



# 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.

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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: **Deer Lakes School District**

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

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

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

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path

from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 26, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Ms. Janell Logue-Belden	Superintendent	Plan Development/Response Team
Ms. Bobbi Ann Barnes	Assistant Superintendent	Plan Development/Response Team
Ms. Jennifer Cavalancia	Principal Curtisville	Plan Development/Response Team
Ms. Samantha Abate	Asst. Principal Middle School	Plan Development
Mr. Dave Campos	Principal Middle School	Plan Development/Response Team
Ms. Lindsay McGaughey	Special Ed Supervisor	Plan Development/Response Team
Mr. Ryan Aleski	Assistant Principal High School	Plan Development
Mr. Pat Baughman	Principal High School	Plan Development/ Response Team
Ms. Rachel Mariano	School Psychologist	Plan Development
Ms. Jodi VanderSchaaff	East Union Principal	Plan Development/Response Team
Mr. William Reilly	Facilities and Transportation	Plan Development/Response Team
Mr. Norman Kearney	Custodial/Maintenance Supervisor	Plan Development
Mr. Charles Bellasario	Athletic Director	Plan Development/Response Team
Ms. Amanda Moran	School Nurse	Health and Safety Plan Development/Response Team



<b>S. Lisa Bowen</b>	School Nurse	Health and Safety Plan Development/Response Team
<b>S. James Cromie</b>	Communication Coordinator	Plan Response Team

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

**Summary of Responses to Key Questions: The safety of our employees and students are our first priority. In the reopening phase, we will follow CDC guidelines. Additional hand sanitizing stations have been placed in high traffic areas. All high contact areas (bathroom fixtures, door handles, light switches, desk surfaces, cabinet knobs, etc.) are cleaned daily in student / staff occupied areas. Electrostatic sprayers (or similar) may be used to disinfect spaces and busses. Disinfectants and paper towels will be available to and staff to clean spaces before and after use. There will be a focused cleaning in our**

**buildings nightly or prior to student arrival. The Custodial / Maint Supervisor will provide professional development and appropriate cleaning resources to all custodial staff and building operators.**

Elements	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>g, ing, and g spaces, and any as used nts (i.e., ns, s, and tation)</p>	<ul style="list-style-type: none"> <li>High contact areas (bathroom fixtures, water fountains, door handles, light switches, desk surfaces, cabinet knobs, etc) cleaned daily in student / staff occupied areas.</li> <li>Electrostatic sprayer (or similar method) may be used in areas of suspected contamination. This includes school buses.</li> <li>Disinfectant to be made available to students / staff for all occupied areas.</li> <li>Focused cleaning of our buildings nightly.</li> <li>Signage to be installed to remind students of good hygiene habits.</li> <li>Hand sanitizer stations installed in common areas and will be available in classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>High contact areas (bathroom fixtures, water fountains, door handles, light switches, desk surfaces, cabinet knobs, etc) cleaned daily in student / staff occupied areas.</li> <li>Electrostatic sprayer (or similar method) may be used in areas of suspected contamination. This includes school buses.</li> <li>Disinfectant and paper towels will be available for staff to clean areas before and after use.</li> <li>Focused cleaning of our buildings nightly.</li> <li>Signage to be installed to remind students of good hygiene habits.</li> <li>Hand sanitizer stations installed in common areas and will be available in classrooms.</li> </ul>	<p>Norm Kearney Cust / Maint Supervisor</p>	<p>Cleaning / disinfectant PPE Electrostatic sprayer (or similar device)</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• All staff members may have access to disinfectant spray bottles and paper towels to maintain cleanliness within our buildings.</li> <li>• Ventilation - Maintain constant air movement throughout areas (occupied mode).</li> <li>• Additional air filter changes as needed . Disinfection of HVAC equipment during filter changes.</li> <li>• Manual water fountains to be turned off (will utilize bottle filling stations)</li> </ul>	<ul style="list-style-type: none"> <li>• All staff members may have access to disinfectant spray bottles and paper towels to maintain cleanliness within our buildings.</li> <li>• Ventilation - Maintain constant air movement throughout areas (occupied mode).</li> <li>• Additional air filter changes as needed.</li> <li>• Disinfection of HVAC equipment during filter changes.</li> <li>• Manual water fountains to be turned off (will utilize bottle filling stations)</li> </ul>			
ning, g, and a	The district will stay up to date on best practices of cleaning and disinfecting and will continue to make necessary changes as needed	The district will stay up to date on best practices of cleaning and disinfecting and will continue to make necessary changes as needed.			

## 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: Social Distancing and other protocols will be practiced. Classroom furniture and cafeteria seating will be arranged to maximize distance between students. The district will follow the state mandated requirements regarding face coverings for students and staff. Cafeteria employees will follow CDC and USDA mandated food safety guidelines.**

Items	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Room/Space policy that ensures 6 feet of distance between students and staff throughout the school day to the extent possible	Maintain all procedures in the green phase with the population of students reduced by 50%	Classroom rearrangement of furniture to maximize distance between students.  Provide face shields to students and staff.  The district will follow the state mandate requiring face coverings for individuals on district property.	Building level administration, faculty and staff.	Extra classroom desks and chairs, PPE.	No

<p><b>Limiting the use of cafeterias, canteens, and other food service areas, and meals in the classroom or other rooms</b></p>	<p>Maintain all procedures in the green phase with the population of students reduced by 50%</p>	<ul style="list-style-type: none"> <li>· Students would eat in a cafeteria setting promoting social distancing guidelines. Directional and distance markers will be established within the Café to maintain safe distances between individuals. Seating will be arranged to maximize distance between students. Based on building size, capacity, and structure, Breakfast and Lunch may be served in the classroom or Grab n' Go meals may be utilized.</li> <li>· Salad Bars and open self-serve items will be eliminated in all buildings. Individually wrapped/ sealed items will be the replacement. .</li> <li>· Plexiglass Barriers will be installed to promote separations.</li> <li>· Pin Pads will be replaced with scanners on ID Badges or Cashier will identify students' by verbally hearing their last names.</li> <li>· Cash will be accepted in person however change will not be given back to the student, the funds will be added to the students School Cafe account.</li> </ul>	<p>Jacob Douglas, FSD</p>		<p>Yes</p>
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		<p>Families are encouraged to utilize School Cafe to deposit funds in their child's account.</p> <ul style="list-style-type: none"> <li>· Gloves and Masks will continue to be worn at all times for the entirety of the employees shift. Exceptions are only taken for breaks. Breaks will be staggered to minimize the amount of individuals without masks on and to maximize social distancing.</li> <li>· Employee Stations will be determined to minimize the amount of interactions.</li> <li>· Each employee will have a sanitizing solution at their respective stations and follow proper sanitizing practices.</li> <li>· Hand Sanitizers will be strategically placed at locations within the cafeteria.</li> </ul>			
<p><b>practices</b> <b>ents and</b> <b>uding the</b> <b>and</b> <b>y of</b> <b>shing and</b> <b>st</b> <b>s</b></p>	<p>Maintain all procedures in the green phase with the population of students reduced by 50%</p>	<p>Elementary: Scheduled handwashing times. All students wash their hands before and after all meals. Students will be expected to sanitize when entering and leaving classrooms.</p> <p>Secondary: Increase the number of hand sanitizing stations throughout the building and classrooms. Students will be</p>	<p>Building level administration, faculty, and staff.</p>	<p>Increased supply of hand sanitizer, soap, and paper towels.</p>	<p>No</p>



		<p>expected to sanitize when entering and leaving classrooms and the cafeteria.</p> <p>Continue to promote personal hygiene through the wellness curriculum.</p> <p>All students will be expected to sanitize or wash their hands upon arrival.</p>			
<p>Signage, in visible locations, that promote everyday protective measures, and help to stop the spread of germs</p>	<p>Maintain all procedures in the green phase with the population of students reduced by 50%</p>	<p>Signage will be posted in highly visible locations (bathrooms, lobbies, cafeterias) that promote everyday protective measures and include information for how to prevent the spread of germs.</p>	<p>Building level administration, faculty, and staff.</p>	<p>District printer.</p>	<p>No</p>
<p>Screening and testing of non-essential visitors and volunteers</p>	<p>Maintain all procedures in the green phase with the population of students reduced by 50%</p>	<p>The pandemic team will identify essential visitors and volunteers to the buildings, these individuals may be screened before admittance.</p> <p>Meetings that involve visitors will be conducted virtually when possible.</p>	<p>The pandemic team.</p>		<p>No</p>
<p>Restrictions on sporting events for students and staff</p> <p>Restrictions on classes and activities consistent with</p>	<p>Maintain all procedures in the green phase with the population of students reduced by 50%</p>	<p>Follow social distancing guidelines when possible. Use the athletic reopening plan as a resource for physical education classes and recess. Students will participate in recess with only students in their class. Only necessary equipment</p>	<p>Building level administration, faculty, and staff.</p>		<p>Yes</p>

ations n Sports		will be provided and will be sanitized after each use.			
ne sharing ls among	Maintain all procedures in the green phase with the population of students reduced by 50%	Limit sharing of materials to the best extent possible. Only necessary equipment will be provided and will be sanitized after each use.	Only necessary equipment will be provided and will be sanitized after each use.		No
g the use nal d	Maintain all procedures in the green phase with the population of students reduced by 50%	One way traffic, marks on floors to increase awareness of spacing. Scheduled restroom breaks and movements in the hall.			No
tion and to create ance tudents	Maintain all procedures in the green phase with the population of students reduced by 50%	Assigned seating with family members sitting together. Driver and students wear masks. Daily electrostatic fogging of interior. Roof vent and windows open to increase air flow. Vacant seat behind driver if possible.	Transportation Director		No
ne number als in s and ning nd s roups of	Maintain all procedures in the green phase with the population of students reduced by 50%	Personalized learning plan for secondary students, encouraging students to participate in work experience and internships.  When possible, teachers will change classrooms instead of the students.			
ing with care on site portation hanges ossible, ours of or	Maintain all procedures in the green phase with the population of students reduced by 50%	Child care programs within the district will be expected to follow all of the district's guidelines as well as any further guidance provided by the CDC for childcare facilities.			

school- dars					
ial g and ctices	Maintain all procedures in the green phase with the population of students reduced by 50%	The district will continue to follow the recommendations provided by the CDC and PDE.			

## Monitoring Student and Staff Health

### Key Questions

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

**Summary of Responses to Key Questions: Parents will be expected to monitor their child’s temperature each morning and keep their child home if exhibiting any symptoms. Parents will contact the school nurse if their child is ill. Staff members will be expected to self monitor and be aware of Covid symptoms in students. Any student exhibiting symptoms shall be sent to the nurse’s office for a temperature check and parent contact. If the child has a temperature, isolation and quarantine will follow CDC and ACHD guidelines. Nurses will be responsible for all decisions regarding isolation and quarantine. Return to work and school shall be determined by CDC and ACHD guidelines.**

Measurements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Monitoring of students and staff symptoms and	<ul style="list-style-type: none"> <li>- Staff will complete self-health checks at home each morning before reporting to work and will stay home if feeling ill.</li> <li>- Families should complete health checks of their child before sending them to school each morning using a checklist sent by district.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff will complete self-health checks at home each morning before reporting to work and will stay home if feeling ill.</li> <li>- Families should complete health checks of their child before sending them to school each morning using a checklist sent by district.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members</li> <li>- Students and families</li> </ul>	<ul style="list-style-type: none"> <li>- Signs will be displayed with symptoms listed</li> <li>- Health checklist magnets will be sent to families to identify symptoms</li> <li>- Training for staff of symptoms that should be reported</li> </ul>	Y
Monitoring of staff, or	<ul style="list-style-type: none"> <li>- If any employee has been exposed to an individual who has tested positive</li> </ul>	<ul style="list-style-type: none"> <li>- If any employee has been exposed to an individual who has tested positive</li> </ul>	<ul style="list-style-type: none"> <li>- Staff Members</li> </ul>	Infrared no touch thermometers	

<p><b>f they sick or rate a</b></p>	<p>for COVID-19, the case should be reported to his or her supervisor. The employee is directed to stay home and will follow the most up to date guidelines given by the Allegheny County Department of Health.</p> <ul style="list-style-type: none"> <li>- If a student has a temperature of 100.4 or above, they will be isolated and parents will be called to pick up their child.</li> </ul>	<p>for COVID-19, the case should be reported to his or her supervisor. The employee is directed to stay home and will follow the most up to date guidelines given by the Allegheny County Department of Health.</p> <ul style="list-style-type: none"> <li>- If a student has a temperature of 100.4 or above, they will stay in a predetermined area of isolation and parents will be called to pick up their child.</li> <li>- Identify isolation space in each building</li> </ul>	<ul style="list-style-type: none"> <li>- School Nurses</li> <li>- Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>- Quarantine / Isolation location in each building</li> </ul>	
<p><b>g isolated ntined dents, or o school</b></p>	<ul style="list-style-type: none"> <li>- Employees who have tested positive for COVID-19 must self-report their diagnosis to their building administrator.</li> <li>- They may return to work once they are cleared by their doctor to return.</li> <li>- A doctor's release is required prior to return to work.</li> <li>- Students who have tested positive for COVID-19 must report their diagnosis to their building school nurse.</li> </ul>	<ul style="list-style-type: none"> <li>- Employees who have tested positive for COVID-19 must self-report their diagnosis to their building administrator.</li> <li>- They may return to work once they are cleared by their doctor to return.</li> <li>- A doctor's release is required prior to return to work.</li> <li>- Students who have tested positive for COVID-19 must report their diagnosis to their building school nurse.</li> </ul>	<ul style="list-style-type: none"> <li>- Building principal</li> <li>- Building School Nurses</li> </ul>		

	<ul style="list-style-type: none"> <li>- They may return to school once they are cleared by their doctor to return.</li> <li>- A doctor's release is required prior to return to school.</li> </ul>	<ul style="list-style-type: none"> <li>- They may return to school once they are cleared by their doctor to return.</li> <li>- A doctor's release is required prior to return to school.</li> </ul>			
<b>staff, and the school and school-year in safety</b>	<ul style="list-style-type: none"> <li>• The district will utilize the established communication tools (Skyward, Alert Now, etc.) to share important information and updates with families as they become available.</li> </ul>	<ul style="list-style-type: none"> <li>• The district will utilize the established communication tools (Skyward, Alert Now, District Website, etc.) to share important information and updates with families as they become available.</li> </ul>	<ul style="list-style-type: none"> <li>- Building Principals and Central Office Staff</li> </ul>		
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Self health checks completed at home for students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Self health checks completed at home for students and staff</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members</li> <li>- Students and families</li> </ul>		

## 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 support for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: Protecting all students and staff during school hours is and has been of utmost importance at the Deer Lakes School District. This will be especially important during the 2020-2021 school year. As the Covid-19 Pandemic is fluid and ever-changing, the district will adapt to best practices given to us by the CDC and the Allegheny Health Department. The district will follow the state mandate requiring face coverings for individuals on district property. Social distancing will be implemented to the best extent possible.**

Measurements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Protecting students and staff from risk for illness	Maintain all procedures in the green phase with the population of students reduced by 50%	The district will follow the state mandate requiring face coverings for individuals on district property.			
Reduce face coverings (masks and shields) by 50%	Maintain all procedures in the green phase with the population of students reduced by 50%	The district will follow the state mandate requiring face coverings for individuals on district property.			
Reduce face coverings (masks and shields) by 50% for students (as appropriate)	Maintain all procedures in the green phase with the population of students reduced by 50%	The district will follow the state mandate requiring face coverings for individuals on district property			
Ensure safety for students with unique needs or	Maintain all procedures in the green phase with the population of students reduced by 50%	Students with unique safety protocols and complex needs will have their needs addressed within			

erable s		their Individual Health Plan, IEP and/or 504 plan.			
nt of staff	Maintain all procedures in the green phase with the population of students reduced by 50%	The district will provide both remote and in person learning/teaching opportunities for students and or staff throughout the school year, no matter the location.			



## 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
Hand Sanitization	Custodial Staff	Norm Kearney	In Person	Sanitization materials for demonstration	ASAP	Ongoing with periodic reviews or updates based on current recommendations

er use of Electrostatic er (if available)	Custodial staff	Norm Kearney	In Person	Electrostatic sprayer	When available	Ongoing with periodic reviews or updates based on current recommenda tions
Understanding the Athletic ening Plan	Coaches/Student athletes	Charles Bellisario	In-Person	PPE	7/1/2020	Ongoing with periodic reviews or updates based on current recommenda tions
to complete Self- h Checks	Staff	Nurses	In-Person		8/24/2020	
to complete Self- h Checks	Parents	Nurses	Video Message		8/25/2020	
er use of masks/face ds	Staff	Nurses	In-Person	masks/shields	8/24/2020	
er use of masks/face ds	Students	Nurses	In-Person	masks/shields	8/26/2020	
l Distancing edures	Staff	Admin	In-Person		8/24/2020	
l Distancing edures	Students	Admin	In-Person		8/26/2020	

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Parent/Guardian Surveys	District Families	Administration/Director of Communications	Skyward/Survey	June 2020	Ongoing
Teacher Surveys	District Teachers	Administration/Director of Communications	Email/Surveys Google	June 2020	Ongoing
Return to Sports Plan	Athletes, Coaches, Parents	Charles Bellasario/Athletic Director	Survey question, Letter, Meetings with the Athletic Trainer	June 2020	June 2020
School Reopening Plan Draft	School Board	Administration	Boarddocs	July 2020	July 2020
School Reopening	School Board and Community	Administration	Boarddocs and Website	July 2020	August 2020
Activity Return Plan	Band Sponsor, Parents	Pat Baughman/Principal and Christopher Snyder/Band Director	Letter to participants, training with band sponsor and principal	July 2020	August 2020
Reopening Plan	District Families	Administration/Director of Communications	District Website, Skyward	August 2020	August 2020

## Health and Safety Plan Summary: **Deer Lakes School District**

**Anticipated Launch Date: August 26, 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>	<ul style="list-style-type: none"> <li>● High contact areas (bathroom fixtures, water fountains, door handles, light switches, desk surfaces, cabinet knobs, etc) cleaned daily in student / staff occupied areas.</li> <li>● Electrostatic sprayer (or similar method) may be used in areas of suspected contamination. This includes school buses.</li> <li>● Disinfectant and paper towels will be available for staff to clean areas before and after use.</li> <li>● Focused cleaning of our buildings nightly.</li> <li>● Signage to be installed to remind students of good hygiene habits.</li> <li>● Hand sanitizer stations installed in common areas and will be available in classrooms.</li> <li>● All staff members may have access to disinfectant spray bottles and paper towels to maintain cleanliness within our buildings.</li> <li>● Ventilation - Maintain constant air movement throughout areas (occupied mode).</li> <li>● Additional air filter changes as needed.</li> <li>● Disinfection of HVAC equipment during filter changes.</li> <li>● Manual water fountains to be turned off (will utilize bottle filling stations)</li> </ul>

- The district will stay up to date on best practices of cleaning and disinfecting and will continue to make necessary changes as needed.

## 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><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>	<ul style="list-style-type: none"> <li>• Students would eat in a cafeteria setting promoting social distancing guidelines. Directional and distance markers will be established within the Café to maintain safe distances between individuals. Seating will be arranged to maximize distance between students. Based on building size, capacity, and structure, Breakfast and Lunch may be served in the classroom or Grab n' Go meals may be utilized. Salad Bars and open self-serve items will be eliminated in all buildings. Individually wrapped/ sealed items will be the replacement. .</li> <li>• Plexiglass Barriers will be installed to promote separations.</li> <li>• Pin Pads will be replaced with scanners on ID Badges or Cashier will identify students' by verbally hearing their last names.</li> <li>• Cash will be accepted in person however change will not be given back to the student, the funds will be added to the students School Cafe account.</li> <li>• Families are encouraged to utilize School Cafe to deposit funds in their child's account.</li> <li>• Gloves and Masks will continue to be worn at all times for the entirety of the employees shift. Exceptions are only taken for breaks. Breaks will be staggered to minimize the amount of individuals without masks on and to maximize social distancing.</li> <li>• Employee Stations will be determined to minimize the amount of interactions.</li> <li>• Each employee will have a sanitizing solution at their respective stations and follow proper sanitizing practices.</li> </ul>

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

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

**Other social distancing and safety practices**

- Hand Sanitizers will be strategically placed at locations within the cafeteria.
- Elementary: Scheduled handwashing times. All students wash their hands before and after all meals. Students will be expected to sanitize when entering and leaving classrooms.
- Secondary: Increase the number of hand sanitizing stations throughout the building and classrooms. Students will be expected to sanitize when entering and leaving classrooms and the cafeteria.
- Continue to promote personal hygiene through the wellness curriculum.
- All students will be expected to sanitize or wash their hands upon arrival.
- Signage will be posted in highly visible locations (bathrooms, lobbies, cafeterias) that promote everyday protective measures and include information for how to prevent the spread of germs.
- The pandemic team will identify essential visitors and volunteers to the buildings, these individuals may be screened before admittance.
- Meetings that involve visitors will be conducted virtually when possible.
- Follow social distancing guidelines when possible. Use the athletic reopening plan as a resource for physical education classes and recess. Students will participate in recess with only students in their class. Only necessary equipment will be provided and will be sanitized after each use.
- Limit sharing of materials to the best extent possible.
- Only necessary equipment will be provided and will be sanitized after each use.
- One way traffic, marks on floors to increase awareness of spacing. Scheduled restroom breaks and movements in the hall.
- Assigned seating with family members sitting together. Driver and students wear masks. Daily electrostatic fogging of interior. Roof vent and windows open to increase air flow. Vacant seat behind driver if possible.

	<ul style="list-style-type: none"> <li>● Personalized learning plan for secondary students, encouraging students to participate in work experience and internships</li> <li>● When possible, teachers will change classrooms instead of the students</li> <li>● Child care programs within the district will be expected to follow all of the district's guidelines as well as any further guidance provided by the CDC for childcare facilities.</li> <li>● The district will continue to follow the recommendations provided by the CDC and PDE.</li> </ul>
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## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>● Staff will complete self-health checks at home each morning before reporting to work and will stay home if feeling ill.</li> <li>● Families should complete health checks of their child before sending them to school each morning using a checklist sent by district.</li> <li>● If any employee has been exposed to an individual who has tested positive for COVID-19, the case should be reported to his or her supervisor. The employee is directed to stay home and will follow the most up to date guidelines given by the Allegheny County Department of Health.</li> <li>● If a student has a temperature of 100.4 or above, they will stay in a predetermined area of isolation and parents will be called to pick up their child.</li> <li>● Identify isolation space in each building</li> <li>● Employees who have tested positive for COVID-19 must self-report their diagnosis to their building administrator.</li> <li>● They may return to work once they are cleared by their doctor to return.</li> <li>● A doctor's release is required prior to return to work.</li> <li>● Students who have tested positive for COVID-19 must report their diagnosis to their building school nurse.</li> <li>● The district will utilize the established communication tools (Skyward, Alert Now, District Website, etc.) to share</li> </ul>

	<p>important information and updates with families as they become available.</p> <ul style="list-style-type: none"> <li>• Self health checks completed at home for students and staff</li> </ul>
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## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><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>	<ul style="list-style-type: none"> <li>• The district will follow the state mandate requiring face coverings for individuals on district property.</li> <li>• Students with unique safety protocols and complex needs will have their needs addressed within their Individual Health Plan, IEP and/or 504 plan.</li> <li>• The district will provide both remote and in person learning/teaching opportunities for students and or staff throughout the school year, no matter the location.</li> </ul>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Deer Lakes School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 30, 2020**.

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.