



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: **Burrell 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?

The District will follow the guidelines presented by the Pennsylvania Department of Health and Pennsylvania Department of Education which include monitoring staff and student health, facilities cleaning, sanitizing and ventilation, and social distancing. Other guidelines from organizations such as the World Health Organization, the Centers for Disease Control and the American Academy of Pediatrics were also considered. Students and staff will be required to wear personal protective equipment per the state level order. The District will practice social distancing to the greatest extent possible. Students and staff will be given the opportunity for personal protective equipment breaks within the school day and will have scheduled hand hygiene. Training for students and staff will be provided.

In July, a pandemic committee consisting of parents, employees and board members was formed to review the District's plan and provide feedback. The proposed Health and Safety Plan was posted on the website prior to board approval with a link to ask questions and provide feedback. The information gathered was then used to finalize the plan and generate an FAQ that will be available on the District website in early August. The Board of Directors will review and approve the final draft of the plan on August 4, 2020.

The proposed Health and Safety Plan was communicated via our website and parent contact system for review and feedback in July. After approval, building administrators and the superintendent will conduct webinars for interested parents, the approved plan will be posted on the website and the District will continue the FAQ document.

Our academic approach during the pandemic allows the District to shift to a full virtual or full face to face setting as appropriate without a disruption to the academic delivery. Teachers will be using Google Classroom and Tools to deliver instruction synchronously to students in the virtual and face to face environment. Should the state put a stay at home order in place; the only change in approach will be where the student is located while accessing the course content. The decision process for a school closure would be based on guidance provided from the Department of Health when the District has positive cases at school.

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): (September 1, 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)
Shannon L. Wagner	Superintendent	Pandemic Coordinator, Both
Carla Roland	Safety and Security Admin/Assist. High School Principal	Both
Greg Egnor	Student Services Director	Both
John C. Boylan	High School Principal	Both
Drake D’Angelo	Athletic Director	Both

Brian Ferra	Middle School Principal	Both
Autumn Turk	Assist. Middle School Principal	Both
Kevin Pasko	Network Administrator	Both
Angela Dastolfo	School Nurse	Both
Amy Lenart	Bon Air Elementary Principal	Both
Kellie Speer	Technology Director	Both
Jim Croushore	Stewart Elementary Principal	Both
Andrew Klipple	Food Service Director	Both
David Ploskunak	Facilities Director	Both
Dr. Matthew Fisher	District Physician	Both
Pamela Key	Board of Directors	Plan Development
Rick Kaczor	Board of Directors	Plan Development
LeeAnn Guido	Board of Directors	Plan Development
Tricia Shank	Board of Directors	Plan Development
Gretchen Beveridge	Board of Directors	Plan Development
Tom Deiseroth	Board of Directors	Plan Development
Genia Koziarski	Board of Directors	Plan Development
Melanie Kauffman	Teacher	Plan Development
Whitney Petrosky	Teacher	Plan Development
Megan Jarrett	Parent	Plan Development
Jennifer Fliss	Parent	Plan Development

Kathy McLafferty	Parent	Plan Development
Toshua Jarrett	Parent	Plan Development
Dana Thomas	Parent	Plan Development
Carol Capone	Secretary	Plan Development
Jody Brockett	Secretary	Plan Development
LeAnn McKnight	Parent	Plan Development
Christine Bowman	Parent	Plan Development
Joel Ceraso	Parent	Plan Development
Twaina Williams	Parent	Plan Development
Rhiana Williams	Parent	Plan Development
Becky Dyer	Parent	Plan Development
Leigh Shamey	Parent	Plan Development
Ryan Bargerstock	Custodian	Plan Development
Anthony Ferracano	Custodian	Plan Development
Lisa Yank	Secretary	Plan Development
Julie Kelley	Parent	Plan Development

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:

District custodial staff has been trained on the cleaning and disinfection of the buildings. All buildings are being cleaned and prepared for the school year. Protocols are in place to address high touch areas throughout the school day and in the evening. Additionally, District custodial tasks have been redistributed to address the disinfection needs in each building.

The District’s prior cleaning protocols utilized cleaning products that meet OSHA and CDC requirements for COVID-19. Thus, the District has the ability with current supply levels to continue cleaning and disinfection protocols even when there appears to be a shortage of other products in the market.

Cleaning and disinfection will occur multiple times daily. Each evening areas will be cleaned and disinfected for the next morning. During the day, custodians will focus on high touch areas such as door handles, walls, desks, tables, restrooms, water bottle fountains, etc. Areas/tables used for eating will be cleaned in between student cohorts. Students will clean their own workspaces each time they transition. The District ventilation system is being adjusted to draw in as much outside air as is feasible. Employees and students will be trained on cleaning protocols and hygiene to keep their workspace clean and safe. The employees will be trained in August. Students attending school will be trained the first week of school. Preparedness will be based on observable data gathered by the pandemic team.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* 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>Same as green</p>	<p>Facilities staff trained in August.</p> <p>When able, prop doors open to prevent touching handles and door knobs.</p> <p>Water bottle fountains will be installed and disinfected as a high touch surface daily.</p> <p>Touch free paper towel dispensers.</p> <p>Increased use of PPE required (masks, gloves, face-shields)</p> <p>Increase social distancing and hygiene practices for everyone. Scheduled hand washing for students daily.</p> <p>The district will follow CDC guidance for clean and disinfecting schools. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</p> <p>Clean and disinfect frequently touched surfaces and objects within the school at least 3 times daily, including door handles, sink handles, etc.</p> <p>Lunch tables sanitized between groups.</p> <p>Students clean their own work space between transitions.</p>	<p>David Ploskunak, Facilities Director</p>	<p>PPE</p> <p>CDC Website</p> <p>Hillyard COVID-19 Daily Cleaning Job Card</p> <p>Hillyard COVID-19 Weekly Cleaning Job Card</p> <p>Custodial Inspection Form</p>	<p>Y – To be completed in August, 2020 for employees.</p> <p>Y – To be completed for students in the first two weeks of school.</p>
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		<p>Hand sanitizer stations in hallways and classrooms.</p> <p>Implement and supervise the daily and weekly COVID-19 cleaning activities as specified on the daily and weekly COVID-19 Job Cards.</p> <p>Increase ventilation rates by increasing outside air intake. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors and fans.</p>			
Other cleaning, sanitizing, disinfecting, and ventilation practices	Same as green	Daily use of spray disinfectant in restrooms. Monthly use of spray disinfectant in classrooms and hallways.	David Ploskunak, Facilities Director	Hillyard Sprayer, disinfectant	Y-will be completed in August 2020

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Classrooms will be arranged to allow for social distancing to the greatest extent possible. Students will be required to wear a mask when social distancing parameters are not feasible. Staff will be trained in August on social distancing and safety protocols. Students will be trained the first two weeks of school. Elementary Specialists such as music and art will travel to student classrooms. Physical education will occur outside, weather permitting. At the secondary level, students will travel in specific traffic patterns and have scheduled locker access. Additionally, students will clean their own workspace each time they transition.

Students will be social distanced at lunch times where they will remove their mask to eat. Tables/surfaces will be cleaned in between student cohorts. All students will be trained in hand hygiene and other preventative actions that mitigate the transfer of COVID-19 and will have scheduled opportunities to ensure good hygiene practices throughout the day.

Students will wear masks while entering, riding, and exiting all school provided transportation. Students will sit in assigned seats to minimize contact. Siblings will sit together. No more than two students per seat. Students will exit the buses front to back to minimize contact. Students start and end times may be modified to allow for staggered arrival and dismissal. Buses will be disinfected daily. Common areas will be cleaned between runs per W. L. Roenigk's cleaning and sanitizing plan.

The District will not be permitting volunteers in the buildings during the school day. Visitors will be limited to lobby areas to the greatest extent possible. Parents and visitors who must enter the office will be required to wear a mask at all times.

Preparedness will be based on observable data as gathered by the pandemic team.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Same as green</p>	<p>The District will follow all recommendations in the Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 schools to the fullest extent possible. https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx</p> <p>Limit number of students in a room to 25 when possible. Use larger spaces when necessary. Turn desks facing the same direction.</p> <p>When social distancing cannot be attained in the classroom, students must wear masks.</p> <p>Students will have scheduled mask breaks.</p> <p>No in-person group work.</p>	<p>Building administration</p>	<p>Building schedule</p>	<p>Y – employee in August</p> <p>Y- students the first two weeks of school</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Same as green</p>	<p>Students will be encouraged to wash their hands prior to eating and after eating. Hand sanitizer will be available in cafeteria in case soap and water are not an option.</p> <p>Parents will be encouraged to deposit funds using the online portal to avoid the handling of cash and checks in the cafeteria.</p> <p>All food and condiments will be served by staff. Students will not be permitted to serve themselves. In some cases, students will preorder.</p> <p>Cafeteria will include increased seating and the use of additional areas to allow social distancing to the greatest extent possible. Student lunch tables/surfaces will be thoroughly cleaned between lunch periods.</p> <p>Elementary recess will occur at different times and in smaller groups.</p>	<p>Building Administration</p> <p>Food Service Director</p> <p>Facilities Director</p>	<p>Hand Sanitizer, Cleaning materials</p>	<p>Y-employee will be completed in August, 2020</p> <p>Y – student training the first two weeks of school</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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Same as green	<p>Students and staff will be trained on preventative measures for infectious disease control. Training will include proper handwashing, coughing/sneezing into the elbow followed by proper cleaning/washing, social distancing to the greatest extent possible, no touching one's face or others, limit sharing of equipment/materials, proper use of PPE (mask, etc.), COVID-19 symptoms, etc.</p> <p>Students in grades 4-12 will be trained to clean their work space before sitting down.</p> <p>Follow CDC handwashing resources and guidance. https://www.cdc.gov/handwashing/fact-sheets.html</p> <p>Ensure adequate supplies of soap, paper towels, hand sanitizer, tissue, etc. to support healthy hygiene practices.</p>	<p>Building Administration</p> <p>School Nurses</p> <p>Facilities Director</p>	supplies of soap, paper towels, hand sanitizer, tissue	<p>Y- employees will be completed in August, 2020</p> <p>Y- students in the first two weeks of school</p>
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Same as green	<p>Post CDC Germs are Everywhere and Wash Your Hands posters in all district cafeterias, restrooms and high traffic areas.</p> <p>https://www.cdc.gov/handwashing/pdf/poster-germs-are-everywhere.pdf</p> <p>https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</p> <p>Post additional signs such as COVID-19 symptoms, all mitigation strategies, etc.</p>	<p>Carla Roland</p> <p>School Nurses</p> <p>Building Admin</p>	<p>CDC Website</p> <p>Maker Space</p>	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Same as green</p>	<p>No volunteers or visitors will be permitted in the school during the day. Parents who need to enter the office must wear a mask.</p> <p>The YMCA will be permitted to operate at Bon Air Elementary. No outside groups will be permitted to use the indoor facilities for the first nine weeks. The board will reconsider groups using buildings in Nov.</p>	<p>Building Principals</p> <p>Athletic Director</p> <p>Facilities Director</p>	<p>N/A</p>	<p>Y- if outside groups are permitted later in the year, training will be provided</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Same as Green Phase</p>	<p>Physical education (PE) classes will continue with proper cleaning and disinfecting of equipment between cohorts of students. PE classes will be outside, weather permitting. Swim classes will not take place for the first nine weeks.</p> <p>Recess equipment will be cleaned and sanitized in between cohorts of students.</p> <p>Students not participating must wear their mask on the sidelines and/or social distance themselves.</p> <p>Locker rooms (BHS) no more than 25 students will enter at a time. Students will clean their work space (bench) before use. They will keep all items with them and not leave anything in the locker room. Locker room lockers will not be used.</p> <p>Any sports-related activities must adhere to the gathering limitations set forth by the Governor’s Plan for Phased Reopening (25 in yellow, 250 outdoors and 25 indoors in green). Sports-related activities are limited to student athletes, coaches, officials, and staff only. The addition of visitors and spectators will be contingent upon future health conditions within the state and local communities. Home varsity athletic events will be streamed as feasible.</p> <p>Students will clean their own equipment and wear clean practice clothes daily. Hand sanitizer and or hand washing should be done periodically.</p> <p>Students must bring their own water bottles. Water bottles must not be shared. Appropriate refill areas will be available.</p>	<p>Athletic Director</p> <p>Building Principals</p> <p>Facilities Director</p>	<p>Hand Sanitizer, Cleaning materials</p>	<p>Y – employee in August</p> <p>Y- Students in the first two weeks of school or the sport</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)
Limiting the sharing of materials among students	Same as green	<p>No paper exchange between teachers or students. All assignments and assessments submitted via Google Classroom.</p> <p>Procedure to sanitize novels and library books</p> <p>Student materials only shared when necessary. Materials will be cleaned in between cohorts of students.</p>	Building Principals	Cleaning materials	<p>Y – employee in August</p> <p>Y- Students the first two weeks of school</p>
Staggering the use of communal spaces and hallways	Same as green	<p>Student communal spaces will not be available. Hallway traffic will be modified as feasible to limit contact. Students will be required to wear a mask when they cannot social distance.</p>	Building Principals	Cleaning materials	<p>Y – employee in August</p> <p>Y- Students the first two weeks of school</p>
Adjusting transportation schedules and practices to create social distance between students	Same as green	<p>Students will enter the buildings in staggered groups from buses. All students will wear a mask.</p>	Building Principals	Cleaning materials	<p>Y – employee in August</p> <p>Y- Students the first two weeks of school</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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Same as green	No more than 25 students will be in classrooms when feasible. Masks will be required when social distancing guidelines cannot be met.	Building Principals	Cleaning materials	Y – employee in August Y- Students the first two weeks of school
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Same as green	The YMCA will be permitted to operate at Bon Air Elementary for families. They will be trained on District protocols. Building schedules will be modified to allow for staggered arrival and dismissal for students.	Building Principal Athletic Director Facilities Director	Cleaning materials	Y – employee in August Y- Students the first two weeks of school
Other social distancing and safety practices	Same as green	Extra-curricular activities may be offered as long as PDE guidelines are strictly followed. These will be reviewed by administration on a case by case basis.	Building Principal Athletic Director Facilities Director	Cleaning materials	Y – employee in August Y- Students for each activity

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 Music Activities and Classes	Same as green	<p>No choir or band for grades 4 or 5. No full band for 4 or 5. Individual wind and brass lessons for 5th grade only will be outside, weather permitting.</p> <p>Choir and band for grades 6-12 will be music theory focused. Students will receive the music to practice in their homes as appropriate. Instrumental lessons outside, weather permitting. No wind or brass lessons will occur inside the building for the first nine weeks.</p> <p>The District will review and adjust as new guidance from PDE is shared.</p>	Building Principals	Cleaning materials	<p>Y – employees in August</p> <p>Y – Students the first two weeks of school</p>

Monitoring Student and Staff Health

Key Questions

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

The District will ask parents and employees to assist by screening their children/themselves each school morning using the example screening tool provided by PDE. Information including name, number, email, temperature and symptom check will be entered on a google form by the employee and parents. Children and employees exhibiting symptoms that meet the criteria to stay home and there is no other explanation must stay home. School nurses will have access to the information and will monitor the screenings. School nurses will assist employees and families with making decisions regarding quarantine or isolation. School nurses will always recommend a visit to the doctor as necessary. The District will follow the Decision Tree. See attached. Students who are not willing to return will continue their academics virtually. When there is a confirmed case from the Department Of Health and close contact identified, those at risk will be contacted via phone while maintaining the confidentiality of the infected individual. Employees will be trained in August. Parents will be informed of the Decision Tree document in their information packets and the Decision Tree document will be a resource on the website as part of the Health and Safety Plan. These trainings will serve as evidence that the District is prepared to open and provide a safe environment for staff and 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)
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Same as green</p>	<p>Parents will screen their children each morning using the example screening tool provided by PDE. Employees will screen themselves. Both will complete a google form to assure school officials that student and staff health are monitored. Data will be reviewed by School Nurses.</p> <p>Students or staff displaying symptoms that meet the stay at home criteria and there is no other medical explanation must stay home.</p> <p>The threshold for keeping children home from school is lower than in previous years. Students staying home for symptoms and can still participate in class may do so virtually and be counted as present. Students staying home and not participating virtually will be counted as absent. The schools will monitor absenteeism and adapt attendance procedures as needed to ensure personal and public health is the clear priority.</p> <p>Students and staff will be consistently made aware of the signs and symptoms of COVID-19.</p> <p>Parents and staff should communicate directly with the school nurse via email of any changing medical conditions.</p>	<p>Greg Egnor, Student Services Director</p> <p>Nurses</p>	<p>Google Form</p> <p>Example screening tool</p>	<p>Y - Employees in August</p> <p>Y – Parents in August communications</p> <p>Y – Students in the first two weeks of school</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>		<p>An isolation area will be identified in each building to separate anyone who has potential COVID-19 symptoms until a family member can pick up the student or employee. Clean and disinfect the isolation area regularly</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>Local health departments will notify the school immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at school or a school event while infectious. Local health department staff will assist the school with risk assessment, isolation, quarantine recommendations and other infection control recommendations. The District is required to and will take every measure to maintain the confidentiality of the individual. The District will contact the local health department for guidance if a family notifies the school of potential exposure by a student or staff member.</p> <p>School nurses and other healthcare providers should use standard and transmission based precautions when caring for sick people</p> <p>https://www.cdc.gov/infectioncontrol/guidelines/isolation/appendix/standard-precautions.html</p>	<p>Building administration</p> <p>Student Services Director</p>	<p>Isolation areas</p> <p>Notification communication</p> <p>Training</p>	<p>Y – Employees to be completed in August 2020</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Same as green	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <p>AT least 10 days have passed since symptoms first appeared</p> <p>AND remain symptom free for at least 72 hours (defined as resolution of a fever without the use of fever-reducing medications)</p> <p>AND other symptoms have improved</p>	<p>Student Services Director</p> <p>Health Services Department Chair</p>	<p>Cleaning materials</p> <p>Decision Tree document</p>	<p>Y – employee in August</p> <p>Y – Parent communication in August</p>
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Same as green	<p>Post Health and Safety Plan on District website</p> <p>Provide regular updates and communications</p>	<p>Superintendent</p> <p>Pandemic Decision Team</p>	<p>Skylert, messaging system, email</p>	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:

Students and staff will be required to wear a face covering as per the recommendations of the Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance>

Students and staff who have a medical or mental health condition or disability, documented in accordance with Section 504 or the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school, will be accommodated as necessary by law.

The academic approach for the 2020-2021 school year enables students to participate simultaneously whether in their home or at school. Families of high risk students will be able to choose face to face instruction or virtual instruction in the home. High risk employees will be provided alternatives according to current government regulations. All staff will be deployed to meet the needs of students. Also, the District will train and employ as many substitute teachers as possible in the event of staff illness.

Additionally, the District will continue the implementation of the Jesse Choose Love Enrichment Program from K-12. This will be year two of our implementation under the umbrella of school safety. Social emotional learning is a key component of our safe school plan.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Same as green</p>	<p>No non-essential travel.</p> <p>The district will follow guidelines in the Families First Coronavirus Response Act and current governmental legislation when accommodating high risk employees.</p> <p>High risk students are given the opportunity to participate in our academic program synchronously with their in class peers.</p>	<p>Student Services Director</p> <p>Health Services Department Chair</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>* Use of face coverings (masks or face shields) by all staff</p>	<p>Same as green</p>	<p>Staff will be required to wear a face covering as per the recommendations of the Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools. https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance</p> <p>Staff who has a medical or mental health condition or disability, documented in accordance with the Rehabilitation Act that precludes the wearing of a face covering in school, will be accommodated as necessary by law.</p>	<p>Student Services Director</p> <p>Health Services Department Chair</p> <p>Superintendent</p> <p>Building Principals</p>	<p>Extra masks</p>	<p>Y – Employees in August</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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Same as green	<p>Students and staff will be required to wear a face covering as per the recommendations of the Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance</p> <p>Students and staff who have a medical or mental health condition or disability, documented in accordance with Section 504 or the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school, will be accommodated as necessary by law.</p>	<p>Student Services Director</p> <p>Health Services Department Chair</p> <p>Superintendent</p> <p>Building Principals</p>	Extra masks	Y – students the first two weeks of school
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as green	<p>Protocols for these students will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.</p>	Student Services Director		Y – employee in August
Strategic deployment of staff	Same as green	<p>The elementary computer teacher, librarians and Maker Space Facilitators will be reallocated to support colleagues in creation and implementation of Google Classroom.</p>	Superintendent	PD funds	Y – employee in August

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 and Sanitizing	Custodians and principals	Superintendent, Facilities Director	Face to face	Cleaning supplies, Ryan Fagan-presenter, Health and Safety Plan	August, 2020	August, 2020
Cleaning and Sanitizing	Faculty, nurses, third party contractors.	Superintendent, Facilities Director, Building Principals	Face to Face	Cleaning supplies, Health and Safety Plan	August 17, 2020	August 18, 2020
Social Distancing and Safety Protocols	Faculty, third party contractors, building principals	Superintendent, Health Services Department Chair	Face to Face	PPE, Health and Safety Plan	August 17, 2020	August 18, 2020
Social Distancing and Safety Protocols	Students and Parents	Superintendent, Health Services Department Chair, Building Principals, Faculty	Face to Face, Virtual, via written communications	PPE, Health and Safety Plan, Cleaning supplies	August, 2020	September 1, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Monitoring Student and Staff Health	Faculty, third party contractors, building principals	Superintendent, Health Services Department Chair	Face to Face	PPE, Health and Safety Plan	August 17, 2020	August 18, 2020
Monitoring Student and Staff Health	Students and Parents	Superintendent, Health Services Department Chair, Building Principal	Face to Face, virtual, via written communications	PPE, Health and Safety Plan	August, 2020	September 1, 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
Proposed Health and Safety Plan	Employees, parents and board members	Superintendent	Face to Face, virtual, via written e-communications	July 8, 2020	August 4, 2020
Health and Safety Plan	Employees	Superintendent	Face to Face, virtual	August 5, 2020	August 31, 2020
Health and Safety Plan	Parents	Superintendent, Building Principals	Face to Face, virtual, via written e-communications	August 5, 2020	August 31, 2020
Health and Safety Plan	Students	Building Principals	Face to Face	September 1, 2020	September 1, 2020
COVID-19 Updates-2 times/month	Community and Parents	Superintendent	Written e-communications	August 5, 2020	June 30, 2021

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

Anticipated Launch Date: **September 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>District custodial staff has been trained on the cleaning and disinfection of the buildings. All buildings are being cleaned and prepared for the school year. Protocols are in place to address high touch areas throughout the school day and in the evening. Additionally, District custodial tasks have been redistributed to address the disinfection needs in each building. The District’s prior cleaning protocols utilized cleaning products that meet OSHA and CDC requirements for COVID-19. Thus, the District has the ability with current supply levels to continue cleaning and disinfection protocols even when there appears to be a shortage of other products in the market. Cleaning and disinfection will occur multiple times daily. Each evening areas will be cleaned and disinfected for the next morning. During the day, custodians will focus on high touch areas such as door handles, walls, desks, tables, restrooms, water bottle fountains, etc. Areas/tables used for eating will be cleaned in between student cohorts. Students will clean their own workspaces each time they transition. The District ventilation system is being adjusted to draw in as much outside air as is feasible. Employees and students will be trained on cleaning protocols and hygiene to keep their workspace clean and safe. The employees will be trained in August. Students attending school will be trained the first week of school. Preparedness will be based on observable data gathered by the pandemic team.</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 will be arranged to allow for social distancing to the greatest extent possible. Students will be required to wear a mask when social distancing parameters are not feasible. Staff will be trained in August on social distancing and safety protocols. Students will be trained the first two weeks of school. Elementary Specialists such as music and art will travel to student classrooms. Physical education will occur outside, weather permitting. At the secondary level, students will travel in specific traffic patterns and have scheduled locker access. Additionally, students will clean their own workspace each time they transition.</p> <p>Students will be social distanced at lunch times where they will remove their mask to eat. Tables/surfaces will be cleaned in between student cohorts. All students will be trained in hand hygiene and other preventative actions that mitigate the transfer of COVID-19 and will have scheduled opportunities to ensure good hygiene practices throughout the day.</p> <p>Students will wear mask while entering, riding, and exiting all school provided transportation. Students will board buses by moving to the rear of the bus and taking the next available space to minimize contact. Siblings will sit together. No more than two students per seat. Students will exit the buses front to back to minimize contact. Students start and end times may be modified to allow for staggered arrival and dismissal. Buses will be disinfected daily and in between runs per W. L. Roenigk’s cleaning and sanitizing plan.</p> <p>The District will not be permitting volunteers in the buildings during the school day. Visitors will be limited to lobby areas to the greatest extent possible. Parents and visitors who must enter the office will be required to wear a mask at all times.</p> <p>Preparedness will be based on observable data as gathered by the pandemic team.</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, revised hours of operation or modified school-year calendars</p>	
<p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* 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>The District will ask parents and employees to assist by screening their children/themselves each school morning using the example screening tool provided by PDE. Information including name, number, email, temperature and symptom check will be entered on a google form by the employee and parents. Children and employees exhibiting symptoms that meet the criteria to stay home and there is no other explanation must stay home. School nurses will have access to the information and will monitor the screenings. School nurses will assist employees and families with making decisions regarding quarantine or isolation. School nurses will always recommend a visit to the doctor as necessary. The District will follow the Decision Tree. See attached. Students who are not willing to return will continue their academics virtually. When there is a confirmed case from the Department Of Health and close contact identified, those at risk will be contacted via phone while maintaining the confidentiality of the infected individual. Employees will be trained in August. Parents will be informed of the Decision Tree document in their information packets and the Decision Tree document will be a resource on the website as part of the Health and Safety Plan. These trainings will serve as evidence that the District is prepared to open and provide a safe environment for staff and students.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* 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</p>	<p>Students and staff will be required to wear a face covering as per the recommendations of the Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance</p> <p>Students and staff who have a medical or mental health condition or disability, documented in accordance with Section 504 or the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school, will be accommodated as necessary by law.</p> <p>The academic approach for the 2020-2021 school year enables students to participate simultaneously whether in their home or at school. Families of high risk students will be</p>

Requirement(s)	Strategies, Policies and Procedures
<p>complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>able to choose face to face instruction or virtually instruction in the home. High risk employees will be provided alternatives according to current government regulations. All staff will be deployed to meet the needs of students. Also, the District will train and employ as many substitute teachers as possible in the event of staff illness.</p> <p>Additionally, the District will continue the implementation of the Jesse Choose Love Enrichment Program from K-12. This will be year two of our implementation under the umbrella of school safety. Social emotional learning is a key component of our safe school plan.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Burrell School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 1, 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.