



# Phased School Reopening Health and Safety Plan Template

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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: General McLane 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).
- 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 25, 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)
Richard Scaletta	School District and Community	Pandemic Coordinator
Pamela Mackowski	School District	Health and Safety Plan Development
Thomas Skarupski	School District Maintenance Staff	Both
Stacy Chiles	School District Health Services	Both
Amy Skladanowski	School District Food Services	Both

Nancy Eckstrom	School District Transportation Services	Both
See attached for all teams		
Control Tower Team		
Person	Stakeholder	Pandemic Team Roles
Richard Scaletta	Superintendent	Both
William Fendya	Director of Finance & Operations	Both
Jason Buto	Curriculum/Middle School	Both
Michael Cannata	Special Education/Parent	Both
Daniel V. Mennow	High School Principal/Parent	Both
Randy White	Elementary Principal	Both
Michael Getz	Elementary Principal/Federal Programs	Both
Justin Whitford	Middle School Associate Principal	Both
Pam Mackowski	High School Associate Principal	Both
Robert Kennerknecht	Athletics/Extra Curriculars	Both
Jeremy Dylewski	Technology/Parent	Both
Nancy Ekstrom	Transportation	Both
Tom Skarupski	Buildings and Grounds	Both
Jennifer Hardy	Psychological Services	Both
Rapid Response Team: Athletics and CoCurricular		
Robert Kennerknecht, Team Leader	AD/Extracurricular supervisor	Both
Jose Montes	School Security Officer	Both

Sarah Garafalo	School Nurse	Both
Nathan Everhart	School Nurse	Both
Jim Well	Coach	Both
Ryan Cook	Coach/Parent	Both
John Guzik	Coach	Both
Jake Malec	Band Director/Parent	Both
Justin Whitford	MS/Associate Principal	Both
Pam Mackowski	HS/Associate Principal	Both
Rapid Response Team: Health and Environment		
Pam Mackowski, Team Leader	Associate Principal	Both
Tom Skarupski	Sr. Mgr. Buildings/Grounds	Both
Chris Prenatt	Cleaning Services Manager	Both
Stacey Chiles	School Nurse	Both
Nathan Everhart	School Nurse	Both
Carrie Piccinini	School Nurse	Both
Sarah Garofola	School Nurse	Both
Jose Montes	School Security Officer	Both
Ami laquinta	Special Needs Teacher/Parent	Both
Emily Robertson	Art Teacher/Parent	Both
Bruce Yates	High School Music	Both
Rob Kennerknecht	Athletic Director/Activities	Both
Tanis Tuttle	Special Needs Teacher/Parent	Both
Nancy Ekstrom	Transportation Manager	Both
Amy Skladanowski	Food Services Manager	Both
Luke Jahn	MS Phys Ed/Health	Both

Joe Marafine	MS Phys Ed/Health	Both
Rapid Response Team: Learning Loss, Learning Forward		
Jason Buto, Team Leader	Curriculum Director/Principal	Both
Michael Getz	Principal	Both
Michael Cannata	Director, Special Ed/Parent	Both
James Pete	Teacher/Parent	Both
Murray Lohr	Teacher/Parent	Both
Shannon Wingertner	Interventionist	Both
Anna Rupert	Interventionist	Both
Allison Harroun	Interventionist/Parent	Both
Amy Berger	Special Needs Teacher	Both
Lisa Brown	Interventionist/Literacy Coach	Both
Alicia Terrill	Interventionist/ESL	Both
Ashley Enstrom	Teacher	Both
Gretchen Cunningham	Interventionist	Both



## 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:** A strict standard operating procedure for cleaning and disinfecting has been adopted and will be followed during the COVID-19 pandemic. Supplies will be procured through local vendors and a three-month supply will be kept on hand for the start of the school year. All high-touch surfaces will be disinfected daily, including door handles, light switches, playground equipment, and student desks. Custodians will follow cleaning instructions set forth in the SOP.

While school is open during the Green Phase, restrooms will be disinfected twice a day. Restrooms will be closed for 15 minutes after disinfectant application. Cafeteria tables and high-touch surfaces will be disinfected after every seating. High-touch surfaces in buses will be disinfected at least daily. Drinking fountains have been turned off but bottle filling stations will remain operational. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. Bottle filling stations will be disinfected twice a day. Computer keyboards will be disinfected between use; keyboard skins will be purchased to allow for ease of cleaning.

While school is open during the Yellow Phase, the Green Phase SOP will be followed with the following modifications: restrooms will be disinfected every two hours. Restrooms will be closed for 15 minutes after disinfectant application. Bottle filling stations will be disinfected every two hours. Buses will be disinfected after both the morning and afternoon routes are complete.

Shared objects will be limited when possible and cleaned/disinfected between use.

Ventilation in classrooms and common areas will be ventilated with the additional circulation of outdoor air when possible using windows, fans, and/or doors. Windows and doors will not be propped open when doing so poses a safety or health risk to students using the facility.

Protocols for cleaning and disinfecting in a school day in the classroom include utilizing signage for wet floors; dusting odd numbers Wednesday/even numbers Thursday; re-supply paper towels and hand sanitizer; clean whiteboards and trays; empty trash and pencil sharpener; sanitize/disinfect trash can and replace liner; clean/disinfect door knobs, light switches, phones; clean/disinfect all other horizontal surfaces including desks and countertops; spot clean classroom doors, windows, and walls; vacuum floors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns; turn lights off, close windows, lock doors.

Protocols for cleaning and disinfecting in a school day in restrooms include utilizing signage for wet floors; re-supply paper towels, toilet paper, soap, hand sanitizer; dust high and low areas Tuesdays; empty trash, disinfect, replace liner; clean/disinfect entrance door knobs, light switches, and other high-touch surfaces; clean mirrors; clean/disinfect countertops, sinks, hand dryers and other horizontal surfaces; clean/disinfect vertical toilet partitions and toilet paper dispensers; clean/disinfect toilets/urinals; wet mop floors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns.

Protocols for cleaning and disinfecting in a school day in common areas include utilizing signage for wet floors; removing trash liners and disinfecting cans; clean/disinfect light switches, door handles, and other high-touch surfaces; clean/disinfect horizontal surfaces; clean/disinfect drinking fountains; clean front door glass; vacuum floor mats, mop floors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns.

Protocols for cleaning and disinfecting in a school day in lounge areas include utilizing signage for wet floors; checking paper towel, hand soap, and hand sanitizer supply; remove trash/disinfect/replace liner; high-dust Tuesday; clean/disinfect kitchen appliances; clean/disinfect sinks; vacuum or wet mop floors, including behind doors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns.

Custodial and maintenance staff will be trained individually or in small groups before the start of the school year. Teachers and office staff will be trained in the safe and proper use of Re-Juv-Nal. They will be supplied with a small spray bottle of the disinfectant for use as needed during the day. Training will take place on the Inservice day, before the start of the school year.

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>* <b>Cleaning, sanitizing, and disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>In addition to cleaning SOP, restrooms will be disinfected every two hours. Restrooms remain closed for 15 minutes after each application of disinfectant. Cafeteria tables and high-touch surfaces will be disinfected after every seating. Buses will be disinfected after both morning and afternoon shifts. Bottle filling stations will be disinfected every two hours. Shared objects should be removed or limited as much as possible and cleaned and disinfected between uses. Classroom staff will be issued disinfectant and provided safety training.</p>	<p>Restrooms will be disinfected twice a day. Restrooms will remain closed for 15 minutes after each application of disinfectant. Cafeteria tables and high-touch surfaces will be disinfected after every seating. Buses will be disinfected after both morning and afternoon shifts. Bottle filling stations will be disinfected twice a day. Shared objects should be removed or limited as much as possible and disinfected between uses.</p>	<p>Tom Skarupski, Senior Manager of Buildings and Grounds Chris Prenatt Custodial Services Coordinator</p>	<p>Training of custodial staff on proper PPE, hazards of any new and existing cleaning chemicals and new standard operating procedures developed for pandemic conditions. Cleaning and disinfecting products cc-17 chemical dispenser Backpack pump sprayers Disposable gloves and face masks</p>	Y
<p><b>Other cleaning, sanitizing, and disinfecting, and ventilation practices</b></p>	<p>Water fountains will be turned off but bottle filling stations will remain operational. Additional filling stations will be added as needed. Computer stations and keyboards will be disinfected between users. Technology department will purchase keyboard skins which can be easily disinfected.</p>	<p>Water fountains will be turned off but bottle filling stations will remain operational. Additional filling stations will be added as needed. Computer stations and keyboards will be disinfected between users.</p>	<p>Chris Prenatt Custodial Services Coordinator</p>	<p>Drinking fountains with bottle filling stations</p>	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:** Classrooms will be reconfigured and class sizes reduced where necessary to allow for seated students to maintain social distancing in the classroom. Students will face in the same direction; traffic flow in the classroom will be planned and taught; shared materials will be minimal but those used will be cleaned/disinfected after use; students will be taught about social distancing and encouraged to maintain social distance as much as possible in the classrooms. Groups of students will be kept together as much as possible; teachers will remain with the class at the lower levels, and class changes at the upper levels will be kept to a minimum.

Students in the district will be divided into two groups based on the first letter of their last name. The first group will attend school in the morning, the second in the afternoon. Additionally, high school students will stay home on Mondays. During the students' time at home, they will receive remote instruction from teachers to allow for the uninterrupted delivery of curriculum. Each student has been issued an iPad; teachers are utilizing learning management systems to organize lesson materials and make them available to students; and professional development has been planned and is taking place to allow teachers to improve their technology skills to meet the demands of the new online environment. It is recognized that students may be out of the classroom for illness or quarantine, or all will be remote learners in the event we fall under a "Red" classification. Switching to remote instruction will be effective and seamless, allowing for instruction and delivery of curriculum; lesson delivery will be video-recorded or live via online meeting software; and communication will take place via phone calls, email, online meeting software.

Teachers and staff will utilize the time between the morning and afternoon sessions to clean and sanitize high-touch areas, desks, and other materials used by students.

Communal spaces (cafeteria, library, etc.) will be closed.

The use of outdoor spaces for physical education and other classroom lessons will be encouraged as weather permits. Students will be taught about hygiene to minimize risk of spread of the virus, and staff will be encouraged to plan for and allow

handwashing/sanitizing at least every two hours, before and after eating, and after using the restroom. Hand sanitizer stations will be placed in each classroom, at each building entrance, and outside office spaces.

Parents will be given the option to transport their children to and from school as they are able. Transportation will be available as an option for those parents who are unable to transport their children. Each building will have designated dropoff/pickup areas for parents. Bus riders will wear a mask while on the bus, and bus drivers will wear a mask and/or face shield when students are getting on and off the bus. Students riding the bus will need to wear the mask and maintain distancing as possible per route. Every effort will be made to reduce the number of students riding the bus and routes may be added as necessary. Busses will be disinfected at the end of the morning routes and afternoon routes.

Visitors and volunteers will not be permitted entry to the school buildings.

Because social distancing is such an important factor in the mitigation of the spread of the virus, it is essential that students and staff are well educated on the proper ways to practice social distancing. Video training will be created and lessons reinforced throughout the school year.

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Keep student desks spaced to allow for 6' of distance between students. Student desks will face one direction; no face to face seating Teach personal space lessons to students using items such as painter's tape on floor to indicate personal space. Put in place any guidelines from Health Department/CDC/PDE to increase protection</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Keep student desks spaced to allow for 6' of distance between students. Student desks will face one direction; no face to face seating Teach personal space lessons to students using items such as painter's tape on floor to indicate personal space.</p>	<p>Tanis Tuttle, Learning Support Teacher</p>	<p>Painter's tape; masks; gloves; PPE for staff when assisting special needs students in restroom</p>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on a "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Breakfasts and lunches will not be served as traditional in the cafeteria; meals will be packaged and available to students to either eat in the classroom or take home to eat. Follow additional guidelines issued by the Health Department/CDC/PDE to increase protection.</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on a "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Breakfasts and lunches will not be served as traditional in the cafeteria; meals will be packaged and available to students to either eat in the classroom or take home to eat. Any guidelines in place from the Health Department/CDC/PDE will be followed.</p>	<p>Amy Skladanowski Food Services Director</p>	<p>Plastic barriers for lunch lines; masks for staff. Additional hand sanitizer stations installed at doors to cafeteria and at the start and end of each serving line. Staff training and equipment as needed.</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><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>In the event that we attend school during the Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Continue with green phase procedures. Follow any guidelines provided by Health Department/CDC/PDE to minimize risk of spread of the virus Increase brief discussions of good hygiene practices Teach and reinforce good hygiene measures such as handwashing, cough hygiene, and proper use of face coverings. Encourage use of hand sanitizing stations upon entering the building, restrooms, classroom, and frequently trafficked areas. Wash hands every two hours as well as before and after eating and after the use of the restroom.</p>	<p>In the event that we attend school during the Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon. Post signs reminding students and staff of best practices to minimize risk of spread of the virus. Build time into daily schedule to ensure time for hygiene Teach and reinforce good hygiene measures such as handwashing, cough hygiene, and importance of proper use of face coverings. Provide hand sanitizing stations upon entering the building, outside of restrooms, in classrooms, and frequently trafficked areas. Wash hands every two hours as well as before and after eating and after using the restroom.</p>	<p>Stacy Chiles, McKean Elementary School Nurse Carrie Piccinini, Edinboro Elementary School Nurse Nathan Everhart, Parker Middle School Nurse Sarah Garofalo, General McLane High School Nurse</p>	<p>Signage from CDC as well as specific signage as needed Hand sanitizing stations at entrance to every building Hand sanitizers in every classroom</p>	<p>Y</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Posters throughout the school buildings promoting handwashing, cough hygiene, and reminders to stay home if you are sick. Instructional handwashing posters located in restrooms.</p>	<p>Posters throughout the school buildings promoting handwashing, cough hygiene, and reminders to stay home if you are sick. Instructional handwashing posters located in restrooms.</p>	<p>School Nurses</p>	<p>Hygiene Posters</p>	<p>Y</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Visitors and non-essential volunteers will be restricted from entry to the buildings.</p>	<p>Visitors and non-essential volunteers will be restricted from entry to the buildings.</p>	<p>Building Principals and office staff</p>	<p>Signage</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)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon.</p> <p>Schedules will be adjusted to allow physical education classes to be done virtually. Any physical education classes taken at school will be smaller groups.</p> <p>Identify and utilize large spaces for physical distancing. Use outdoor space when weather permits.</p> <p>Clean equipment/materials between PE classes and recess.</p> <p>Locker rooms will not be used by students.</p> <p>Plans for physical education will include activities/sports that do not require sharing equipment.</p> <p>Implement standard operating procedures when taking preventative measures such as providing and using hand sanitizer; wearing masks when social distancing is not possible; limiting unnecessary congregations of students and staff; schedule recess so students remain in the same groups.</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning, half to attend in the afternoon.</p> <p>Schedules will be adjusted to allow physical education classes to be done virtually. Any physical education classes taken at school will be smaller groups.</p> <p>Identify and utilize large spaces for physical distancing. Use outdoor space when weather permits.</p> <p>Clean equipment/materials between PE classes and recess.</p> <p>Locker rooms will not be used by students.</p> <p>Plans for physical education will include activities/sports that do not require sharing equipment.</p> <p>Implement standard operating procedures when taking preventative measures such as providing and using hand sanitizer; wearing masks when social distancing is not possible; limiting unnecessary congregations of students and staff; schedule recess so students remain in the same groups.</p>	<p>PE Department teachers Athletic Department staff</p>	<p>Hand sanitizer Surface and equipment disinfectant</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)
<p><b>Limiting the sharing of materials among students</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an “Half-Day Alphabetical” schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Assign and cubby or bin to each child where they will keep individually assigned hard copy texts and learning tools.</p> <p>Assign technology tools to individual students and provide cleaning materials to be used periodically.</p> <p>Identify necessary learning tools and resources; utilize consumable materials when possible.</p> <p>Utilize supplies to minimize the sharing of high-touch materials to the greatest extent possible.</p> <p>Limit the use of supplies and equipment to one group of children at a time and clean/disinfect items between uses.</p> <p>Provide each classroom with a “clean” and a “dirty” bin for items that are shared.</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an “Half-Day Alphabetical” schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Assign and cubby or bin to each child where they will keep individually assigned hard copy texts and learning tools.</p> <p>Assign technology tools to individual students and provide cleaning materials to be used periodically.</p> <p>Identify necessary learning tools and resources; utilize consumable materials when possible.</p> <p>Utilize supplies to minimize the sharing of high-touch materials to the greatest extent possible.</p> <p>Limit the use of supplies and equipment to one group of children at a time and clean/disinfect items between uses.</p> <p>Provide each classroom with a “clean” and a “dirty” bin for items that are shared.</p>	Teaching Staff		N

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Communal spaces, such as cafeteria and library, will be closed.</p> <p>Develop entry and exit procedures and a schedule for each building. Direct movement with clear traffic patterns; establish clear traffic patterns with appropriate visual supports to enter the building and designate entrance and exit flow paths.</p> <p>Establish one-way stairwells and hallways where possible.</p> <p>Establish protocol for student pickup/drop off; staggered entry and release; marked spacing for pickup.</p> <p>Limit communal-use spaces such as cafeterias and playgrounds if possible, always employing social distancing; otherwise stagger use and disinfect between use.</p> <p>Minimize unnecessary congregations of students and/or staff.</p> <p>Minimize movement throughout the building and restrict mixing between groups to the greatest extent possible. Work to keep same student/staff groups</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Communal spaces, such as cafeteria and library, will be closed.</p> <p>Develop entry and exit procedures and a schedule for each building. Direct movement with clear traffic patterns; establish clear traffic patterns with appropriate visual supports to enter the building and designate entrance and exit flow paths.</p> <p>Establish one-way stairwells and hallways where possible.</p> <p>Establish protocol for student pickup/drop off; staggered entry and release; marked spacing for pickup.</p> <p>Limit communal-use spaces such as cafeterias and playgrounds if possible, always employing social distancing; otherwise stagger use and disinfect between use.</p> <p>Minimize unnecessary congregations of students and/or staff.</p> <p>Minimize movement throughout the building and restrict mixing between groups to the greatest extent possible. Work to keep</p>	<p>Robert Kennerknecht, Athletic Director Jose Montes, School Security Officer</p>	<p>Entry door signage Traffic signage</p>	<p>N</p>
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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)
	together throughout the day as much as possible.	same student/staff groups together throughout the day as much as possible.			
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an “Half-Day Alphabetical” schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Students and drivers will wear masks/face coverings while on the bus.</p> <p>Parents will drive students to school when possible to eliminate crowding on busses.</p> <p>Students will be seated one to a seat.</p> <p>Bus drivers will wear face coverings when interacting with students or when students are entering/exiting the bus.</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an “Half-Day Alphabetical” schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Students and drivers will wear masks/face coverings while on the bus.</p> <p>Parents will drive students to school when possible to eliminate crowding on busses.</p> <p>Students will be seated one to a seat.</p> <p>Bus drivers will wear face coverings when interacting with students or when students are entering/exiting the bus.</p>	Nancy Eckstrom, Transportation Supervisor	Masks for drivers	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><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Classrooms will be reorganized and unneeded or extra furniture removed to allow for student desks to be spaced to allow 6' of space between seated students Middle- and elementary-school students will stay in the classroom for the duration of their time in the building. High school students will have one class change.</p>	<p>In the event that we attend school during the Green or Yellow Phase, schools will operate on an "Half-Day Alphabetical" schedule to allow for half of the student population to attend in the morning and half to attend in the afternoon.</p> <p>Classrooms will be reorganized and unneeded or extra furniture removed to allow for student desks to be spaced to allow 6' of space between seated students Middle- and elementary-school students will stay in the classroom for the duration of their time in the building. High school students will have one class change.</p>	Administrative Team		N
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>Increase communication as needed.</p>	<p>Increase communication as needed.</p>	Building administration		N
<p><b>Other social distancing and safety practices</b></p>					

**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:** Students, faculty, and staff will be highly encouraged to stay home if they are sick. Staff and families will be provided with a checklist to use daily to evaluate if they are symptom free and can attend school. The parent/guardian will be responsible to check the child's temperature at home and keep the child home if the temperature is greater than or equal to 100.4 degrees Fahrenheit. Parents will be asked to contact the school to report the reason the student will be absent and the same will be required of the staff member so that this information can be tracked.

Staff and students will be educated about the signs and symptoms of COVID-19. Teachers will have access to infra-red no-touch thermometers to check a student's temperature on an as-needed basis if a student is exhibiting signs/symptoms. Teachers will make referrals to the nurse's office throughout the day if any students are exhibiting symptoms. Guidelines by the CDC will be used to determine when staff or students are sent home. Any student or staff with a temp over 100.4 will be sent home immediately. Students presenting with a temperature of between 99.5-100.3 will be monitored within a half-hour to reassess if the student needs to be dismissed; they will remain in the nurse's office until evaluation is completed.

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 will follow the guidelines set forth by the Centers for Disease Control (CDC) and the

Erie County Department of Health (ECDoH). The school nurse will be responsible for making decisions regarding quarantine or isolation requirements of staff or students in accordance with the guidelines set forth by the CDC and the ECDoH. If a staff or student is sent home by the nurse with any symptom of COVID-19, they will need a written release from a physician indicating they may return to school. If a staff or student is confirmed to have COVID-19, they will need a written release from their physician indicating they may return to school.

If a staff member is unable/uncomfortable to return to school, they will need to work with their PCP and the Superintendent to address the situation. Students who are unable/uncomfortable to return to school will need to work with their PCP and the building principal to determine accommodations to be put into place to address their concerns and allow for digital remote instruction. General McLane School District will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis. Long-term absences may be evaluated if criteria is appropriate for medical leave or other potential medical accommodations.

Teachers and staff will be trained by the school nurses on the protocols for monitoring student and staff health. The training will occur before the start of the school year and there will need to be a short evaluation after the training to confirm understanding.

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Parents and staff will be asked to monitor at home for signs and symptoms of COVID-19 and stay home if ill. A daily screening checklist tool will be provided to parents and staff to help them determine if they should attend school each day. Parents and staff will be asked to notify the school nurse if they have had a history of exposure. Staff and students will be educated about the signs and symptoms of COVID-19. If a student or staff member becomes ill during the day, the staff member will call the nurse for an appointment for the staff or student to be evaluated.</p>	<p>Parents and staff will be asked to monitor at home for signs and symptoms of COVID-19 and stay home if ill. A daily screening checklist tool will be provided to parents and staff to help them determine if they should attend school each day. Parents and staff will be asked to notify the school nurse if they have had a history of exposure. Staff and students will be educated about the signs and symptoms of COVID-19. If a student or staff member becomes ill during the day, the staff member will call the nurse for an appointment for the staff or student to be evaluated.</p>	<p>Parents Staff School Nurses</p>	<p>Protocol by ECDoH Daily checklist screening tool</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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Students, staff, or visitors who become sick at school or demonstrate a history of exposure will be isolated in the designated "sick" nurse's office until they can be dismissed from the school. The parent/guardian will be notified and required to pick up the student within one hour. Staff members and visitors who become ill will be sent home. If a student, staff, or visitor tests positive for COVID-19 after being on campus, they should notify the school nurse. Parents/guardians of individuals who have been exposed* at school will be notified immediately by the school and a written letter will go home with the student. All exposed* students/staff will be quarantined for 14 days, and the positive individual will be in isolation according to the CDC guidelines. All individuals will be instructed to contact their PCP or the ECDoH. *Exposure is defined by the CDC as less than 6 feet for 15 minutes or longer. Students and staff not considered exposed should self-monitor for symptoms such as fever, cough, or shortness of breath.</p>	<p>Students, staff, or visitors who become sick at school or demonstrate a history of exposure will be isolated in the designated "sick" nurse's office until they can be dismissed from the school. The parent/guardian will be notified and required to pick up the student within one hour. Staff members and visitors who become ill will be sent home. If a student, staff, or visitor tests positive for COVID-19 after being on campus, they should notify the school nurse. Parents/guardians of individuals who have been exposed* at school will be notified immediately by the school and a written letter will go home with the student. All exposed* students/staff will be quarantined for 14 days, and the positive individual will be in isolation according to the CDC guidelines. All individuals will be instructed to contact their PCP or the ECDoH. *Exposure is defined by the CDC as less than 6 feet for 15 minutes or longer. Students and staff not considered exposed should self-monitor for symptoms such as fever, cough, or shortness of breath.</p>	<p>School Nurse</p>	<p>Entry door signage with self-screening symptom checklist posted Referral letter for students and staff to follow up with their PCP or the ECDoH Two separate nurse's stations: a) Sick Bay (b) First Aid/ Medication</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)
* Returning isolated or quarantined staff, students, or visitors to school	Students/staff are required to follow up with their physician or the ECDoH. If the student/staff has COVID-19 symptoms or tests positive or is presumptive positive, they need to follow the CDC isolation guidelines and CDC discontinuation of isolation guidelines. Students/staff are required to submit written documentation from a physician or the ECDoH to return to school.	Students/staff are required to follow up with their physician or the ECDoH. If the student/staff has COVID-19 symptoms or tests positive or is presumptive positive, they need to follow the CDC isolation guidelines and CDC discontinuation of isolation guidelines. Students/staff are required to submit written documentation from a physician or the ECDoH to return to school.	School Nurse Building Principal		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Updates to the District website and social media; notification from administration to families regarding changes in safety protocols through mass notification systems. If the absenteeism rate in one building reaches 10% due to similar symptoms, the ECDoH will be notified to evaluate the need for closure.	Updates to the District website and social media; notification from administration to families regarding changes in safety protocols through mass notification systems. If the absenteeism rate in one building reaches 10% due to similar symptoms, the ECDoH will be notified to evaluate the need for closure.	Administration	Technology, phone system. ECDoH guidance	N
Other monitoring and screening practices	K-6 grade level teachers will have access to non-contact infrared thermometers to check any student who appears ill in the classroom.	K-6 grade level teachers will have access to non-contact infrared thermometers to check any student who appears ill in the classroom.	K-6 grade level teachers	Non-contact infrared thermometers	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:** Students and staff will be required to have a mask with them at all times. Wearing of masks (or face covering such as shields) will be required when students/staff are not able to maintain a 6' distance from each other. This includes when students/staff are in common areas including (but not limited to) district transportation; riding the bus; entering/leaving the school building; in the hallways during passing time; and using the restroom. Face masks will not be required while in classes and seated where students/staff can maintain 6' social distancing. If a student has a cough or is sneezing frequently without other symptoms, they will need to wear a mask or be sent home.

Guidelines from the CDC and the ECDoh will be implemented to protect students and staff at higher risk for severe illness. Any staff/student who is at high risk will need to take additional precautions, such as diligent handwashing and mask wearing; social distancing. High risk students and those who cannot tolerate face coverings should be given the opportunity to go to the cafeteria, restroom, and arrive/be dismissed in advance of other students to avoid the congregate setting.

Guidelines for handwashing, mask wearing, social distancing, and management of student symptoms in the classroom will be provided to all substitute teachers/staff in each teacher's substitute teacher folder/lesson plan. The school nurse will be available for questions and concerns.

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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<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html</a>  Survey at-risk staff members to gauge their intentions in returning to work.  Adhere to state and federal employment laws and extended leave allowances.  Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting.  Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials  Maintain physical distance by remaining 6' from any other person and avoid contact with people who are ill  Encourage all individuals to stay home when they are ill.  Cover your cough or sneeze with a tissue or cough or sneeze into fabric at your elbow  Avoid touching your eyes, nose, and mouth. If you do, wash your hands afterward  Encourage handwashing lessons in the classroom and at the younger levels, utilize GloGerm kits  Wash your hands with soap and water for 20 seconds at least every 2 hours.  If you don't have access to soap and water, use hand sanitizer that is 60-95% alcohol based.</p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html</a>  Survey at-risk staff members to gauge their intentions in returning to work.  Adhere to state and federal employment laws and extended leave allowances.  Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting.  Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials  Maintain physical distance by remaining 6' from any other person and avoid contact with people who are ill  Encourage all individuals to stay home when they are ill.  Cover your cough or sneeze with a tissue or cough or sneeze into fabric at your elbow  Avoid touching your eyes, nose, and mouth. If you do, wash your hands afterward  Encourage handwashing lessons in the classroom and at the younger levels, utilize GloGerm kits  Wash your hands with soap and water for 20 seconds at least every 2 hours.  If you don't have access to soap and water, use hand sanitizer that is 60-95% alcohol based.</p>	<p>Administration  School Nurses</p>	<p>Hand sanitizer  Surface cleaners  Face shields  Kleenex  Signage</p>	<p>Y</p>
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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>Promote non-contact methods of greeting others.            Promote up-to-date vaccinations, including the flu vaccine, in accordance with Pennsylvania State law.            Place hand sanitizer dispensers at each building entrance and Health Office entrance            Promote environmental cleaning of the Health Office during the school day: frequently touched objects and surfaces will be cleaned using recommended cleaning products; items contaminated with blood, respiratory or GI material will be cleaned with recommended cleaning products.            Daily environmental cleaning in school buildings (per school maintenance SOP)</p>	<p>Promote non-contact methods of greeting others.            Promote up-to-date vaccinations, including the flu vaccine, in accordance with Pennsylvania State law.            Place hand sanitizer dispensers at each building entrance and Health Office entrance            Promote environmental cleaning of the Health Office during the school day: frequently touched objects and surfaces will be cleaned using recommended cleaning products; items contaminated with blood, respiratory or GI material will be cleaned with recommended cleaning products.            Daily environmental cleaning in school buildings (per school maintenance SOP)</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><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Information to be provided to staff on proper use, removal, and washing of cloth face coverings. Staff will wear face coverings when physical distancing is unable to be maintained. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. Wearing a face shield is a reasonable option if a face mask cannot be worn. Staff may also consider multiple layers of protection such as wearing a face covering as well as wearing a face shield and utilize a physical barrier such as a plexiglass screen</p>	<p>Information to be provided to staff on proper use, removal, and washing of cloth face coverings. Staff will wear face coverings when physical distancing is unable to be maintained. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable. Wearing a face shield is a reasonable option if a face mask cannot be worn. Staff may also consider multiple layers of protection such as wearing a face covering as well as wearing a face shield and utilize a physical barrier such as a plexiglass screen</p>	Administration Staff	Face masks Face shields	Y
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Information should be provided to students and families on proper use, removal, and washing of cloth face coverings. Students will wear face coverings when physical distancing is unable to be maintained. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p>Information should be provided to students and families on proper use, removal, and washing of cloth face coverings. Students will wear face coverings when physical distancing is unable to be maintained. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	Administration Teachers Students	Face 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)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>The Nurse's office will be separated into two separate areas: a sick area and a well area where students with chronic health care needs can visit the nurse utilizing a different entrance and treatment room.</p> <p>Students may be dismissed from the classroom 5 minutes earlier than the normal time to decrease exposure. Consider staggered or early access to lunch, recess, and dismissal.</p> <p>Survey families with vulnerable children to determine their intentions in returning to a traditional school setting</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p> <p>Reconvene IEP meetings to adjust for special needs.</p>	<p>The Nurse's office will be separated into two separate areas: a sick area and a well area where students with chronic health care needs can visit the nurse utilizing a different entrance and treatment room.</p> <p>Students may be dismissed from the classroom 5 minutes earlier than the normal time to decrease exposure. Consider staggered or early access to lunch, recess, and dismissal.</p> <p>Survey families with vulnerable children to determine their intentions in returning to a traditional school setting</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p> <p>Reconvene IEP meetings to adjust for special needs.</p>	<p>School Nurse Administration</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)
<b>Strategic deployment of staff</b>	<p>Staffing will be addressed as needs arise.</p> <p>In instances where class sizes are large, classes can be divided to allow for smaller groups</p> <p>In instances where staff are underutilized they may be asked to cover or assist in other areas of need</p>	<p>Staffing will be addressed as needs arise.</p> <p>In instances where class sizes are large, classes can be divided to allow for smaller groups</p> <p>In instances where staff are underutilized they may be asked to cover or assist in other areas of need</p>	Building principals		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
Intro Course	All staff	Nurses	Video or In Person		August 20, 2020	Ongoing
HIPAA Awareness	Core Staff	HHS	Online		August 20, 2020	Ongoing
Social Distancing	All Staff and Students	Jose Montes	Video		August 20, 2020	Ongoing
Classroom Setup	Teachers	Pam Mackowski	Video		August 20, 2020	Ongoing
Cleaning/Sanitizing	Cleaning Staff, Teachers	Chris Prenatt	Video or In Person		August 1, 2020	Ongoing
Recognizing the Symptoms of COVID-19	Parents, Staff, Students	Nurses	Signage, Video		August 20, 2020	Ongoing
Isolating Ill/Exposed Persons	Nurses	Nurses	Video		August 20, 2020	Ongoing
Returning to School After Illness/Quarantine	Nurses	Nurses	Video or Online		August 20, 2020	Ongoing
Other Screening Practices: Taking Temperatures	Teachers K-6	Nurses	Video or In Person		August 20, 2020	September 1, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Protecting Others from Risk	Staff, Students, Parents	Nurses	Video		August 20, 2020	Ongoing
Proper Use of Masks/Face Shields	Staff, Students, Parents	Nurses	Video		August 20, 2020	Ongoing

## 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
<b>Green/Yellow/Red Operation Expectations</b>	Parents, Students, Staff	Sarah Grabski, Administrators	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing
<b>Recognizing Symptoms of COVID-19; When to Stay Home</b>	Parents, Students, Staff	Sarah Grabski, Nurses	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing
<b>Procedures When a Student is Ill</b>	Parents, Students	Sarah Grabski, Nurses	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing
<b>Returning to School after Illness or Quarantine</b>	Parents, Students, Staff	Sarah Grabski, Nurses	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing
<b>Protecting Others from Risk</b>	Parents, Students, Staff	Sarah Grabski, Nurses	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing
<b>Proper Use of Face Masks/Shields</b>	Parents, Students, Staff	Sarah Grabski, Nurses	Social Media, District Website, Alert Calls, Mailings	August 1, 2020	Ongoing

# Health and Safety Plan Summary: General McLane School District

Anticipated Launch Date: August 1, 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

A strict standard operating procedure for cleaning and disinfecting has been adopted and will be followed during the COVID-19 pandemic. Supplies will be procured through local vendors and a three-month supply will be kept on hand for the start of the school year. All high-touch surfaces will be disinfected daily, including door handles, light switches, playground equipment, and student desks. Custodians will follow cleaning instructions set forth in the SOP. While school is open during the Green Phase, restrooms will be disinfected twice a day. Restrooms will be closed for 15 minutes after disinfectant application. Cafeteria tables and high-touch surfaces will be disinfected after every seating. High-touch surfaces in busses will be disinfected at least daily. Drinking fountains have been turned off but bottle filling stations will remain operational. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. Bottle filling stations will be disinfected twice a day. Computer keyboards will be disinfected between use; keyboard skins will be purchased to allow for ease of cleaning. While school is open during the Yellow Phase, the Green Phase SOP will be followed with the following modifications: restrooms will be disinfected every two hours. Restrooms will be closed for 15 minutes after disinfectant application. Bottle filling stations will be disinfected every two hours. Buses will be disinfected after both the morning and afternoon routes are complete.

## Requirement(s)

## Strategies, Policies and Procedures

Shared objects will be limited when possible and cleaned/disinfected between use.

Ventilation in classrooms and common areas will be ventilated with the additional circulation of outdoor air when possible using windows, fans, and/or doors. Windows and doors will not be propped open when doing so poses a safety or health risk to students using the facility.

Protocols for cleaning and disinfecting in a school day in the classroom include utilizing signage for wet floors; dusting odd numbers Wednesday/even numbers Thursday; re-supply paper towels and hand sanitizer; clean whiteboards and trays; empty trash and pencil sharpener; sanitize/disinfect trash can and replace liner; clean/disinfect door knobs, light switches, phones; clean/disinfect all other horizontal surfaces including desks and countertops; spot clean classroom doors, windows, and walls; vacuum floors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns; turn lights off, close windows, lock doors.

Protocols for cleaning and disinfecting in a school day in restrooms include utilizing signage for wet floors; re-supply paper towels, toilet paper, soap, hand sanitizer; dust high and low areas Tuesdays; empty trash, disinfect, replace liner; clean/disinfect entrance door knobs, light switches, and other high-touch surfaces; clean mirrors; clean/disinfect countertops, sinks, hand dryers and other horizontal surfaces; clean/disinfect vertical toilet partitions and toilet paper dispensers; clean/disinfect toilets/urinals; wet mop floors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns.

Protocols for cleaning and disinfecting in a school day in common areas include utilizing signage for wet floors; removing trash liners and disinfecting cans; clean/disinfect light switches, door handles, and other high-touch surfaces; clean/disinfect horizontal surfaces; clean/disinfect drinking fountains; clean front door glass; vacuum floor mats, mop floors; visually inspect for

### Requirement(s)

### Strategies, Policies and Procedures

burned out lightbulbs, dripping faucets, or other maintenance concerns.

Protocols for cleaning and disinfecting in a school day in lounge areas include utilizing signage for wet floors; checking paper towel, hand soap, and hand sanitizer supply; remove trash/disinfect/replace liner; high-dust Tuesday; clean/disinfect kitchen appliances; clean/disinfect sinks; vacuum or wet mop floors, including behind doors; visually inspect for burned out lightbulbs, dripping faucets, or other maintenance concerns. Custodial and maintenance staff will be trained individually or in small groups before the start of the school year. Teachers and office staff will be trained in the safe and proper use of Re-Juv-Nal. They will be supplied with a small spray bottle of the disinfectant for use as needed during the day. Training will take place on the Inservice day, before the start of the school year.

### Social Distancing and Other Safety Protocols

### Requirement(s)

### Strategies, Policies and Procedures

- \* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible
- \* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms
- \* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices
- \* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Classrooms will be reconfigured and class sizes reduced where necessary to allow for seated students to maintain social distancing in the classroom. Students will face in the same direction; traffic flow in the classroom will be planned and taught; shared materials will be minimal but those used will be cleaned/disinfect after use; students will be taught about social distancing and encouraged to maintain social distance as much as possible in the classrooms. Groups of students will be kept together as much as possible; teachers will remain with the class at the lower levels, and class changes at the upper levels will be kept to a minimum. Physical Education classes will focus on activity that can promote physical activity without physical contact and any shared equipment will be cleaned/disinfect after use.

Communal spaces will be reconfigured to allow for social distancing and schedules arranged to allow for fewer numbers of students to congregate in these spaces. Alternative areas for

## 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

Lunch will be explored and planned where possible. Lunch seating will be reconfigured to allow for social distancing.

The use of outdoor spaces for physical education and other classroom lessons will be encouraged as weather permits.

Physical activities at recess will be encouraged, maintaining physical distancing and with a minimal sharing of materials.

Where possible, hallways and stair wells will be designated as one-way. Students will be asked to wear masks or face coverings during passing time.

Students will be taught about hygiene to minimize risk of spread of the virus, and staff will be encouraged to plan for and allow handwashing/sanitizing at least every two hours, before and after eating, and after using the restroom. Hand sanitizer stations will be placed in each classroom, at each building entrance, and office spaces.

Parents will be given the option to transport their children to and from school as they are able. Transportation will be available as an option for those parents who are unable to transport their children. Each building will have designated dropoff/pickup areas for parents. Bus riders will wear a mask while on the bus, and bus drivers will wear a mask and/or face shield when students are getting on and off the bus. Students riding the bus will need to wear the mask and maintain distancing as possible per route. Every effort will be made to reduce the number of students riding the bus and routes may be added as necessary. Busses will be disinfected at the end of the morning routes and afternoon routes.

Visitors and volunteers will not be permitted entry to the school buildings.

Because social distancing is such an important factor in the mitigation of the spread of the virus, it is essential that students and staff are well educated on the proper ways to practice social distancing. Video training will be created and lessons reinforced throughout the school year.



# Monitoring Student and Staff Health

<b>Requirement(s)</b>	<b>Strategies, Policies and Procedures</b>
<ul style="list-style-type: none"><li>* <b>Monitoring students and staff for symptoms and history of exposure</b></li><li>* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></li><li>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></li></ul> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Students, faculty, and staff will be highly encouraged to stay home if they are sick. Staff and families will be provided with a checklist to use daily to evaluate if they are symptom free and can attend school. The parent/guardian will be responsible to check the child's temperature at home and keep the child home if the temperature is greater than or equal to 100.4 degrees Fahrenheit. Parents will be asked to contact the school to report the reason the student will be absent and the same will be required of the staff member so that this information can be tracked.</p> <p>Staff and students will be educated about the signs and symptoms of COVID-19. Teachers will have access to infra-red no-touch thermometers to check a student's temperature on an as-needed basis if a student is exhibiting signs/symptoms. Teachers will make referrals to the nurse's office throughout the day if any students are exhibiting symptoms. Guidelines by the CDC will be used to determine when staff or students are sent home. Any student or staff with a temp over 100.4 will be sent home immediately. Students presenting with a temperature of between 99.5-100.3 will be monitored within a half-hour to reassess if the student needs to be dismissed; they will remain in the nurse's office until evaluation is completed.</p> <p>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 will follow the guidelines set forth by the Centers for Disease Control (CDC) and the Erie County Department of Health (ECDoH). The school nurse will be responsible for making decisions regarding quarantine or isolation requirements of staff or students in accordance with the guidelines set forth by the CDC and the ECDoH. If a staff or student is sent home by the nurse with any symptom of COVID-19, they will need a written release from a physician indicating they may return to school. If a staff or</p>

### Requirement(s)

### Strategies, Policies and Procedures

student is confirmed to have COVID-19, they will need a written release from their physician indicating they may return to school. If a staff member is unable/uncomfortable to return to school, they will need to work with their PCP and the Superintendent to address the situation. Students who are unable/uncomfortable to return to school will need to work with their PCP and the building principal to determine accommodations to be put into place to address their concerns and allow for digital remote instruction. General McLane School District will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis. Long-term absences may be evaluated if criteria is appropriate for medical leave or other potential medical accommodations. Teachers and staff will be trained by the school nurses on the protocols for monitoring student and staff health. The training will occur before the start of the school year and there will need to be a short evaluation after the training to confirm understanding.

### Other Considerations for Students and Staff

### Requirement(s)

### Strategies, Policies and Procedures

Students and staff will be required to have a mask with them at all times. Wearing of masks (or face covering such as shields) will be required when students/staff are not able to maintain a 6' distance from each other. This includes when students/staff are in common areas including (but not limited to) district transportation; riding the bus; entering/leaving the school building; in the hallways during passing time; and using the restroom. Face masks will not be required while in classes and seated where students/staff can maintain 6' social distancing. If a student has a cough or is sneezing frequently without other symptoms, they will need to wear a mask or be sent home. Guidelines from the CDC and the ECDoh will be implemented to protect students and staff at higher risk for severe illness. Any staff/student who is at high risk will need to take additional

**\* Protecting students and staff at higher risk for severe illness**

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

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

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

**Strategic deployment of staff**

**Requirement(s)**

**Strategies, Policies and Procedures**

precautions, such as diligent handwashing and mask wearing; social distancing. High risk students and those who cannot tolerate face coverings should be given the opportunity to go to the cafeteria, restroom, and arrive/be dismissed in advance of other students to avoid the congregate setting. Guidelines for handwashing, mask wearing, social distancing, and management of student symptoms in the classroom will be provided to all substitute teachers/staff in each teacher's substitute teacher folder/lesson plan. The school nurse will be available for questions and concerns.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the General McLane 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:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of Board President)*

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*(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.