



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: Aliquippa School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
District and Building Administration	Administration: District and Building Level	Health and Safety Plan Development and Pandemic Crisis Response Team
School Nurses	Building Level/Health Professionals	Health and Safety Plan Development and Pandemic Crisis Response Team
Teachers	Educators serving on committees	Health and Safety Plan Development and Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

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

The District's custodial and maintenance staff returned in May 2020 to begin the summer cleaning process. The District is purchasing two cleaning machines to spray the buildings. Administration and staff have created 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 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 multiple 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) buses 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 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)
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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)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Classroom Disinfecting Protocols When a Student is sent home with any flu/virus symptoms</p> <ol style="list-style-type: none"> 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. <p>Classroom Disinfecting Protocols During School Day</p> <ol style="list-style-type: none"> 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary desks will be disinfected by teacher and students multiple times. 3. All junior and senior high students will clean their own desk/learning area when they enter a classroom. <p>Daily disinfecting by custodians once students arrive at each building: restroom handles, doors, sinks are disinfected, and all common areas.</p> <p>PPE will be provided to all appropriate employees.</p>	<p>Classroom Disinfecting Protocols When a Student is sent home with any flu/virus symptoms</p> <ol style="list-style-type: none"> 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. <p>Classroom Disinfecting Protocols During School Day</p> <ol style="list-style-type: none"> 1. Each instructional space will have a disinfecting spray and paper towels. 2. All elementary desks will be disinfected by teacher and students multiple times. 3. All junior and senior high students will clean their own desk/learning area when they enter a classroom. <p>Daily disinfecting by custodians once students arrive at each building: restroom handles, doors, sinks are disinfected, and all common areas.</p> <p>PPE will be provided to all appropriate employees.</p>	<p>Building Principals and Director of Buildings and Grounds</p>	<p>All disinfecting supplies</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Nurses will create triage areas in each of the nurses' suites to limit exposure of infection.	Nurses will create triage areas in each of the nurses' suites to limit exposure of infection.	Nurses Director of Building and Grounds	PPE and nursing supplies for triage	Yes

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:

Students will have the option to engage in learning face-to-face or online. Teachers will work remotely with staff who choose an online option.

Visitors will be prohibited from entering the building. If a meeting cannot be virtual, meetings will occur in a room where social distancing can be achieved to the greatest extent possible. Meeting spaces will be cleaned before and after.

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)
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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)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>An alternative schedule is being created for students in order to allow for maximum social distancing.</p> <p>By doing this, class size would be approximately 12 students and social distancing can be supported.</p> <p>Desks/chairs/seats will follow CDC or DoH guidelines for the distance between seats to the maximum extent possible.</p> <p>Alternative locations for larger classes will be explored (i.e. auditorium, gymnasium, chorus room).</p>	<p>An alternative schedule is being created for students in order to allow for maximum social distancing.</p> <p>By doing this, class size would be approximately 12 students and social distancing can be supported.</p> <p>Desks/chairs/seats will follow CDC or DoH guidelines for the distance between seats to the maximum extent possible.</p> <p>Alternative locations for larger classes will be explored (i.e. auditorium, gymnasium, chorus room).</p>	<p>District and Building Administration</p>	<p>None</p>	<p>No</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will be six feet apart in the cafeteria during lunch.</p>	<p>Students will be six feet apart in the cafeteria during lunch.</p>	<p>Building Administration</p>	<p>Signage Food Service Serving Items</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand Washing/Hand Sanitizing Protocols</p> <ol style="list-style-type: none"> 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. <p>Classroom Disinfecting Protocols During School Day</p> <ol style="list-style-type: none"> 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. 	<p>Hand Washing/Hand Sanitizing Protocols</p> <ol style="list-style-type: none"> 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. <p>Classroom Disinfecting Protocols During School Day</p> <ol style="list-style-type: none"> 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. 	<p>Building Principals</p>	<p>Soap Hand Sanitizer and Paper Towels</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>The District will utilize the CDC signage for restrooms, hallways, and classrooms.</p> <p>Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways.</p> <p>One way markings will be placed in the high school to indicate direction of each hallway and stairways.</p>	<p>The District will utilize the CDC signage for restrooms, hallways, and classrooms.</p> <p>Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways.</p> <p>One way markings will be placed in the high school to indicate direction of each hallway and stairways.</p>	Building Principals	Signage and markings	no
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Signage and Messaging</p> <ol style="list-style-type: none"> 1. Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate hand washing guidance) 2. Visitor signage regarding entry, hand sanitizer, etc.... 3. The District website will continue to post information regarding COVID-19. 4. The District will use phone blasts. <p>Guidelines regarding visitors and non-essential visitors is forthcoming in August 2020.</p>	<p>Signage and Messaging</p> <ol style="list-style-type: none"> 1. Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate hand washing guidance) 2. Visitor signage regarding entry, hand sanitizer, etc.... 3. The District website will continue to post information regarding COVID-19. 4. The District will use phone blasts. <p>Guidelines regarding visitors and non-essential visitors is forthcoming in August 2020.</p>	Building Principals	Signage	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)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>See Reintroduction to Sports Plan for Athletic Re-opening Guidelines.</p> <p>Physical Education and Recess will occur within the classroom or with social distancing.</p>	<p>See Reintroduction to Sports Plan for Athletic Re-opening Guidelines.</p> <p>Physical Education and Recess will occur within the classroom or with social distancing.</p>	<p>Athletic Director</p> <p>Building Principals</p>	<p>No</p>	<p>No</p>
<p>Limiting the sharing of materials among students</p>	<p>Parents will be asked to provide student supplies and materials for their child. 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.</p>	<p>Parents will be asked to provide student supplies and materials for their child. 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.</p>	<p>Building Principals</p>	<p>Parent Support and/or Donations</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	<p>Lockers/Cubbies</p> <ol style="list-style-type: none"> Students will be permitted to use lockers/cubbies but must adhere to social distancing expectations. Protocols for limiting locker use at dismissal will be enforced. Only one student will be assigned to a locker. Every attempt will be made to assign every other locker to promote distance between students. 	<p>Lockers/Cubbies</p> <ol style="list-style-type: none"> Students will be permitted to use lockers/Cubbies but must adhere to social distancing expectations. Protocols for limiting locker use at dismissal will be enforced. Only one student will be assigned to a locker. Every attempt will be made to assign every other locker to promote distance between students. 	Building Principals	No	No
Adjusting transportation schedules and practices to create social distance between students	<p>Transportation plans will be provided in July 2020.</p> <p>Start and end times of students' instructional day may be altered in order to maximize social distancing during transportation.</p>	<p>Transportation plans will be provided in July 2020.</p> <p>Start and end times of students' instructional day may be altered in order to maximize social distancing during transportation.</p>	District and Building Administration	Section 520.1 Public School Code	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>The District will be finalizing re-opening plans to maximize social distancing. This will be available August 2020.</p>	<p>The District will be finalizing re-opening plans to maximize social distancing. This will be available August 2020.</p>	District and Building Administration	TBD	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)
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.	District and Building Administration	None	No
Other social distancing and safety practices	The District will publish plans to address social distancing or safety practices in August 2020 for the following: Office spaces Cafeterias Student Restrooms	The District will publish plans to address social distancing or safety practices in August 2020 for the following: Office spaces Cafeterias Student Restrooms	Building Principals	TBD	No

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to 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 encourage students and personnel to take their own temperature before reporting to school and to stay home if above 100.4 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. 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)?

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)
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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)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Daily Health Assessments: The District will recommend students to take their own temperature before reporting to school and to stay home if above 100.4 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.</p>	<p>Daily Health Assessments: The District will recommend students and to take their own temperature before reporting to school and to stay home if above 100.4 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.</p>	<p>District and Building Administration</p>		<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students sent home by the nurse</p> <ul style="list-style-type: none"> Students will be immediately sent home by the school nurse in the event of any flu or COVID-19 symptoms. Parents are required to have multiple available emergency contacts who can assist in the pick-up of a sick child. Students will be excused from school if sent home by a school nurse for a minimum of 72 hours/3 school days. The Principal and Superintendent are notified immediately via email by the school nurse that the student was sent home due to COVID-19 symptoms. 	<p>Students sent home by the nurse</p> <ul style="list-style-type: none"> Students will be immediately sent home by the school nurse in the event of any flu or COVID-19 symptoms. Parents are required to have multiple available emergency contacts who can assist in the pick-up of a sick child. Students will be excused from school if sent home by a school nurse for a minimum of 72 hours/3 school days. The Principal and Superintendent are notified immediately via email by the school nurse that the student was sent home due to COVID-19 symptoms. 	Nurse	PPE Staff Support Parent Support	Yes
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>The nurses will follow the School Screening Tool which identifies the conditions related to a student's return to school.</p>	<p>The nurses will follow the School Screening Tool which identifies the conditions related to a student's return to school.</p>	Building Nurse	PPE Staff Support Parent Support	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)
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 provide the same model of education in both Yellow and Green. Follow School Screening Tool as a guide for decision-making.	The District will create information for parents prior to the start of the school year with the different scenarios for education. The District will provide the same model of education in both Yellow and Green. Follow School Screening Tool as a guide for decision-making.	Building and District Administration	School Calendar/Swift K12	No
Other monitoring and screening practices			Building and District Administration	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 August 2020. Tentative plans are as follows:
Green and Yellow

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

- Food Service employees or any employee in the kitchen environment are 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.
- 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 utilize Kelly Services to secure substitutes. Additionally, 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 will 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.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>All students with complex needs will be addressed individually to address his or her specific needs.</p> <p>A team approach between school personnel and the parent(s) and student, if applicable, will be utilized.</p> <p>Alternative educational settings may be considered to address health and safety concerns.</p>	<p>All students with complex needs will be addressed individually to address his or her specific needs.</p> <p>A team approach between school personnel and the parent(s) and student, if applicable, will be utilized.</p> <p>Alternative educational settings may be considered to address health and safety concerns.</p>	<p>Building Principal and School Nurse</p>	<p>No</p>	<p>No</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff are recommended 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....</p>	<p>All staff are recommended 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....</p>	<p>District and Building Administration</p>	<p>No</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All students are able to wear face coverings at any time. Students are strongly encouraged to wear face coverings while on a school bus.</p>	<p>All students are able to wear face coverings at any time. Students are strongly encouraged to wear face coverings while on a school bus.</p>	<p>Building Principals</p>	<p>No</p>	<p>No</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>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.</p>	<p>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.</p>	<p>Building Principal and School Nurse</p>	<p>No</p>	<p>No</p>
<p>Strategic deployment of staff</p>	<p>The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.</p>	<p>The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.</p>	<p>District and Building Administration</p>	<p>No</p>	<p>No</p>

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	Nursing Staff	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Disinfecting of Learning Spaces and Isolation Room	Custodians	Director of Buildings and Grounds	In Person	COVID Re-opening Plan	August 2020	August 2020
Procedural Changes in Nursing	All Staff	Nursing Staff	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Employee Expectations	All Staff	Administration	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Nurse Preparations	Nurses	Nurse Department Chair	In Person	COVID Re-opening Plan	July 2020	July 2020
HIPPA	All Staff	Administration	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Addressing Social Distancing	All Staff	Administration	Video or In Person	COVID Re-opening Plan	August 2020	August 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
PPE usage	All Staff	Nurse Department Chair	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Handwashing	All Staff	Nurse Department Chair	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Trauma Informed Decision-making	Crisis Team, High School Teachers, and Administration	District and Building Administration	In Person	Western PA Psychiatric Care	July 2020	July 2020
Self-Report Requirements	All Staff	Administration	Video or In Person	COVID Re-opening Plan	August 2020	August 2020
Synchronous Learning and Teaching	Educators	Administration	Video or In Person	TBD	July 2020	On-going

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Parent Letter regarding 20-21 Instructional Options	Parents	Superintendent	Letter and posted on website	July 20, 2020	July 20, 2020
Reset and Restart: 2020-2021 Planning Resource for Students and Parents	Parents and Students	District and Building Administration	Posted on website	August 2020	August 2020

Health and Safety Plan Summary: Aliquippa School District

Anticipated Launch Date: **August 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)

* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

Strategies, Policies and Procedures

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)

* **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**

Strategies, Policies and Procedures

Follow recommendations from the CDC and provide staff with appropriate guidance, training and procedures. Evaluate operations to ensure all necessary requirements are being followed.

Requirement(s)

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

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

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

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

Other social distancing and safety practices

Strategies, Policies and Procedures

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

* 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

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.

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.

Requirement(s)

Strategies, Policies and Procedures

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 nurses 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 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)

Strategies, Policies and Procedures

* Protecting students and staff at higher risk for severe illness

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

* Use of face coverings (masks or face shields) by all staff

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

* Use of face coverings (masks or face shields) by older students (as appropriate)

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

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

Faculty and staff will follow the District's face covering guidelines which may include wearing face masks/face coverings throughout the day.

Strategic deployment of staff

Requirement(s)

Strategies, Policies and Procedures

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 **the Aliquippa School District** reviewed and approved the Phased School Reopening Health and Safety Plan on July 15, 2020.

The plan was approved by a vote of:

6 Yes

2 No

Affirmed on: **July 15, 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.