



pennsylvania
DEPARTMENT OF EDUCATION

Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: Midland Borough 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): September 8, 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)
Administration: Superintendent, Principal, Assistant to the Super., Director Safety and Transportation, Nurse and Special Education Director.	Administration: District and Building Level	Plan Development and Response Team
Nurse	Building Level / Health Professionals	Plan Development and Response Team

Teachers	1 elementary and 2 middle school	Plan Development
Parents	1 middle school	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:

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**

The District's custodial and maintenance began cleaning on Tuesday, March 17, 2020 and has continue to clean as part of the summer cleaning process. Nurses regularly met with the Superintendent in May 2020 to create plans for re-opening. PPE has been ordered and necessary cleaning and health supplies are being ordered and installed for August 2020. Upon the staff's return, all trainings will take place prior to students returning for the 2020-2021 school year.

- **How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?**

All supplies are ordered through the maintenance and/or business office. All disinfecting and cleaning supplies are approved on the CDC list of approved resources.

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

All cleaning will continue in the evenings to ensure that the buildings are ready for use the following day. In addition, protocols have been added that include 1) disinfecting spaces when a student is sent home by the nurse, 2) high touch surfaces are cleaned an additional two times a day, 3) classroom desks will be cleaned by students for their own workspace, 3) hand sanitizer will be in all classroom and common spaces, 4) additional procedures for school nurses to reduce spread of infection are prepared for nurses

offices, 5) busses will be disinfected after morning and afternoon runs and 6) protocols and procedures are in place for when a student or staff has been confirmed with COVID-19.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**

See chart below for specifics.

- **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?**

Disinfecting when student is sent home by nurse—August 2020- by Administration

Disinfecting when an individual is identified as positive for COVID-19-August 2020 – by Administration

Disinfecting of busses- Bus drivers in August 2020 – by Transportation Director

Disinfecting of classroom desks throughout the school day- Teachers- August 2020 – by Administration

*If students are in buildings before the start of school, training will occur for those impacted by these programs.

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)	Classroom Disinfecting Protocols When a Student is sent home with any flu/virus symptoms 1. The nurse notifies building secretary 2. The building secretary provides day custodian the room(s) that the student was in during that day. 3. Day custodian immediately disinfects all classroom spaces adjacent to the student desks. Classroom Disinfecting Protocols During School Day 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary desks will be disinfected by teacher and students mid-morning and mid-afternoon. 3. All junior and senior high students will clean their own desk/learning area when they enter a classroom. Daily disinfecting by custodians once students arrive at each building:	Classroom Disinfecting Protocols When a Student is sent home with any flu/virus symptoms 1. The nurse notifies building secretary 2. The building secretary provides day custodian the room(s) that the student was in during that day. 3. Day custodian immediately disinfects all classroom spaces adjacent to the student desks. Classroom Disinfecting Protocols During School Day 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary desks will be disinfected by teacher and students mid-morning and mid-afternoon. 3. All junior and senior high students will clean their own desk/learning area when they enter a classroom. Daily disinfecting by custodians once students arrive at each building:	Building Principals Director of Buildings and Grounds Transportation Director	All disinfecting supplies Cleaning and Disinfecting Your Facility https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf	Yes

	AM 1. All restroom handles, doors, sinks are disinfected 2. All door handles in the entire building are disinfected 3. The office counter and other common areas (mailbox, copiers, etc...) are disinfected 4. A cleaning log will be kept in public space documenting the completion of tasks.	AM 1. All restroom handles, doors, sinks are disinfected 2. All door handles in the entire building are disinfected 3. The office counter and other common areas (mailbox, copiers, etc...) are disinfected 4. A cleaning log will be kept in public space documenting the completion of tasks.		
	PM 1. All restroom handles, doors, sinks are disinfected 2. All door handles in the entire building are disinfected 3. The office counter and other common areas (mailbox, copiers, etc...) are disinfected 4. A cleaning log will be kept in public space	PM 1. All restroom handles, doors, sinks are disinfected 2. All door handles in the entire building are disinfected 3. The office counter and other common areas (mailbox, copiers, etc...) are disinfected 4. A cleaning log will be kept in public space		

	documenting the completion of tasks.	documenting the completion of tasks.		
	Daily disinfecting of busses after each daily run: AM 1. Disinfecting of seats 2. A cleaning log will be kept documenting the completion of tasks. PM 1. Disinfecting of seats 2. A cleaning log will be kept documenting the completion of tasks. Personal Protective Equipment 1. PPE, appropriate for employees, will be provided to nursing staff and custodial staff Water Fountains Water fountains will be closed. Bottled water available to all students.	Daily disinfecting of busses after each daily run: AM 1. Disinfecting of seats 2. A cleaning log will be kept documenting the completion of tasks. PM 1. Disinfecting of seats 2. A cleaning log will be kept documenting the completion of tasks. Personal Protective Equipment 1. PPE, appropriate for employees, will be provided to nursing staff and custodial staff Water Fountains Water fountains will be closed. Bottled water available to all students.		Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices	Within the school building there will be a designated "well area" and "sick area". The sick area may be an isolation room. When a presumed ill child leaves the isolation room the school nurse will allow for ventilation, then proceed with disinfecting the area and equipment.	Within the school building there will be a designated "well area" and "sick area". The sick area may be an isolation room. When a presumed ill child leaves the isolation room the school nurse will allow for ventilation, then proceed with disinfecting the area and equipment.	Nurses Director of Building and Grounds	PPE and nursing supplies for triage	
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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:

- How will classrooms/learning spaces be organized to mitigate spread?

Social distancing in classrooms will be practices to the maximum extent possible. Desks will face one direction and be placed as far apart as feasible.

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

The District will address this through changes in the following: assignment of lockers, staggered class changes, lunch room protocols, special teachers teaching in classroom, limited movement in hallways and common spaces, reduce gatherings such as field trips, assemblies, and performances.

- What policies and procedures will govern use of other communal spaces within the school building?

The District will create expectations for communal spaces for staff and students. The District will also follow the CDC guidelines for limits to gatherings.

- How will you utilize outdoor space to help meet social distancing needs?

Physical Education classes will be held outside as much as possible.

- What hygiene routines will be implemented throughout the school day?

Handwashing, hand sanitizing, and workspace sanitizing will occur throughout the day.

- How will you adjust student transportation to meet social distancing requirements?

Transportation plans are still being developed at this time.

- What visitor and volunteer policies will you implement to mitigate spread?

Only essential visitors or guests will be permitted in the building.

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

The District, however, is trying to keep procedures and expectations for students and staff as closely aligned as possible for both elementary and middle school.

- 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?

Parents will be informed on protocols via written materials. Students will be trained by the school nurse, teachers, and principal at the start of school year. All staff members will be trained during the in-service days in August. The District will survey staff on implementation to address questions or concerns with full implementation.

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	An alternative schedule is being created for students in order to allow for maximum social distancing. By doing this, class size would be approximately 20-22 students and social distancing can be supported. Desks/chairs/seats will follow CDC or DoH guidelines for the distance between seats to the maximum extent possible. Alternative locations for larger classes will be explored (multi-purpose room)	Each student will have an assigned seat/area. Only that student will be permitted to use that desk/chair/seat during the day/class period. Desks/chairs/seats will follow CDC or DoH guidelines for the distance between seats to the maximum extent possible. Alternative locations for larger classes will be explored (multi-purpose room)	Superintendent And Principal	None	No

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	Cafeteria changes will include: 1. Additional lunches 2 to 3. 2. Signage will be added to promote social distancing 3. Students will sit every other seat in the cafeteria using a marking of "x" for reference or classrooms. 4. All components of lunch will be served to students including condiments, utensils, and any ala carte purchases. 5. All students will use disposable trays. 6. Cash will not be handled in the cafeteria. Instead, parents may place money on accounts or can send in a deposit for the students' accounts.	Cafeteria changes will include: 1. Additional lunches 2 to 3. 2. Signage will be added to promote social distancing 3. Students will sit every other seat in the cafeteria using a marking of "x" for reference. 4. All components of lunch will be served to students including condiments, utensils, and any ala carte purchases. 5. All students will use disposable trays. 6. Cash will not be handled in the cafeteria. Instead, parents may place money on accounts or can send in a deposit for the students' accounts.	Principal Director of Food Service	Signage Food Service Serving Items	No

* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand Washing/Hand Sanitizing Protocols 1. All students, employees, and visitors must use hand sanitizer upon entering the building. 2. All elementary students will wash hands in the classroom at a minimum of 6x per day: arrival, mid-morning, before lunch, after lunch, mid-afternoon, dismissal. 3. All junior and senior high students will use hand sanitizer when entering any new classroom space. Hand sanitizer will be available in all instructional spaces for staff and students. Classroom Disinfecting Protocols During School Day 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary-middle school desks will be disinfected by teacher and student's mid-morning and mid-afternoon. All students and staff will be reminded about proper hygiene practices via PowerPoint presentation, signs in visible areas, and verbal reminders.	Hand Washing/Hand Sanitizing Protocols 1. All students, employees, and visitors must use hand sanitizer upon entering the building. 2. All elementary students will wash hands in the classroom at a minimum of 6x per day: arrival, mid-morning, before lunch, after lunch, mid-afternoon, dismissal. 3. All junior and senior high students will use hand sanitizer when entering any new classroom space. Hand sanitizer will be available in all instructional spaces for staff and students. Classroom Disinfecting Protocols During School Day 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary-middle school desks will be disinfected by teacher and student's mid-morning and mid-afternoon. All students and staff will be reminded about proper hygiene practices via PowerPoint presentation, signs in visible areas, and verbal reminders.	Principal and Nurse	Soap Hand Sanitizer and Units Paper Towels Hand Hygiene-CDC https://www.cdc.gov/coronavirus/2019-hygiene.html Power Point : School Reentry for faculty	No
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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)
	Coughing and sneezing should be done into a tissue or elbow and followed by handwashing. Reminders to students and staff to avoid touching their face, putting hands in mouth or nose. Alcohol based sanitizers with at least 60% alcohol will be widely available in classrooms, common areas, and throughout the school building. Handwashing for healthcare personnel/staff working with student population requiring PPE will occur. • Before and after each encounter, • Before donning and after doffing PPE.	Coughing and sneezing should be done into a tissue or elbow and followed by handwashing. Reminders to students and staff to avoid touching their face, putting hands in mouth or nose. Alcohol based sanitizers with at least 60% alcohol will be widely available in classrooms, common areas, and throughout the school building. Handwashing for healthcare personnel/staff working with student population requiring PPE will occur. • Before and after each encounter, • Before donning and after doffing PPE.			

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	Signs will be posted in the entry hallway, at the main office, outside nurse's office, in bathrooms, cafeteria, and any high traffic area. Additionally, any communication system located in highly visible areas may convey simple reminders regarding hygiene, handwashing, covering coughs, social distancing, and monitoring for illness. Utilizing social media platforms such as school websites, Facebook, Twitter, Instagram to promote everyday protective measures, and how to stop the spread of germs. Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways. One way markings will be placed in the high school to indicate direction of each hallway and stairways.	Signs will be posted in the entry hallway, at the main office, outside nurse's office, in bathrooms, cafeteria, and any high traffic area. Additionally, any communication system located in highly visible areas may convey simple reminders regarding hygiene, handwashing, covering coughs, social distancing, and monitoring for illness. Utilizing social media platforms such as school websites, Facebook, Twitter, Instagram to promote everyday protective measures, and how to stop the spread of germs. Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways. One way markings will be placed in the high school to indicate direction of each hallway and stairways.	Nurse and Director of Safety and Transportation.	Wash your hands poster -CDC https://www.cdc.gov/handwashing/posters.html Cover your cough poster-CDC https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf Stop The Spread of Germs https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf Learn ways you can protect yourself and others from COVID-19. https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf Markings for floors and walls	no

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)
* Identifying and restricting non-essential visitors and volunteers	Guidelines regarding visitors and non-essential visitors is forthcoming in July 2020. Instructions and education for ancillary agency staff in regards to new policies and procedures. PPE may be needed for OT, PT, etc. Behavioral therapists will need to maintain social distancing.	Guidelines regarding visitors and non-essential visitors is forthcoming in July 2020. Instructions and education for ancillary agency staff in regards to new policies and procedures. PPE may be needed for OT, PT, etc. Behavioral therapists will need to maintain social distancing.	Superintendent	Signage Communication to parents Direct and written instructions on new policies and procedures	No
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	See MBSD Reintroduction to Sports Plan for Athletic Re-opening Guidelines. Recess will occur within the classroom to promote social distancing. Physical Education will occur as a classroom health lesson.	See MBSD Reintroduction to Sports Plan for Athletic Re-opening Guidelines. Recess will be scheduled throughout the day and supervised by the classroom teacher. Only one class will be on the playground at any given time. Physical Education will occur with maximizing social distancing and will take place outside whenever feasible.	Superintendent and Principal	No	No

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)
Limiting the sharing of materials among students	District will provide the necessary student supplies and materials. Students will keep supplies for their personal use. The District will have resources to provide supplies if a student does not have needed supplies. When calculators, art supplies, school supplies and/or computers are shared, disinfecting wipes will be used to disinfect the keyboard and/or screen.	District will provide the necessary student supplies and materials. Students will keep supplies for their personal use. The District will have resources to provide supplies if a student does not have needed supplies. When calculators, art supplies, school supplies and/or computers are shared, disinfecting wipes will be used to disinfect the keyboard and/or screen.	Principal	Parent Support and/or Donations Parent Information	No
Staggering the use of communal spaces and hallways	Lockers 1. Students will be permitted to use lockers but must adhere to social distancing expectations. 2. Protocols for limiting locker use at dismissal will be enforced. 3. Only one student will be assigned to a locker. 4. Every attempt will be made to assign every other locker to promote distance between students. Students will not change classes, teachers will move.	Lockers 1. Students will be permitted to use lockers but must adhere to social distancing expectations. 2. Protocols for limiting locker use at dismissal will be enforced. 3. Only one student will be assigned to a locker. 4. Every attempt will be made to assign every other locker to promote distance between students. Students will not change classes, teachers will move.	Building Principals	No	No

Adjusting transportation schedules and practices to create social distance between students	Transportation plans will be provided in August 2020. Start and end times of students' instructional day may be altered in order to maximize social distancing during transportation. PDE must provide leniency on the days and hours required each school year in order for the District to reduce instructional time.	Transportation plans will be provided in August 2020. Start and end times of students' instructional day may be altered in order to maximize social distancing during transportation. PDE must provide leniency on the days and hours required each school year in order for the District to reduce instructional time.	Superintendent Director of Safety and Transportation Building Principal	PDE direction regarding instructional hour requirements	No
	Student Pick-up at End of Day by parent or guardian Elementary - Elementary students will be dismissed from their classrooms, unless those teachers are on bus duty, then those students will social distance in the cafeteria while waiting for buses to be called. Kindergarten students will social distance in the cafeteria for dismissal to alleviate time in getting to their buses. - Elementary students who are 'every day pick ups' will be dismissed by grade levels to the lower doors and dismissed from that exit.	Student Pick-up at End of Day by parent or guardian Elementary - Elementary students will be dismissed from their classrooms, unless those teachers are on bus duty, then those students will social distance in the cafeteria while waiting for buses to be called. Kindergarten students will social distance in the cafeteria for dismissal to alleviate time in getting to their buses. - Elementary students who are 'every day pick ups' will be dismissed by grade levels to the lower doors and dismissed from that exit.			

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)
	3. Middle school students who are every day pick up will be dismissed immediately following walkers. Students will be dismissed by grade levels. Students will be dismissed through the main entrance doors.	6. Middle school students who are every day pick up will be dismissed immediately following walkers. Students will be dismissed by grade level. Students will be dismissed through the main entrance doors.			

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	GREEN: As we enter the 2020-2021 school year, the District is preparing to have all students return to school. Understandably, there will be many health and safety mitigation protocols in place to support the well-being of students, staff, and families. This phase would be identified as "green" and it will include face to face instruction by assigned teachers. Instruction will be very similar to what our students experienced "pre-Covid" with some changes involving shared resources and social distancing to the maximum extent possible. YELLOW: If the Commonwealth identifies the county or state as "yellow", a hybrid approach is being considered. Students would attend their school for instruction by their assigned teachers on Tuesday/Thursday or Wednesday/Friday, with Monday's as virtual instruction days. When students are not in class, students will have a District issued device and will work on assignments from the previous day's lessons and activities. Parents would be asked if they have a preference on which days best for their child to attend is based on sibling day's	GREEN: As we enter the 2020-2021 school year, the District is preparing to have all students return to school. Understandably, there will be many health and safety mitigation protocols in place to support the well-being of students, staff, and families. This phase would be identified as "green" and it will include face to face instruction by assigned teachers. Instruction will be very similar to what our students experienced "pre-Covid" with some changes involving shared resources and social distancing to the maximum extent possible. YELLOW: If the Commonwealth identifies the county or state as "yellow", a hybrid approach is being considered. Students would attend their school for instruction by their assigned teachers on Tuesday/Thursday or Wednesday/Friday, with Monday's as virtual instruction days. When students are not in class, students will have a District issued device and will work on assignments from the previous day's lessons and activities. Parents would be asked if they have a preference on which days best for their child to attend is based on sibling day's	Superintendent Assistant Superintendent Building Principals	TBD	No
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	attendance. Students with an IEP may attend school each day in order to receive all necessary supports and services only when adequate space allows for safe social distancing.	attendance. Students with an IEP may attend school each day in order to receive all necessary supports and services only when adequate space allows for safe social distancing.
	RED: It is the District's hope that the Commonwealth or Beaver County will not return to "red", but if we were identified, "red" would indicate "stay home orders" and all staff and students would return to homes and instruction would occur in the home setting. Unlike this past year, much more synchronous instruction will occur so that teachers are "live" with their students. Students would have required assessments that would be graded. The skills and expectations for learning would follow the PA Academic Standards for Learning. The student's teachers, however, would be the same teachers they have in "green" or "yellow". VIRTUAL LEARNING OPTION: Parents who wish to have their child participate in a virtual learning program "Leopard Online Learning Academy" (LOLA) have the option through Midland Borough School District. The program would contain a set curriculum that the student would	RED: It is the District's hope that the Commonwealth or Beaver County will not return to "red", but if we were identified, "red" would indicate "stay home orders" and all staff and students would return to homes and instruction would occur in the home setting. Unlike this past year, much more synchronous instruction will occur so that teachers are "live" with their students. Students would have required assessments that would be graded. The skills and expectations for learning would follow the PA Academic Standards for Learning. The student's teachers, however, would be the same teachers they have in "green" or "yellow". VIRTUAL LEARNING OPTION: Parents who wish to have their child participate in a virtual learning program "Leopard Online Learning Academy" (LOLA) have the option through Midland Borough School District. The program would contain a set curriculum that the student would

	work through each day. Lessons are self-paced and include readings, assessments, activities to complete, and many other research based features to promote learning. A MBSD teacher would be assessing the student when work is completed, but the teacher will most likely not be your child's assigned teacher if he or she was in school. The assigned teacher can assist the student if the student is struggling, but the online option, like other online programs, is more for the independent and self-paced learner. A student involved in our online program remains a MBSD student and can participate in all MBSD activities.	work through each day. Lessons are self-paced and include readings, assessments, activities to complete, and many other research based features to promote learning. A MBSD teacher would be assessing the student when work is completed, but the teacher will most likely not be your child's assigned teacher if he or she was in school. The assigned teacher can assist the student if the student is struggling, but the online option, like other online programs, is more for the independent and self-paced learner. A student involved in our online program remains a MBSD student and can participate in all MBSD activities.	
	work through each day. Lessons are self-paced and include readings, assessments, activities to complete, and many other research based features to promote learning. A MBSD teacher would be assessing the student when work is completed, but the teacher will most likely not be your child's assigned teacher if he or she was in school. The assigned teacher can assist the student if the student is struggling, but the online option, like other online programs, is more for the independent and self-paced learner. A student involved in our online program remains a MBSD student and can participate in all MBSD activities.	work through each day. Lessons are self-paced and include readings, assessments, activities to complete, and many other research based features to promote learning. A MBSD teacher would be assessing the student when work is completed, but the teacher will most likely not be your child's assigned teacher if he or she was in school. The assigned teacher can assist the student if the student is struggling, but the online option, like other online programs, is more for the independent and self-paced learner. A student involved in our online program remains a MBSD student and can participate in all MBSD activities.	

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)
	Additional lunch seating or alternative locations will be created as well as additional lunch period were added to reduce the number of students in each cafeteria. Directional markings will be utilized to support social distancing.	Additional lunch seating or alternative locations will be created as well as additional lunch period were added to reduce the number of students in each cafeteria. Directional markings will be utilized to support social distancing.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	The District will host a meeting in August 2020 with local childcare owners or managers to share the various plans of the district and support the needs of students and families.	The District will host a meeting in August 2020 with local childcare owners or managers to share the various plans of the district and support the needs of students and families.	Superintendent	None	No

Other social distancing and safety practices	Hall Pass: 1. Paper/disposable hall passes will be used. 2. Limit to specific needs. 3. One student at a time; no groups on same pass Office spaces 1. When possible and appropriate, plexiglass dividers will be installed to limit the spread of germs. Cafeteria Pay Stations 1. When possible and appropriate, plexiglass dividers will be installed to limit the spread of germs. 2. No cash; student will provide Name or student ID to cashier Physical Education Non-contact activities will be provided. 1. Students must have appropriate shoes and/or attire. 2. Social distancing will occur in all activities in PE classes. 3. PE classes may occur in a classroom setting if necessary. 4. PE classes will be encouraged to be outside, weather permitting.	Hall Pass: 1. Paper/disposable hall passes will be used. 2. Limit to specific needs. 3. One student at a time; no groups on same pass Office spaces 1. When possible and appropriate, plexiglass dividers will be installed to limit the spread of germs. Cafeteria Pay Stations 1. When possible and appropriate, plexiglass dividers will be installed to limit the spread of germs. 2. No cash; student will provide Name or student ID to cashier Physical Education Non-contact activities will be provided 1. Students must have appropriate shoes and/or attire. 2. Social distancing will occur in all activities in PE classes. 3. PE classes may occur in a classroom setting if necessary. 4. PE classes will be encouraged to be outside, weather permitting.	Building Principal	Social Distancing https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html	No
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	Recess 1. Recess will occur in grades K-5 as a class, not as a grade level. 2. The District will follow CDC or DoH guidelines for students regarding social distancing. If strict social distancing is required, then recess will be in the classroom. Alternative physical activities will be provided to students. 3. Recess times may be staggered to limit the number of students on the playground. Student Restrooms 1. Students in K4 – 4th with restrooms will be required to use those restrooms as opposed to group restroom breaks. 2. Students will be able to use the restrooms as necessary. Students in grades K4-4 may use the restroom as a class but will practice social distancing while waiting as a group. 3. Students in grades 5-8 will not use the restrooms as a class or group. Carpet Time/ Circle Time 1. Circle time or carpet time will only be held if teachers can uphold social distancing guidelines. Students will need to be in the same place in the circle or use the same carpet		
	Recess 1. Recess will occur in grades K-5 as a class, not as a grade level. 2. The District will follow CDC or DoH guidelines for students regarding social distancing. If strict social distancing is required, then recess will be in the classroom. Alternative physical activities will be provided to students. 3. Recess times may be staggered to limit the number of students on the playground. Student Restrooms 1. Students in K4 – 4th with restrooms will be required to use those restrooms as opposed to group restroom breaks. 2. Students will be able to use the restrooms as necessary. Students in grades K4-4 may use the restroom as a class but will practice social distancing while waiting as a group. 3. Students in grades 5-8 will not use the restrooms as a class or group. Carpet Time/ Circle Time 1. Circle time or carpet time will only be held if teachers can uphold social distancing guidelines. Students will need to be in the same place in the circle or use the same carpet		
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	square to limit the transmission of any illness.	square to limit the transmission of any illness.	
	Library Access and Use 1. teachers will coordinate class use of the library 2. Students will not be able to go to the library without supervision. 3. Couches and cloth chairs in the library should have limited use. Events 1. Any event on school property (not athletics) that gathers a "crowd" of spectators or participants will be canceled at least through the first semester. The District will use the CDC and DoH guidelines to determine the number of acceptable spectators. 2. This will include, but not limited to: - Musical - Concerts - Performances - Dances - Assemblies Assemblies 1. All assemblies will be canceled until social distancing recommendations/requirements by the CDC and DoH are lifted. High school can have grade-level assembly if needed in the auditorium due to our ability to continue social distancing.	Library Access and Use 1. teachers will coordinate class use of the library 2. Students will not be able to go to the library without supervision. 3. Couches and cloth chairs in the library should have limited use. Events 1. Any event on school property (not athletics) that gathers a "crowd" of spectators or participants will be canceled at least through the first semester. The District will use the CDC and DoH guidelines to determine the number of acceptable spectators. 2. This will include, but not limited to: - Musical - Concerts - Performances - Dances - Assemblies Assemblies 1. All assemblies will be canceled until social distancing recommendations/requirements by the CDC and DoH are lifted. High school can have grade-level assembly if needed in the auditorium due to our ability to continue social distancing.	

	Field Trips 1. All field trips will be canceled until social distancing recommendations/requirements by the CDC and DoH are lifted. 2. Competitions for academically gifted students will be reviewed on a case by case basis. 3. School visits between buildings will be canceled at least through the first semester. Clubs 1. All clubs and activities will be canceled at least through the first semester. Arrival at school: 1. Elementary: Students will enter the school at designated entry points and go directly to their classrooms. Students will follow lines on the floor that help students walk in a single row. 2. Grades 4-8: When allowed to move to instructional space, students will go directly to Homeroom. Students will be sent to lockers as directed by teachers. No congregating in hallways will be allowed.	Field Trips 1. All field trips will be canceled until social distancing recommendations/requirements by the CDC and DoH are lifted. 2. Competitions for academically gifted students will be reviewed on a case by case basis. 3. School visits between buildings will be canceled at least through the first semester. Clubs 1. All clubs and activities will be canceled at least through the first semester. Arrival at school: 1. Elementary: Students will enter the school at designated entry points and go directly to their classrooms. Students will follow lines on the floor that help students walk in a single row. 2. Grades 4-8: When allowed to move to instructional space, students will go directly to Homeroom. Students will be sent to lockers as directed by teachers. No congregating in hallways will be allowed. 3. In all buildings, students may go to the cafeteria for breakfast or until supervision in the classroom is available	
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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)
	3. In all buildings, students may go to the cafeteria for breakfast or until supervision in the classroom is available before going to the classroom or Homeroom. Students must follow social distancing guidelines. Office Visitors and Guests 1. Individuals who are visiting the school office must state their need via the door access/monitor system. Most visitors will be asked to wait outside until the student arrives or the question is addressed. Secretaries needing a signature from a parent will ask if they can sign for the parent to limit additional people in the school office or the touching of office items.	before going to the classroom or Homeroom. Students must follow social distancing guidelines. Office Visitors and Guests 1. Individuals who are visiting the school office must state their need via the door access/monitor system. Most visitors will be asked to wait outside until the student arrives or the question is addressed. Secretaries needing a signature from a parent will ask if they can sign for the parent to limit additional people in the school office or the touching of office items.			

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:

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Daily Health Assessments: The District will require students and personnel to take their own temperature before reporting to school and to stay home if above 100 F or above or if experiencing other symptoms. Schools should also consider the reality that all students will not be equally supported in a self-assessment and should be aware of those students with higher needs (single-parent, both parents working, etc.). Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a facemask and be placed in a separate isolation room overseen by school personnel who is also wearing a mask. The District will educate parents, students, and staff on the signs and symptoms of COVID-19.

- 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)?

Staff will be required to report, upon arrival to work, of the results of their self-monitoring. Parents will be accountable for their child's well-being prior to sending him/her 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?

The Beaver County nurses have created an algorithm that will provide all nurses and administrators on the steps to follow when a positive COVID-19 is confirmed.

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

The Beaver County nurses have created an algorithm that will provide all nurses and administrators on the steps to follow when a positive COVID-19 is confirmed. This algorithm includes requirements for all individuals regarding quarantine and isolation.

- 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?

The Beaver County nurses have created an algorithm that will provide all nurses and administrators on the steps to follow for an individual to return to school. Any staff member who is uncomfortable in returning will be addressed case by case by the Superintendents in consultation with the School Solicitor.

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

The Beaver County nurses have created an algorithm that will provide all nurses and administrators on the steps to follow for an individual to return to school. Any student who is uncomfortable in returning will be addressed case by case by the building principal. Alternative instructional opportunities may be available.

- 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?

The Beaver County nurses have created an algorithm that will provide all nurses and administrators the steps regarding communicating to other parents and staff members. The Beaver County nurses have created letter templates to used throughout the County.

- 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?

All employees will be trained on how to self-monitor oneself as well as how to monitor student health. These trainings will occur in August 2020.

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	Daily Health Assessments: The District will require students and personnel to take their own temperature before reporting to school and to stay home if above 100.0 F or if experiencing other symptoms. Schools should also consider the reality that all students will not be equally supported in a self-assessment and should be aware of those students with higher needs (single-parent, both parents working, etc.). Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a facemask and be placed in a separate isolation room overseen by school personnel who is also wearing a mask.	Daily Health Assessments: The District will require students and personnel to take their own temperature before reporting to school and to stay home if above 100.0 F or if experiencing other symptoms. Schools should also consider the reality that all students will not be equally supported in a self-assessment and should be aware of those students with higher needs (single-parent, both parents working, etc.). Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever. While waiting to go home, ill persons should continue to wear a facemask and be placed in a separate isolation room overseen by school personnel who is also wearing a mask.	Superintendent Building Principal	Google Daily Health Assessment document for self-report of staff See attached : “Should I send my child to school today” See resources regarding screening tools	No

* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	If a student, staff, or visitor exhibits signs or symptoms of COVID-19 they will: • Notify the school nurse prior to sending /coming to the health office • Be masked immediately • Placed in isolation room • Assessed after PPE applied by school nurse • Parent/guardian will be called • Student will be escorted to the car when parent arrives • Siblings will be dismissed as well • Disposition of students, staff, or visitors will be made with written instructions regarding the COVID -19 illness, testing, and return guidelines. • The Principal and Superintendent are notified immediately via email by the school nurse that the student was sent home due to COVID-19 symptoms. Follow up with their PCP is recommended. A virtual visit may be set up while at the school or at home if parent /guardian chooses. Parents will receive instructions on how this is conducted.	If a student, staff, or visitor exhibits signs or symptoms of COVID-19 they will: • Notify the school nurse prior to sending /coming to the health office • Be masked immediately • Placed in isolation room • Assessed after PPE applied by school nurse • Parent/guardian will be called • Student will be escorted to the car when parent arrives • Siblings will be dismissed as well • Disposition of students, staff, or visitors will be made with written instructions regarding the COVID -19 illness , testing, and return guidelines. • The Principal and Superintendent are notified immediately via email by the school nurse that the student was sent home due to COVID-19 symptoms. Follow up with their PCP is recommended. A virtual visit may be set up while at the school or at home if parent /guardian chooses. Parents will receive instructions on how this is conducted.	Nurse	PPE Staff Support Parent Support See attached : "School Screening Tool" in resources COVID-19: Learn the differences between "Isolation" and "Quarantine." https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf	Yes
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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)
	Health Office Isolation and Triage Locations: A. serious and contagious (COVID/Flu) B. daily important or emergency (meds/diabetes/serious injury) C. non-medical needs (TLC, bandaids, kleenex) 1. Serious and contagious (COVID/Flu): Isolated Area; maximum PPE used 2. Daily important (meds/diabetes) or emergency: front section of Nurse office 3. Non-medical needs (TLC, bandaids, ice packs, Kleenex (classrooms will be furnished with these supplies)	Health Office Isolation and Triage Locations: A. serious and contagious (COVID/Flu) B. daily important or emergency (meds/diabetes/serious injury) C. non-medical needs (TLC, bandaids, kleenex) 4. Serious and contagious (COVID/Flu): Isolated Area; maximum PPE used 5. Daily important (meds/diabetes) or emergency: front section of Nurse office 6. Non-medical needs (TLC, bandaids, ice packs, kleenex): (classrooms will be furnished with these supplies)			

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)
* Returning isolated or quarantined staff, students, or visitors to school	Coordinate with state and local health department to define appropriate procedures and timelines for re-admittance to school following illness - Return to school with a note from PCP or practitioner giving clearance Using CDC guidelines the student/staff may return : - If it has been 10 days since first symptoms appeared AND - student/staff member has been fever free for 72 hours without the use of fever reducing medication AND - Symptoms have improved.	Coordinate with state and local health department to define appropriate procedures and timelines for re-admittance to school following illness - Return to school with a note from PCP or practitioner giving clearance Using CDC guidelines the student/staff may return : - If it has been 10 days since first symptoms appeared AND - student/staff member has been fever free for 72 hours without the use of fever reducing medication AND - Symptoms have improved	Building Nurse	Pennsylvania School Reopening Task Force Report https://s3.amazonaws.com/nursing-network/production/attachments/244930/original/school_reopening_task_force_report_final_061820.pdf?2020 See attached "Should I send my child to school today?" CDC Guidelines for COVID https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html See "Return to school excuse form"	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The District will create information for parents prior to the start of the school year with the different scenarios for education. The District will be able to quickly transition from one identified color to the next as identified by the Commonwealth.	The District will create information for parents prior to the start of the school year with the different scenarios for education. The District will be able to quickly transition from one identified color to the next as identified by the Commonwealth.	Superintendent Building Principal	School Messenger	No

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 monitoring and screening practices	Any additional required monitoring and screening practices set forth by the Pa Department of Health will be implemented according to guidelines.	Any additional required monitoring and screening practices set forth by the Pa Department of Health will be implemented according to guidelines	Superintendent Building Principal	No	Yes

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:

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

The District will follow the Mask guidelines. These guidelines will be finalized by July 2020. Tentative plans are as follows:

GREEN

- All staff are required to wear a mask while working within 6 feet of students or other students.

YELLOW

- All staff are required to wear a mask while working within 6 feet of students or other students or when in common areas such as hallways, office settings, etc....

- Food Service employees or any employee in the kitchen environment is required to wear a mask at all times.
- Only employees (except food service) with a medical excuse are exempt from wearing a mask.
- Staff and/or students are permitted to wear a mask, without repercussion, if the District is not requiring the wearing of masks.
- Students and/or staff are required to provide and clean their own masks.
- If students are required to wear masks, parents may opt a child out of the mask requirement with a doctor's excuse.
- In lieu of a mask, an individual may opt for a face shield.
- Students are strongly encouraged to wear masks while on school busses.

Key messages about cloth masks

- Cloth face coverings do not include surgical masks or N95 respirators.
- Create and wear cloth masks by following CDC guidance.
- Wash hands thoroughly before putting on the mask.
- Remove the mask carefully and wash your hands thoroughly after removing.
- Wash the mask after each use.
- Cloth masks do not provide adequate protection for others if the person wearing the mask has symptoms compatible with COVID-19. Ill persons should stay at home.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

- What special protocols will you implement to protect students and staff at higher risk for severe illness?

The school nurse will contact parents of students who are immunocompromised and will address the students' needs on a case by case basis. Administrators will address staff needs on a case by case basis.

- How will you ensure enough substitute teachers are prepared in the event of staff illness?

The District will have building substitutes who can cover classes as needed.

- 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?

The District's crisis team and high school teachers will be trained on trauma-based decision-making to support the social emotional needs of students in school and at home. The District will also open the school year with a professional therapist and counselor providing support for staff. The District's Director of Safety and Transportation will provide wellness checks when communication is void between the school and family.

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	All students with complex needs will be addressed individually to address his or her specific needs. A team approach between school personnel and the parent(s) and student, if applicable, will be utilized. Alternative educational settings may be considered to address health and safety concerns.	All students with complex needs will be addressed individually to address his or her specific needs. A team approach between school personnel and the parent(s) and student, if applicable, will be utilized. Alternative educational settings may be considered to address health and safety concerns.	Building Principal and School Nurse	No	No

* Use of face coverings (masks or face shields) by all staff	All staff and students are required to wear facial coverings at any time that 6-feet of space cannot be safely attained or while eating meals. See governor's order link dated July 6, 2020: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx All staff are required to wear a facial covering while working within 6 feet of students or other students AND when in common areas such as office space, hallways, etc. Facial coverings are required to be worn on the bus by staff/students. Masks should be cleaned daily. (It may be a good idea to have 2-3 masks so that they can be laundered daily) Parents/staff are responsible for providing their own mask; if one can't be provided the District will provide.	All staff and students are required to wear facial coverings at any time that 6-feet of space cannot be safely attained or while eating meals. See governor's order link dated July 6, 2020: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx All staff are required to wear a facial covering while working within 6 feet of students or other students AND when in common areas such as office space, hallways, etc. Facial coverings are required to be worn on the bus by staff/students. Masks should be cleaned daily. (It may be a good idea to have 2-3 masks so that they can be laundered daily) Parents/staff are responsible for providing their own mask; if one can't be provided the District will provide.	Superintendent Building Principal	Important Information About Your Cloth Face Coverings https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf Requirement to Wear Face Covering https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx How to Safely Wear and Take off a Cloth Face Covering https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf Wearing a cloth face covering correctly can help prevent the spread of COVID-19 to others. Video download link: https://www.cdc.gov/video/socialmedia/Cloth-Face-Covering-Donts.mp4	No
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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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	All staff and students are required to wear facial coverings at any time that 6-feet of space cannot be safely attained or while eating meals. See governor's order link dated July 6, 2020: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx Facial coverings are required to be worn on the bus by staff/students Masks should be cleaned daily. (It may be a good idea to have 2-3 masks so that they can be laundered daily) Parents/staff are responsible for providing their own mask; if one cannot be provided the district will provide.	All staff and students are required to wear facial coverings at any time that 6-feet of space cannot be safely attained or while eating meals. See governor's order link dated July 6, 2020: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx Facial coverings are required to be worn on the bus by staff/students Masks should be cleaned daily. (It may be a good idea to have 2-3 masks so that they can be laundered daily) Parents/staff are responsible for providing their own mask; if one cannot be provided the district will provide.	Building Principals	Important Information About Your Cloth Face Coverings https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-important-information-cloth-face-covering.pdf Please Wear a Cloth Face Covering https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf How to Safely Wear and Take off a Cloth Face Covering https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf Wearing a cloth face covering correctly can help prevent the spread of COVID-19 to others. Video download link: https://www.cdc.gov/video/socialmedia/Cloth-Face-Covering-Dos-Donts.mp4	No

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)
Unique safety protocols for students with complex needs or other vulnerable individuals	All students with complex needs will be addressed individually to address his or her specific needs. A team approach between school personnel and the parent(s) and student, if applicable, will be utilized. School teams should refer students /parents to medical providers to determine school entry for individuals with special health concerns, including but not limited to individuals who are immunocompromised and have a weakened immune system or those that live with an immunocompromised family member.	All students with complex needs will be addressed individually to address his or her specific needs. A team approach between school personnel and the parent(s) and student, if applicable, will be utilized. School teams should refer students /parents to medical providers to determine school entry for individuals with special health concerns, including but not limited to individuals who are immunocompromised and have a weakened immune system or those that live with an immunocompromised family member.	Building Principal and School Nurse	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-developmental-behavioral-disabilities.html https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Children-and-Youth-with-Special-Healthcare-Needs	No
Strategic deployment of staff	The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.	The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.	Superintendent Building Principal	No	No

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Recognizing COVID symptoms	All Staff	Nurse and Safety Director	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020
Disinfecting of Learning Spaces and Isolation Room	Custodians	Maintenance and Administration	In Person	HASD COVID Re-opening Plan	August 2020	August 2020
Procedural Changes in Nursing	All Staff	Nurse and Safety Director	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020
Employee Expectations	All Staff	Administration	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
HIPPA	All Staff	Administration	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020
Addressing Social Distancing	All Staff	Administration	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020
PPE usage	All Staff	Nurse	Video or In Person	HASD COVID Re-opening Plan Fact Sheet for Preferred PPE and Acceptable PPE while caring for patients with COVID-19. Provides instructions for donning/doffing PPE. https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE_11x17.pdf COVID-19 Using Personal Protective Equipment (PPE) Document https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf	On or around August 24, 2020	On or around August 24, 2020
Handwashing	All Staff	Nurse	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020
Trauma Informed Decision-making	Crisis Team, Teachers, and Administration	Superintendent and Principal	Video	https://store.starr.org/Course/view/trauma-informed-resilient-schools Trauma Informed Resilient Schools Course	August 2020	September 8, 2020
Self-Report Requirements	All Staff	Administration	Video or In Person	HASD COVID Re-opening Plan	On or around August 24, 2020	On or around August 24, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Synchronous Learning and Teaching	Educators	Administration	Video or In Person	TBD	August 2020	On-going
Setting up virtual visits and testing information	All Staff	School Nurse	Video or in person			

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
Focus Group Input	Administrators Board Members Teachers	Superintendent	Zoom meetings/ review plan and make suggestions for implementation	July 12, 2020	July 23, 2020
Parent Letter regarding 20-21 Instructional Options	Parents	Superintendent	Letter and posted on website	August 1, 2020	August 1, 2020
Parent Survey on Transportation	Parents	Superintendent	Online – Google Survey posted on website and emailed	August 14, 2020	August 14, 2020
Reset and Restart: 2020-2021 Planning resource for Students and Parents	Parents and Students	Superintendent	Posted on website	August 2020	August 2020
YELLOW Student Assignment: Parent Input	Parent	Superintendent	School Messenger call and website feedback form	August 2020	August 2020
School Reentry for Parents	Parent/Guardians	School Nurse: Administrator/ Principal	Powerpoint and video		
Setting up virtual visits and testing information	School Nurse Staff, Faculty, and Parents	School Nurse	Powerpoint or video Brochure/Flyer		
Attendance/ Disposition/ Return to School Medical Excuse Process	Parent/Guardians	Administrator/ Principal	Template Letter		

Health and Safety Plan Summary: MIDLAND BOROUGH SCHOOL DISTRICT

Anticipated Launch Date: July 20, 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)	Follow recommendations from the CDC and provide staff with appropriate guidance, training and procedures. Evaluate operations to ensure all necessary requirements are being followed.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * 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 * <u>Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</u> No sharing of materials among students Staggering the use of communal spaces and hallways	In Green phase: All schools will operate at full capacity. When appropriate and possible, considerations for maintaining 6 feet of social distancing throughout the instructional and non-instructional setting will be expected by staff and students. Isolation efforts will be in place to limit unnecessary movement in grades K-8. Teachers will move to classrooms to provide instruction when possible. Recess will occur as a class as opposed to a grade level. Efforts to provide space at the cafeteria tables will occur to the maximum extent possible. Alternative locations for certain classes or groups will be explored. Locker usage will be addressed to provide space between students at their lockers. In the elementary, students will keep their coats and personal items in labeled bags. Additional lunch seating or alternative locations will be created as well as additional lunch period were added to reduce the number of students in each cafeteria. Directional markings will be utilized to support social distancing.

Requirement(s)	Strategies, Policies and Procedures
Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	Handwashing will occur in the elementary buildings six times each day (entering, snack time, before lunch, after lunch, mid-afternoon, and end of day). Students in grades K-8 will utilize hand sanitizer when entering a classroom or building. Instruction will occur regarding proper handwashing, respiratory hygiene, and cough etiquette. Signage will be placed in highly visible locations to promote healthy behaviors and to prevent the spread of germs. Markings will also be utilized to promote social distancing. Recess will occur, but scheduled throughout the day as opposed to before/after lunch. Physical Education classes are encouraged to take place outside. Activities will be altered to support social distancing. Equipment will be sanitized frequently after student use. District's 1:1 digital technology program which will provide all students a Chromebook and prevent from sharing devices. District will provide school supplies to the best extent as possible. Parents will be encouraged to send students to school with their own personal instructional supplies. Students will be allowed to utilize a book bag during the school day in order to carry necessary resources. The District will maintain a section of the website for up-to-date information that all families and daycare providers may access. The District will also communicate via the School Messenger phone blast system and the instructional/communication platforms such as Google Classroom, and District website. Email blasts will also be utilized.
Monitoring Student and Staff Health	
Requirement(s) * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Strategies, Policies and Procedures All District employees will complete a self-health assessment upon entering a school building. If an employee answers yes to any of the questions, the employee should not be at work. Questions on the self-health assessment include temperature check, symptoms associated with COVID-19, and exposure.

Requirement(s)

- * Returning isolated or quarantined staff, students, or visitors to school
- * Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

Strategies, Policies and Procedures

If an employee has been exposed to an individual who has tested positive for COVID-19, the employee is directed to stay home and monitor symptoms until 14 days from the past exposure or until cleared by a physician.

Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to their building administrator. They may return to work once they are cleared by a physician to return. A physician's release is required prior to the return to work.

The school nurse will utilize a county-wide communication flow chart when parents and students in the building will be informed of presumptive and/or confirmed cases.

The District will use our School Messenger phone blasts to reach our families via email, phone call, and text message with important updates.

The District will utilize the District's email system to communicate with faculty and staff.

The District will use social media to share updates and messages with stakeholders.

Other Considerations for Students and Staff**Requirement(s)**

- * 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 all students
- Unique safety protocols for students with complex needs or other vulnerable individuals

Strategies, Policies and Procedures

A variety of leave options are available to employees including: FFCRA, FMLA, paid illness leave, sabbatical leave and optional leaves of absences.

Employees will receive training on steps to minimize risk while working.

Non-essential visitors will not be permitted in the buildings.

Strategic deployment of staff

Requirement(s)

Strategies, Policies and Procedures

Faculty and staff will follow the PA Department of Health and PA Governor's order for face covering guidelines which require wearing face masks/face coverings throughout the day.

Students will complex needs will be addressed using a team approach including, but not limited to, parents, school nurse, and administration.

All staff will be utilized to maximize support, supervision, and instruction of students.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Midland Borough School District** reviewed and approved the Phased School Reopening Health and Safety Plan on July 13, 2020.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 13, 2020.**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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

Resources

Hand Hygiene

Hand Hygiene Recommendations. (2020, May 17). Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

Child Development and Play

Ginsburg, K. R. "The Importance of Play in Promoting Healthy Child Development and Maintaining Strong Parent-Child Bonds." *Pediatrics*, vol. 119, no. 1, 2007, pp. 182–191., doi:10.1542/peds.2006-2697.

Masks

<https://www.mdedge.com/hospitalist/article/222464/coronavirus-updates/maskomania-masks-and-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Temperature Screening

<https://www.npr.org/sections/goatsandsoda/2020/05/08/853018233/coronavirus-faqs-do-temperature-screenings-help-can-mosquitoes-spread-it>

<https://www.healthline.com/health-news/temperature-checks-not-effective-preventive-measure-against-covid-19>

<https://www.health.com/condition/infectious-diseases/coronavirus/coronavirus-temperature-checks>

<https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/coronavirus-checking-temperatures.aspx>

<https://youtu.be/jQpMJQYvy98>

Children, COVID, and Reopening schools

Most Children with COVID-19 Have a Less Severe Course?

https://s3.amazonaws.com/nursing-network/production/attachments/244647/original/Johns_Hopkins-reopening-schools_05-15-20.pdf?2020

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools

<https://youtu.be/jQpMJQYvy98>

Water Fountains

<https://calgary.ctvnews.ca/southern-alberta-school-district-orders-fountains-turned-off-advises-students-to-supply-own-water-bottle-1.4852114>

<https://www.wwnytv.com/2020/03/12/schools-covid-south-jeff-turns-off-water-fountains-massena-suspends-attendance-recognition/>

Isolation & Quarantine

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Quarantine and Isolation

[When You Can be Around Others After You Had or Likely Had COVID-19](#)

Posters and Print Resources

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>