



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: **Wilson School District**

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

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

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

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

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- 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 26, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Richard Faidley	Superintendent	Both (Plan Development and Response Team)
Dr. Andrew Hoffert	Pandemic Coordinator; Director of Student Supports and Services	Both (Plan Development and Response Team)
Dr. Christopher Trickett	Asst. Superintendent - Secondary	Both (Plan Development and Response Team)
Dr. Stacey Stoudt	Asst. Superintendent - Elementary	Both (Plan Development and Response Team)
Karen Troutman	Director of Public Relations	Both (Plan Development and Response Team)

Christine Schlosman	Chief Financial Officer	Plan Development
Jennifer Little, CSN	Certified School Nurse	Both (Plan Development and Response Team)
Community Medical Consultants from Tower Health	Department of Pediatrics, Tower Health; Department of Infectious Disease, Tower Health	Advisors/ Plan Review
Jeff Simcox	Director of Facilities	Both (Plan Development and Response Team)
Randy Williams	Director of Transportation	Both (Plan Development and Response Team)
Ryan Fitterling	Director of Technology	Plan Development
Sarah Ginn	Director of Food Services	Plan Development
Brad Hahn	Director of Human Resources	Both (Plan Development and Response Team)
Dr. Dan Weber	High School Principal	Plan Development
Dr. Stephen Burnham	Principal, Southern MS	Plan Development
Kyle Wetherhold	Principal, West MS	Plan Development
Beth Yeiser	Principal, Cornwall Terrace Elementary	Plan Development
Dawn Hart	Principal, Spring Ridge Elementary	Plan Development
Matthew Werley	School Counselor	Plan Development
Michele Zawilla	School Social Worker	Plan Development
Matthew Campbell	HS Assistant Principal	Plan Development
Dr. Dean Damiani	HS Assistant Principal	Plan Development
Christopher Rada	MS Assistant Principal	Plan Development
John Schroeder	MS Assistant Principal	Plan Development
Kimberly Underwood	Professional Staff/ WEA Leadership	Plan Development
Jennifer Sarnes	Professional Staff/ WEA Leadership	Plan Development

Jessica Lewars	Professional Staff	Plan Development
Matthew Derr	Professional Staff	Plan Development
Rachel Gutzler	Professional Staff	Plan Development
Aimee Hafer, Amy Wolf, Colleen Hess, David Hinkle, Nadine Hartranft, Henry Seidel, Jen Crocona, Kim Lawrence, Lora Fiore, Marisa Hunsicker, Marissa McNally, Michelle Thomas, Michelle Weaver, Sophia Cammarano, Tracey Markle, Alli Becker, Amy Kope, Jandi Wojton, Sara Stump	Parent Focus Group	Plan Review/Feedback

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: Increased frequency of cleaning routines and sanitization procedures will be implemented across all buildings. Custodial staff will clean high touch surfaces at least twice per day, if not more frequently. District vehicles and kitchen areas will also undergo increased cleaning and sanitization routines.

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)	Frequently (multiple times throughout the day) clean and disinfect regularly touched surfaces and objects within the school including door handles, sink handles, railings, supplies. Additional sanitization will occur in all restrooms and locker rooms, at least twice per day.	Frequently (multiple times throughout the day) clean and disinfect regularly touched surfaces and objects within the school including door handles, sink handles, railings, supplies. A twice daily sanitization will occur in all restrooms and locker rooms.	Director of Facilities Director of Food Services Director of Transportation Custodial Staff	Sanitization equipment with approved sanitization products Hard surface scrubbers Wipes for classrooms (students) HVAC filters	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) (cont.)</p>	<p>Daily, whenever students are switching classes, desks will be sanitized by students using provided wipes prior to use.</p> <p>Turn off water fountains while leaving the fill stations on and add additional stations throughout buildings.</p> <p>Provide filter changes to exceed normal operating guidelines to ensure that all ventilation systems are operating at maximum capacity.</p> <p>Students will not eat in the cafeterias, but will have access to grab and go options to eat in the classrooms or another designated area.</p> <p>Daily cleaning and sanitization of prep and serving areas, and cafeterias.</p> <p>Vehicles sanitized nightly and between bus runs.</p> <p>Limit number of students transported per bus run to 50% capacity or less where possible.</p> <p>Facilities staff will work to increase air exchange across all buildings</p>	<p>Daily, whenever students are switching classes, desks will be sanitized by students using provided wipes prior to use.</p> <p>Turn off water fountains while leaving the fill stations on and add additional stations throughout buildings.</p> <p>Provide filter changes to exceed normal operating guidelines to ensure that all ventilation systems are operating at maximum capacity.</p> <p>Cafeteria limited to a maximum 60% capacity or less</p> <p>Daily cleaning and sanitization of prep, serving areas, and cafeterias.</p> <p>Vehicles sanitized nightly and between bus runs.</p> <p>Limit number of students transported per bus run to 75% capacity or less where possible.</p> <p>Facilities staff will work to increase air exchange across all buildings</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	<p>Consider utilizing outdoor spaces for instruction when feasible.</p> <p>Encourage ventilation with fresh air by opening windows when feasible.</p> <p>Additional protocols specific to child care and athletics/extra-curriculars included in those respective approved plans</p>	<p>Consider utilizing outdoor spaces for instruction when feasible.</p> <p>Encourage ventilation with fresh air by opening windows when feasible.</p> <p>Additional protocols specific to child care and athletics/extra-curriculars included in those respective approved plans</p>	Building Principals		N

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: Any and all strategies will be implemented in the classroom setting to maintain safe social distancing in classrooms and on school provided transportation, including modified seating arrangements, reduced class sizes when feasible, and the discontinued use of large group common spaces for regular school functions. Modified schedules will be utilized in order to reduce transitions and to drop the overall census in each physical school building at the secondary level. Full virtual options will be available for self-selection by any family, across all levels.

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>Implementation of a modified schedule in order to reduce daily census in each building to allow for social distancing (K-12). Includes the use of virtual or remote learning options combined with in-person instruction</p> <p>Designate specific areas to separate students from teaching/instructional staff when feasible.</p> <p>Use of alternative community spaces for instruction and support outside of scheduled instructional times.</p> <p>Reduced class sizes to allow for social distancing when possible.</p> <p>Designate specific areas to separate students from teaching/instructional staff when feasible.</p> <p>Arrival through designated doors and staggered dismissal.</p>	<p>Students will return to school with heightened safety procedures to provide protection against the spread of COVID-19. Some of these considerations include schedule modifications, PPE, and limited transitions. This may include the use of virtual or remote learning options combined with in-person instruction.</p> <p>Elementary K-6 receive in-person instruction daily utilizing social distancing when feasible, and masks during transitions and transportation, and when social distancing is not possible. LEA may transition to a hybrid schedule for K-6 instruction based on DOH/CDC guidance.</p> <p>Implement a hybrid schedule for 7-12, rotating between virtual and in-person instruction in order to reduce class sizes. LEA may transition back to full, in-person instruction based on DOH/CDC guidance.</p> <p>Consider use of alternative community spaces for instruction and support outside of scheduled instructional times.</p> <p>Consider reducing class sizes to allow for social distancing when possible.</p> <p>Designate specific areas to separate students from teaching/instructional staff when feasible.</p> <p>Arrival through designated doors and staggered dismissal.</p>	<p>Building Principals</p> <p>Instructional Team</p>	<p>Additional Support</p> <p>Staffing/Monitoring</p>	<p>Y</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Grab and go lunch options available in several different locations.</p> <p>Secondary: Split students between outdoor seating (or auditoriums on rain days) and indoor cafeteria seating.</p> <p>Consider opening the HS campus to allow flexible service times and locations for food service, or to allow students to go off campus for lunch in order to reduce gathering sizes in large group spaces.</p> <p>All elementary students eat in classrooms with support from monitorial aids.</p>	<p>Students eat in the cafeteria socially distanced with empty seats between them and cap lunch sizes to 60% capacity and provide additional large group spaces.</p> <p>Consider opening the HS campus to allow flexible service times and locations for food service, or to allow students to go off campus for lunch in order to reduce gathering sizes in large group spaces.</p>	<p>Food Service Department Staff</p> <p>Building Principals</p>	<p>Directional Signage</p> <p>Carts for meal delivery</p> <p>Monitorial staff for classroom lunches</p>	<p>N</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Scheduled handwashing breaks within the elementary classrooms.</p> <p>Addition of hand sanitizer dispensers in rooms without sinks.</p> <p>Classroom wipe down throughout the day. Teaching students how to disinfect their personal space properly.</p>	<p>Encourage hand washing and classroom wipe down at times throughout the day</p> <p>Addition of hand sanitizer dispensers in rooms without sinks.</p> <p>Teach students how to disinfect their personal spaces properly.</p>	<p>Building Principals, Classroom Teachers</p>	<p>Disinfectant wipes</p>	<p>Y</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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs for healthy measures posted in restrooms, and all classrooms as well as key locations across the building.	Signs for healthy measures posted in restrooms, and all classrooms as well as key locations across the building.	Facilities Staff; Custodians	CDC and Vendor posters	N
* Identifying and restricting non-essential visitors and volunteers	ALL: No guests or visitors. Parents are able to enter the office and must wear masks.	ALL: No guests or visitors, Parents are able to enter the office and are must wear masks.	Building Principals		N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	No use of playground equipment. Outdoor play is encouraged. Recess equipment disinfected after use.	Follow recommended guidance from the CDC for safe use of equipment Playground disinfected between recess periods	Building Principals Facilities Department		N
Limiting the sharing of materials among students	Use of individual student backpacks and water bottles throughout the day. In elementary classes, individual pencil boxes with supplies.	Use of individual student backpacks and water bottles throughout the day. In elementary classes, individual pencil boxes with supplies.	Building Principals Classroom Teachers		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	<p>Consider the use of a staggered bell schedule to reduce hallway usage at the secondary level</p> <p>Designate specific doors for arrival/dismissal traffic patterns.</p> <p>Staggered dismissal between periods</p> <p>Consider single direction hallways when feasible</p>	<p>Consider the use of a staggered bell schedule to reduce hallway usage at the secondary level</p> <p>Designate doors for arrival/dismissal traffic patterns.</p> <p>Staggered dismissal between periods</p>	Building Principals		N
Adjusting transportation schedules and practices to create social distance between students	<p>Consider adjusting start times to allow for staggered arrival and dismissal</p> <p>Request parent notification for use of district transportation services to allow for social distancing planning.</p> <p>Increase the number of buses in service in order to allow for lower ridership to 50% capacity.</p> <p>Consider adjusting bus routes and schedules to allow for more flexible transportation due to modified schedules.</p>	<p>Consider adjusting start times to allow for staggered arrival and dismissal</p> <p>Request parent notification for use of district transportation services to allow for social distancing planning.</p> <p>Increase the number of buses in service in order to allow for lower ridership to 75% capacity.</p> <p>Consider adjusting bus routes and schedules to allow for more flexible transportation due to modified schedules.</p>	Transportation Department	<p>Staffing</p> <p>Additional Vehicles</p>	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Implementation of a staggered opening, alternating groups of students in attendance (referenced above)</p> <p>Implementation of a hybrid schedule, rotating between virtual and in-person instruction in order to reduce class sizes.</p> <p>No small group instruction in close quarters if feasible - maintain distance in classroom seating arrangements.</p> <p>Offer the option of full virtual instruction for those students who choose to participate in that manner.</p>	<p>Implementation of a staggered opening, alternating groups of students in attendance for grades K-6 for the first week of the school session.</p> <p>Limit class sizes to 24 when feasible</p> <p>Limit small group instruction in close quarters - maintain distance in classroom seating arrangements.</p> <p>Offer the option of full virtual instruction for those students who choose to participate in that manner.</p>	<p>Building Principals</p> <p>Curriculum Staff</p>		<p>N</p>
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Designate a specific pick up and drop off location for child care services before and after school</p> <p>Communicate any changes to schedules or start times with appropriate childcare providers</p>	<p>Designate a specific pick up and drop off location for child care services before and after school</p> <p>Communicate any changes to schedules or start times with appropriate childcare providers</p>	<p>Building Principals</p>		<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	<p>Add directional signage to common spaces with reminders about social distancing recommendations</p> <p>Provide frequent reminders of social distancing guidelines over public address and announcement systems.</p> <p>Provide plexiglass barriers in any areas that host interactions between staff and the public, or for areas where 1:1 teacher/student interaction must occur.</p>	<p>Add directional signage to common spaces with reminders about social distancing recommendations</p> <p>Provide frequent reminders of social distancing guidelines over public address and announcement systems.</p> <p>Provide plexiglass barriers in any areas that host interactions between staff and the public, or for areas where 1:1 teacher/student interaction must occur.</p>	<p>Facilities Department</p> <p>Building Principals</p>	<p>Signage</p> <p>Materials for Barriers</p>	N

Monitoring Student and Staff Health

Key Questions

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

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Revised/Updated guidance about home monitoring/when to stay home; provide contact information for ongoing reporting of potential exposure	Revised/Updated guidance about home monitoring/when to stay home; provide contact information for ongoing reporting of potential exposure	School Nurses	Thermometers Staffing	Y
	Temperature screening prior to entering the building by staff for both students and staff.	Temperature screening prior to entering the building by staff for both students and staff.	Building Principals	Description of Symptoms to watch for	
	If secondary symptoms are exhibited; student sent to a school nurse for monitoring/temp check.	If secondary symptoms are exhibited; student sent to a school nurse for monitoring/temp check.	Classroom Teachers	Skyward Health History update	
	Additional nursing staff provided during arrival each morning to support monitoring.	Additional nursing staff provided during arrival each morning to support monitoring.	Bus Drivers		
	Revise/Update Health History form to include information about potential exposure	Revise/Update Health History form to include information about potential exposure	Directors of Operational Departments		

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>No additional non-essential volunteer staff/visitors in buildings permitted</p> <p>Isolation room located in proximity to nurse's office, designated area for students/staff exhibiting symptoms</p> <p>Designated isolation area for students or staff exhibiting symptoms upon arrival/screening.</p>	<p>No additional non-essential volunteer staff/visitors in buildings permitted</p> <p>Isolation room located in proximity to nurse's office, designated area for students/staff exhibiting symptoms</p> <p>Designated isolation area for students or staff exhibiting symptoms upon arrival/screening.</p>	<p>School Nurses</p> <p>Building Principals</p> <p>Building Secretaries</p> <p>Directors of Operational Departments</p>	<p>Re-design or rearrange nurse suites</p> <p>PPE for staff and sick individuals</p> <p>Outdoor tents or structures used for isolation at arrival if needed.</p>	<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If positive for COVID-19, or exposed to someone who tested positive, follow DOH Guidelines, CDC Guidelines</p> <p>If a fever was present, but no positive test, or no evidence of exposure, may return if fever free for 72 hours</p> <p>Students or staff with potential exposure must be checked by school nurse prior to return</p>	<p>If positive for COVID-19, or exposed to someone who tested positive, may consider following DOH Guidelines, CDC Guidelines</p> <p>If a fever was present, but no positive test, or no evidence of exposure, may return if fever free for 72 hours</p> <p>Students or staff with potential exposure must be checked by school nurse prior to return</p>	<p>School Nurses</p> <p>Building Principals</p> <p>Directors of Operational Departments</p>	<p>Return to school/work flow chart</p>	<p>Y</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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Exposure Letter sent home following any positive test to immediate classmates/bus mates, district childcare</p> <p>Creation and dissemination of the following protocols:</p> <ul style="list-style-type: none"> • Reporting Health History/Exposure • Monitoring Students Upon Arrival • Quarantine Protocol for Exposure or Positive Test • Return to School/Work Criteria <p>English/Spanish Versions of all communication</p>	<p>Exposure Letter sent home following any positive test to immediate classmates/bus mates, district child care</p> <p>Creation and dissemination of the following protocols:</p> <ul style="list-style-type: none"> • Reporting Health History/Exposure • Monitoring Students Upon Arrival • Quarantine Protocol for Exposure or Positive Test • Return to School/Work Criteria <p>English/Spanish Versions of all communication</p>	<p>School Nurses</p> <p>Building Principals</p> <p>Directors of Operational Departments</p> <p>PR Department</p>	<p>Communications documents - common for entire district</p> <p>Translation services</p>	N
Other monitoring and screening practices	<p>Guidelines for parent home monitoring/screening</p> <p>Specialized Transportation - students monitored for temperature prior to loading at stop (aide support)</p>	<p>Guidelines for parent home monitoring/screening</p> <p>Specialized Transportation - students monitored for temperature prior to loading at stop (aide support)</p>	<p>School Nurses</p> <p>Building Principals</p> <p>Transportation Staff</p> <p>Parents</p>	<p>Thermometers, PPE</p> <p>Communication guidelines</p>	Y

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: All staff and students will be expected to follow current CDC and PA DOH guidelines for masks, social distancing, and proper hygiene practices. Student and staff intentions for returning to school will be collected during the summer months in order to plan for effective staffing in buildings. A full virtual option for instruction will be available for any students who make that selection.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<p>Staff email to determine who is unable to return to work for medical reasons (Physician's note required). Reporting to HR Protocol</p> <p>Community survey to determine the willingness or ability to return to school in the fall.</p> <p>Provide virtual options for those who were unable to return for any amount of time.</p>	<p>Staff email to determine who is unable to return to work for medical reasons (Physician's note required). Reporting to HR Protocol</p> <p>Community survey to determine the willingness or ability to return to school in the fall.</p> <p>Provide virtual options for those who were unable to return for any amount of time.</p>	PR and HR Departments	<p>Survey</p> <p>WVA updates</p> <p>Staff email communication</p>	N
* Use of face coverings (masks or face shields) by all staff	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID 19</p> <p>Face coverings required in all environments at all times.</p> <p>Follow the Governor's current order regarding masking.</p>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID 19</p> <p>Face coverings required in all environments at all times.</p> <p>Follow the current Governor's order regarding masking.</p>	Building Leadership	Face Shields, Masks	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID 19.</p> <p>Face coverings required in all environments at all times.</p> <p>Follow Governor's current order regarding masking</p>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID 19.</p> <p>Face coverings required in all environments at all times.</p> <p>Follow the Governor's current order regarding masking.</p>	Building Leadership	Face Shields, Masks	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Universal protocols will ensure safety. Offer alternative options as needed	Universal protocols will ensure safety. Offer alternative options as needed	District Leadership		Y
Strategic deployment of staff	<p>District will offer in-person, hybrid and online options and will deploy staff according to needs.</p> <p>Offer in-house options for virtual instruction so students are connecting with Wilson teachers and staff</p> <p>Additional staff scheduled for morning duties to assist with arrival procedures.</p> <p>Contract additional nursing staff to assist with screening for symptoms during arrival.</p>	<p>District will offer in-person, hybrid and online options and will deploy staff according to needs.</p> <p>Offer in-house options for virtual instruction so students are connecting with Wilson teachers and staff</p> <p>Additional staff scheduled for morning duties to assist with arrival procedures.</p> <p>Contract additional nursing staff to assist with screening for symptoms during arrival.</p>	<p>HR/ Wilson Virtual Academy</p> <p>Building Principals</p> <p>Admin Team</p>	Staffing	N

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety Plan Overview and Training	All Staff	Health and Safety Plan Team	Virtual	Health and Safety Plan	7/28/20	8/21/20
COVID-19 Specific Cleaning and Sanitization practices	Custodial Staff	Director of Facilities; Various Product Vendors	Workshop	Applicable cleaning supplies	7/21/20	Ongoing
Fitting/ Instruction for N95 Masks	School Nursing Staff	Dr. Trickett/ Outside Provider	In person fit testing	N95 Masks; equipment provided by trainer	TBD	TBD
Proper Social Distancing, Masking, and Preventative strategies for the classroom	Teaching/Professional Staff	Building Principals; Admin Team	Small Group Sessions	Classroom space for demonstration; masks and PPE	8/17/20	8/21/20
Hygiene Practices for Students and Staff	All Staff	School Nurses	Building Sessions	General supplies for handwashing and hygiene practices	8/17/20	8/21/20
Symptom Screening and Contact Tracing	Nursing Staff; Specialized Transportation Drivers and Aides	Local Medical Providers; Nursing Staff	Small Group Sessions or Online Workshops	Thermometers, Thermal Cameras, CDC and DOH Symptom Information	8/17/20	8/21/20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Isolation/Quarantine Protocol	Nursing Staff	Nursing Staff	Small Group or Online	Review of policy; DOH and CDC Recommendations, as well as WSD Plan	8/17/20	8/21/20

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
Return to School Survey	Parents/Guardians, Students & Staff	Karen Troutman, Public Relations	Email/Phone Call	6/22/20	6/26/20
Instructional Leadership Team Update/Collaboration	Principals, Administrators	Chris Trickett, Asst. Superintendent	Verbal Update	6/30/20	6/30/20
Plan review with health care providers	Local Health Care Experts	Chris Trickett, Asst/ Superintendent	Verbal Meeting	7/7/20	7/7/20
Parent Focus Group	Parents/Guardians, Community	Andy Hoffert, Pandemic Coordinator	Verbal Meeting	7/15/20	7/15/20
Board Update regarding Health and Safety Plan	Board of Directors	Richard Faidley, Superintendent	Email, Phone	7/16/20	7/16/20
Board Approval of Health and Safety Plan	Public Board Meeting	Richard Faidley, Superintendent	Public Board Meeting	7/20/20	7/20/20
Community Update regarding components of Health and Safety Plan	Community	Karen Troutman, Public Relations	Email, Phone, Website	7/21/20	7/21/20
District Transportation Survey	Parents/Guardians	Karen Troutman, Public Relations; Randy Williams, Transportation	Email, Phone	7/24/20	7/24/20
District Reopening Letter with specifics for first day of school	Parents/Guardians; Students and Staff	Karen Troutman, Public Relations	Email, Phone, Website	8/10/20	8/10/20

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Parent/Guardian Updates	Parents/Guardians	Karen Troutman, Public Relations	Email, Phone, Website	On-going	On-going
Staff Updates	Staff	Karen Troutman, Public Relations	Email, Phone	On-going	On-going
Dept. of Health/ PDE/ State Government Updates	All Stakeholders	Karen Troutman, Public Relations	Email, Phone, Website	On-going	On-going

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

Anticipated Launch Date: **July 21, 2020**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>Increased frequency of deep cleaning procedures across all occupied buildings and spaces – minimum of nightly – to include kitchen prep areas.</p> <p>Cleaning and sanitization of district vehicles nightly and between runs.</p> <p>Ongoing, frequent cleaning and sanitization of high touch areas throughout buildings, including door handles, sink handles, railings, supplies, etc.</p> <p>Increase/Maximize ventilation and air exchange rates with outside air when possible; increase frequency of filter replacement throughout buildings.</p> <p>Encourage frequent sanitization of student work areas by students before and after use.</p> <p>Replace water fountain bubblers with bottle filling stations throughout buildings.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Students will return to school with heightened safety procedures to provide protection against the spread of COVID-19. Some of these considerations include schedule modifications, PPE, and limited transitions. This may include the use of virtual or remote learning options combined with in-person instruction.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Elementary K-6 receive in-person instruction daily utilizing social distancing when feasible, and masks during transitions and transportation, and when social distancing is not possible. LEA may transition to a hybrid schedule for K-6 instruction based on DOH/CDC guidance</p> <p>Implement a hybrid schedule for 7-12, rotating between virtual and in-person instruction in order to reduce class sizes. LEA may transition back to full, in-person instruction based on DOH/CDC guidance.</p> <p>Offer the option of full virtual instruction for those students who choose to participate in that manner.</p> <p>All elementary students eat in classrooms with support from monitorial aids.</p> <p>Secondary Students eat in the cafeteria socially distanced with empty seats between them and cap lunch sizes to 60% capacity and provide additional large group spaces.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Consider opening the HS campus to allow flexible service times and locations for food service, or to allow students to go off campus for lunch in order to reduce gathering sizes in large group spaces</p> <p>Encourage hand washing and classroom wipe down at times throughout the day</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Addition of hand sanitizer dispensers in rooms without sinks.</p> <p>Teach students how to disinfect their personal spaces properly.</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Signs promoting healthy measures posted in restrooms, and all classrooms as well as key locations across the building.</p>
<p>Limiting the sharing of materials among students</p>	<p>No guests or visitors allowed during the school day; Parents are able to enter the office and are required to wear a mask.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Use of individual student backpacks and water bottles throughout the day.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>In elementary classes, individual pencil boxes with supplies.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Consider the use of a staggered bell schedule to reduce hallway usage at the secondary level</p> <p>Consider adjusting start times to allow for staggered arrival and dismissal</p> <p>Request parent notification for use of district transportation services to allow for social distancing planning.</p> <p>Increase the number of buses in service in order to allow for lower ridership to 75% capacity.</p> <p>Consider adjusting bus routes and schedules to allow for more flexible transportation due to modified schedules.</p> <p>Implementation of a staggered opening, alternating groups of students in attendance for grades K-6 for the first week of the school session.</p> <p>Add directional signage to common spaces with reminders about social distancing recommendations</p> <p>Provide frequent reminders of social distancing guidelines over public address and announcement systems.</p> <p>Provide Plexiglas barriers in any areas that host interactions between staff and the public, or for areas where 1:1 teacher/student interaction must occur.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Revised/Updated guidance about home monitoring/when to stay home; provide contact information for ongoing reporting of potential exposure</p> <p>Temperature screening prior to entering the building by staff for both students and staff.</p> <p>If secondary symptoms are exhibited; student sent to a school nurse for monitoring/temp check.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Additional nursing staff provided during arrival each morning to support monitoring. Isolation room located in proximity to nurse’s office, designated area for students/staff exhibiting symptoms</p> <p>Designated isolation area for students or staff exhibiting symptoms upon arrival/screening.</p> <p>If positive for COVID-19, or exposed to someone who tested positive, may consider following DOH Guidelines, CDC Guidelines</p> <p>If a fever was present, but no positive test, or no evidence of exposure, may return if fever free for 72 hours</p> <p>Exposure Letter sent home following any positive test to immediate classmates/bus mates, district child care</p> <p>Creation and dissemination of the following protocols:</p> <ul style="list-style-type: none"> • Reporting Health History/Exposure • Monitoring Students Upon Arrival • Quarantine Protocol for Exposure or Positive Test • Return to School/Work Criteria <p>English/Spanish Versions of all communication</p> <p>Specialized Transportation - students monitored for temperature prior to loading at stop (aide support)</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Staff email to determine who is unable to return to work for medical reasons (Physician’s note required). Reporting to HR Protocol</p> <p>Community survey to determine the willingness or ability to return to school in the fall.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Provide virtual options for those who were unable to return for any amount of time.</p> <p>Follow CDC guidelines to protect students and staff from the potential spread of COVID 19</p> <p>Require face coverings for staff and students in all situations, in alignment with PA Dept of Health and Governor's current order.</p> <p>District will offer in-person, hybrid and online options and will deploy staff according to needs.</p> <p>Offer in-house options for virtual instruction so students are connecting with Wilson teachers and staff</p> <p>Additional staff scheduled for morning duties to assist with arrival procedures.</p> <p>Contract additional nursing staff to assist with screening for symptoms during arrival.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Wilson School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 20, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 21, 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.