



# 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: Southern Fulton School District

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 19,2020**

## 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)
Tara Will	Administration	Both
Meredith Hendershot	Administration	Both
Kathy Cutchall	Administration	Both
Terry Bard	Administration	Both

<b>Deanne Baker</b>	Teacher	Health and Safety Plan
<b>Billy Baker</b>	Pandemic Coordinator	Both
<b>Jon Diffenderfer</b>	Administration	Both
<b>Sandy Crouse</b>	School Nurse	Both
<b>Kelly Morton</b>	School Nurse	Both
<b>Tina McCracken</b>	Parent	Health and Safety Plan
<b>Kay Bradshaw</b>	Parent	Health and Safety Plan
<b>Connie Mellott</b>	Bus Contractor	Health and Safety Plan
<b>Shawn Weaver</b>	Bus Contractor	Health and Safety Plan
<b>Lori Bard</b>	Transportation Coordinator	Health and Safety Plan
<b>Leslie Gates</b>	Teacher	Health and Safety Plan
<b>Wendy Ritz</b>	Teacher	Health and Safety Plan
<b>Suzy Elbin</b>	Teacher	Health and Safety Plan
<b>Amanda Keiper</b>	Teacher	Health and Safety Plan
<b>Tim Fowler</b>	Teacher	Health and Safety Plan
<b>Kent Hendershot</b>	Teacher	Health and Safety Plan
<b>Mark Pierce</b>	Parent	Health and Safety Plan
<b>Cherish Harvey</b>	Parent	Health and Safety Plan
<b>Scott Varner</b>	Parent	Health and Safety Plan
<b>Randy Pittman</b>	Parent	Health and Safety Plan

<b>Ryan Ickes</b>	Teacher	Health and Safety Plan
<b>Jolene Statler</b>	Teacher	Health and Safety Plan
<b>Julie Dickerhoff</b>	Teacher	Health and Safety Plan
<b>Adrian Weller</b>	Teacher	Health and Safety Plan
<b>Jennifer Mellott</b>	Business Manager	Both
<b>James Will</b>	Assistant Building and Grounds	Both
<b>John Bain</b>	Building and Grounds	Both
<b>Jaime Bernard</b>	General procedure	Health and Safety

## 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 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 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:

**Building cleanliness-** The custodial and maintenance staff have been properly trained on cleaning and disinfecting.

**Cleaning implementation-** The custodial and maintenance staff currently utilize hospital grade cleaning products . The cleaning agents have the ability to kills germs associated with many viral strains including the coronavirus.

**Daily protocols-** Staff will clean high touch areas throughout the day. Additional staff have been contracted to assist as necessary.

**Stakeholder training-** All custodial and maintenance staff have been trained on cleaning and disinfecting techniques.

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Cleaning and disinfecting will continue. An additional staff will be utilized, as needed, to conduct cleaning and disinfecting of high touch areas. Sanitations stations will be placed throughout the buildings. Outdoor hand washing stations will be placed outside, near the athletic complex. Dehumidifiers are placed throughout the buildings to minimize the opportunity for mold growth. Air purifiers will also be placed throughout the buildings in order to continuously pull contaminated indoor air across internal short-exposure plasma coils, deactivating airborne microorganisms and viruses at the DNA level.	Cleaning and disinfecting will continue. An additional staff will be utilized, as needed, to conduct cleaning and disinfecting of high touch areas. Sanitation stations will be placed throughout the buildings. Outdoor hand washing stations will be placed outside, near the athletic complex. Dehumidifiers are placed throughout the buildings to minimize the opportunity for mold growth. Air purifiers will also be placed throughout the buildings in order to continuously pull contaminated indoor air across internal short-exposure plasma coils, deactivating airborne microorganisms and viruses at the DNA level.	James Will- Assistant Building and Grounds Supervisor	Hillyard training	Y
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Hand sanitizing stations will be available at the entrance to school, entrance to the cafeteria and high traffic areas.  Safety Data Sheets- SDS sheets are available upon request. All cleaning products are environmental friendly	Hand sanitizing stations will be available at the entrance to school entrance to the cafeteria and high traffic areas.  Safety Data Sheets- SDS sheets are available upon request. All cleaning products are environmental friendly.	James Will- Assistant Building and Grounds Supervisor	Hillyard training	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:

**Classroom/Learning Space organization-**The SFSD will be attempting to social distance when possible. Desks will be arranged 6 feet apart when feasible with a minimum of 3 feet to the extent possible within the classroom. All desks will be forward facing to minimize the transmission of germs.

**Grouping of Students-** The SFSD is following the CDC guidelines and limiting the amount of students in one communal area. There are times when students need to move throughout the building as part of their learning environment. Walking patterns will be established to keep students walking in one direction to minimize germ transmission.

**Communal Spaces-**High traffic areas will be cleaned by a variety of staff members. The cafeteria tables will be wiped between uses throughout the district. Faculty meetings will be offered online. In-Service days will have online options.

**Outdoor Spaces-** As weather permits, outdoor spaces will be used for physical education classes and lunch periods. Classes will be held outside with the permission of the building principal to further assist with social distancing.

**Hygiene Routines-** The SFSD will encourage families to assist with hygiene routines at home. If a student or staff member is ill they are encouraged to stay at home. Parents should check their child for elevated temperatures prior to their departure to school and keep children home when warranted. Hand sanitizer will be available throughout the buildings. Staff and students will be reminded of the necessity of frequent hand washing throughout the day.

**Transportation-**The SFSD will encourage parents to transport their children to school to minimize the spread of Covid-19. The district will be lenient in the arrival times for students due to the increase in traffic. Additional staff will assist at dismissal to accommodate student departure. Students will be seated with families and socially distanced to the extent possible. The SFSD will provide bus contractors with Personal Protective Equipment necessary for maintaining a safe bus environment. Drivers and students will be required to wear masks while riding the bus. The SFSD is requesting that parents monitor their children prior to the departure to school and keep them home if signs and symptoms of illness exist.

**Visitors and Volunteers-**The SFSD understands the importance of family engagement within the educational setting. Non-essential visitors will be limited during the global pandemic. Visitors will be asked to self-screen prior to presenting to the school. Anyone who is experiencing signs and symptoms of illness should reschedule the visit to the school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>The master schedules have been created in order to best accommodate the 6 feet recommendation from the CDC. Individual student desks will be spaced 6 feet apart and tables will not be permitted unless they can be spaced according to CDC guidelines. If the assigned learning space/classrooms cannot accommodate the students/teachers based on the 6 feet separation, common areas can be utilized as needed.</p>	<p>The master schedules have been created in order to best accommodate the 6 feet recommendation from the CDC. Individual student desks will be spaced 6 feet apart and tables will not be permitted unless they can be spaced according to CDC guidelines. If the assigned learning space/classrooms cannot accommodate the students/teachers based on the 6 feet separation, common areas can be utilized as needed basis.</p>	<p>Principals</p>	<p>Staff will need to be instructed on CDC guidelines</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>Students may be required to eat in classrooms in order to further social distance</p>	<p>The elementary school has an all-purpose room that is used for half cafeteria and half gymnasium. During breakfast/lunch time, the room will be opened up to accommodate the students eating breakfast/lunch in the cafeteria to fulfill the 6 feet separation recommendations. The tables in the elementary school that are used for meals have benches attached to them, so elementary students will be limited to 3 students per table, as feasible.</p> <p>The high school has the ability to separate tables in order to accommodate the 6 feet separation recommendations by moving tables into the hallway. In addition, outside eating spaces will be utilized and encouraged as feasible.</p> <p>In the event, students/families would prefer to eat in a classroom, those accommodations will be met by utilizing classrooms that are in close proximity to the cafeteria.</p> <p>Parents/guardians will be encouraged to deposit funds using on-line payment portals, avoiding the handling of cash and checks in the cafeteria.</p> <p>Grab and go meals will be delivered to students once they</p>	<p>Principals</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)
		<p>are seated at the elementary school.</p> <p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods.</p> <p>Meals will be served in closed containers. No buffet style option will be offered.</p> <p>Plexi glass will be used in cafeteria lines to provide a barrier between students and food service workers.</p>			
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Teachers and students will be trained on the best practices for hand-washing and hygiene.</p> <p>Hand sanitizing stations will be conveniently located to ensure frequent usage.</p>	<p>Teachers and students will be trained on the best practices for hand-washing and hygiene.</p> <p>Hand sanitizing stations will be conveniently located to ensure frequent usage.</p>	<p>Principals</p>	<p>Handwashing videos</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Digital and paper signs that are school appropriate will be placed in highly visible locations that promote protective measures in stopping the spread of germs.</p> <p>The signs must be age-appropriate for each building and included in common areas as well as classrooms/learning space and bathrooms.</p>	<p>Digital and paper signs that are school appropriate will be placed in highly visible locations that promote protective measures in stopping the spread of germs.</p> <p>The signs must be age-appropriate for each building and included in common areas as well as classrooms/learning space and bathrooms.</p>	<p>Principals</p>	<p>Digital and paper signage</p>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Visitor and volunteers will be limited on an as needed basis.</p>	<p>Visitors and volunteers will be permitted as long as they follow the recommended health and safety guidelines.</p>	<p>Principals and building secretaries</p>		<p>N</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>See health and safety plan</p>	<p>See sports health and safety plan.</p>	<p>Athletic director</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>Clean and disinfect shared items between uses. There will be a system of separation of materials that have been sanitized and those that need sanitized. This system will utilize labels/spaces to ensure clear communication of what has been disinfected.</p> <p>Each student will have a separate space to hold belongings separated in individually labeled containers, cubbies, lockers, or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect between uses.</p> <ul style="list-style-type: none"> <li>• Laptops</li> <li>• Shop machinery</li> <li>• Art supplies</li> <li>• PE equipment</li> <li>• Weight room</li> <li>• Books</li> </ul>	<p>Clean and disinfect shared items between uses. There will be a system of separation of materials that have been sanitized and those that need sanitized. This system will utilize labels/spaces to ensure clear communication of what has been disinfected.</p> <p>Each student will have a separate space to hold belongings separated in individually labeled containers, cubbies, lockers, or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect between uses.</p> <ul style="list-style-type: none"> <li>• Laptops</li> <li>• Shop machinery</li> <li>• Art supplies</li> <li>• PE equipment</li> <li>• Weight room</li> <li>• Books</li> </ul>	<p>Principals and Teachers</p>	<p>Separation of belongings training</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)
<b>Staggering the use of communal spaces and hallways</b>	<p>Communal spaces and hallways will require masks to be worn if there cannot be 6 feet of social distancing with students.</p> <p>Pursue virtual group events, gatherings, or meetings, if possible and promote social distancing of at least 6 feet between people if events are held</p>	<p>Communal spaces and hallways will require masks to be worn if there cannot be 6 feet of social distancing with students.</p> <p>Pursue virtual group events, gatherings, or meetings, if possible and promote social distancing of at least 6 feet between people if events are held.</p>	Principals and Teachers		N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Bus assignments will be adjusted as necessary to accommodate the yellow phase instructional schedule.</p>	<p>The transportation coordinator will address the schedules in order to practice social distancing between students.</p> <p>Students will sit with families when feasible.</p> <p>School busses and vehicles will be disinfected nightly, at minimum.</p> <p>Masks will be required for students and drivers while on the bus.</p> <p>50% of families responded that they would be willing to transport students to school; this option will be explored if necessary.</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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Students should be socially distanced six feet apart pursuant to CDC and PDE guidelines, as feasible	Students should be socially distanced six feet apart pursuant to CDC and PDE guidelines, as feasible.	Principals and Teachers		N
<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>	The SFSD is working with the Family Partnership to address the need for local child care.  Announcements will follow the same protocol for weather delays.	The SFSD is working with the Family Partnership to address the need for local child care.  Announcements will follow the same protocol for weather delays.	Transportation coordinator and Principals		N
<b>Other social distancing and safety practices</b>	Follow CDC and PDE guidelines as feasible	Follow CDC and PDE guidelines as feasible.	Principals	CDC and PDE guidelines	Y

## 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 will the monitoring take place?
- When and how frequently will the monitoring take place?
- 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? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- 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:

**Monitoring of Students:** Students will be encouraged to self-monitor for signs and symptoms of illness. Teachers will also monitor students. Those who require medical care will be referred to the Nurse's office. Monitoring will be ongoing.

**Guidelines for potential exposure to COVID-19-** See PDE guidance

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening>

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>Monitoring students and staff for symptoms and history of exposure</b>	<p>Parents are required to take temperatures before students leave for school and keep their children home if it is elevated.</p> <p>Staff should self-monitor for illness and stay home if symptomatic.</p> <p>Staff should monitor students and refer those exhibiting symptoms to the school nurse.</p>	<p>Parents are required to take temperatures before students leave for school and keep their children home if it is elevated.</p> <p>Staff should self-monitor for illness and stay home if symptomatic.</p> <p>Staff should monitor students and refer those exhibiting symptoms to the school nurse</p>	Parents and School Nurses		N
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Each nurses suite will have an isolation room where students can rest until parents arrive to take them home	Each nurse's suite will have an isolation room where students can rest until parents arrive to take them home.	Sandy Crouse-School Nurse		N
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	<a href="https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening">https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening</a>	<a href="https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening">https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening</a>	Sandy Crouse-School Nurse		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)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Based on the governors orders. The staff and families of SFSD will be notified of programmatic changes via the school All Call system.	Based on the governors orders. The staff and families of SFSD will be notified of programmatic changes via the school All Call system.	Sandy Crouse-School Nurse		N
<b>Other monitoring and screening practices</b>	Staff and students are requested to self-disclose if they have been exposed or are symptomatic of illness.	Staff and students are requested to self-disclose if they have been exposed or are symptomatic of illness.	Sandy Crouse-School Nurse		N

## Other Considerations for Students and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or 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?
- 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 address staff who are ill, or who have family members who have become ill?
- 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:

**Returning staff:** Staff that require work accommodations should discuss this with their immediate supervisor.

**Returning students:** Parents that do not wish for their child to return to school due to medical issues should contact their child's building principal to make alternate learning arrangements.

### Face Covering Guidelines:

**Illness:** Staff that become ill should notify their immediate supervisor. In the event a substitute is required, the employee's immediate supervisor will make those arrangements.

**Support for social emotional wellness:** Guidance counselors will support families, students and staff to provide support as needed. They will also help to facilitate alternate learning options for students.

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>* Protecting students and staff at higher risk for severe illness</b>	Remote learning options are available for any student.  Face coverings are available for students and staff.	Remote learning options are available for any student.  Face coverings are available for students and staff.	Kathy Cutchall and Meredith Hendershot-Principals		N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Face coverings are required <a href="https://www.governor.pa.gov/newsroom/gov-wolf-sec-of-health-signs-expanded-mask-wearing-order/">https://www.governor.pa.gov/newsroom/gov-wolf-sec-of-health-signs-expanded-mask-wearing-order/</a>	Face coverings are required <a href="https://www.governor.pa.gov/newsroom/gov-wolf-sec-of-health-signs-expanded-mask-wearing-order/">https://www.governor.pa.gov/newsroom/gov-wolf-sec-of-health-signs-expanded-mask-wearing-order/</a>	Kathy Cutchall and Meredith Hendershot-Principals		N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Face coverings are required	Face coverings are required	Kathy Cutchall and Meredith Hendershot-Principals		N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Additional accommodations can be made on an individual basis as needed.	Additional accommodations can be made on an individual basis as needed.	Kathy Cutchall and Meredith Hendershot-Principals		N
<b>Strategic deployment of staff</b>	The deployment of staff will be based on the unique needs of students and staff.	The deployment of staff will be based on the unique needs of students and staff.	Tara Will-Superintendent		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
Handwashing techniques	Staff and students	Principals	Video	Hillyard video	August 2020	August 2020
Cleaning and disinfecting	Custodians	James Will	Demonstration	Hillyard	May 2020	August 2020
CDC Guidelines	Administration	Tara Will	Verbal and online	CDC	June 2020	ongoing
PDE Guidelines	Administration	Tara Will	Verbal and online	PDE	June 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>Health and Safety Plan approval</b>	SFSD Community	Tara Will-Superintendent	Board Approval Website All call system Social media	July 21, 2020	ongoing
<b>Accommodations Request</b>	Students with medical needs	Tara Will-Superintendent	Website	July 21, 2020	ongoing
<b>Online Learning</b>	SFSD Families	Kathy Cutchall- ES Principal Meredith Hendershot- HS Principal	Website All call system	July 21, 2020	ongoing
<b>COVID updates</b>	SFSD Community	Tara Will-Superintendent	Website All call system	July 21, 2020	ongoing

## Health and Safety Plan Summary: Southern Fulton School District

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

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>-High touch areas such as water fountains and stair rails will be cleaned throughout the day.</li> <li>-Desk tops and chairs will be cleaned throughout the day.</li> <li>-Shared materials will be cleaned throughout the day</li> <li>-Restrooms will be cleaned throughout the day</li> <li>-Once vacated at the end of the day, the building will be deep cleaned.</li> <li>-Water filling stations will replace water fountains.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-Students will be seated in forward facing desks, 6 feet apart.</li> <li>-Students will eat in the cafeteria 6 feet apart when feasible.</li> <li>-Meals will be served in individual containers with no buffet style option</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></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>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <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><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-Handwashing breaks will be afforded throughout the day.</li> <li>-Students must wash their hands prior to meals or snacks.</li> <li>-Students are encouraged to use the hand sanitizing stations at the entrance of the building prior to the start of school.</li> <li>-Signage will be used to remind students of handwashing techniques.</li> <li>-The athletic safety plan will be enforced by all coaches</li> <li>-Students will limit the sharing of materials during the day.</li> <li>-Materials will be cleaned between uses.</li> <li>-Recess will continue though there will be no toys permitted.</li> <li>-Siblings are encouraged to sit together on buses.</li> <li>-Class sizes will be arranged to allow for social distancing.</li> </ul>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Stock and Leader Guidelines</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>-Facial coverings are required for students and staff</p> <p>-Symptomatic individuals will report to the school nurse.</p> <p>-Students who test positive will have the option of remote learning.</p> <p>-Tracing will occur when necessary.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Southern Fulton School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 21, 2020.

The plan was approved by a vote of:

  7   Yes

  0   No

Affirmed on: **July 21, 2020**

By:

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*(Signature of Board President)*

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*(Print Name of Board President)*