

SUSQUENITA SCHOOL DISTRICT

Phased School Reopening Health and Safety Plan



Based Upon



Phased School Reopening Health and Safety Plan Template

Susquenita School District (Susquenita SD) 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: (Susquenita SD)

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.

On July 15, 2020, Governor Wolf signed an order "Directing Targeted Mitigation Measures." The order, effective July 16, 2020, strengthened the order requiring universal face coverings, issued by the Secretary of the Department of Health on July 1, 2020. These orders apply to all Pennsylvania K-12 schools. The Secretary's July 1st order requires universal face coverings be worn by all persons in the Commonwealth.*

These orders have significance to our committee developed plan. The mask order impacts our students because every student will have to wear masks at the bus stop, riding on the bus, during school, and on the return ride home. Other than medical reasons, the following exceptions to the mask wearing order are all based upon being able to have students six (6) feet apart: eating or drinking; seated at desks; face covering breaks, recess, etc.... The majority of our classrooms in each of our school buildings will not allow for six (6) feet of separation for all of our students returning to our brick and mortar classrooms. Therefore, adherence to the mask order will be critical.

The mask order is significant, as was the creation of the "Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools," web page on July 16, 2020. Upon review of these guidelines, the administration has found the vast majority our committee work falls within these guidelines.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening>

We have indicated which type of reopening Susquenita SD has selected by checking the appropriate box in row three of the table below. The remainder of the plan will document Susquenita SD's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in our 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 Perry and Dauphin Counties 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 Susquenita SD will account for changing conditions in our local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

* Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where 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.

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). Green
- 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). Yellow
- 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). Red

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): (08.24.2020)

Question Responses

Our ultimate goal as a school district is to have all students physically in all of their classrooms. We will be able to meet this goal under "Green" conditions with adherence to the aforementioned mask order. We will attempt to maximize social distancing in classrooms to the maximum extent possible; however, we will not be able to distance a full six (6) feet in "Green."

We are able to achieve social distancing of six (6) feet if we were to move to “Yellow” conditions. The district, will be able to quickly transition to our “A/B” Schedule if we move from “Green” to “Yellow” conditions. Principals will be providing information to parents regarding each student’s assignment to either the “A” or “B” schedule. Students listed as “A” will physically come to school on Monday and Tuesday. Wednesday will be a deep cleaning event, and no students will be on campus. Students listed as “B” will physically come to school Thursday and Friday. “A” students will be required to be available for remote instruction and/or other electronic activities on Wednesdays, Thursdays, and Fridays. “B” students will be required to be available for instruction and/or other activities on Monday, Tuesday, and Wednesday. Should a school or the entire district be put into the “Red” conditions, all instruction will take place via remote instruction, and no students will be on physically on campus.

The Special Education Department provides programs and services in accordance with the Individuals with Disabilities Education Act (IDEA) and PA Chapter 14 Special Education Programs for students with disabilities. Every child and adolescent with a disability is entitled to a Free and Appropriate Public Education (FAPE) and is entitled to special education services based on their Individualized Education Program (IEP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in the regular school day. It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific IEP. Attempts to meet physical distancing guidelines should meet the needs of the individual child and may require creative solutions, often on a case-by-case basis. In order to satisfy these requirements and provide meaningful instruction and progress, it should be assumed that daily and weekly schedules will look different for students with an Individual Education Programs (IEP).

We have established planning and crisis teams by relying on our professional and administration team members, as well as board members and parents. We also have had discussions at board meetings with parent input regarding several of our education proposals addressing the Coronavirus Pandemic. We have used website postings, calls, and various digital notifications. We plan to reach parents and community members via the aforementioned vehicles.

In order to make decisions regarding moving among the color phases, we will involve our District’s nurses, our Senior Administrative Team, and recommendations from the state or county departments of health. This change from one color phase to another may need to occur within twenty-four (24) hours. We will provide notification as quickly as possible.

Pandemic Coordinator/Team

The Susquenita School District 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)
Kent Smith	District – Superintendent	Pandemic Coordinator
Mark Maldet	Director of Curriculum & Instruction	Plan Development and Pandemic Crisis Response Teams
Sonja Brunner	Director of Special Education	Plan Development and Pandemic Crisis Response Teams
Christine Matash	Director of Technology	Plan Development and Pandemic Crisis Response Teams
Denise Boaz	District Head Nurse	Plan Development and Pandemic Crisis Response Teams

Rebecca Lorfink	SES Principal	Plan Development and Pandemic Crisis Response Teams
William Quigley	SMS Principal	Plan Development and Pandemic Crisis Response Teams
Craig Funk	SHS Principal	Plan Development and Pandemic Crisis Response Teams
Craig Gilbert	Buildings, Grounds, Maintenance, & Custodial Supervisor	Plan Development and Pandemic Crisis Response Teams
Nikki Moore	Director of Financial Affairs/Transportation	Plan Development and Pandemic Crisis Response Teams
Patricia Woods	SMS Asst. Principal/Health Care	Plan Development and Pandemic Crisis Response Teams
Shannon Wevodau	SHS Asst. Principal	Plan Development and Pandemic Crisis Response Teams
TBN	SES Asst. Principal	Plan Development and Pandemic Crisis Response Teams
Heather Rudy	SSD School Board Member	Plan Development Team
LeeAnn Singley	SSD School Board Member	Plan Development Team
Donna Kerstetter	SES Teacher	Plan Development Team
Susan Wenger	SMS Teacher	Plan Development Team
Kyla Falzarano	SHS Teacher	Plan Development Team
Tori Putt	SHS School Counselor	Plan Development Team
Denean Bressi	SEA Co-President	Plan Development Team
Rick Phoenix	SEA Co-President	Plan Development Team
Angelique Syster	SMS Parent	Plan Development Team
Kiley Palson	SES Parent	Plan Development Team
Kellas Wechsler	SHS Parent	Plan Development Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions (*Responses*)

- 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?

Question Responses

We will clean as per recommendations via <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> . We will also take into account any Pennsylvania Department of Health recommended changes, and institute any recommend changes as they arise. Our Supervisor of Buildings & Grounds, and our Director of Financial Services have been, and will continue to coordinate, the purchase and delivery of disinfecting supplies that meet the standards of OSHA, CDC, and PA Department of Health. We will follow the CDC protocols in the above link regarding best cleaning practices. In both “Green” and “Yellow” conditions, we will be cleaning student touched surfaces consistently throughout the day. Under “Yellow,” we will also complete a “thorough” cleaning every Wednesday and Saturday when no students are in the building. We will provide several reminders each day for both the teachers and students via the announcements and digital messaging. Our Supervisor of Buildings and Grounds will/has trained Head Custodians, who will in turn train their building staff.

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)	1. Replace hall drinking fountains with Bottle Filling Stations. Students will only be permitted to fill and carry personal water bottles.	1. Replace hall drinking fountains with Bottle Filling Stations. Students will only be permitted to fill and carry personal water bottles.	1. Craig Gilbert	1. Water Bottle Filling Stations (25) including installation (CARES 2 Act)	N
	2. Air filters in all air filtration systems will be changed every four months.	2. Air filters in all air filtration systems will be changed every four months.	2. Craig Gilbert	2. Additional Filters via Maintenance Budget & CARES 2 Act	N
	3. Individual learning surfaces will be wiped down after Lunch period by staff, and will be disinfected each evening by custodians.	3. Individual learning surfaces will be wiped down after Lunch period by staff, and will be disinfected each evening by custodians.	3. Craig Gilbert	3. Cleaning supplies that include bottles, diluted cleaning mixture, towels, and gloves. Maintenance budget & CARES 2 Act	Y
	4. Door and sink handles, railings, and other highly touched areas will be disinfected on a daily basis custodial staff. Classroom doors should be left open, but locked.	4. Door and sink handles, railings, and other highly touched areas will be disinfected on a daily basis by custodial staff. Classroom doors should be left open, but locked.	4. Craig Gilbert	4. Cleaning supplies that include bottles, diluted cleaning mixture, towels, and gloves. Maintenance budget & CARES 2 Act	Y
	5. Electrostatic sprayer for disinfectant will be used in classrooms every day. Sprayer will be used in hallways every evening.	5. Electrostatic sprayer for disinfectant will be used in classrooms every day. Sprayer will be used in hallways every evening.	5. Craig Gilbert	5. Electrostatic Sprayer (Maintenance budget and CARES 2 Act)	Y
	6. Bus/vans will keep windows open during non-inclement weather and when students are not present. Surfaces will be wiped after each trip.	6. Bus/vans will keep windows open during non-inclement weather and when students are not present. Surfaces will be wiped after each trip.	6. Nikki Moore	6. Rohrer Bus Transportation	N

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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	TBD as issues arise.	TBD as issues arise.	Craig Gilbert, SES, SMS & SHS Principals	TBD	TBD



Social Distancing and Other Safety Protocols

Key Questions (*Responses*)

- 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?

Question Responses

We will be working with teachers and our head custodians to maximize the social distancing in the classroom. Student desks and tables will have students facing the teacher. The district in consultation with the teachers, will be removing all of the non-essential learning materials in order to provide the maximized distancing in the classroom. We are not able to achieve the recommended social distancing separation of six (6) feet in “Green.” We will be able to meet the CDC’s social distancing recommendation of six (6) feet under “Yellow” conditions. This will mean that classes will be attended on Monday, Tuesday, Thursday, and Friday with only half of the students in person on any given day. Any move to “Yellow” will provide us with capability to meet the CDC’s recommendation of six (6) feet of social distancing. Student movement will be restricted in “Yellow” and a bit less so in “Green.” Elementary students will mainly stay with grade level teachers under “Yellow” and may move to specials under “Green.” Middle school students will stay in limited areas within the building with coordinated passing time through both “Yellow” and “Green.” High school students will follow schedules and hallways will be monitored. Hallways, where possible, will be designated to be one-way with visual designations.

If available, our gymnasiums will be open to reduced physical education class sizes which maximize social distancing under “Green,” and under “Yellow.” Our students will be given the opportunity to pick up a “Grab and Go” breakfast at designated tables located near their arrival location and take it to their classroom to eat. The cafeterias will open under both “Yellow” and “Green.” In “Green”

the district will be maximizing distancing by spreading students out physically as well as creating additional lunch periods to reduce the number of students in the cafeteria at any given time. Under “Yellow” the number of the students in the cafeteria will be reduced by half.

Recess times at the elementary school will be staggered to allow for fewer classes at a time on any one (of three) playgrounds. Social Distancing will be closely monitored by teachers. Physical education teachers will hold class in the gymnasium, if available, or outside with strict adherence to social distancing and avoiding any person to person contact guidelines. In “Yellow” or “Green” any shared equipment to be used must be sanitized between uses.

Principals and teachers will make several announcements for students to wash their hands, and signage will be placed throughout all District Buildings. We will also have hand sanitizing stations throughout each of our buildings. Our youngest students will receive direct instruction from their teachers regarding the proper way to wash one’s hands. Reminders regarding hand-washing and good sanitary habits will be shared with parents and families at regular intervals. All staff will model this behavior.

In either “Yellow” or “Green,” storage spaces for personal items i.e. student lockers, cubbies will not be shared by students at any level. Under “Yellow” or “Green,” items will not be shared in the classroom.

Under “Yellow,” elementary specials, except physical education, will be taught in the regular education classrooms. Middle and high school specials will be taught in their respective rooms. Staff will assist in cleaning-up after the class if necessary. Teachers will be monitoring hallways as well as all communal areas to ensure social distancing of six (6) feet will be maintained. Hallways, where possible, will be designated to be one-way with visual designations. Study halls in the high school will be kept to minimal sizes and may be located in the auditorium to maximize social distancing. Common areas in school libraries will keep social distancing guidelines in place.

Secondary students’ schedule will be 7:45AM – 2:45PM. Elementary students’ schedule will be from 9:00AM – 3:50PM, with car riders being dismissed at 3:35 PM. There will be separate locations for bus drop-off and parent drop-off, and separate locations for bus pick-up and parent pick-up. Childcare will be restricted to one location in the SES Building. The childcare access will be restricted to one entrance/exit. Bus assignments will be limited to the number of students riding on given days under “Yellow.” Under “Green,” there will be two (2) students assigned to each seat, with siblings sitting together. All of this information will be shared with local childcare facilities in order to coordinate our schedules.

In the aforementioned responses, we have detailed procedures regarding the movement and distancing of students within the classrooms, and their restricted movements throughout the buildings. As stated before, we cannot physically meet the CDC social distancing expectation of six (6) feet under “Green.” We will be able to meet social distancing expectation under yellow.

In “Yellow” or “Green,” field trips and large group activities will not be scheduled. Also, while under “Yellow,” no volunteers will be permitted in the school buildings. But under “Green,” volunteers will be permitted to enter building for essential building functions as listed by the principal. Volunteers will be required to respond to health screening questions and the temperature of individual will be taken before “cleared” volunteers will be permitted to enter the classroom areas and will observe both social distancing guidelines, as well as the wearing a facial covering. All staff and students will be trained on safety protocols, and periodically updated. The principals will be the direct monitor of students and staff observing appropriate safety protocols, and will report any significant issues to the Superintendent and Director of Curriculum and Instruction during separate, monthly meetings.

Other efforts in safety protocols and all other professional development will be done virtually if possible. Virtual meetings will be offered for all special education meetings. Virtual meetings will also be utilized, if possible, for faculty, administrative, and school board meetings.

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	1. Non-Essential materials other than student desks and teacher desks will be removed from the classrooms.	1. Non-Essential materials other than students’ desks and teacher desks will be removed from the classrooms.	1. Building Principals	1. Custodial Staff	N
	2. Teacher will have a teacher-only area of 6’X10’ area in the front of the classroom from which to teach.	2. Teacher will have a teacher-only area of 6’X10’ area in the front of the classroom from which to teach.	2. Building Principals	2. N/A	N
	3. All student desks will face the teacher only teaching area. Students at tables will sit facing the teacher.	3. All student desks will face the teacher only teaching area. Students at tables will sit facing the teacher.	3. Building Principals	3. N/A	N

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	1. Breakfast will be served as a grab and go. As students enter the building they will go to a predetermined location and breakfast bags will be available. Students will eat breakfast in homeroom/first period class.	1. Breakfast will be served as a grab and go. As students enter the building they will go to a predetermined location and breakfast bags will be available. Students will eat breakfast in homeroom/first period class.	1. Building Principals	1. Tables for Breakfast	N
	2. Lunches will be eaten in the cafeteria, or other designated areas, using building developed social distancing and other protocols.	2. Lunches will be eaten in the cafeteria, or other designated areas, using building developed social distancing and other protocols.	2. Building Principals	2. N/A	N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	1. Hand Sanitizing stations will be placed at prominent locations throughout all district buildings. Students and staff will be encouraged to utilize stations at every possible opportunity.	1. Hand Sanitizing stations will be placed at prominent locations throughout all district buildings. Students and staff will be encouraged to utilize stations at every possible opportunity.	1. Building Principals	1. Hand Sanitizing Stations and Replacement Sanitizer	N
	2. Students and staff will be encouraged to utilize hand sanitizing stations immediately entering the building.	2. Students and staff will be encouraged to utilize hand sanitizing stations immediately entering the building.	2. Building Principals	2. Hand Sanitizing Stations and Replacement Sanitizer	N

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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	1. Signage will be posted at all school entrances, in all restrooms, and throughout the building that promote everyday protective measures and good hygiene.	1. Signage will be posted at all school entrances, in all restrooms, and throughout the building that promote everyday protective measures and good hygiene.	1. Director of Curriculum and Instruction	1. Paper/Printers	N
	2. Announcements promoting good hygiene measures and how to stop the spread of germs will be posted on Social Media and website on a daily basis.	2. Announcements promoting good hygiene measures and how to stop the spread of germs will be posted on Social Media and website on a weekly basis.	2. Director of Curriculum and Instruction	2. N/A	N
* Identifying and restricting non-essential visitors and volunteers	1. Field trips and large group activities will not be scheduled.	1. Field trips and large group activities will not be scheduled.	1. Building Principals	1. N/A	N
	2. Volunteers will not be permitted in buildings.	2. Volunteers will be permitted to enter building for essential building functions as listed by the principal. Health screening forms will be completed and the temperature of the individual will be taken before the individual will be permitted to enter the classroom areas while observing social distancing and wearing a face covering	2. Building Principals	2. N/A	N

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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	1. Recess times at the elementary school will be staggered to allow for fewer classes at a time on any one (of three) playgrounds.	1. Recess times at the elementary school will be staggered to allow for fewer classes at a time on any one (of three) playgrounds.	1. Building Principals	1. N/A	N
	2. Physical education teachers will hold class in the gymnasium, when available, or outside. Strict adherence to social distancing and person to person contact guidelines will be maintained in both venues.	2. Physical education teachers will hold class in the gymnasium, when available, or outside. Strict adherence to social distancing and person to person contact guidelines will be maintained in both venues.	2. Building Principals	2. N/A	N
	3. Shared equipment will not be permitted.	3. Shared equipment will not be permitted.	3. Building Principals	3. N/A	N
Limiting the sharing of materials among students	1. Storage spaces for personal items i.e. student lockers, cubbies will not be shared by students at any level.	1. Storage spaces for personal items i.e. student lockers, cubbies will not be shared by students at any level.	1. Building Principals	1. N/A	N
	2. Any item that is required to be shared will be disinfected between each use.	2. Any item that is required to be shared will be disinfected between each use.	2. Craig Gilbert	2. Sanitizer	N

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)
Staggering the use of communal spaces and hallways	1. Elementary Specials, except Physical Education, will be taught in the regular education classrooms. Middle and high school specials will be taught in their respective rooms.	1. Consideration to moving the Elementary Specials back to their original rooms. Middle and high school specials will be taught in their respective rooms.	1. Building Principals	1. Movable CARTS	N
	2. Study halls in the HS will be kept to minimal sizes and may be located in the auditorium to maximize social distancing.	2. Study halls in the HS will be kept to minimal sizes and may be located in the auditorium to maximize social distancing.	2. SHS Principal	2. N/A	N
	3. Common areas in the high school library will maintain social distancing guidelines.	3. Common areas in the high school library will maintain social distancing guidelines	3. SHS Principal	3. N/A	N
	4. Hallways, where possible, will be designated to be one-way with visual designations.	4. Hallways, where possible, will be designated to be one-way with visual designations.	4. Building Principals	4. Signage	N

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)
Adjusting transportation schedules and practices to create social distance between students	1. Secondary students' schedule will be 7:45AM – 2:45PM. Elementary students' schedule will be from 9:00AM – 3:50PM. Car riders are dismissed at 3:35 PM.	1. Secondary students' schedule will be 7:45AM – 2:45PM. Elementary students' schedule will be from 9:00AM – 3:50PM. Car riders are dismissed at 3:35 PM.	1. Building Principals	1. N/A	N
	2. Separate locations/times for bus drop-off and parent drop-off. Separate locations for bus pick-up and parent pick-up.	2. Separate locations/times for bus drop-off and parent drop-off. Separate locations for bus pick-up and parent pick-up.	2. Building Principals	2. N/A	N
	3. Bus assignments will be limited to students for assigned days, and will be loaded back-to-front when picking up students, and will be loaded in reverse by section (rear of bus with students at the last stops, then middle of bus, front of bus with students off first). Siblings are to sit together in the same seat. There should be no students in the front row of seats.	3. Buses will be limited to two students per seat, with siblings seated together. Buses will be loaded back-to-front when picking up students, and will be loaded in reverse by section (rear of bus with students at the last stops, then middle of bus, front of bus with students off first). There should be no students in the front row of seats.	3. Nikki Moore	3. N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	1. Elementary Specials, not Physical Education, will be taught in the regular education classrooms. Middle and high school specials will be taught in their respective rooms.	1. Consideration will be given to moving the Elementary Specials back to their original rooms. Secondary classes will be limited to 25 individuals in a class where possible (including teacher). Social distancing space will be maximized where possible.	1. Building Principals	1. N/A	N
	2. All student desks will face the teacher work area. Students at tables will sit facing the teacher.	2. All student desks will face the teacher work area. Students at tables will sit facing the teacher.	2. Building Head Custodians	2. N/A	N

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	1. Secondary students' schedule will be 7:45AM – 2:45PM. Elementary students' schedule will be from 9:00AM – 3:50PM. Car riders are dismissed at 3:35 PM. These schedules will be coordinated with local childcare providers as well as when we move from one color to the next.	1. Secondary students' schedule will be 7:45AM – 2:45PM. Elementary students' schedule will be from 9:00AM – 3:50PM. Car riders are dismissed at 3:35 PM. These schedules will be coordinated with local childcare providers as well as when we move from one color to the next.	1. Building Principals	1. N/A	N
	2. Separate locations for bus drop-off and parent drop-off. Separate locations for bus pick-up and parent pick-up.	2. Separate locations for bus drop-off and parent drop-off. Separate locations for bus pick-up and parent pick-up.	2. Building Principals	2. N/A	N
	3. Bus assignments will be limited to the number of students riding on given days. Siblings are to sit together. There should be no students in the front row of seats.	3. Bus assignments will be limited to two (2) students per seat. Siblings are to sit together. There should be no students in the front row of seats.	3. Building Principals	3. N/A	N
	4. The Childcare location will be restricted to one location in the SES Building and to one entrance/exit.	4. The Childcare location will be restricted to one location in the SES Building and to one entrance/exit.	4. SES Principal	4. N/A	N
Other social distancing and safety practices	1. Professional Development will be done virtually if possible.	1. Professional Development will be offered virtually as needed for High Risk Staff.	1. Building Principals	1. Zoom	N
	2. Virtual meetings will be offered for all special education meetings.	2. Virtual meetings will be offered for all special education meetings.	2. Director of Special Education	2. Zoom	N
	3. Virtual meetings will be utilized if possible, for faculty, administrative, and school board meetings.	3. Virtual meetings will be utilized if needed, for faculty, administrative, and school board meetings.	3. Pandemic Coordinator	3. Zoom	N

Monitoring Student and Staff Health

Key Questions

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

Question Responses

Under the “Yellow” and “Green” phases, all students will have their temperature checked upon arrival. Students will pass through a temperature scanner before proceeding to class. All staff will have temperature checks upon arrival. Staff will pass through a temperature scanner before proceeding to their assignments. Procedures for home screenings will be supplied periodically to parents/caregivers, and clear expectations for parents will be frequently posted regarding when they should keep students home from school. Under both “Yellow” and “Green” phases we will ask parents and students to complete home health screens with expectations for the student to self-report upon their arrival to school. Screening and reporting requirements will be done on a daily basis. Nurses will also have no-touch thermometers for use throughout the day if needed.

Susquenita School District will follow the recommendations of the CDC and PA Department of Health for quarantine and isolation. When a student has developed symptoms in school, the teacher will immediately contact the nurse's office, and the building principal. An adult will escort the student to the nurse's office when necessary, and the nurse will then determine if the student meets the criteria for quarantining or isolating, that will begin immediately, and the student's parents will be contacted to take their child from school. When a staff member falls ill during the school day, the staff member will contact the building principal immediately, and then the staff member will be escorted to the nurse's office. The building nurse will have the sole discretion of removal from school regarding Coronavirus. In the absence of the school nurse, another district nurse will be consulted by the Principal.

There are several guidelines regarding staff and students returning to school. First students and staff are to provide doctor's note that they were initially seen by doctor after being out at least three days. Staff are to follow the Quarantine-Isolation Work Guidance Document until seen by a doctor, and produce a negative COVID-19 test. For those with exposure to the Coronavirus who develop COVID-19 symptoms, we will follow all CDC and PA Department of Health guidelines. A doctor's note will also be required from the student or staff member who has recovered from COVID-19. All necessary forms and guidelines will be available to be downloaded via the District's website.

The Susquenita School District will post the most recent Health and Safety Plan on district website. We will provide to all parents, students, and staff signaling updates on our website, through social media, and through school messenger. We will continue to frequently encourage families to practice good prevention habits with reminders through social media. We will work to prepare students and families for the possibility of remote learning. We will continue to practice social distancing in all aspects of the school day during "yellow," and maximize social distancing as much as possible during, "Green." We will continue remind parents when it is appropriate to keep students at home. Our school nurses will be compiling daily Coronavirus summaries and providing those to the building principals and the superintendent.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>1. All students will have temperature checked at arrival. Students will pass through a temperature scanner before proceeding to homeroom/first period.</p>	<p>1. All students will have temperature checked at arrival. Students will pass through a temperature scanner before proceeding to homeroom/first period.</p>	<p>1. School Nurse</p>	<p>1. Temperature Scanners</p>	<p>Y</p>
	<p>2. All staff will have temperature checked at arrival. Staff will pass through a temperature scanner before proceeding to assignment.</p>	<p>2. . All staff will have temperature checked at arrival. Staff will pass through a temperature scanner before proceeding to assignment.</p>	<p>2. Building Principals</p>	<p>2. Temperature Scanners</p>	<p>Y</p>
	<p>3. Procedures for home screenings will be supplied periodically to parents/caregivers. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>3. Procedures for home screenings will be supplied periodically to parents/caregivers. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>3. Building Principals</p>	<p>3. N/A</p>	<p>N</p>
	<p>4. Clear expectations for parents on when they should keep students home from school. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>4. Clear expectations for parents on when they should keep students home from school. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>4. Building Principals</p>	<p>4. N/A</p>	<p>N</p>

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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	1. Administration will create an isolation room close to each office that can be monitored by an adult.	1. Administration will create an isolation room close to each office that can be monitored by an adult.	1. Building Principal	1. Nurse/Room Designation	N
	2. Parents will be encouraged to have a back-up plan if a call is made that the student needs to be picked-up.	2. Parents will be encouraged to have a back-up plan if a call is made that the student needs to be picked-up.	2. Building Principal	2. N/A	N
	3. Areas that were occupied by sick student will be immediately closed off until area can be thoroughly cleaned and disinfected.	3. Areas that were occupied by sick student will be immediately closed off until area can be thoroughly cleaned and disinfected.	3. Building Principal	3. N/A	N
	4. Local health officials will be notified of a confirmed case.	4. Local health officials will be notified of a confirmed case.	4. District Head Nurse	4. N/A	N
	5. Staff and families will be notified of possible exposure to a confirmed case.	5. Staff and families will be notified of possible exposure to a confirmed case.	5. District Head Nurse & Building Principal	5. N/A	N
* Returning isolated or quarantined staff, students, or visitors to school	1. Provide doctor's note that isolated student, staff member, and/or visitor was seen by doctor after being out at least three days.	1. Provide doctor's note that isolated student, staff member, and/or visitor was seen by doctor after being out at least three days.	1. Building Principal	1. N/A	N
	2. Follow latest CDC/PA DOH Quarantine - Work Guidance Document until seen by a doctor. All necessary forms and guidelines will be available to be downloaded via the District's website.	2. Follow latest CDC/PA DOH Quarantine - Work Guidance Document until seen by a doctor. All necessary forms and guidelines will be available to be downloaded via the District's website.	2. Employee / Building Principal	2. N/A	Y

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	1. Post Health and Safety plan on District Website.	1. Post Health and Safety plan on District Website.	1. Director of Technology	1. N/A	N
	2. Provide updates on website, social media, and through school messenger.	2. Provide updates on website, social media, and through school messenger.	2. Director of Curriculum and Instruction	2. N/A	N
	3. Encourage families to practice good prevention habits with reminders through social media.	3. Encourage families to practice good prevention habits with reminders through social media.	3. Director of Curriculum and Instruction	3. N/A	N
	4. Prepare students and families for the possibility of remote learning.	4. Prepare students and families for the possibility of remote learning.	4. Building and District Administrators	4. N/A	N
	5. Continue practicing social distancing in all aspects of the school day.	5. Continue practicing social distancing in all aspects of the school day.	5. Building Principals	5. N/A	N
	6. Remind parents when it is appropriate to keep students at home.	6. Remind parents when it is appropriate to keep students at home.	6. Building and District Administrators	6. N/A	N
Other monitoring and screening practices	1. School nurses will track symptoms of students and report to administration.	1. School nurses will track symptoms of students and report to administration.	7. District Nurses and Pandemic Coordinator	7. N/A	N

Other Considerations for Students and Staff

Key Questions

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

Question Responses

The Governor's Order of July 15, 2020, strengthens the July 1, 2020 Order of the Secretary of the Pennsylvania Department of Health requiring universal face coverings, all of our students and staff must wear a face covering. For students this means they are to put on their face coverings at the bus stop, or prior to getting out of the car at school, and then take it off when they are on their home property at the end of the day. All staff must wear their masks as they arrive on campus and until they leave campus. There are medical exemptions which can apply. Signage about at-risk populations, those who are more likely to contract the virus, and/or those who will experience a greater intensity of symptoms, will be posted throughout the building, will be on our website, and to parents at home through correspondence. In "Yellow," we will have intensified scanning and health questions upon the arrival of our at-risk students or staff. This heightened status for at-risk students or staff will continue in a "Green" phase.

Students who may belong to an at-risk category which puts them in danger of significant healthcare threats if they develop COVID-19, have the option of remote learning. This will allow students to remain academically with their classes. For staff, we will follow our negotiated agreement and any special directives from the local, state, and/or federal governmental agencies.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>1. Signage will be posted throughout the district, on the district website, and on social media about proper techniques for washing hands, covering coughs and sneezes.</p>	<p>1. Signage will be posted throughout the district, on the district website, and on social media about proper techniques for washing hands, covering coughs and sneezes.</p>	<p>1. Director of Curriculum and Instruction</p>	<p>1. Paper and Printer</p>	<p>N</p>
	<p>2. Signage will be posted throughout the building, on the district website, and on social media about how to stop the spread of COVID-19.</p>	<p>2. Signage will be posted throughout the building, on the district website, and on social media about how to stop the spread of COVID-19.</p>	<p>2. Director of Curriculum and Instruction</p>	<p>2. Paper and Printer</p>	<p>N</p>
	<p>3. Parents will be educated on when it is appropriate to keep students home from school. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>3. Parents will be educated on when it is appropriate to keep students home from school. All necessary forms and guidelines will be available to be downloaded via the District's website.</p>	<p>3. Building and District Administrators</p>	<p>3. N/A</p>	<p>N</p>
	<p>4. All students will have temperature checked upon arrival. Students will pass through a temperature scanner before proceeding to class.</p>	<p>4. All students will have temperature checked upon arrival. Students will pass through a temperature scanner before proceeding to class.</p>	<p>4. School Nurses/Building Principals</p>	<p>4. N/A</p>	<p>N</p>
	<p>5. All staff will have temperature checked at arrival. Staff will pass through a temperature scanner before proceeding to their assignments.</p>	<p>5. All staff will have temperature checked at arrival. Staff will pass through a temperature scanner before proceeding to their assignments.</p>	<p>5. Building Principals</p>	<p>5. N/A</p>	<p>N</p>
	<p>6. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p>	<p>6. 1. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p>	<p>6. Principals & Superintendent</p>	<p>6. N/A</p>	<p>N</p>

	<ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 	<ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 			
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>1. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p> <ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 	<p>1. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p> <ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 	<p>1. Building Principals</p>	<p>1. Protective Face Coverings</p>	<p>N</p>
			<p>2. Building Principals/Staff</p>	<p>2. Protective Face Coverings</p>	<p>N</p>
<p>* Use of face coverings (masks or face shields) by students (as appropriate)</p>	<p>1. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p> <ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 	<p>1. The extent to which face coverings will be utilized will be based on current public health conditions and guidelines.</p> <ul style="list-style-type: none"> Protective face coverings have been mandated to be worn in schools July 1, 2020 PA DOH Order from the Secretary. Masks and shields will be available to all staff. 	<p>1. Building Principals</p>	<p>1. Protective Face Coverings</p>	<p>N</p>
	<p>2. Students must wear a face covering at bus stops, when being transported by district transportation.</p>	<p>2. Students must wear a face covering at bus stops, when being transported by district transportation.</p>	<p>2. Building Principals/Staff</p>	<p>2. Protective Face Coverings</p>	<p>N</p>

Unique safety protocols for students with complex needs or other vulnerable individuals	1. Consistent and updated communication with parent, teacher, and school nurse on medical needs.	1. Consistent and updated communication with parent, teacher, and school nurse on medical needs.	1. Building Principals/ Nurse	1. N/A	N
	2. Classrooms where the most vulnerable students are educated will be disinfected on a daily basis.	2. Classrooms where the most vulnerable students are educated will be disinfected on a daily basis.	2. Craig Gilbert	2. N/A	N
	3. Option of Remote Learning for significantly at-risk students.	3. Option of Remote Learning for significantly at-risk students.	3. School Nurse / Principal / Superintendent	3. N/A	N
Strategic deployment of staff	1. Virtual meetings will be conducted with staff to review new guidelines.	1. Virtual meetings will be an option for high risk individuals.	1. Building Principals	1. N/A	N
	2. Communications will be provided through district email.	2. Communications will be provided through district email.	2. District Administrators	2. N/A	N

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
Learning Surfaces Cleaned (Page 10 - #3)	Teachers & Staff	Building Head Custodians	Faculty Meeting	Cleaning Materials	08.17.2020	08.21.2020
Handles and High Touch Student Areas (Page 10 - #4)	Building Custodians	Building Head Custodians	During the School Day	Cleaning Materials	08.17.2020	06.01.2021
Electrostatic Sprayer (Page 10 - #5)	Building Custodians	Building Head Custodians	After the Student Day	Sprayer and Cleaner	08.01.2020	07.31.2021
Thermal Scanner (Page 22 - #1&2)	Nurses, Administrators, Counselors	Christine Matash	Called Meeting	Thermal Scanner	08.17.2020	08.21.2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School Reopening Health and Safety Plan	Family and Caregivers	Director of Technology	Website Posting	07.31.2020	Updated as needed
Updated, current information will be listed regarding Corona virus information.	Family and Caregivers	Director of Curriculum and Instruction	Coronavirus Website Page	07.31.2020	Updated as needed
Providing updates and any issues which we are seeing as concerns for which they can help.	Family and Caregivers	Director of Curriculum and Instruction	Coronavirus e-Newsletter	07.31.2020	When color system is no longer needed.
Color Change Notification	Family, Caregivers, & Staff	Pandemic Coordinator	Text Messages, e-Mails, Phone Notification, Website Posting	When Needed	When color system is no longer needed.
Local, State, Federal Government Liaison	Family, Caregivers, & Staff	Pandemic Coordinator and Director of Curriculum and Instruction	Telephone, Face-to-Face, and Virtual Meetings	07.31.2020	Continued
Translation	English Learning Family & Caregivers	Director of Curriculum and Instruction	Verbal translation, written translation, and video translation	07.31.2020	Continued

Health and Safety Plan Summary: **Susquenita School District**

Anticipated Launch Date: **August 24, 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)	We will clean as per recommendations via https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html . We will also take into account any Pennsylvania Department of Health recommended changes, and institute any recommend changes as they arise. Our Supervisor of Buildings & Grounds, and our Director of Financial Services have been, and will continue to coordinate, the purchase and delivery of disinfecting supplies that meet the standards of OSHA, CDC, and PA Department of Health. We will follow the CDC protocols in the above link regarding best cleaning practices. In both “Green” and “Yellow” conditions, we will be cleaning student touched surfaces consistently throughout the day. Under “Yellow,” we will also complete a “thorough” cleaning every Wednesday when no students are in the building. We will provide several reminders each day for both the teachers and students via the announcements and digital messaging. Our Supervisor of Buildings and Grounds will/has trained Head Custodians, who will in turn train their building staff.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>We will be working with teachers and our head custodians to maximize the social distancing in the classroom. Student desks and tables will have students facing the teacher. The district in consultation with the teachers, will be removing all of the non-essential learning materials in order to provide the maximized distancing in the classroom. We are not able to achieve the recommended social distancing separation of six (6) feet in “Green.” We will be able to meet the CDC’s social distancing recommendation of six (6) feet under “Yellow” conditions. This will mean that classes will be attended on Monday, Tuesday, Thursday, and Friday with only half of the students in person. Any move to “Yellow” will provide us with capability to meet the CDC’s recommendation of six (6) feet of social distancing. Student movement will be restricted in “Yellow” and a bit less so in “Green.” Elementary students will mainly stay with grade level teachers under “Yellow” and may move to specials under “Green.” Middle school students will stay in limited areas within the building with coordinated passing time through both “Yellow” and “Green.” High school students will follow schedules and hallways will be monitored. Hallways, where possible, will be designated to be one-way with visual designations.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>If available, our gymnasiums will be open to reduced physical education class sizes which maximize social distancing under “Green,” and under “Yellow.” Our students will be given the opportunity to pick up a “Grab and Go” breakfast at designated tables located near their arrival location and take it to their classroom to eat. The cafeterias will open under both “Yellow” and “Green.” In “Green” the district will be maximizing distancing by spreading students out physically as well as creating additional lunch periods to reduce the number of</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p>	<p>students in the cafeteria at any given time. Under “Yellow” the number of the students in the cafeteria will be reduced by half. Recess times at the elementary school will be staggered to allow for fewer classes at a time on any one (of three) playgrounds. Social Distancing will be closely monitored by teachers. Physical education teachers will hold class in the gymnasium, if available, or outside with strict adherence to social distancing and avoiding any person to person contact guidelines. In “Yellow” or “Green” any shared equipment to be used must be sanitized between uses.</p> <p>Principals and teachers will make several announcements for students to wash their hands, and signage will be placed throughout all District Buildings. We will also have hand sanitizing stations throughout each of our buildings. Our youngest students will receive direct instruction from their teachers regarding the proper way to wash one’s hands. Reminders regarding hand-washing and good sanitary habits will be shared with parents and families at regular intervals. All staff will model this behavior.</p> <p>Signage will be posted at all school entrances, in all Restrooms, and throughout the buildings. Announcements promoting good hygiene measures and how to stop the spread of germs will be posted on Social Media and website on a daily basis.</p> <p>In either “Yellow” or “Green,” storage spaces for personal items i.e. student lockers, cubbies will not be shared by students at any level.</p> <p>Under “Yellow” or “Green,” items will not be shared in the classroom.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Staggering the use of communal spaces and hallways</p>	<p>Under “Yellow,” elementary specials, except physical education, will be taught in the regular education classrooms. Middle and high school specials will be taught in their respective rooms. Staff will assist in cleaning-up after the class if necessary. Teachers will be monitoring hallways as well as all communal areas to ensure social distancing of six (6) feet will be maintained. Hallways, where possible, will be designated to be one-way with visual designations. Study halls in the high school will be kept to minimal sizes and may be located in the auditorium to maximize social distancing. Common areas in school libraries will keep social distancing guidelines in place.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Secondary students’ schedule will be 7:45AM – 2:45PM. Elementary students’ schedule will be from 9:00AM – 3:50PM, with car riders being dismissed at 3:35 PM. There will be separate locations for bus drop-off and parent drop-off, and separate locations for bus pick-up and parent pick-up. Childcare will be restricted to one location in the SES Building. The childcare access will be restricted to one entrance/exit. Bus assignments will be limited to the number of students riding on given days under “Yellow.” Under “Green,” there will be two (2) students assigned to each seat, with siblings sitting together. All of this information will be shared with local childcare facilities in order to coordinate our schedules.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>In “Yellow” or “Green,” field trips and large group activities will not be scheduled. Also, while under “Yellow,” no volunteers will be permitted in the school buildings. But under “Green,” volunteers will be permitted to enter building for essential building functions as listed by the principal. Volunteers will be required to respond to health screening questions and the temperature of individual will be taken before “cleared” volunteers will be permitted to enter the classroom areas and will observe both social distancing guidelines, as well as the</p>

Requirement(s)	Strategies, Policies and Procedures
<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>wearing a facial covering. All staff and students will be trained on safety protocols, and periodically updated. The principals will be the direct monitor of students and staff observing appropriate safety protocols, and will report any significant issues to the Superintendent and Director of Curriculum and Instruction during separate, monthly meetings. Other efforts in safety protocols and all other professional development will be done virtually if possible. Virtual meetings will be offered for all special education meetings. Virtual meetings will also be utilized, if possible, for faculty, administrative, and school board meetings.</p> <p>We will be coordinating schedules, transportation, and A/B day schedules under “Yellow” with local childcare companies.</p> <p>Other efforts in safety protocols and all other professional development will be done virtually if possible. Virtual meetings will be offered for all special education meetings. Virtual meetings will also be utilized, if possible, for faculty, administrative, and school board meetings.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Under the “Yellow” and “Green” phases, all students will have their temperature checked upon arrival. Students will pass through a temperature scanner before proceeding to class. All staff will have temperature checks upon arrival. Staff will pass through a temperature scanner before proceeding to their assignments. Procedures for home screenings will be supplied periodically to parents/caregivers, and clear expectations for parents will be frequently posted regarding when they should keep students home from school. Under both “Yellow” and</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>“Green” phases we will ask parents and students to complete home health screens with expectations for the student to self-report upon their arrival to school. Screening and reporting requirements will be done on a daily basis. Nurses will also have no-touch thermometers for use throughout the day if needed.</p> <p>Susquenita School District will follow the recommendations of the CDC and PA Department of Health for quarantine and isolation. When a student has developed symptoms in school, the teacher will immediately contact the nurse’s office, and the building principal. An adult will escort the student to the nurse’s office when necessary, and the nurse will then determine if the student meets the criteria for quarantining or isolating, that will begin immediately, and the student’s parents will be contacted to take their child from school. When a staff member falls ill during the school day, the staff member will contact the building principal immediately, and then the staff member will be escorted to the nurse’s office. The building nurse will have the sole discretion of removal from school regarding Coronavirus. In the absence of the school nurse, another district nurse will be consulted by the Principal.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>There are several guidelines regarding staff and students returning to school. First students and staff are to provide doctor’s note that they were initially seen by doctor after being out at least three days. Staff are to follow the Quarantine-Isolation Work Guidance Document until seen by a doctor, and produce a negative COVID-19 test. For those with exposure to the Coronavirus who develop COVID-19 symptoms, we will follow all CDC and PA Department of Health guidelines. A doctor’s note will also be required from the student or staff member who has recovered from COVID-19. All necessary forms and guidelines will be available to be downloaded via the District’s website.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The Susquenita School District will post the most recent Health and Safety Plan information on the District website. Any color phase changes will be communicated through our website, through social media, and through school messenger. We will continue to frequently encourage families to practice good prevention habits with reminders through social media. We will work to prepare students and families for the possibility of remote learning. We will continue to practice social distancing in all aspects of the school day during the “Yellow” phase, and maximize social distancing as much as possible during “Green” phase. We will continue remind parents when it is appropriate to keep students at home. Our school nurses will be compiling daily Coronavirus summaries and providing those to the building principals and the superintendent. All necessary forms and guidelines will be available to be downloaded via the District’s website.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by students (as appropriate)</p>	<p>Students and staff who may belong to an at-risk category which puts them in danger of significant healthcare threats if they develop COVID-19, have the option of Remote Learning. This will allow students to remain academically with their classes. For staff, we would need to follow our negotiated agreement, and any special directives from the local, state, and/or federal governmental agencies.</p> <p>The Governor’s Order of July 15, 2020, strengthens the July 1, 2020 Order of the Secretary of the Pennsylvania Department of Health requiring universal face coverings, all of our students and staff must wear a face covering. For students this means they are to put on their face coverings at the bus stop, or prior to getting out of the car at school, and then take it off when they are on their home property at the end of the day. All staff must</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>wear their masks as they arrive on campus and until they leave campus. There are medical exemptions which can apply. Signage about at-risk populations, those who are more likely to contract the virus, and/or those who will experience a greater intensity of symptoms, will be posted throughout the building, will be on our website, and to parents at home through correspondence. In “Yellow,” we will have intensified scanning and health questions upon the arrival of our at-risk students or staff. This heightened status for at-risk students or staff will continue in a “Green” phase.</p> <p>Students who may belong to an at-risk category which puts them in danger of significant healthcare threats if they develop COVID-19, have the option of remote learning. This will allow students to remain academically with their classes. For staff, we will follow our negotiated agreement and any special directives from the local, state, and/or federal governmental agencies.</p> <p>We will deploy staff as needed in conjunction with CDC and PA DOH Guidelines.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Susquenita School District reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**.

The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: **July 29, 2020**

By:

(Signature of Board President)*

Mrs. Tina Kelly

*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.