staff Health

Requirement(s)

*** Monitoring students and staff for symptoms and history of exposure**

*** Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**

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

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

Strategies, Policies and Procedures

Student pre-arrival health screenings will be required to be performed by parents at home daily before riding the school bus or coming to school. Staff and visitors will be required to submit daily health screening questionnaires.

Any staff or students who become ill during the school day will be isolated and evaluated by the school nurse or designated staff. School Nurse will work with local DOH to perform contact tracing and identify individuals to isolate or quarantine per CDC and PA DOH guidelines. Positive cases within the classroom will result in a 14 day quarantine of the classroom cohort.

The school nurse will work closely with local DOH to determine when to return isolated or quarantined staff to school.

Individuals who have been absent due to illness should report to the school health office to be cleared prior to returning to the classroom.

Closures and changes in safety protocols will be communicated to staff, families, and the public by official notice by the district Superintendent

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Staff and students at high risk for severe illness will be encouraged to contact their healthcare providers for recommended accommodations, and students will have the option to engage in remote learning. Staff who are at higher risk for severe illness should contact their supervisor to discuss accommodations or medically necessary changes in duties or assignments.</p> <p>Face coverings are required for all staff and students (K-12) when using school transportation, in common areas, and when social distancing cannot be maintained.</p> <p>Those staff and students who cannot wear face coverings must have a documented medical or mental health condition to allow for exemption.</p> <p>There is a critical shortage of substitute teachers. Elective teachers will be utilized as substitutes as necessary. Physical education and art teachers, as well as school counselors, will provide instruction and support to student classroom cohorts on a regular basis.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Forbes Road School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: **August 5, 2020**.

By:



(Signature of Board President)*



(Print Name of Board President)

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

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

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