



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: Union 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)
John Kimmel, Supt.	Administrator	Pandemic Coordinator
Kris Glosser	Administrator	Both
Thomas Minick	Administrator	Both
Mary Sweeney	Nurse	Both
Kristen Smith	Parent	Health and Safety Plan Development

Lisa Hummel	Teacher	Both
Jake Weckerly	Teacher	Both
Jessica McCleary	Food Service Director	Both
Mark Brown	Buildings and Grounds Supervisor/Parent	Both
Bryan Eaton	Technology Director	Both
Megan Hepler	Transportation Director/Business Manager	Both
Christina Smith	Special Education Director	Both
Mark Rummel	Board Member	Health and Safety Plan Development
Megan Corle	Nurse Tech	Both
Ken Gibbs	Teacher	Both
Jamey Cyphert	Technology	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:

The custodial maintenance team works regularly to clean and disinfect each space within our two educational buildings using chemical sprays which kill bacteria and viruses. All spaces have been pulled apart, cleaned, and disinfected prior to the return of adults and children to the buildings. CDC guidance also states that after 7 days without people in a space, it does not need to be disinfected. Regular inventory checks will occur to determine if purchases need to be made to resupply stocks of cleaning supplies. Cleaning of spaces which are utilized on a regular basis will be cleaned two to three times per day. Spaces which are utilized less frequently will be sanitized once per day. Teachers shall clean their desks as time permits between groups of students in their classes. Custodial maintenance staff and instructional staff will be trained on positive cleaning practices during in-service sessions prior to the start of the 20-21 school year. Preparedness to implement will be measured by the availability of cleaning supplies and implementation of proper training.

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 spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Learning spaces will be cleaned and disinfected daily by custodial staff daily. A disinfecting fogger will be utilized as available for classroom spaces and locker rooms. High use areas will be disinfected three times per day. If available instructional staff will have at their disposal, disinfecting wipes or spray bottles with disinfecting solution and towels to use as needed. Classroom windows will be opened for at least one half hour daily unless outdoor temperatures fall below 50 degrees Fahrenheit. Bus contractors shall clean/disinfect bus seats daily.	Learning spaces will be cleaned and disinfected daily by custodial staff daily. High use areas will be disinfected two times per day. Instructional staff will have at their disposal, disinfecting wipes or spray bottles with disinfecting solution and towels to use as needed. Bus contractors shall clean/disinfect bus seats daily.	Mark Brown, Buildings and Grounds Supervisor	Cleaning supplies Protective equipment Fogger machine	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	Students will be encouraged to wash their hands regularly. Hand sanitizer will be made available in each classroom and office space as available.	Students will be encouraged to wash their hands regularly. Hand sanitizer will be made available in each classroom and office space as available.	Instructional Staff and Mark Brown	Soap for restrooms Hand sanitizer, Paper towels, Blowers	Y

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 and learning spaces will be organized to maximize the amount of spacing available between students to provide for social distancing. Desks will face the same direction whenever possible and students will follow current mandates put in place by federal and state governments as well as the department of health such as wearing face coverings when social distancing is not feasible. Use of large spaces for lunch services will be utilized when possible/available. Students and staff will be instructed on hygiene best-practices such as washing hands regularly and using hand sanitizer. They will be encouraged to utilize these practices throughout the day and when transitioning between environments. Signage will be provided to inform students and staff of these practices. Non-essential visitors will receive very limited access to buildings. Individuals who provide a beneficial service for students will be permitted so long as they follow all appropriate protocols currently in place for staff. Visitors will be subject to temperature screenings upon entry. Team sports will be limited to the green phase of operation and all equipment will be sanitized between uses as feasible. Student materials will be provided for each individual student and electronic educational materials will be the preferred mode of instruction as compared to printed materials. Sharing is highly discouraged. For community electronic devices, they will be sanitized between uses by different individuals. While transitioning between classes, students will be instructed to walk on the right-hand side of the hallway and to provide for spacing between individuals. Given our sparse population, staggered transition periods will not be feasible.

Guidance related to transportation of pupils will determine if the school is operational in the yellow phase. If mandated to only offer transportation to 12 students per bus run, it will be necessary to receive full reimbursement for a full bus as opposed to 12 students. Absent appropriate funding, the district will not be able to shoulder this financial burden and will therefore provide distance education to all students. If appropriate funding is available, Union School District will provide education on a rotational (scaffolded) pattern such as 33% attendance each day based upon the alphabetical last name of students. Students will receive distance education on the days they cannot be transported.

During the green phase, students will be transported as normal and will be asked to wear masks when riding the bus or school van. Students will be asked to maintain a distance of 3 feet between them when boarding or departing from buses and entering or leaving buildings as recommended by the World Health Organization.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Staff will organize space to distance students to the greatest extent possible. Desks will face the same direction whenever possible. When social distancing is not feasible, students and staff will be encouraged to wear a mask or follow any legal mandate put forth by the federal and state government, or department of health.	Staff will organize their instructional area to space students to the greatest extent possible. Desks will face the same direction whenever possible. When social distancing is not feasible, students and staff will be encouraged to wear a mask or follow any legal mandate put forth by the federal and state government or department of health.	Instructional Staff	N/A	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Use of all large spaces and classrooms to provide for lunch services as available.	Spacing of students as feasible within the cafeteria and gymnasium spaces.	Building Administrator	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and staff will be encouraged to sanitize their hands when leaving/entering a new environment as feasible.	Students and staff will be encouraged to sanitize their hands when leaving/entering a new environment as feasible.	Staff	Hand Soap and Sanitizer, paper towels and/or blowers	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Print and post signage as available from the CDC in common areas.	Print and post signage as available from the CDC in common areas.	Nurse/Office Staff	Signage and Adhesive	Y
* Identifying and restricting non-essential visitors and volunteers	Attendance of non-essential persons will be through appointment only, or they will be detained at the door. Distance meetings are required for non-essential persons. If not an option, the person(s) must wear a mask to enter the building and temperature screenings will be conducted. Anyone with a temperature in excess of 100.4 degrees F will be asked to leave.	Attendance of non-essential persons will be through appointment only, or they will be detained at the door. Distance meetings are encouraged. If not an option, the person(s) must wear a mask to enter the building and temperature screenings will be conducted. Anyone with a temperature in excess of 100.4 degrees F will be asked to leave.	SPO's and Office Staff	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	No team sport activities will be held. Individual physical activities will be substituted. Social distancing will be practiced as feasible. Sanitize equipment prior to use.	Sanitize any equipment between classes. Social distancing as feasible will occur.	PE Teachers and Classroom Teachers	Cleaning Supplies	Y
Limiting the sharing of materials among students	Provide educational materials for each student so that sharing is not necessary. For use of community devices, they will be sanitized before and after use. At the elementary level, students will not transition classrooms, but the teacher will rotate instead for departmentalized subjects.	Provide educational materials for each student so that sharing is not necessary. For use of community devices, they will be sanitized before and after use. . At the elementary level, students will not transition classrooms, but the teacher will rotate instead for departmentalized subjects.	All Staff	Cleaning Supplies	Y
Staggering the use of communal spaces and hallways	Students are encouraged to walk on the right-hand side of the hallways when transitioning. Masks are encouraged but will be mandated if so required by the federal and/or state government or department of health.	Students are encouraged to walk on the right-hand side of the hallways when transitioning but will be mandated if so required by the federal and/or state government or department of health.	All	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<p>More guidance is necessary from PDE to adequately address this topic. Given current conditions and CDC Guidance to limit transportation to 12 students per bus per run, it is economically impossible to provide transportation and therefore the district would need to provide distance education for all students in the yellow phase. If new guidance for transportation is provided to realistically provide this service, Union School District will institute a rotational pattern of attendance based upon the limitations imposed on transportation services.</p>	<p>Transportation will operate as normal during the green phase. Students will be encouraged to wear masks during transport unless mandated to wear them by the federal or state government, or department of health. Distancing of three feet will be required when boarding and exiting the bus as well as entering and exiting the building as recommended by the World Health Organization.</p>	<p>Transportation Director and Bus Contractors</p>	<p>Guidance from PDE</p>	<p>N</p>
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Students will be social distanced to the greatest extent feasible within classrooms and other learning spaces. When six feet of distance is not feasible, students will be encouraged to wear masks unless mandated to do so by the federal and/or state government, or department of health. At the elementary level, students will not transition classrooms, but the teacher will rotate instead for departmentalized subjects.</p>	<p>Students will be social distanced to the greatest extent feasible within classrooms and other learning spaces. When six feet of distance is not feasible, students will be encouraged to wear masks unless mandated to do so by the federal and/or state government, or department of health. At the elementary level, students will not transition classrooms, but the teacher will rotate instead for departmentalized subjects.</p>	<p>Classroom Teachers</p>	<p>Seating as available</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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Communication with Head Start will be necessary to coordinate schedules and building availability.	Communication with Head Start will be necessary to coordinate schedules and building availability.	Superintendent	N/A	N
Other social distancing and safety practices	N/A	N/A	N/A	N/A	N/A

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:

Parents will be asked to monitor the health of their child/children and to keep them home if they exhibit signs or symptoms of CoVID 19. Staff will be informed of signs and symptoms during staff in-service so that they may immediately report to the nurse any students who are possibly infected. When a student exhibits symptoms, they will be transported with as little contact as possible, to the nurse’s office to be evaluated. If a student is thought to be infected, their parents will be called to transport them home. They will be on a 10 school day quarantine unless released by a physician for return to school at an earlier time. Students who are not willing to return to school will be provided distance education as feasible and attendance through this platform will be mandatory. Students, parents, and staff members will be notified of possible exposure and changes to regulations through the district’s website and our automated calling system as conditions require. Staff showing signs or symptoms of CoVID19 will be isolated and sent home. They will be on a mandatory 10 school day quarantine unless released by a physician to return to work at an earlier time.

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	Parents will be asked to monitor the health of their child/children and to keep them home if they exhibit symptoms of CoVID 19. All staff will notify the nurse if they suspect a student suffers from symptoms consistent with CoVID-19. The nurse will question the student and family about contact history.	Parents will be asked to monitor the health of their child/children and to keep them home if they exhibit symptoms of CoVID 19. All staff will notify the nurse if they suspect a student suffers from symptoms consistent with CoVID-19. The nurse will question the student and family about contact history.	All Staff	CDC Guidance	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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Students will be transferred with as little contact as possible, to the nurse's suite. Individuals must be seen by a doctor and released for return to school or complete a 10 school day quarantine. Staff will report to the nurse and if showing signs/sypmtoms of CoVID19 will be sent home. They must be complete a 10 school day quarantine or be released by a physician for return to work.	Students will be transferred with as little contact as possible, to the nurse's suite. Individuals must be seen by a doctor and released for return to school or complete a 10 school day quarantine. Staff will report to the nurse and if showing signs/symptoms of CoVID19 will be sent home. They must complete a 10 school day quarantine or be released by a physician for return to work.	Nurse	Phone/PPE	Y
* Returning isolated or quarantined staff, students, or visitors to school	Students, staff, and other individuals must be cleared by a physician for return to school or complete a 10 school day quarantine.	Students, staff, and other individuals must be cleared by a physician for return to school or complete a 10 school day quarantine.	Nurse	Doctor's Release	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The district will utilize our school website and mass calling system to notify parents and the community of any significant events or changes in status.	The district will utilize our school website and mass calling system to notify parents and the community of any significant events or changes in status.	Superintendent/Tech Department	Calling System and Website	N
Other monitoring and screening practices	Union School District will follow CDC guidance for school closure in the event of a confirmed positive case.	Union School District will follow CDC guidance for school closure in the event of a confirmed positive case.	Superintendent	CDC Guidelines	N

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:

Staff will be encouraged to wear face coverings when transitioning between areas and when social distancing of 6 feet is not feasible unless mandated by the federal and/or state government or department of health. Students will follow the same guidelines as staff. Students and staff who are at a higher risk will need to be evaluated for best-practices which may be appropriate for their needs. In some cases, social isolation or reduced contact with others will be provided as feasible. If their needs are unable to be met within the physical school setting, it may be permissible, pending their unique situation, to allow for distance learning or work from home. We have no ability to ensure that enough substitutes are available in the event that large numbers of staff become ill or are unable to report to work. In that situation, we will need to close our doors like many other schools across the Commonwealth in favor of providing educational services in the home.

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	Individualized plans must be developed for individuals who are at higher risk which align with guidance from the individual’s physician as well as the district’s school nurse. Providing opportunities which limit social interaction and group gatherings will be instituted as feasible and warranted. Students with severe medical concerns may choose to participate through distance education.	Individualized plans must be developed for individuals who are at higher risk which align with guidance from the individual’s physician as well as the district’s school nurse. Providing opportunities which limit social interaction and group gatherings will be instituted as feasible and warranted. Students with severe medical concerns may choose to participate through distance education.	Nurse/Building Administrator/Superintendent	Technology, Isolated Space, Healthcare Plans	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)
* Use of face coverings (masks or face shields) by all staff	All mandates for the use of face coverings will be followed as directed by the federal and/or state government or department of health.	All mandates for the use of face coverings will be followed as directed by the federal and/or state government or department of health.	All	Masks	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	All mandates for the use of face coverings will be followed as directed by the federal and/or state government or department of health.	All mandates for the use of face coverings will be followed as directed by the federal and/or state government or department of health.	All	Masks	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	Individualized plans must be followed based upon the unique needs of the individual.	Individualized plans must be followed based upon the unique needs of the individual.	Staff and Nurse	TBD	Y
Strategic deployment of staff	In-person educational services will be provided when possible/appropriate and distance learning will be implemented when it is not. Counseling is available face-to-face and through teletherapy.	In-person educational services will be provided when possible/appropriate and distance learning will be implemented when it is not. Counseling is available face-to-face and through teletherapy.	Superintendent	Technology for distance services	Y

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
Cleaning, Sanitizing, Disinfecting, and Ventilation	Custodial Staff Teachers	Building Principals and Building/Grounds Supervisor	In-service	Cleaning Supplies	August 24, 2020	August 25, 2020
Social Distancing and Other Safety Protocols	All Staff	Building Administrators and Transportation Director	In-Service	Signage Soap Sanitizer Cleaners Paper and Toner	August 24, 2020	August 25, 2020
Monitoring Student and Staff Health	Teachers Paraprofessionals Secretaries Parents	Nurse/Nurse Tech	In-Service/Phone Call and Website	Thermometers	August 24, 2020	August 25, 2020
Other Considerations for Students and Staff	Staff Contracted Providers	Nurse Building Administrators	In-Service	Personal Protective Equipment	August 24, 2020	August 25, 2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting, and Ventilation	Teachers and Custodial Staff	Building and Grounds Supervisor	In person / email	August 1, 2020	Back to Normal
Social Distancing and Other Safety Protocols	All Staff	Building Administrators and Transportation Director	In-Person	August 24, 2020	Back to Normal
Monitoring Student and Staff Health	Teachers Paraprofessionals Secretaries Parents SPO	Nurse	In-Person or by Telephone Website	August 24, 2020	Back to Normal
Other Considerations for Students and Staff	Staff Contracted Providers	Nurse Building Administrators	In-Person or Telephone	August 24, 2020	Back to Normal

Health and Safety Plan Summary: Union 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)	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>The custodial maintenance team works regularly to clean and disinfect each space within our two educational buildings using chemical sprays which kill bacteria and viruses. All spaces have been pulled apart, cleaned, and disinfected prior to the return of adults and children to the buildings. CDC guidance also states that after 7 days without people in a space, it does not need to be disinfected. Regular inventory checks will occur to determine if purchases need to be made to resupply stocks of cleaning supplies. Cleaning of spaces which are utilized on a regular basis will be cleaned two to three times per day. Spaces which are utilized less frequently will be sanitized once per day. Teachers shall clean their desks as time permits between groups of students in their classes. Custodial maintenance staff and instructional staff will be trained on positive cleaning practices during in-service sessions prior to the start of the 20-21 school year. Preparedness to implement will be measured by the availability of cleaning supplies and implementation of proper training.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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 * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>Classrooms and learning spaces will be organized to maximize the amount of spacing available between students to provide for social distancing. Desks will face the same direction whenever possible and students will follow current mandates put in place by federal and state governments as well as the department of health such as wearing face coverings when social distancing is not feasible. Use of large spaces for lunch services will be utilized when possible/available. Students and staff will be instructed on hygiene best-practices such as washing hands regularly and using hand sanitizer. They will be encouraged to utilize these practices throughout the day and when transitioning between environments. Signage will be provided to inform students and staff of these practices. Non-essential visitors will receive very limited access to buildings. Individuals who provide a beneficial service for students will be permitted so long as they follow all appropriate protocols currently in place for staff. Visitors will be subject to temperature screenings upon entry. Team sports will be limited to the green phase of operation and all equipment will be sanitized between uses as feasible. Student materials will be provided for each individual student and electronic educational materials will be the preferred mode of instruction as compared to printed materials. Sharing is highly discouraged. For community electronic devices, they will be sanitized between uses by different individuals. While transitioning between classes, students will be instructed to walk on the right-hand side of the hallway and to provide for spacing between individuals. Given our sparse population, staggered transition periods will not be feasible. Guidance related to transportation of pupils will determine if the school is operational in the yellow phase. If</p>
<p>Limiting the sharing of materials among students</p>	
<p>Staggering the use of communal spaces and hallways</p>	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	
<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,</p>	

Requirement(s)	Strategies, Policies and Procedures
<p>revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>mandated to only offer transportation to 12 students per bus run, it will be necessary to receive full reimbursement for a full bus as opposed to 12 students. Absent appropriate funding, the district will not be able to shoulder this financial burden and will therefore provide distance education to all students. If appropriate funding is available, Union School District will provide education on a rotational (scaffolded) pattern such as 33% attendance each day based upon the alphabetical last name of students. Students will receive distance education on the days they cannot be transported.</p> <p>During the green phase, students will be transported as normal and will be asked to wear masks when riding the bus or school van. Students will be asked to maintain a distance of 3 feet between them when boarding or departing from buses and entering or leaving buildings as recommended by the World Health Organization.</p>

Requirement(s)	Strategies, Policies and Procedures

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <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>Parents will be asked to monitor the health of their child/children and to keep them home if they exhibit signs or symptoms of CoVID 19. Staff will be informed of signs and symptoms during staff in-service so that they may immediately report to the nurse any students who are possibly infected. When a student exhibits symptoms, they will be transported with as little contact as possible, to the nurse’s office to be evaluated. If a student is thought to be infected, their parents will be called to transport them home. They will be on a 10 school day quarantine unless released by a physician for return to school at an earlier time. Students who are not willing to return to school will be provided distance education as feasible and attendance through this platform will be mandatory. Students, parents, and staff members will be notified of possible exposure and changes to regulations through the district’s website and our automated calling system as conditions require. Staff showing signs or symptoms of CoVID19 will be isolated and sent home. They will be on a mandatory 10 school day quarantine unless released by a physician to return to work at an earlier time.</p>

Requirement(s)	Strategies, Policies and Procedures

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by 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>Staff will be encouraged to wear face coverings when transitioning between areas and when social distancing of 6 feet is not feasible unless mandated by the federal and/or state government or department of health. Students will follow the same guidelines as staff. Students and staff who are at a higher risk will need to be evaluated for best-practices which may be appropriate for their needs. In some cases, social isolation or reduced contact with others will be provided as feasible. If their needs are unable to be met within the physical school setting, it may be permissible, pending their unique situation, to allow for distance learning or work from home. We have no ability to ensure that enough substitutes are available in the event that large numbers of staff become ill or are unable to report to work. In that situation, we will need to close our doors like many other schools across the Commonwealth in favor of providing educational services in the home.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Union School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 16, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 16, 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.