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: Pottsgrove 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).

X Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks). *This selection was made based upon all available information that was available as of July 13, 2020. However, with additional guidance expected from various organizations (CDC, PDE, etc.), revisions may be needed to this plan to reflect updated orders.*

☐ 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 31, 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 various representatives. 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)
Dr. Bill Shirk	Administration	Both
Dr. Bob Harney	Administration	Both
Mr. Jeff Cardwell	Administration	Both
Mr. Perry Rosado	Administration	Health and Safety Plan Development
Mr. Steve Sieller	Administration	Health and Safety Plan Development
Mrs. Joan Kabakjian	West Pottsgrove Teacher	Health and Safety Plan Development

Mr. Daniel Vorhis	Administration	Pandemic Response Coordinator
Mr. Matt Boyer	Administration	Health and Safety Plan Development
Mrs. Terri Koehler	Administration	Health and Safety Plan Development
Mrs. Connie Prince	School Nurse	Health and Safety Plan Development
Mr. Dave Nester	Administration	Health and Safety Plan Development
Mr. Steve Anspach	Administration	Health and Safety Plan Development
Mr. Gary Derenzo	Administration	Both
Mr. Steve Palladino	PGMS Teacher	Health and Safety Plan Development
Mr. Chip Deveney	PGMS Teacher	Health and Safety Plan Development
Mrs. Amanda Kelly	PGMS Teacher	Health and Safety Plan Development
Mr. Dave Moyer	PGMS Teacher	Health and Safety Plan Development
Mrs. Kelly Snyder	Ringing Rocks/West Pottsgrove IST	Health and Safety Plan Development
Mr. Martin Schreiber	Coach	Health and Safety Plan Development
Dr. Kate Pacitto	Administration	Both
Mrs. Kim Emery	School Nurse	Both
Mrs. Liz Rakoff	Social Worker	Health and Safety Plan Development
Mr. Todd Van Horn	Administration	Health and Safety Plan Development
Mrs. Kristen Nuce	School Nurse	Health and Safety Plan Development
Mrs. Kara Ciavarelli	Rining RocksTeacher	Health and Safety Plan Development
Dr. Dave Ramage	Administration	Health and Safety Plan Development

Mr. Tony Bickert	Administration	Both
Mr. John Shantz	PGHS Teacher/Union President	Health and Safety Plan Development
Mr. Andrew Clarke	PGHS Teacher	Health and Safety Plan Development
Mr. Brett Mazzerle	PGHS Teacher	Health and Safety Plan Development
Mrs. Holli Artim	PGHS Teacher	Health and Safety Plan Development
Mrs. Lauren Delp	Ringing Rocks Teacher	Health and Safety Plan Development
Mrs. Maria Benedict	Ringing Rocks Teacher	Health and Safety Plan Development
Mr. Matthew Hartzell	PGMS Teacher	Health and Safety Plan Development
Mrs. Sharon Yergey	Lower Pottsgrove Teacher	Health and Safety Plan Development
Mrs. Marilyn Eaton	PGMS Teacher	Health and Safety Plan Development
Mrs. Melissa Vishio	Lower Pottsgrove Teacher	Health and Safety Plan Development
Mrs. Shandy Farin	West Pottsgrove Reading Specialist	Health and Safety Plan Development
Mr. Stephan Kincaid	PGMS Guidance Counselor	Health and Safety Plan Development
Mr. Stephen Mellor	PGHS Teacher	Health and Safety Plan Development
Mrs. Toni Crater	PGHS Teacher	Health and Safety Plan Development
Mrs. Wendy Hasara	West Pottsgrove Teacher	Health and Safety Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

A disinfecting crew will be deployed across all Pottsgrove School District buildings to follow CDC guidelines for disinfecting and cleaning. Deep cleaning and sanitizing will occur outside of regular school hours with ongoing cleaning occurring throughout the school day. This will include daily disinfecting touchpoints, including desks, as often as possible. Bathrooms will be cleaned on a rotating basis throughout the school day.

When necessary and for emergency response, custodial staff will perform extensive disinfecting beyond the normal process. Custodians will be tasked to use additional methods and equipment to enhance the disinfection process. The process will include electrostatic backpack sprayer, manual and battery pump sprayers, and electric fogger. Vertical and horizontal surfaces will be wiped down. A hospital grade, 1-step clear, batericidal, virucidal, mildewcidal, fungicidal disinfectant is used. Custodial staff, in these circumstances, will be equipped with PPE and supplies.

ASHRAE, EPA, and CDC standards and guidance for air ventilation and cleaning will occur while increasing the frequency during which air filters will be changed.

Custodial staff will work throughout the summer of 2020 under the guidance of Jeff Cardwell, Director of Facilities, and Perry Rosado, Custodial Supervisor, to ensure that all buildings are sanitized and ready. All supplies have been ordered and additional supplies will be applied for through grant funding as necessary.

Students and teachers will assist in wiping down the frequently touched surfaces within classrooms. Each individual will sanitize and/or wash hands before leaving the classroom. Sanitation wipes will be provided to wipe down keyboards, desks, tools, etc. In addition, teachers will wipe down door handles within their classrooms. Classrooms will be arranged to minimize non instructional resources (furniture, rugs) in order to use all instructional space for appropriate social distancing. Classroom wall displays, whenever possible, will be posted at five feet or higher to assist with cleaning processes.

Regular communication between the school district and the district transportation provided will occur to ensure buses are cleaned and disinfected 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)
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	All high touch areas will be disinfected regularly including door handles, light switches, playground equipment, and student desks (Bucks County DOH)	All high touch areas will be disinfected regularly including door handles, light switches, playground equipment, and student desks (Bucks County DOH)	Jeff Cardwell, Director of Facilities Perry Rosado, Custodial Supervisor		No
	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans (Bucks County DOH)	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans (Bucks County DOH)			No
	Disinfect all high touch areas on buses at least daily (Bucks County DOH)	Disinfect all high touch areas on buses at least daily (Bucks County DOH)			No
	Assign and deploy a disinfecting crew to regularly disinfect all areas.	Assign and deploy a disinfecting crew to regularly disinfect all areas.			Yes

If a suspected or confirmed case of COVID-19 or any bodily fluids are present, close the area to all use for 24 hours (CDC Guidelines)	If a suspected or confirmed case of COVID-19 or any bodily fluids are present, close the area to all use for 24 hours (CDC Guidelines)			No
Maintain protocol schedule for cleaning and disinfecting of bathroom facilities	Maintain protocol schedule for cleaning and disinfecting of bathroom facilities			Yes
Develop schedule to disinfect desks as often as possible throughout the day	Develop schedule to disinfect desks as often as possible throughout the day			Yes
Disinfecting will occur during two hour intervals throughout the day (doorknobs, bathrooms, counters, etc)	Disinfecting will occur during two hour intervals throughout the day (doorknobs, bathrooms, counters, etc)			Yes
Increase standard for frequency of changing air filters	Increase standard for frequency of changing air filters			No
Minimize non instructional resources within room (furniture, rugs)	Minimize non instructional resources within room (furniture, rugs)			No
Adjust classroom displays to be at a height of 5 feet or more to make cleaning more efficient	Adjust classroom displays to be at a height of 5 feet or more to make cleaning more efficient			No
Provide guidelines for teachers to use in cleaning instructional tools frequently throughout the day	Provide guidelines for teachers to use in cleaning instructional tools frequently throughout the day			Yes

	Coordinate touchpoint cleaning schedule with bell schedule	Coordinate touchpoint cleaning schedule with bell schedule			No
	Provide necessary cleaning materials to classroom teachers	Provide necessary cleaning materials to classroom teachers			Yes
	Playground equipment will be sanitized after each recess (Maintenance and Grounds)	Playground equipment will be sanitized after each recess (Maintenance and Grounds)			Yes
	CMD staff will be trained on cleaning protocols and supplied with disinfectant	CMD staff will be trained on cleaning protocols and supplied with disinfectant			Yes
	Buses must be disinfected after each run and thoroughly cleaned daily (Chester County DOH)	Buses must be disinfected after each run and thoroughly cleaned daily (Chester County DOH)			No
Other cleaning, sanitizing, disinfecting, and ventilation practices	Evaluate ease of disinfection of furniture, surfaces, and equipment in classrooms and health rooms (PA School Reopening Task Force)	Evaluate ease of disinfection of furniture, surfaces, and equipment in classrooms and health rooms (PA School Reopening Task Force)	Jeff Cardwell, Director of Facilities Perry Rosado, Custodial Supervisor		No
	Clean and disinfect frequently touched surfaces on the field, court, or at least daily (PDE Guidance for Sporting Events)	Clean and disinfect frequently touched surfaces on the field, court, or at least daily (PDE Guidance for Sporting Events)			No

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:

Classrooms will be organized to allow for students to be 6 feet apart. Classroom spaces will be reconfigured to minimize non instructional resources (furniture, rugs) in order to maximize social distancing. Existing furniture used for small group instruction will be repurposed to allow dividers. Communal spaces within all buildings will be limited with cafeterias closed particularly during the yellow phase. Cafeteria use may be re-examined using available data from PDE and CDC when in the green phase; however, use would still be limited with restrictions in place. All spaces will be governed by the Pottsgrove School District Health and Safety Plan and all social distancing, and face covering guidelines will be set and communicated by the Pandemic Team. Outdoor spaces will be utilized for physical education and music classes, weather permitting.

Hallways will be marked with directional guidelines to ensure social distancing while schedules will be staggered to control the total numbers of students that are in hallways or staircases at any one time. Visitor policies will restrict all non-essential visitors to the front office. While in any building, non-essential visitors must wear a face covering. Any parent requests for meetings will be encouraged to schedule virtually.

Significant staff professional learning will occur for all staff prior to the reopening of schools. This will include both live and virtual training options. Students will also be trained on many procedures. Teachers will train students based upon the specific information received during teacher professional learning opportunities.

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	All staff and students will wear face coverings when in school buildings (Governor's Executive Order) Face coverings may be removed only when spaced six feet apart AND eating or drinking, seated at desks, or engaged in activities (Governor's Executive Order) Students with medical conditions, mental health conditions, disabilities, or inability to position a face covering without assistance will not be required to wear a face covering (Governor's Executive Order) Students and staff will always have face coverings available to use as needed and during transitions (hallways, etc.)	All staff and students will wear face coverings when in school buildings (Governor's Executive Order) Face coverings may be removed only when spaced six feet apart AND eating or drinking, seated at desks, or engaged in activities (Governor's Executive Order) Students with medical conditions, mental health conditions, disabilities, or inability to position a face covering without assistance will not be required to wear a face covering (Governor's Executive Order) Students and staff will always have face coverings available to use as needed and during transitions (hallways, etc.)	Daniel Vorhis, Director of Education and Assessment Jeff Cardwell, Director of Facilities Perry Rosado, Custodial Supervisor		No No Yes No

Classrooms will be arranged to allow six feet of social distancing among students (Montgomery County DOH) (Bucks County DOH) (7.20.20)	Classrooms will be arranged to allow six feet of social distancing among students (Montgomery County DOH) (Bucks County DOH) (7.20.20)			Yes
Assign outdoor areas to be used in suitable weather as additional space (PA School Reopening Task Force)	Assign outdoor areas to be used in suitable weather as additional space (PA School Reopening Task Force)			No
Reconfigure classrooms for maximum social distancing including staggered rows of desks all facing the same direction and no face-to-face seating (Bucks County DOH)	Reconfigure classrooms for maximum social distancing including staggered rows of desks all facing the same direction and no face-to-face seating (Bucks County DOH)			No
Reallocate furniture to allow for social distancing (tables vs. desks)	Reallocate furniture to allow for social distancing (tables vs. desks)			No
Whenever possible, keep students in the same classroom and allow staff members to rotate (PA School Reopening Task Force)	Whenever possible, keep students in the same classroom and allow staff members to rotate (PA School Reopening Task Force)			No
Create and use dividers and/or face shields for small group instruction	Create and use dividers and/or face shields for small group instruction			No
Eliminate non instructional resources (couches, extra desks,	Eliminate non instructional resources (couches, extra desks,			No

	rugs, stuffed animals, etc.) to maximize space	rugs, stuffed animals, etc.) to maximize space			
	Create uniform environment in each classroom (when possible) in secondary classrooms	Create uniform environment in each classroom (when possible) in secondary classrooms			No
	Re-evaluate teaching tables for small group instruction with dividers	Re-evaluate teaching tables for small group instruction with dividers			Yes
	To the greatest extent possible, reduce centers and use independent learning activities	To the greatest extent possible, reduce centers and use independent learning activities			Yes
	Ensure social distancing in offices and staff lounges, and during staff meetings (Chester County DOH)	Ensure social distancing in offices and staff lounges, and during staff meetings (Chester County DOH)			No
	Space tables, desks, and furniture in staff lounges and other areas to allow for social distancing	Space tables, desks, and furniture in staff lunges and other areas to allow for social distancing			Yes
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Lunches will be served in classrooms to minimize the movement of students.	Students will be assigned seating in cafeteria in staggered arrangements to avoid "cross the table" seating and to assist with contact tracing (Bucks County DOH)	Dave Nester, Business Administrator		No
	Desks will be cleaned prior to serving lunch	Tables will be cleaned prior to serving lunch and after each table use			No

	Use disposable food service items	Use disposable food service items			
	Reduce lunch selections to prepackaged	Increase lunch options			No
	Ensure food allergy or cleaning allergy protocols are followed (CDC)	Ensure food allergy or cleaning allergy protocols are followed (CDC)			No
	Identify, by building, lunch plans to address any students with severe food allergies as a result of changed lunch procedures.	Identify, by building, lunch plans to address any students with severe food allergies as a result of changed lunch procedures.			Yes
	If assistance is needed to serve students, gloves must be worn.	If assistance is needed to serve students, gloves must be worn.			No
	Library books will be requested by students and delivered to classrooms.	Library books will be requested by students and delivered to classrooms.			Yes
	Revise building schedules as necessary in order to accommodate implemented safety protocols	Revise building schedules as necessary in order to accommodate implemented safety protocols			Yes
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Training will be provided through professional development prior to the start of the school year All staff will have access to the PGSD Health and Safety Plan to review	Training will be provided through professional development prior to the start of the school year All staff will have access to the PGSD Health and Safety Plan to review	Daniel Vorhis, Director of Education and Assessment Jeff Cardwell, Director of Facilities Perry Rosado, Custodial Supervisor		Yes Yes

Staff will be trained on handwashing, cleaning, and sanitizing.	Staff will be trained on handwashing, cleaning, and sanitizing.			Yes
Students and staff will be required to sanitize or wash hands prior to entering school building (PA School Reopening Task Force)	Students and staff will be required to sanitize or wash hands prior to entering school building (PA School Reopening Task Force)			Yes
Students and staff will be required to sanitize or wash their hands prior to, and after, eating (Bucks County DOH)	Students and staff will be required to sanitize or wash their hands prior to, and after, eating (Bucks County DOH)			Yes
Respiratory etiquette (covering nose/mouth when sneezing/coughing) will be communicated and practiced frequently with students (PA School Reopening Task Force)	Respiratory etiquette (covering nose/mouth when sneezing/coughing) will be communicated and practiced frequently with students (PA School Reopening Task Force)			Yes
Students and staff will consistently be made aware of the signs and symptoms of COVID-19 (Bucks County DOH)	Students and staff will consistently be made aware of the signs and symptoms of COVID-19 (Bucks County DOH)			Yes
All individuals within a school will sanitize or wash hands on a frequent basis (Bucks County DOH)	All individuals within a school will sanitize or wash hands on a frequent basis (Bucks County DOH)			Yes
Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms	Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms			No

	where sinks for handwashing are not available (Bucks County DOH)	where sinks for handwashing are not available (Bucks County DOH)			
	Teach and reinforce use of face coverings for students and face shields for employees (Governor's Executive Order)	Teach and reinforce use of face coverings for students and face shields for employees (Governor's Executive Order)			Yes
	Provide information to students, employees, and students' families on proper use, removal, and washing of cloth masks	Provide information to students, employees, and students' families on proper use, removal, and washing of cloth masks			Yes
	Embed daily lessons as part of PBIS about proper hygiene in various areas	Embed daily lessons as part of PBIS about proper hygiene in various areas			Yes
	Shift health curriculum to focus initially on social distancing and handwashing	Shift health curriculum to focus initially on social distancing and handwashing			Yes
	Provide training for adults that assist students with toileting and eating	Provide training for adults that assist students with toileting and eating			Yes
	Discontinue the use of drinking fountains and encourage students and staff to bring water from home (Chester County DOH)	Discontinue the use of drinking fountains and encourage students and staff to bring water from home (Chester County DOH)			No
* Posting signs, in highly visible locations, that promote everyday protective	Respiratory etiquette (covering nose/mouth when sneezing/coughing) will be posted	Respiratory etiquette (covering nose/mouth when sneezing/coughing) will be posted	Gary Derenzo, Director of Community Relations and Co-Curricular Programs		No

measures, and how to stop the spread of germs	throughout all learning and communal spaces Signs will be printed and used from the CDC website Post signs in highly visible locations that promote everyday protective language During morning announcements, provide regular updates and reminders on how to limit the spread	throughout all learning and communal spaces Signs will be printed and used from the CDC website Post signs in highly visible locations that promote everyday protective language During morning announcements, provide regular updates and reminders on how to limit the spread			No No No
* Identifying and restricting non-essential visitors and volunteers	Only staff and students are permitted past the school office and parents must remain in school office Parents requesting to meet with school staff will be encouraged to do so virtually No scheduling of large group activities such as field trips, inter-group events, and extracurricular activities should occur (Chester County DOH) Each group using facility will need to develop and make available to PGSD their safety plan	Only staff and students are permitted past the school office and parents must remain in school office Parents requesting to meet with school staff will be encouraged to do so virtually No scheduling of large group activities such as field trips, inter-group events, and extracurricular activities should occur (Chester County DOH) Each group using facility will need to develop and make available to PGSD their safety plan	Daniel Vorhis, Director of Education and Assessment		Yes No No No

					No
	Determine and define staff responsible for vetting and screening visitors (PA School Reopening Task Force)	Determine and define staff responsible for vetting and screening visitors (PA School Reopening Task Force)			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	The decision to resume sports-related activities, including conditioning, practices, and games, is the discretion of the district's governing body per the approved Athletics Health and Safety Plan (PDE)	The decision to resume sports-related activities, including conditioning, practices, and games, is the discretion of the district's governing body per the approved Athletics Health and Safety Plan (PDE)	Steve Anspach, Athletic Director		No
	Limit physical education classes and classes involving singing or wind instruments to outside (weather permitting) (PA School Reopening Task Force)	Allow indoor physical education following social distancing protocols with fewer than 25 individuals			No
	Students and staff in classes that involve signing will wear masks	Students and staff in classes that involve singing will wear masks			No
	Physical education classes may include walking; however, social distancing must be observed				No
	Eliminate use of locker rooms for physical education	Eliminate use of locker rooms for physical education			No
	Determine groups permitted to be in buildings before or after school (PA School Reopening Task Force)	Determine groups permitted to be in buildings before or after school (PA School Reopening Task Force)			No

Recess must be fewer than 25 individuals (including coach, teacher)	Recess must be fewer than 250 individuals			No
	Events must be fewer than 250 individuals			No
Game ball(s) are disinfected before, during, and after each game and practice	Game ball(s) are disinfected before, during, and after each game and practice			No
Only designated personnel are permitted to attend sporting events and spectators are not permitted	Only designated personnel are permitted to attend sporting events and spectators are not permitted			No
Coaches, athletes, and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least six feet	Coaches, athletes, and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least sive feet			No
Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings on the sidelines, in the dugout, and any time that social distancing of at least six feet cannot be practiced consistently	Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings on the sidelines, in the dugout, and any time that social distancing of at least six feet cannot be practiced consistently			No

	Designate a primary point of contact for all athletic events related to COVID-19 (PDE Guidance for Sporting Events)	Designate a primary point of contact for all athletic events related to COVID-19 (PDE Guidance for Sporting Events)			No
	Educate all athletes, coaches, and parents about the signs and symptoms or COVID-19 (PDE Guidance for Sporting Events)	Educate all athletes, coaches, and parents about the signs and symptoms or COVID-19 (PDE Guidance for Sporting Events)			No
	Eliminate activities that increase exposure to saliva (chewing gum, spitting, eating sunflower seeds) (PDE Guidance for Sporting Events)	Eliminate activities that increase exposure to saliva (chewing gum, spitting, eating sunflower seeds) (PDE Guidance for Sporting Events)			Yes
	Whenever possible, eliminate shared use of equipment for sports. When necessary, equipment must be disinfected after each use (PDE Guidance for Sporting Events)	Whenever possible, eliminate shared use of equipment for sports. When necessary, equipment must be disinfected after each use (PDE Guidance for Sporting Events)			Yes
	Gathering at events are to be limited to 25 (PDE Guidance for Sporting Events)	Gathering at events are to be limited to 250 (PDE Guidance for Sporting Events)			No
	Limit games, teams, and matches to teams in region first (PDE Guidance for Sporting Events)	Limit games, teams, and matches to teams in region first (PDE Guidance for Sporting Events)			No
	Create staggered drop off and pick up times for games and practices	Create staggered drop off and pick up times for games and practices			No

	Coaches will wear masks at all times when in contact with athletes and other coaches (PDE Guidance for Sporting Events)	Coaches will wear masks at all times when in contact with athletes and other coaches (PDE Guidance for Sporting Events)			Yes
	Athletes will maintain social distancing of six feet on bench and wear masks when on bench (PDE Guidance for Sporting Events)	Athletes will maintain social distancing of six feet on bench and wear masks when on bench (PDE Guidance for Sporting Events)			Yes
	Eliminate unnecessary physical contact (high fives, fist bumps) (PDE Guidance for Sporting Events)	Eliminate unnecessary physical contact (high fives, fist bumps) (PDE Guidance for Sporting Events)			No
	Athletes will bring their own water supplies	Athletes will bring their own water supplies			No
	No spectators are permitted	No spectators are permitted			No
Limiting the sharing of materials among students	Discourage sharing of items that are difficult to disinfect	Discourage sharing of items that are difficult to disinfect	Daniel Vorhis, Director of Education and Assessment		No
	Students will be encouraged to use hand sanitizer or disinfectant wipes prior to using necessary, shared instructional materials	Students will be encouraged to use hand sanitizer or disinfectant wipes prior to using necessary, shared instructional materials			No
	Students and staff will be encouraged to use individual water bottles from home or	Students and staff will be encouraged to use individual water bottles from home or			No

	disposal plastic bottles (Bucks County DOH)	disposal plastic bottles (Bucks County DOH)			
	Use online textbooks or instructional resources whenever possible to avoid use of shared books.	Use online textbooks or instructional resources whenever possible to avoid use of shared books.			Yes
	Keep student belongings separated from others when in the classroom	Keep student belongings separated from others when in the classroom			Yes
	In lab settings, students must wear a mask	In lab settings, students must wear a mask			No
Staggering the use of communal spaces and hallways	Limit and schedule student locker use to reduce number of students at locker in a hallway at any time (PA School Reopening Task Force)	Limit and schedule student locker use to reduce number of students at locker in a hallway at any time(PA School Reopening Task Force)	Daniel Vorhis, Director of Education and Assessment		No
	Limit and schedule bathroom use (PA School Reopening Task Force)	Limit and schedule bathroom use (PA School Reopening Task Force)			No
	Use physical guides (such as tape on floors) to ensure staff and students remain six feet apart and follow defined hallway/staircase direction (CDC)	Use physical guides (such as tape on floors) to ensure staff and students remain six feet apart and follow defined hallway/staircase direction (CDC)			No
	High traffic hallway and staircase use will be limited by staggering the end of classroom periods and	High traffic hallway and staircase use will be limited by staggering the end of classroom periods and			No

	require face masks while in hallways and staircases. (PA School Reopening Task Force) (Bucks County DOH)	require face masks while in hallways and staircases. (PA School Reopening Task Force) (Bucks County DOH)			
	Define hallway directions and use outdoor hallways to reduce traffic	Define hallway directions and use outdoor hallways to reduce traffic			Yes
	Adjust safety drills to practice and maintain social distancing when exiting the building	Adjust safety drills to practice and maintain social distancing when exiting the building			Yes
	Revise building schedules to accommodate implemented safety protocols	Revise building schedules to accommodate implemented safety protocols			No
Adjusting transportation schedules and practices to create social distance between students	Busses can operate with a maximum of two students per seat with the understanding that face coverings will be required of students while on the bus (Bucks County DOH)	Busses can operate with a maximum of two students per seat with the understanding that face coverings will be required of students while on the bus (Bucks County DOH)	Dave Nester, Business Administrator		Yes
	Bus contractor will develop an employee screening system to monitor for symptomatic employees	Bus contractor will develop an employee screening system to monitor for symptomatic employees			No
	Bus drivers will be required to wear face coverings when students enter or exit the bus (Bucks County DOH) (Governor's Executive Order)	Bus drivers will be required to wear face coverings when students enter or exit the bus (Bucks County DOH) (Governor's Executive Order)			Yes

	Stagger arrival and drop off times to limit numbers of students together	Stagger arrival and drop off times to limit numbers of students together			No
	Develop and communicate guidelines for bus stop social distancing procedures	Develop and communicate guidelines for bus stop social distancing procedures			No
	Masks will be available for those that forget	Masks will be available for those that forget			No
	Develop additional considerations for specialized sub groups	Develop additional considerations for specialized sub groups			No
	Provide hand sanitizer to students and ensure use when entering and exiting the bus	Provide hand sanitizer to students and ensure use when entering and exiting the bus			No
	Plan redundant bus runs for large communities	Plan redundant bus runs for large communities			No
	Buses must be disinfected after each run and thoroughly cleaned daily (Chester County DOH)	Buses must be disinfected after each run and thoroughly cleaned daily (Chester County DOH)			Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	At the elementary level, students will remain in the same classroom with teachers moving	At the elementary level, students will remain in the same classroom with teachers moving	Daniel Vorhis, Director of Education and Assessment		No
	At the secondary level, movement of students will be reduced to the greatest extent possible	At the secondary level, movement of students will be reduced to the greatest extent possible			No

	Switching classes for Tier Time is not permitted and use a push in model for MTSS grouping	Switching classes for Tier Time is not permitted and use a push in model for MTSS grouping			No
	Whenever possible, individual student services typically provided in a pull out model will follow a push in model	Whenever possible, individual student services typically provided in a pull out model will follow a push in model			Yes
	Encore teachers will provide instruction in homerooms in grades K-5	Encore teachers will provide instruction in homerooms in grades K-5			Yes
	To the greatest extent possible, services provided by a reading specialist, IST, gifted education, etc., will be provided in the student's classroom (push in model)	To the greatest extent possible, services provided by a reading specialist, IST, gifted education, etc., will be provided in the student's classroom (push in model)			Yes
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All communications will occur via School Messenger and be posted on the website	All communications will occur via School Messenger and be posted on the website	Gary Derenzo, Director of Community Relations and Co-Curricular Programs		No
Other social distancing and safety practices	Pursue virtual activities and events in lieu of field trips, assemblies, performances, or parent meetings	Pursue virtual activities and events in lieu of field trips, assemblies, performances, or parent meetings	Dave Ramage, Director of Integration for Learning and Instruction		No

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:

If a staff member has a close exposure with a sick person, the individual will be quarantined for seven calendar days to ensure that no symptoms are present. If a staff member or student is confirmed with COVID-19, the individual may return to work after 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared per CDC guidelines. In addition to the return to work or school guidelines above, staff and students may only return to school if fever free for three days without the use of fever reducing medicine. If an employee or student is aware of contact with another individual that has tested positive for COVID-19, the employee and student will stay home for 14 days following exposure per CDC guidelines. For staff members that are isolated, but not sick, they will be expected to continue to assign work and teach virtually.

If a student is exposed to an individual with COVID-19, they must quarantine for 14 days and may return to school if symptom free for 14 days. In the event of a positive and confirmed student with COVID-19, administration will alert parents that a student was sick in that student's group and parents will be asked to isolate and monitor their students from that class for 14 days. In the event staff or students travel to an area that have high case counts of COVID-19, it is recommended by the Pennsylvania Department of Health that they stay home for 14 days from the return to Pennsylvania.

School counselors will be working directly with students and parents that are uncomfortable returning to school for any reason. In these instances, blended learning opportunities will be available for students. Students' social, emotional, and mental health will be monitored frequently.

A questionnaire will be implemented on a bi weekly basis in order to monitor student contact with outside individuals as well as to remind parents and students of symptoms. Staff will self monitor before leaving for work including monitoring one's own temperature as well as watching for symptoms. Parents will be asked to follow similar protocols with students before sending to school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Symptom screening will be done by parents/guardians at home each morning before the school day, and will keep students home if ill (Bucks County DOH) All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill (Bucks County DOH) Staff will provide self-certifications that they are abiding to all mandated screenings	Symptom screening will be done by parents/guardians at home each morning before the school day, and will keep students home if ill (Bucks County DOH) All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill (Bucks County DOH) Staff will provide self-certifications that they are abiding to all mandated screenings	Kate Pacitto, Director of Pupil Services		No Yes Yes

Temperature screening will not be required upon entrance to school for staff or students (Bucks County DOH)	Temperature screening will not be required upon entrance to school for staff or students (Bucks County DOH)			No
No staff or students with symptoms or temperature above 100 are permitted at school (Chester County DOH)	No staff or students with symptoms or temperature above 100 are permitted at school (Chester County DOH)			Yes
School personnel will actively monitor classrooms, cafeterias, hallways, common areas etc., for symptoms (Chester County DOH)	School personnel will actively monitor classrooms, cafeterias, hallways, common areas etc., for symptoms (Chester County DOH)			No
Students or staff that enter the building and show signs of potential COVID-19 will be immediately escorted to the isolation room	Students or staff that enter the building and show signs of potential COVID-19 will be immediately escorted to the isolation room			Yes
School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection	School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection			Yes
Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the	Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the			Yes

Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws			No
Inform those who have had close contact to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation	Inform those who have had close contact to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation			
In the event a student or staff member was within 6 feet for 15 minutes with an individual that has tested positive, the student or staff member should be tested (Montgomery County DOH, 7.16.20	In the event a student or staff member was within 6 feet for 15 minutes with an individual that has tested positive, the student or staff member should be tested (Montgomery County DOH, 7.16.20)			No
Establish local health department communication to issue guidance on action to be taken by school when presumptive or confirmed cases occur (PA School Reopening Task Force)	Establish local health department communication to issue guidance on action to be taken by school when presumptive or confirmed cases occur (PA School Reopening Task Force)			No
Staff and parents must notify the school if absence is related to COVID-19 (Chester County DOH)	Staff and parents must notify the school if absence is related to COVID-19 (Chester County DOH)			No
Develop and use a bi weekly questionnaire through which to monitor any high risk individuals	Develop and use a bi weekly questionnaire through which to monitor any high risk individuals			No

that may have come in contact (international travel, symptoms, etc)	that may have come in contact (international travel, symptoms, etc)			
Develop and use a bi weekly questionnaire to address mental health (coping, go to people, history of depression)	Develop and use a bi weekly questionnaire to address mental health (coping, go to people, history of depression)			No
Deploy staff to engage with students daily to monitor for mental health needs	Deploy staff to engage with students daily to monitor for mental health needs			No
Create a team to monitor questionnaire results and determine actions to be taken based upon data	Create a team to monitor questionnaire results and determine actions to be taken based upon data			No
Maintain questionnaire results for purposes of contact tracing	Maintain questionnaire results for purposes of contact tracing			No
Allow for existing conditions that exhibit higher/lower temperatures among students	Allow for existing conditions that exhibit higher/lower temperatures among students			No
Send weekly reminder messages to students, parents, and staff about self monitoring and symptom checks (Chester County DOH)	Send weekly reminder messages to students, parents, and staff about self monitoring and symptom checks (Chester County DOH)			No
Schools must notify the Montgomery County Health Department of any confirmed case	Schools must notify the Montgomery County Health Department of any confirmed case			No

	of COVID-19 while maintaining confidentiality	of COVID-19 while maintaining confidentiality			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Students and staff that have traveled to areas where there are high amounts of COVID-19 cases are recommended to stay home for 14 days from the return to Pennsylvania (PA Department of Health, see list of included states)	Students and staff that have traveled to areas where there are high amounts of COVID-19 cases are recommended to stay home for 14 days from the return to Pennsylvania (PA Department of Health, see list of included states)	Kate Pacitto, Director of Pupil Services		No
	If a critical worker (i.e. teacher or school staff) is unable to quarantine after traveling to areas where high amounts of COVID-19 cases are occurring, they are encouraged to wear both a face shield and mask and social distance (PA Department of Health 7.16.20)	If a critical worker (i.e. teacher or school staff) is unable to quarantine after traveling to areas where high amounts of COVID-19 cases are occurring, they are encouraged to wear both a face shield and mask and social distance (PA Department of Health 7.16.20)			No
	If a student or staff member has symptoms and it is possible the individual has COVID-19, the individual will be sent home; however, the school will not communicate with anyone until a positive test result (Montgomery County DOH, 7.16.20)	If a student or staff member has symptoms and it is possible the individual has COVID-19, the individual will be sent home; however, the school will not communicate with anyone until a positive test result (Montgomery County DOH, 7.16.20)			No
	If a student or staff member has symptoms and it is possible the individual has COVID-19, the school will provide the	If a student or staff member has symptoms and it is possible the individual has COVID-19, the school will provide the			No

	Montgomery County Department of Health with seating charts and information detailing who was within six feet for 15 minutes for the previous 48 hours (Montgomery County DOH, 7.16.20)
	
	If a student or staff member tests positive for COVID-19, the following will occur:
	    A. Ensure individual leaves isolation area and goes immediately home or to a healthcare facility to begin quarantine
	    B. Notify internal Human Resources Department to initiate protocols
	    C. Notify the Montgomery County Department of Health
	    D. Initiate contact tracing
	        a. Who was the individual in contact with while in school?
	        b. Who was the individual in contact with on the school bus/other transportation?
		Montgomery County Department of Health with seating charts and information detailing who was within six feet for 15 minutes for the previous 48 hours (Montgomery County DOH, 7.16.20)
		
		If a student or staff member tests positive for COVID-19, the following will occur:
		    A. Ensure individual leaves isolation area and goes immediately home or to a healthcare facility to begin quarantine
		    B. Notify internal Human Resources Department to initiate protocols
		    C. Notify the Montgomery County Department of Health
		    D. Initiate contact tracing
		        a. Who was the individual in contact with while in school?
		        b. Who was the individual in contact with on the school bus/other transportation?
					Yes

	c. Who are siblings and other live in family members? d. Determine all impacted areas within the building E. Close all areas that have been identified during contact tracing for 24 hours F. After 24 hours, clean, sanitize, and disinfect all impacted areas G. Seek and rely on guidance from Montgomery County Department of Health H. Communicate with individuals/families identified during the contact tracing process to initiate quarantine I. Follow other directions and guidance from the Montgomery County Department of Health Designate healthy and ill nurse areas (Chester County Health Summit) Assign staff available for monitoring isolation room and health rooms	c. Who are siblings and other live in family members? d. Determine all impacted areas within the building E. Close all areas that have been identified during contact tracing for 24 hours F. After 24 hours, clean, sanitize, and disinfect all impacted areas G. Seek and rely on guidance from Montgomery County Department of Health H. Communicate with individuals/families identified during the contact tracing process to initiate quarantine I. Follow other directions and guidance from the Montgomery County Department of Health Designate healthy and ill nurse areas (Chester County Health Summit) Assign staff available for monitoring isolation room and health rooms			No No

	Allow only one student in healthy area at any time (Chester County Health Summit)	Allow 2-3 students in healthy area at any time (Chester County Health Summit)			Yes
	Require a 24 hour period before re-entering rooms/buses AFTER exposure in rooms where positive and/or presumptive cases occur (8.3.20)	Require a 24 hour period before re-entering rooms/buses AFTER exposure in rooms where positive and/or presumptive cases occur (8.3.20)			Yes
	Designate triage area outside of "ill room" for nurse to assess in which full PPE will be required (Chester County Health Summit)	Designate triage area outside of "ill room" for nurse to assess in which full PPE will be required (Chester County Health Summit)			No
	Only students needing daily medications or treatments are permitted in healthy area to prevent high risk students from exposure	Only students needing daily medications or treatments are permitted in healthy area to prevent high risk students from exposure			Yes
	Designate isolation area(s) with good ventilation, separate entrance and exit, and separate restroom with assistant to monitor. Ensure room for multiple individuals when necessary	Continue isolation area(s) with good ventilation, separate entrance and exit, and separate restroom with assistant to monitor. Ensure room for multiple individuals when necessary			No
	Full PPE will be provided for any adult working within isolation area	Full PPE will be provided for any adult working within isolation area			Yes

	Students and staff will go to the nurse immediately if feeling symptomatic (Bucks County DOH)	Students and staff will go to the nurse immediately if feeling symptomatic (Bucks County DOH)			Yes
	Establish procedures for safely transporting anyone sick home or to a healthcare facility. A. Transportation will be provided by parent or via EMS if the parent is unavailable B. Transportation for staff will be self provided or by an immediate family member	Establish procedures for safely transporting anyone sick home or to a healthcare facility. A. Transportation will be provided by parent or via EMS if the parent is unavailable B. Transportation for staff will be self provided or by an immediate family member			No
	Develop parent pick up procedures for students found to have symptoms to keep parents and students separated from as many staff as possible	Develop parent pick up procedures for students found to have symptoms to keep parents and students separated from as many staff as possible			Yes
	When COVID-19 symptoms are present (cold, flu like symptoms, fever, etc), isolation occurs	When COVID-19 symptoms are present (cold, flu like symptoms, fever, etc), isolation occurs			No
	Individuals who are sick or have a temperature must go home or to a healthcare facility; however, prior to leaving school, the school must provide guidance for self-isolation at home and guidelines for returning to school (Chester County DOH)	Individuals who are sick or have a temperature must go home or to a healthcare facility; however, prior to leaving school, the school must provide guidance for self-isolation at home and guidelines for returning to school (Chester County DOH)			No

* Returning isolated or quarantined staff, students, or visitors to school	Inform those that have had close contact with a person with COVID-19 to stay home and self monitor for symptoms, and follow CDC guidelines if symptoms develop. If a person does not have symptoms, follow CDC guidance for home isolation. (8.3.20)	Inform those that have had close contact with a person with COVID-19 to stay home and self monitor for symptoms, and follow CDC guidelines if symptoms develop. If a person does not have symptoms, follow CDC guidance for home isolation. (8.3.20)	Kate Pacitto, Director of Pupil Services		Yes
	Create back up plans for use of staff when an employee is unable to perform duties	Create back up plans for use of staff when an employee is unable to perform duties			No
	Parents must contact the School Counselor and Nurse to inform the school when their student will be returning	Parents must contact the School Counselor and Nurse to inform the school when their student will be returning			No
	Identify and evaluate students impacted by COVID-19 to assess mental health, social, and emotional needs through check ins with school counselors (PA School Reopening Task Force)	Identify and evaluate students impacted by COVID-19 to assess mental health, social, and emotional needs through check ins with school counselors (PA School Reopening Task Force)			No
	Classroom teachers and/or guidance counselors will connect with social workers for any COVID-19 related absences.	Classroom teachers and/or guidance counselors will connect with social workers for any COVID-19 related absences.			No
	Social workers will connect with families impacted COVID-19	Social workers will connect with families impacted by COVID-19			No

	related absences to ensure safe and effective transitions to school	related absences to ensure safe and effective transitions to school			Yes
	Revise policies to encourage sick employees and students and/or those that have traveled to areas with high case counts of COVID-19, to stay home without fear of reprisal, and ensure students, employees, and students' families are aware of these policies	Revise policies to encourage sick employees and students and/or those that have traveled to areas with high case counts of COVID-19, to stay home without fear of reprisal, and ensure students, employees, and students' families are aware of these policies			
	If tested positive for COVID-19, staff and/or students may return to work or school after 3 days with no fever (without fever reducing medicine), symptoms have improved, and 10 days since symptoms first appeared (CDC guidelines)	If tested positive for COVID-19, staff and/or students may return to work or school after 3 days with no fever (without fever reducing medicine), symptoms have improved, and 10 days since symptoms first appeared (CDC guidelines)			No
	If an employee or student is aware of contact with another individual that has tested positive for COVID-19, the employee and student will stay home for 14 days following exposure (CDC guidelines)	If an employee or student is aware of contact with another individual that has tested positive for COVID-19, the employee and student will stay home for 14 days following exposure (CDC guidelines)			No
	Design and implement "Back to School Transition" to assist students with getting caught up with missed work	Design and implement "Back to School Transition" to assist students with getting caught up with missed work			Yes

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	All alerts of public closures or changes to any protocols will be posted on the school website and sent out via School Messenger Create and use a tiered communication plan to include whole community, building-wide, classroom-wide, and team-oriented information Communicate immunization needs to avoid an unnecessary missed school for students	All alerts of public closures or changes to any protocols will be posted on the school website and sent out via School Messenger Create and use a tiered communication plan to include whole community, building-wide, classroom-wide, and team-oriented information Communicate immunization needs to avoid an unnecessary missed school for students	Gary Derenzo, Director of Community Relations and Co-Curricular Programs Tony Bickert, Director of Technology		No No Yes
Other monitoring and screening practices	Utilize Montgomery County DOH to develop strategies similar to those successfully used with other infectious diseases that allow schools to remain open in the event of a confirmed case of COVID-19 using increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increased enforcement of social distancing (Montgomery County DOH) Prioritize social and emotional learning to occur with transition	Utilize Montgomery County DOH to develop strategies similar to those successfully used with other infectious diseases that allow schools to remain open in the event of a confirmed case of COVID-19 using increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increased enforcement of social distancing (Montgomery County DOH) Prioritize social and emotional learning to occur with transition	Gary Derenzo, Director of Community Relations and Co-Curricular Programs Kate Pacitto, Director of Pupil Services Daniel Vorhis, Director of Education and Assessment Bob Harney, Assistant Superintendent		No Yes

back to school (PA School Reopening Task Force)	back to school (PA School Reopening Task Force)		Yes
Students and staff will consistently be made aware of the signs and symptoms of COVID-19 (Bucks County DOH)	Students and staff will consistently be made aware of the signs and symptoms of COVID-19 (Bucks County DOH)		No
Coordinate among school entities with shared students (WMCTC) (PA School Reopening Task Force)	Coordinate among school entities with shared students (WMCTC) (PA School Reopening Task Force)		No
Create alternative plans for those students and staff uncomfortable returning to work after a positive COVID-19 case	Create alternative plans for those students and staff uncomfortable returning to work after a positive COVID-19 case		No
Work with substitute services to ensure sub availability during high absenteeism time periods	Work with substitute services to ensure sub availability during high absenteeism time periods		Yes
Adjust attendance and truancy policies to allow for waived Doctor excuse and allowing existence of COVID-19 symptoms as excused	Adjust attendance and truancy policies to allow for waived Doctor excuse and allowing existence of COVID-19 symptoms as excused		No
Develop expectations for those that are not permitted to attend school, but most participate	Develop expectations for those that are not permitted to attend school, but most participate		

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:

Staff will be asked to wear face coverings when they are not able to maintain six feet of distance between them and students and when traveling throughout the building. For delivery of instruction, it is strongly recommended that they maintain appropriate distance at all times. All classroom space will be re-evaluated by minimizing non instructional resources in order to maximize social distancing.

Masks will be required of all students while riding district transportation.

Students at a higher risk for infection may select an online learning option and staff at a higher risk will be provided with personal protection equipment. The district will continue to work with our substitute service to ensure coverage as necessary.

School counselors will be deployed to monitor students' ability to cope with new stressors during the pandemic.

All personnel will be used to allow for maintenance of the instructional program even during the potential for increased staff absenteeism.

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)

* Protecting students and staff at higher risk for severe illness	Students and staff will go to the nurse immediately if feeling symptomatic (Bucks County DOH) Reconfigure classrooms for maximum social distancing including staggered rows of desks facing the same direction and no face-to-face seating (Bucks County DOH) Review needs, concerns, and suggestions brought forth by staff (7.27.20) Communicate settings where six feet of social distancing is always necessary	Students and staff will go to the nurse immediately if feeling symptomatic (Bucks County DOH) Reconfigure classrooms for maximum social distancing including staggered rows of desks facing the same direction and no face-to-face seating (Bucks County DOH) Review needs, concerns, and suggestions brought forth by staff (7.27.20) Communicate settings where six feet of social distancing is always necessary	Kate Pacitto, Director of Pupil Services		Yes Yes No Yes
* Use of face coverings (masks or face shields) by all staff	All staff and students will wear face coverings when in school (Governor's Executive Order) Face coverings may be removed only when six feet apart AND eating or drinking, seated at desks, or engaged in physical activity (Governor's Executive Order) Students with medical conditions, mental health conditions, disabilities, or inability to position a face covering without assistance	All staff and students will wear face coverings when in school (Governor's Executive Order) Face coverings may be removed only when six feet apart AND eating or drinking, seated at desks, or engaged in physical activity (Governor's Executive Order) Students with medical conditions, mental health conditions, disabilities, or inability to position a face covering without assistance	Daniel Vorhis, Director of Education and Assessment		Yes No No

	will not be required to wear a face covering (Governor's Executive Order) Masks will be available to students and staff at all times when social distancing cannot be practiced Face shields will be provided for staff with younger students and or those students who read lips Schedule staff breaks to allow for fresh air outside without a mask	will not be required to wear a face covering (Governor's Executive Order) Masks will be available to students and staff at all times when social distancing cannot be practiced Face shields will be provided for staff with younger students and or those students who read lips Schedule staff breaks to allow for fresh air outside without a mask			No No No
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students and staff will always have face masks available to use as needed and during transitions (hallways, etc.) Face coverings will be required of all students riding district transportation Identify and communicate procedures for student populations that may refuse distancing or wearing of masks and procedures for those students for which these protocols are not appropriate	Students and staff will always have face masks available to use as needed and during transitions (hallways, etc.) Face coverings will be required of all students riding district transportation Identify and communicate procedures for students populations that may refuse distancing or wearing of masks and procedures for those students for which these protocols are not appropriate	Daniel Vorhis, Director of Education and Assessment		No No No No

	When involved in a lab setting, students must wear a mask	When involved in a lab setting, students must wear a mask			
Unique safety protocols for students with complex needs or other vulnerable individuals	Additional Personal Protective Equipment will be provided by the district to staff in classrooms that serve students with complex needs (masks, face shields, arm guards, aprons, etc.)	Additional Personal Protective Equipment will be provided by the district to staff in classrooms that serve students with complex needs (masks, face shields, arm guards, aprons, etc.)	Kate Pacitto, Director of Pupil Services		No
	Reconvene all CPI teams to emphasize de-escalation techniques and revise CPI plans and protocols	Reconvene all CPI teams to emphasize de-escalation techniques and revise CPI plans and protocols			No
	Stagger schedules, staff, and students within classrooms to maintain six feet	Stagger schedules, staff, and students within classrooms to maintain six feet			No
	Provide cover ups for those staff working with students with complex needs	Provide cover ups for those staff working with students with complex needs			Yes
	Adjust schedules to limit the amount of students in rooms with students with complex needs	Adjust schedules to limit the amount of students in rooms with students with complex needs			No
Strategic deployment of staff	Review needs, concerns, and suggestions brought forth by staff	Review needs, concerns, and suggestions brought forth by staff	Bob Harney, Assistant Superintendent		No
	Schedule staff to be available across buildings to ensure coverage is provided during time periods of high staff absenteeism	Schedule staff to be available across buildings to ensure coverage is provided during time periods of high staff absenteeism			No

	Consider planning for those individuals that have responsibilities that are not known by others or cannot be handled by others	Consider planning for those individuals that have responsibilities that are not known by others or cannot be handled by others			Yes
	Identify and use alternative space within building to maintain social distancing if many teachers are out	Identify and use alternative space within building to maintain social distancing if many teachers are out			No

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
The Facts, Myths, and Implications of COVID-19 for Education	All staff	Daniel Vorhis Director of Education and Assessment	Remote		July 13, 2020	August 21, 2020

Protocols for Health and Safety During a Pandemic	All Staff	Dr. Kate Pacitto Director of Pupil Services	Remote		July 13, 2020	August 21, 2020
Practices for Classroom Cleaning During the School Day	All Staff	Jeff Cardwell Director of Facilities	Remote		July 13, 2020	August 21, 2020
Building Procedures During COVID-19	All Staff	Building Principals	Live		August 25, 2020	August 25, 2020
Considerations for Classroom Environment During COVID-19	All Staff	Daniel Vorhis Director of Education and Assessment	Remote		July 13, 2020	August 21, 2020
Effective Practices for Teaching in an Online Environment	All Staff	Dr. Dave Ramage Director of Integration for Learning and Instruction	Remote		July 13, 2020	August 21, 2020
Strategies for Instruction Within a Remote Environment and Synchronous Streaming From the Classroom	All Staff	Dr. Dave Ramage Director of Integration for Learning and Instruction	Remote		July 13, 2020	August 21, 2020
Use of Existing Instructional Resources in Remote Learning Environment	All Staff	Daniel Vorhis Director of Education and Assessment	Remote		July 13, 2020	August 21, 2020
Engaging and Motivating Students in An Online Environment	All Staff	Dr. Dave Ramage Director of Integration for Learning and Instruction	Live		August 26, 2020	August 26, 2020
Teacher Expectations in a Remote Learning Environment	All Staff	Daniel Vorhis Director of Education and Assessment	Live		August 26, 2020	August 26, 2020
Ensuring the Social and Emotional Health of Students During a Pandemic	All Staff	Dr. Kate Pacitto Director of Pupil Services	Live		August 26, 2020	August 26, 2020
Implementing SDIs for Students with IEPs	Select Staff	Dr. Kate Pacitto Director of Pupil Services	Remote		July 13, 2020	August 21, 2020

Designing Instruction with the Use of a Learning Management System (K-5 Schoology)	K-5 Classroom Teachers	Dr. Dave Ramage Director of Integration for Learning and Instruction	Remote		July 13, 2020	August 21, 2020
Communication Strategies to Support a Remote Learning Environment (Remind, parent, communication, Google, Zoom)	All Staff	Dr. Dave Ramage Director of Integration for Learning and Instruction	Remote		July 13, 2020	August 21, 2020
Creating a Work / Personal Life Balance	All Staff	Dr. Kate Pacitto Director of Pupil Services	Remote		July 13, 2020	August 21, 2020
CPI Training	CPI Teams	Director of Pupil Services	Live		August 26, 2020	August 26, 2020
Social Emotional Learning (Second Step)	K-5 Classroom Teachers	Director of Pupil Services	Live		TBD	TBD

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
Identify and communicate the components and key features of the PGSD Health and Safety Plan	Staff Parents Students	Dr. Bill Shirk Superintendent	District letter, website, website app, Twitter, Facebook, School Messenger	July 10, 2020	July 10, 2020
Specify and illustrate the identified learning environment for Fall 2020	Staff	Daniel Vorhis Director of Education and Assessment	District letter, website, website app, Twitter, Facebook, School Messenger	July 17, 2020	July 24, 2020
Specify and illustrate the identified learning environment for Fall 2020	Parents Students	Daniel Vorhis Director of Education and Assessment	District letter, website, website app, Twitter, Facebook, School Messenger	July 24, 2020	July 24, 2020
Release Frequently Asked Questions about the learning environment	Staff Parents Students	Daniel Vorhis Director of Education and Assessment	District letter, website, website app, Twitter, Facebook, School Messenger	July 24, 2020	July 31, 2020
Establish and communicate expectations for students within identified learning environment (grading, attendance, completion of work, homework)	Parents Students	Daniel Vorhis Director of Education and Assessment	District letter, website, website app, Twitter, Facebook, School Messenger	July 31, 2020	August 7, 2020
Establish and communicate expectations for professional and support staff within identified learning environment	Staff	Daniel Vorhis Director of Education and Assessment	District letter, website, website app, Twitter, Facebook, School Messenger	August 3, 2020	August 7, 2020
Establish chain of command communication protocol for COVID-19 related issues	Staff Parents Students	Gary Derenzo Director of Community Relations and Co-Curricular Programs	Website, website app	July 6, 2020	Ongoing

Illustrate how the learning environment will be designed through visuals representations	Staff Parents Students	Dr. Dave Ramage Director of Integration for Learning and Instruction	District letter, website, website app, Twitter, Facebook, School Messenger	July 24, 2020	July 24, 2020
Identify and communicate the use of devices to support ongoing learning (K-5 Schoology, Learning Management System, etc.)	Staff Parents Students	Dr. Dave Ramage Director of Integration for Learning and Instruction	District letter, website, website app, Twitter, Facebook, School Messenger	August 3, 2020	August 7, 2020
Continue the development and redeployment of the new district website	Staff Parents Students	Gary Derenzo Director of Community Relations and Co-Curricular Programs		Ongoing	Ongoing
Establish and communicate protocols for absenteeism, missing school or work, and returning to school or work after illness	Staff Parents Students	Gary Derenzo Director of Community Relations and Co-Curricular Programs	District letter, website, website app	August 10, 2020	August 14, 2020
Release guidance for use of facilities by any organization	Internal PGSD External guests	Gary Derenzo Director of Community Relations and Co-Curricular Programs	District letter, phone calls, email	August 10, 2020	Ongoing
Develop a parent and student survey to collect input about perceptions of the learning environment	Staff Parents Students	Daniel Vorhis Director of Education and Assessment	Survey	September 14, 2020	September 18, 2020

Health and Safety Plan Summary: Pottsgrove School District

Anticipated Launch Date: August 21, 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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	A disinfecting crew will be deployed across all Pottsgrove School District buildings to follow CDC guidelines for disinfecting and cleaning. Deep cleaning and sanitizing will occur outside of regular school hours with ongoing cleaning occurring throughout the school day. This will include daily disinfecting touchpoints, including desks, as often as possible. Bathrooms will be cleaned on a rotating basis throughout the school day. When necessary and for emergency response, custodial staff will perform extensive disinfecting beyond the normal process. Custodians will be tasked to use additional methods and equipment to enhance the disinfection process. The process will include electrostatic backpack sprayer, manual and battery pump sprayers, and electric fogger. Vertical and horizontal surfaces will be wiped down. A hospital grade, 1-step clear, batericidal, virucidal, mildewcidal, fungicidal disinfectant is used. Custodial staff, in these circumstances, will be equipped with PPE and supplies.

	ASHRAE, EPA, and CDC standards and guidance for air ventilation and cleaning will occur while increasing the frequency during which air filters will be changed.
	Custodial staff will work throughout the summer of 2020 under the guidance of Jeff Cardwell, Director of Facilities, and Perry Rosado, Custodial Supervisor, to ensure that all buildings are sanitized and ready. All supplies have been ordered and additional supplies will be applied for through grant funding as necessary.
	Students and teachers will assist in wiping down the frequently touched surfaces within classrooms. Each individual will sanitize and/or wash hands before leaving the classroom. Sanitation wipes will be provided to wipe down keyboards, desks, tools, etc. In addition, teachers will wipe down door handles within their classrooms. Classrooms will be arranged to minimize non instructional resources (furniture, rugs) in order to use all instructional space for appropriate social distancing. Classroom wall displays, whenever possible, will be posted at five feet or higher to assist with cleaning processes.
	Regular communication between the school district and the district transportation provided will occur to ensure buses are cleaned and disinfected on a regular basis.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	Classrooms will be organized to allow for students to be 6 feet apart. Classroom spaces will be reconfigured to minimize non instructional resources (furniture, rugs) in order to maximize

* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

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

* **Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

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

social distancing. Existing furniture used for small group instruction will be repurposed to allow dividers. Communal spaces within all buildings will be limited with cafeterias closed particularly during the yellow phase. Cafeteria use may be re-examined using available data from PDE and CDC when in the green phase; however, use would still be limited with restrictions in place. All spaces will be governed by the Pottsgrove School District Health and Safety Plan and all social distancing, and mask guidelines will be set and communicated by the Pandemic Team. Outdoor spaces will be utilized for physical education and music classes, weather permitting.

Hallways will be marked with directional guidelines to ensure social distancing while schedules will be staggered to control the total numbers of students that are in hallways or staircases at any one time. Visitor policies will restrict all non-essential visitors to the front office. While in any building, non-essential visitors must wear a mask. Any parent requests for meetings will be encouraged to schedule virtually.

Significant staff professional learning will occur for all staff prior to the reopening of schools. This will include both live and virtual training options. Students will also be trained on many procedures. Teachers will train students based upon the specific information received during teacher professional learning opportunities.

Sporting events will observe specific recommendations from PDE's Guidance for Sporting Events will schedules redefined to allow for limited interactions among groups.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* 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**	If a staff member has a close exposure with a sick person, the individual will be quarantined for seven calendar days to ensure that no symptoms are present. If a staff member is confirmed with COVID-19, the individual may return to work after 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared per CDC guidelines. If an employee or student is aware of contact with another individual that has tested positive for COVID-19, the employee and student will stay home for 14 days following exposure per CDC guidelines. Students and staff that have traveled to areas where there are high amounts of COVID-19 cases are recommonstrate to stay home for 14 days from the return to Pennsylvania. For staff members that are isolated, but not sick, they will be expected to continue to assign work and teach virtually. If a student is exposed to an individual with COVID-19, they must quarantine for 7 days and may return to school if symptom free for 7 days. In the event of a positive and confirmed student with COVID-19, administration will alert parents that a student was sick in that student's group and parents will be asked to isolate and monitor their students from that class for 7 days. School counselors will be working directly with students and parents that are uncomfortable returning to school for any reason. In these instances, blended learning opportunities will be available for students. Students' social, emotional, and mental health will be monitored frequently.

	A questionnaire will be implemented on a bi weekly basis in order to monitor student contact with outside individuals as well as to remind parents and students of symptoms. Staff will self monitor before leaving for work including monitoring one's own temperature as well as watching for symptoms. Parents will be asked to follow similar protocols with students before sending to school.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	Students and staff will be required to wear face coverings when in buildings. Removal of face coverings may occur only when six feet apart AND eating or drinking, seated at desks, or engaged in physical activity. For delivery of instruction, it is strongly recommended that they maintain appropriate distance at all times. All classroom space will be re-evaluated by minimizing non instructional resources in order to maximize social distancing. Face coverings will be required of all students while riding district transportation. Students at a higher risk for infection may select an online learning option and staff at a higher risk will be provided with personal protection equipment. The district will continue to work with our substitute service to ensure coverage as necessary. School counselors will be deployed to monitor students' ability to cope with new stressors during the pandemic.

	All personnel will be used to allow for maintenance of the instructional program even during the potential for increased staff absenteeism.

References: (Added 7.16.20)

- Center for Disease Control
- World Health Organization
- American Academy of Pediatricians
- Children's Hospital of Philadelphia
- Bucks County Department of Health
- Chester County Department of Health
- Montgomery County Department of Health
- Pennsylvania Department of Health
- United States Department of Health
- Pennsylvania Department of Education
- Mathematica - REL Mid-Atlantic Report
- Carnegie Mellon
- Johns Hopkins
- SickKids
- American Association of School Administrators

Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

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

By:

_____

(*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.