



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.

Table of Contents

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

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: Penn Manor School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **August 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 representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Michael Lechliter	Superintendent	Both
Dr. Peggy Anastasio	Assistant Director of Student Support Services, Pandemic Coordinator	Both
Dr. Jerry Egan	Assistant Superintendent for Elementary Education	Both

Dr. Philip Gale	Assistant Superintendent for Secondary Education	Both
Gretchen Ayres	Certified School Nurse	Health and Safety Plan Development
Chad Billman	Assistant Technology Director	Health and Safety Plan Development
Kim Braun	Certified School Nurse	Both
Dr. Krista Cox	Elementary Principal	Health and Safety Plan Development
Judy Duke	Assistant Business Manager	Health and Safety Plan Development
Doug Eby	High School Assistant Principal	Health and Safety Plan Development
Tom Fluke	Maintenance/Custodial Supervisor	Both
Danielle Gentile	School Psychologist	Health and Safety Plan Development
Dr. Nazli Hardy	Parent, Educator	Health and Safety Plan Development
Dr. Joan Harrold	Parent, Medical Physician	Health and Safety Plan Development
Lisa Heisler	Certified School Nurse	Both
Stephen Kramer	Athletic Director	Both
Courtney Kolp	Food Services Coordinator	Both
Jason McClune	Transportation Coordinator	Both
Joy Meley	Elementary School Social Worker	Health and Safety Plan Development
Dr. Shirley Murray	Elementary Principal	Health and Safety Plan Development
Nicki Nafziger	Parent, School Board Member	Health and Safety Plan Development
Pam Nichols	Certified School Nurse	Health and Safety Plan Development
Melissa Ostrowski	School Counselor	Both

Cindy Rhoades	Executive Administrative Assistant	Health and Safety Plan Development
Mindy Rottmund	Teacher, Penn Manor Education Association member	Both
Keila Torres	Secondary School Social Worker	Health and Safety Plan Development
Dr. Tim Weaver	District Physician	Both
Ashley Zook	Certified School Nurse	Health and Safety Plan Development
District Families (via survey)	Parents and Students	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:

Penn Manor School District will implement cleaning, sanitizing, and disinfecting protocols in accordance with CDC guidelines to mitigate the spread of COVID-19. A daily cleaning schedule across custodial shifts has been established with updated procedures and emphasis on the frequent cleaning of high-touch areas (restrooms, door knobs, handrails, light switches, etc.). Hand sanitizer and disinfectant will be made available throughout common areas and in all instructional areas. Penn Manor has been and will continue to utilize OSHA green-certified cleaning supplies, which are EPA-approved disinfectants effective in killing COVID-19. All ventilation systems have been thoroughly cleaned and disinfected and will be set to allow the maximum amount of fresh air flow in buildings. To maintain the effectiveness and reliability of the ventilation systems, the opening of windows and outside doors will be discouraged. All custodial and maintenance staff will receive training on the enhanced protocols, and supervisors will monitor implementation. All faculty and staff will be informed on the processes related to cleaning, sanitizing, disinfecting, and ventilation.

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,	Adherence to CDC guidelines for cleaning and disinfecting with an established cleaning schedule across both custodial shifts. Increased frequency of cleaning of	Adherence to CDC guidelines for cleaning and disinfecting with an established cleaning schedule across both custodial shifts. Increased frequency of cleaning of	Chip Mathias, Director of Buildings and Grounds	PPE OSHA green certified cleaning supplies	Y

<p>surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>high touch points. Cleaning from top to bottom of both hard and carpeted surfaces.</p> <p>Provide each room with an approved cleaning solution (Alpha HP) for use between instructional groups.</p> <p>Consider use of a plexiglass screen for some areas of building and for some situations requiring one on one interaction.</p> <p>Hand sanitizer placed in classrooms and throughout buildings.</p> <p>Designate teacher to open/close doors.</p> <p>Encourage use of personal water bottles. Eliminate use of water fountains and provide bottled water.</p> <p>Increase the circulation of outside air in buildings by increasing air replacement of the ventilation systems. This is more effective and controlled versus propping doors and opening windows.</p> <p>Bus companies should follow the CDC guidelines for cleaning buses between each set of students. Increase ventilation on buses by opening windows.</p>	<p>high touch points. Cleaning from top to bottom of both hard and carpeted surfaces.</p> <p>Provide each room with an approved cleaning solution (Alpha HP) for use between instructional groups.</p> <p>Consider use of a plexiglass screen for some areas of building and for some situations requiring one on one interaction.</p> <p>Hand sanitizer placed in classrooms and throughout buildings.</p> <p>Designate teacher to open/close doors.</p> <p>Encourage use of personal water bottles. Eliminate use of water fountains and provide bottled water.</p> <p>Increase the circulation of outside air in buildings by increasing air replacement of the ventilation systems. This is more effective and controlled versus propping doors and opening windows.</p> <p>Bus companies should follow the CDC guidelines for cleaning buses between each set of students. Increase ventilation on buses by opening windows.</p>	<p>Tom Fluke, Maintenance and Custodial Supervisor</p>	<p>CDC Cleaning Guidelines</p> <p>CDC Cleaning and Disinfecting</p> <p>Air scrubber/sanitizer</p>	
--	---	---	--	---	--

Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Replacement of air filters and cleaning/disinfecting of coils completed prior to opening in August.</p> <p>All cleaning supplies are OSHA green certified.</p> <p>Protocol established for use of air scrubber and UV sanitizer when suspected cases identified.</p>	<p>Replacement of air filters and cleaning/disinfecting of coils completed prior to opening in August.</p> <p>All cleaning supplies are OSHA green certified.</p> <p>Protocol established for use of air scrubber and UV sanitizer when suspected cases identified.</p>	<p>Chip Mathias, Director of Buildings and Grounds</p> <p>Tom Fluke, Maintenance and Custodial Supervisor</p>	<p>PPE</p> <p>OSHA green certified cleaning supplies</p> <p>CDC Cleaning Guidelines Handbook</p> <p>Air scrubber/sanitizer</p>	<p>Y</p>
--	---	---	---	--	----------

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:

Throughout all classrooms and learning spaces, physical distancing practices will be implemented to the maximum extent possible as deemed appropriate by age and as recommended by the American Academy of Pediatrics. The use of outdoor spaces and large-group instructional areas may be considered to support physical distancing. Building routines (change of

classes, lunch schedules, arrival/dismissal routines, etc.) and the use of communal spaces will be reviewed and revised to limit the interaction between large groups of students as much as possible. Transportation will continue to be provided in accordance with District practice and policy. The use of face coverings for students and bus drivers will be required as per the order of the Pennsylvania Secretary of Health. Exceptions to this requirement are discussed further in the “Other Considerations for Students and Staff” domain contained within this document. Education on healthy hygiene practices will be provided and promoted throughout the school day for all students and staff. The frequent washing of hands, the proper use of hand sanitizer, the appropriate use of face coverings, and limiting contact on high touch-point surfaces will be emphasized. School visitation will be limited to those deemed essential. All visitors and volunteers identified as essential will be required to comply with the District health and safety guidelines for entry. Procedures for parent and guardian access to the buildings will be provided to staff and parents/guardians prior to the start of the new school year. The use of virtual meetings will be encouraged when feasible. Staff and students will receive training on physical distancing and other safety protocols prior to and throughout the school year. Safety protocols will be continuously evaluated to ensure proper implementation and revised as needed to meet current safety guidelines. Information regarding the District’s safety protocols will be made available to the community.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Physical distancing practices will be implemented to the maximum extent possible as deemed appropriate by age and as recommended by the AAP. Physical distancing practices must be followed by all staff.</p> <p>Remove non-essential furniture to allow for maximal distancing.</p> <p>Desks/tables will face in one direction.</p> <p>Teacher use of face shield when providing large group instruction in</p>	<p>Physical distancing practices will be implemented to the maximum extent possible as recommended by the AAP. Physical distancing practices must be followed by all staff.</p> <p>Remove non-essential furniture to allow for maximal distancing.</p> <p>Desks/tables will face in one direction.</p> <p>Teacher use of face shield when providing large group instruction in front of the classroom. Teacher</p>	<p>Building Principals</p> <p>Classroom Teachers</p>	<p>Face shields</p> <p>Face masks</p> <p>Tape to mark distancing for furniture</p>	<p>Y</p>

	<p>front of the classroom. Teacher use of a mask when moving throughout seated students and when providing instruction to individuals or small groups.</p> <p>Consider use of large group spaces, such as the elementary commons or libraries, for classes larger than 25 students.</p>	<p>use of a mask when moving throughout seated students and when providing instruction to individuals or small groups.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Restrict use of cafeterias and other congregate settings. Meals served in classrooms.</p> <p>Eliminate large group assemblies/activities.</p> <p>Emphasis on physical distancing in faculty lunch/work rooms.</p>	<p>Review and revise breakfast/lunch/recess schedules and procedures to allow for increased physical distancing.</p> <p>Self-serve options eliminated. All meals and condiments served by food service staff.</p> <p>Increased cleaning/disinfecting practices between lunch periods.</p> <p>Emphasis on physical distancing in faculty lunch/work rooms.</p> <p>Maintain cohorts of students in congregate settings to the maximum extent possible.</p>	<p>Building Principals</p> <p>Courtney Kolp, Food Services Coordinator</p> <p>Food Services Staff</p>	<p>Signage</p> <p>Hand Sanitizer</p> <p>Cleaning Supplies</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and</p>	<p>Healthy hygiene practices promoted throughout the school day for students and staff. Washing hands or use of hand sanitizer upon entering; after using the bathroom; wiping nose;</p>	<p>Healthy hygiene practices promoted throughout the school day for students and staff. Washing hands or use of hand sanitizer upon entering; after using the bathroom; wiping nose;</p>	<p>District Physician</p> <p>Certified School Nurses</p>	<p>Hand Soap</p> <p>Hand Sanitizer</p> <p>Signage</p>	<p>Y</p>

other best practices	coughing; sneezing; before/after eating, and before/after using a communal tool (ie. copy machine). Hand washing for 20 seconds with soap and water is preferred. In locations where a sink is not available, hand sanitizer should be made available.	coughing; sneezing; before/after eating, and before/after using a communal tool (ie. copy machine). Hand washing for 20 seconds with soap and water is preferred. In locations where a sink is not available, hand sanitizer should be made available.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage will be posted throughout the buildings (offices, hallways, classrooms, bathrooms) to promote physical distancing and hygiene practices.	Signage will be posted throughout the buildings (offices, hallways, classrooms, bathrooms) to promote physical distancing and hygiene practices.	Building Principals Custodians	Signage CDC Print Resources	N
* Identifying and restricting non-essential visitors and volunteers	Establish guidelines on identifying non-essential visitors and volunteers. All non-essential visitors and volunteers will be restricted from entering the building. Visitors and volunteers identified as essential will be required to comply with District health/safety guidelines for entry. Encourage virtual meetings when feasible.	Establish guidelines on identifying non-essential visitors and volunteers. All non-essential visitors and volunteers will be restricted from entering the building. Visitors and volunteers identified as essential will be required to comply with District health/safety guidelines for entry. Encourage virtual meetings when feasible.	Jerry Egan, Assistant Superintendent for Elementary Education Phil Gale, Assistant Superintendent for Secondary Education Theresa Kreider, Director of Student Support Services	District Guidelines	N
* Handling sporting activities for recess and	Recess and physical education classes to be held outdoors when weather permits.	Recess and physical education classes to be held outdoors when weather permits.	Shawn Maxwell, K-12 Physical	CDC Considerations for Youth Sports	Y

<p>physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Stagger recess times to cohort of students to reduce the number of students on the playground at one time.</p> <p>Limit the use of shared equipment. If equipment is required, implement cleaning/disinfecting measures after each use.</p> <p>Encourage exercises and activities that support physical distancing guidelines.</p>	<p>Stagger recess times to cohort of students to reduce the number of students on the playground at one time.</p> <p>Limit the use of shared equipment. If equipment is required, implement cleaning/disinfecting measures after each use.</p> <p>Encourage exercises and activities that support physical distancing guidelines.</p>	<p>Education Coordinator</p> <p>Building Principals</p>		
<p>Limiting the sharing of materials among students</p>	<p>Provide students with separate materials when feasible.</p> <p>Clean and disinfect any shared items before and after use. This includes telephones, copiers, calculators, and other shared tools.</p> <p>Encourage students to keep their belongings separate from their peers and in designated locations.</p> <p>Assess and revise use of middle school lockers to consider staggered access by cohort.</p>	<p>Provide students with separate materials when feasible.</p> <p>Clean and disinfect any shared items before and after use. This includes telephones, copiers, calculators, and other shared tools.</p> <p>Encourage students to keep their belongings separate from their peers and in designated locations.</p>	<p>Building Principals</p> <p>All Staff</p>	<p>Cleaning Supplies</p> <p>CDC Cleaning Guidelines</p> <p>NFHS Instrument Cleaning Guidelines</p>	<p>N</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Review and revise building schedules and arrival/dismissal procedures to stagger use of</p>	<p>Review and revise building schedules and arrival/dismissal procedures to stagger use of</p>	<p>Building Principals</p>	<p>Signage</p> <p>Bus route drop-off/pick-up times</p>	<p>Y</p>

	<p>communal spaces and hallways for increased physical distancing.</p> <p>Designate specific entrances/exits at each building.</p> <p>Establish one-way traffic patterns in hallways with signage.</p>	<p>communal spaces and hallways for increased physical distancing.</p> <p>Designate specific entrances/exits at each building.</p> <p>Establish one-way traffic patterns in hallways with signage.</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Review bus routes to balance student ridership.</p> <p>Wearing of face coverings for students and bus drivers will be required per order of the PA Secretary of Health.</p> <p>Assigned seats as needed based on student pick up. Students will fill the bus from the back to the front. Family members or bus stop peers will be seated together.</p> <p>Windows slightly open when possible for increased ventilation.</p>	<p>Review bus routes to balance student ridership.</p> <p>Wearing of face coverings for students and bus drivers will be required per order of the PA Secretary of Health.</p> <p>Assigned seats as needed based on student pick up. Students will fill the bus from the back to the front. Family members or bus stop peers will be seated together.</p> <p>Windows slightly open when possible for increased ventilation.</p>	<p>Jason McClune, Transportation Coordinator</p>	<p>Collaboration with bus companies</p> <p>Updated transportation roster</p>	<p>N</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Encourage static groupings of students as much as possible.</p> <p>Specialists at the elementary level will provide instruction in the regular education classroom when feasible.</p> <p>Use of communal learning spaces to be limited to one classroom or cohort of students at a time.</p>	<p>Encourage static groupings of students as much as possible.</p> <p>Use of communal learning spaces to be limited to one classroom or cohort of students at a time.</p>	<p>Building Principals</p> <p>Classroom Teachers</p>		<p>N</p>

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Updated 9/8/2020: The YWCA before/after school care program (YWonderful Kids) has an approved COVID-19 Health and Safety Plan. This plan can be obtained by contacting Jasmyne King, Director, YWonderful Kids Penn Manor at (717) 869-5021.	Updated 9/8/2020: The YWCA before/after school care program (YWonderful Kids) has an approved COVID-19 Health and Safety Plan. This plan can be obtained by contacting Jasmyne King, Director, YWonderful Kids Penn Manor at (717) 869-5021.			
Other social distancing and safety practices					

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:

Symptom screening of all students is to be completed at home by a parent or guardian each morning before the school day. Students who are ill or exhibiting symptoms related to COVID-19 must not be riding on a school bus or brought to school. All District staff and contractors are to perform a symptom screen on themselves prior to leaving for work. They are to stay home if they are ill or exhibiting symptoms related to COVID-19. Information on the signs and symptoms of COVID-19 will be provided to students, staff, and parents/guardians on a frequent basis. If students or staff become symptomatic during the school day or become aware that they have been exposed to an individual with whom they have had close contact that is confirmed positive for COVID-19, they are to immediately report to the nurse and will be sent home. Protocols for isolation, quarantine, and conditions for a return to school will be established through consultation with the District physician, certified school nurses, and administration, based on CDC guidelines. Staff who are uncomfortable about returning to work should communicate their concern with the District Human Resources Director. Students who are uncomfortable about returning to school will be given the choice to participate in the District’s virtual programming. Training on the protocols for monitoring student and staff health will be provided to staff prior to the first day of school. Information will also be provided to parents and guardians. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state guidelines.

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	<p>Symptom screening to be completed by all parents/guardians at home each morning before the school day.</p> <p>Children exhibiting symptoms should not be sent on a school bus or brought to school.</p> <p>All District staff and contractors will perform a symptom screening</p>	<p>Symptom screening to be completed by all parents/guardians at home each morning before the school day.</p> <p>Children exhibiting symptoms should not be sent on a school bus or brought to school.</p> <p>All District staff and contractors will perform a symptom screening</p>	<p>Theresa Kreider, Director of Student Support Services</p> <p>Certified School Nurses</p>	<p>Procedures for self-screening and reporting</p> <p>Resources for staff and families</p>	Y

	<p>on themselves prior to leaving for work. They are to stay home if ill.</p> <p>Education on the signs and symptoms of COVID-19 will be provided and frequently reviewed with families and staff.</p> <p>If symptomatic during the school day, students and staff will immediately report to the nurse.</p>	<p>on themselves prior to leaving for work. They are to stay home if ill.</p> <p>Education on the signs and symptoms of COVID-19 will be provided and frequently reviewed with families and staff.</p> <p>If symptomatic during the school day, students and staff will immediately report to the nurse.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Each building will designate a separate space for treatment of anyone exhibiting COVID-19 symptoms or demonstrates a history of exposure.</p> <p>Any individual that exhibits symptoms demonstrates a history of exposure should be sent home as soon as possible.</p> <p>The area used by the individual with symptoms or a history of exposure are to be cleaned and disinfected prior to reuse.</p>	<p>Each building will designate a separate space for treatment of anyone exhibiting COVID-19 symptoms or demonstrates a history of exposure.</p> <p>Any individual that exhibits symptoms demonstrates a history of exposure should be sent home as soon as possible.</p> <p>The area used by the individual with symptoms or a history of exposure are to be cleaned and disinfected prior to reuse</p>	<p>Theresa Kreider, Director of Student Support Services</p> <p>Building Principals</p> <p>Certified School Nurses and Health Room Staff</p>	<p>Designated space for isolation.</p>	<p>N</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Any individual who presented with COVID-19 symptoms or demonstrated a history of exposure will be permitted to return based on current CDC/DOH guidelines.</p>	<p>Any individual who presented with COVID-19 symptoms or demonstrated a history of exposure will be permitted to return based on current CDC/DOH guidelines.</p>	<p>Theresa Kreider, Director of Student Support Services</p> <p>Certified School Nurses</p>	<p>Guidelines for families and staff on returning to school.</p> <p>Review/revise District attendance procedures</p>	<p>Y</p>
<p>Notifying staff, families, and the public of school closures and</p>	<p>Penn Manor School District will utilize a number of communication methods to notify families, staff, and the community on potential</p>	<p>Penn Manor School District will utilize a number of communication methods to notify families, staff, and the community on potential</p>	<p>Dr. Michael Leichliter, Superintendent</p>		

within-school-year changes in safety protocols	closures and changes in safety protocols. These include, but are not limited to: the District website, Sapphire Parent Portal posts, automated calling system, social media, flyers/letters	closures and changes in safety protocols. These include, but are not limited to: the District website, Sapphire Parent Portal posts, automated calling system, social media, flyers/letters	Brian Wallace, Community Relations Coordinator		
Other monitoring and screening practices	Updated 9/8/2020: Penn Manor School District will follow the COVID-19 “Decision Tree” developed by Penn Medicine Lancaster General Health for guidance on isolating or quarantining and returning to school procedures.	Updated 9/8/2020: Penn Manor School District will follow the COVID-19 “Decision Tree” developed by Penn Medicine Lancaster General Health for guidance on isolating or quarantining and returning to school procedures.			

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:

In accordance with the order of the Pennsylvania Secretary of Health, the use of face coverings is required for students and staff. Exceptions to this requirement are permitted for individuals with medical conditions, including those with respiratory issues that impede breathing, mental health conditions or disabilities, and students who would be unable to remove a mask without assistance. Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or who has another disability in which the ability to see the mouth is essential to communication are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. Unique

protocols for students and staff at higher risk for severe illness will be reviewed and implemented on a case-by-case basis, given the specific needs of the individual. The District will continue to collaborate with the local substitute teacher agency to secure substitutes in the event of teacher illness. Instructional and non-instructional staff will be deployed in accordance with District practice and policy. Professional development will be provided to all staff on effective educational practices, which will include supports for social emotional wellness, to ensure that all students have access to quality learning opportunities in both the school and home environments.

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	<p>Establish procedures to address the specific needs for students and staff deemed at higher risk. These procedures will be implemented on a case by case basis given the unique needs of the individual.</p> <p>Penn Manor School District will follow the guidelines set forth in the Families First Coronavirus Response Act (FCCRA).</p> <p>Evaluate the current attendance guidelines for student and staff.</p>	<p>Establish procedures to address the specific needs for students and staff deemed at higher risk. These procedures will be implemented on a case by case basis given the unique needs of the individual.</p> <p>Penn Manor School District will follow the guidelines set forth in the Families First Coronavirus Response Act (FCCRA).</p> <p>Evaluate the current attendance guidelines for students and staff.</p>	<p>Theresa Chiodi, Human Resources Director Dr. Jerry Egan, Assistant Superintendent for Elementary Education</p> <p>Dr. Phil Gale, Assistant Superintendent for Secondary Education</p> <p>Dr. Theresa Kreider, Director of Student Support Services</p>		N
* Use of face coverings (masks or face shields) by all staff	<p>The use of face coverings are required as per order of the PA Secretary of Health. Use of a face mask, instead of a face shield, is strongly encouraged when interacting closely with others, such as in small groups or one</p>	<p>The use of face coverings are required as per order of the PA Secretary of Health. The Universal Face Coverings Order can be viewed link Use of a face mask, instead of a face shield, is strongly encouraged when interacting</p>	All Staff	<p>Guidelines for use of masks and shields.</p> <p>District provided masks/shields</p>	Y

	one one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education	closely with others, such as in small groups or one one one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education.			
* Use of face coverings (masks or face shields) by older students (as appropriate)	The use of face coverings are required as per order of the PA Secretary of Health. Exceptions to this requirement only as outlined by the PA Secretary of Education.	<p>Updated 9/8/2020: The use of face coverings are required as per Order of the PA Secretary of Health. The Universal Face Coverings Order can be viewed by accessing this link.</p> <p>Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Exceptions to this requirement are permitted only as outlined by the PA Secretary of Education and with a completed PMSD Universal Face Covering Order Exemption Request. This form can be obtained by contacting the building principal or this link.</p>		<p>Guidelines for use of masks.</p> <p>District provided masks</p>	N

		FAQs related to the Universal Face Coverings Order may be viewed here .			
Unique safety protocols for students with complex needs or other vulnerable individuals	The development of unique safety protocols for students with complex needs or other vulnerable individuals will be made on a case by case basis given the specific needs of the individual.	The development of unique safety protocols for students with complex needs or other vulnerable individuals will be made on a case by case basis given the specific needs of the individual.	Dr. Theresa Kreider, Director of Student Support Services Building Principals Certified School Nurses		Y
Strategic deployment of staff	Evaluate and potentially revise the cross-coverage of staff between buildings.	Staff will maintain building assignments in accordance with district procedures.			

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting and Ventilation	Custodial staff, building principals	Director of Buildings and Grounds	TBD	CDC Guidelines for Cleaning and Disinfecting Schools Reopening Health and Safety Plan		Prior to the start of the 2020-2021 school year
Social Distancing, Other Safety Protocols, and Considerations for Students and Staff	All Staff and outside contractors	Assistant Superintendents for Elementary and Secondary Education Director of Student Support Services Building Principals	TBD	Reopening Health and Safety Plan Additional materials, resources, supports TBD		Prior to the start of the 2020-2021 school year

Monitoring Student and Staff Health	All staff and outside contractors	Director of Student Support Services School Nurses	TBD	Reopening Health and Safety Plan Additional materials, resources, supports TBD		Prior to the start of the 2020-2021 school year and ongoing throughout the year.

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
School Reopening Planning Process	Community, Parents/Guardians, Students, Staff	Dr. Michael Leichliter, Superintendent	Letter via email, website, social media	5/29/2020	5/29/2020
Athletics Return-to-Play Recommendations	Community, Parents/Guardians, Students, Staff	Steve Kramer, Athletic Director	School Board meeting, website	6/16/2020	6/16/2020
School Reopening Update	Community, Parents/Guardians, Students, Staff	Dr. Michael Leichliter, Superintendent	Letter via email, website, social media	6/30/2020, 7/20/2020, 8/3/2020	6/30/2020, 7/20/2020, 8/3/2020
Monthly updates once school reopens	Community, Parents/Guardians, Students, Staff	Dr. Michael Leichliter, Superintendent	TBD	Monthly during the 2020-2021 school year	

Health and Safety Plan Summary: Penn Manor School District

Anticipated Launch Date: **August 31, 2020**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Penn Manor School District will implement cleaning, sanitizing, and disinfecting protocols in accordance with CDC guidelines to mitigate the spread of COVID-19. A daily cleaning schedule across custodial shifts has been established with updated procedures and emphasis on the frequent cleaning of high-touch areas (restrooms, door knobs, handrails, light switches, etc.). Hand sanitizer and disinfectant will be made available throughout common areas and in all instructional areas. Penn Manor has been and will continue to utilize OSHA green-certified cleaning supplies, which are EPA-approved disinfectants effective in killing COVID-19. All ventilation systems have been thoroughly cleaned and disinfected and will be set to allow the maximum amount of fresh air flow in buildings. To maintain the effectiveness and reliability of the ventilation systems, the opening of windows and outside doors will be discouraged. All custodial and maintenance staff will receive training on the enhanced protocols, and supervisors will monitor implementation. All faculty and</p>

	staff will be informed on the processes related to cleaning, sanitizing, disinfecting, and ventilation.
--	---

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * 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 <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Throughout all classrooms and learning spaces, physical distancing practices will be implemented to the maximum extent possible as deemed appropriate by age and as recommended by the American Academy of Pediatrics. The use of outdoor spaces and large-group instructional areas may be considered to support physical distancing. Building routines (change of classes, lunch schedules, arrival/dismissal routines, etc.) and the use of communal spaces will be reviewed and revised to limit the interaction between large groups of students as much as possible. Transportation will continue to be provided in accordance with District practice and policy. The use of face coverings for students and bus drivers will be required as per the order of the Pennsylvania Secretary of Health. Exceptions to this requirement are discussed further in the “Other Considerations for Students and Staff” domain contained within this document. Education on healthy hygiene practices will be provided and promoted throughout the school day for all students and staff. The frequent washing of hands, the proper use of hand sanitizer, the appropriate use of face coverings, and limiting contact on high touch-point surfaces will be emphasized. School visitation will be limited to those deemed essential. All visitors and volunteers identified as essential will be required to comply with the District</p>

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>health and safety guidelines for entry. Procedures for parent and guardian access to the buildings will be provided to staff and parents/guardians prior to the start of the new school year. The use of virtual meetings will be encouraged when feasible. Staff and students will receive training on physical distancing and other safety protocols prior to and throughout the school year. Safety protocols will be continuously evaluated to ensure proper implementation and revised as needed to meet current safety guidelines. Information regarding the District's safety protocols will be made available to the community.</p>
--	--

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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 <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Symptom screening of all students is to be completed at home by a parent or guardian each morning before the school day. Students who are ill or exhibiting symptoms related to COVID-19 must not be riding on a school bus or brought to school. All District staff and contractors are to perform a symptom screen on themselves prior to leaving for work. They are to stay home if they are ill or exhibiting symptoms related to COVID-19. Information on the signs and symptoms of COVID-19 will be provided to students, staff, and parents/guardians on a frequent basis. If students or staff become symptomatic during the school day or become aware that they have been exposed to an individual with whom they have had close contact that is confirmed positive for COVID-19, they are to immediately report to the nurse and will be sent home. Protocols for isolation, quarantine, and conditions for a return to school</p>

	<p>will be established through consultation with the District physician, certified school nurses, and administration, based on CDC guidelines. Staff who are uncomfortable about returning to work should communicate their concern with the District Human Resources Director. Students who are uncomfortable about returning to school will be given the choice to participate in the District's virtual programming. Training on the protocols for monitoring student and staff health will be provided to staff prior to the first day of school. Information will also be provided to parents and guardians. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state guidelines.</p>
--	---

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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 students <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>In accordance with the order of the Pennsylvania Secretary of Health, the use of face coverings is required for students and staff. Exceptions to this requirement are permitted for individuals with medical conditions, including those with respiratory issues that impede breathing, mental health conditions or disabilities, and students who would be unable to remove a mask without assistance. Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or who has another disability in which the ability to see the mouth is essential to communication are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. Unique protocols for students and staff at higher risk for</p>

severe illness will be reviewed and implemented on a case-by-case basis, given the specific needs of the individual. The District will continue to collaborate with the local substitute teacher agency to secure substitutes in the event of teacher illness. Instructional and non-instructional staff will be deployed in accordance with District practice and policy. Professional development will be provided to all staff on effective educational practices, which will include supports for social emotional wellness, to ensure that all students have access to quality learning opportunities in both the school and home environments.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for **Penn Manor School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

The plan was approved by a vote of:

_____ **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.