



# 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.

**Table of Contents**

**Health and Safety Plan** ..... 3

    Type of Reopening ..... 4

    Pandemic Coordinator/Team ..... 5

    Key Strategies, Policies, and Procedures ..... 6

        Cleaning, Sanitizing, Disinfecting and Ventilation ..... 7

        Social Distancing and Other Safety Protocols ..... 9

        Monitoring Student and Staff Health ..... 13

        Other Considerations for Students and Staff ..... 15

    Health and Safety Plan Professional Development ..... 18

    Health and Safety Plan Communications ..... 19

**Health and Safety Plan Summary** ..... 20

    Facilities Cleaning, Sanitizing, Disinfecting and Ventilation ..... 20

    Social Distancing and Other Safety Protocols ..... 20

    Monitoring Student and Staff Health ..... 22

    Other Considerations for Students and Staff ..... 22

**Health and Safety Plan Governing Body Affirmation Statement** ..... 23

*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: **TURKEYFOOT VALLEY AREA SCHOOL DISTRICT**

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **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)
Nicole Dice	District Administration	<b>Both (Plan Development and Response Team)</b>
Chris Shilk	District Administration	<b>Both (Plan Development and Response Team)</b>
Amanda Younkin	Parent / Athletic Director	<b>Health and Safety Plan Development</b>
Rebekah Marietta	School Nurse	<b>Both (Plan Development and Response Team)</b>
Megan Barlow	School Support Staff	<b>Both (Plan Development and Response Team)</b>

<b>Lisa Metheney</b>	Parent & School Board Member	<b>Health and Safety Plan Development</b>
<b>Rachael Romesburg</b>	Social Worker (IU08)	<b>Both (Plan Development and Response Team)</b>
<b>Doug Rugg</b>	District Building and Grounds/ Maintenance	<b>Both (Plan Development and Response Team)</b>

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: The district maintenance staff uses CDC, OSHA, and PA Department of Health approved cleaning products to clean all surfaces throughout the school. Maintenance staff work with local companies to secure the purchase of additional products to ensure a full supply is in stock for cleaning, sanitizing, and disinfecting. Cleaning, sanitizing and disinfecting will take place regularly during instruction periods in classrooms, between groups using multi-purpose areas, and after rooms are done being used each day. Ventilation will be monitored and adjusted as needed to meet the federal and state recommendations. All school staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols throughout the summer and in the fall. Parents and students will be offered training and receive preparedness information prior to the start of school and when school begins in the fall. Training results will be measured by observing protocols and practices in use for all stakeholders, as well as verbal and/or written questioning for students and staff.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Desks and learning surfaces will be cleaned multiple times daily at the end of and during instructional group time.</p> <p>Drinking fountains will not be used, water will be provided using cups for students who do not provide their own.</p> <p>Hallways and restrooms will be sprayed and wiped by staff with sanitizing and disinfecting agents on a rotating schedule during the school day.</p> <p>Transportation buses and vans will be cleaned with sanitizing and disinfecting cleaners after each route.</p> <p>School-wide ventilation will be checked throughout the day with open windows encouraged (weather permitting)</p>	<p>Desks and learning surfaces will be cleaned multiple times daily at the end of instructional group time.</p> <p>Drinking fountains will not be used, water will be provided using cups for students who do not provide their own.</p> <p>Hallways and restrooms will be sprayed and wiped by staff with sanitizing and disinfecting agents on a rotating schedule during the school day.</p> <p>Transportation buses and vans will be cleaned with sanitizing and disinfecting cleaners after each route.</p> <p>School-wide ventilation will be checked throughout the day with open windows encouraged (weather permitting)</p>	<p>Doug Rugg, Head Custodian</p>	<p>Disinfectants and sanitizing products aligned to CDC, OSHA, and PA Department of Health standards</p>	<p>Yes</p>
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Classrooms will be cleaned, sanitized, and disinfected regularly during the day with limited numbers or groups using the rooms</p>	<p>Classrooms will be cleaned, sanitized, and disinfected regularly during the day and between groups using the rooms</p>			<p>No</p>

## 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: Learning spaces will be organized by grade level with students spaced 6 feet apart, when at all possible. The elementary students will be with their grade level teacher for instruction while intermediate and high school classes will limit class changes to limit contact with other individuals. We will utilize outdoor grounds around the school building for learning as much as possible. Transportation will require families to sit together in a seat with space between different family groups to the maximum extent feasible. Students will fill up the bus from back to front to help limit contact with others.**

**Student and staff hygiene routines will include washing hands and using hand sanitizer regularly and as often as feasible to limit the spread of germs. Visitors and volunteers will be limited to essential personnel within the building, with a strong encouragement of seeking virtual means for programs. Groups for meals will be limited and may need to rotate to limit the number of individuals in contact. All school staff will be trained on social distancing and other safety protocols throughout the summer and in the fall. Parents and students will be offered training and receive preparedness information prior to the start of school and when school begins in the fall. Training results will be measured by observing protocols and practices in use for all stakeholders, as well as verbal and/or written questioning for students and staff.**

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>Students will be seated at learning areas 6 feet apart to the maximum extent feasible in the learning spaces.</p> <p>Large group areas such as the cafeteria and gymnasium will have limited use and allow for students to be spaced 6 feet apart to the maximum extent feasible.</p>	<p>Students will be seated at learning areas 6 feet apart to the maximum extent feasible in the learning spaces.</p> <p>Large group areas such as the cafeteria and gymnasium will have limited use and allow for students to be spaced 6 feet apart to the maximum extent feasible.</p>	<p>Chris Shilk, Principal</p>	<p>Desk/learning areas</p> <p>Schedule and assignments for communal areas</p>	<p>Yes</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Student meals will be served in their assigned classroom for breakfast and lunch.</p> <p>Use of congregate areas will be very restricted to only large groups that require the space to meet the social distancing requirements</p>	<p>Student breakfast meals will be served in their assigned classroom. Lunch periods will be spaced to allow for sanitizing and disinfecting between lunches.</p> <p>Use of congregate areas will be very restricted to only large groups that require the space to meet the social distancing requirements</p>	<p>Chris Shilk, Principal</p>	<p>Schedule and assignments for communal areas</p>	<p>Yes</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>All students and staff will be trained and encouraged to wash hands in accordance with CDC guidelines. Anti-bacterial soap will be available along with hand sanitizer.</p>	<p>All students and staff will be trained and encouraged to wash hands in accordance with CDC guidelines. Anti-bacterial soap will be available along with hand sanitizer.</p>	<p>Rebekah Marietta, School Nurse</p>	<p>Hand sanitizers in each classroom and communal area</p> <p>Training exercises for proper hand-washing and health protocols</p>	<p>Yes</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signs will be posted in hallways, classrooms, restrooms, and other communal areas to promote protective measures on how to stop the spread of germs.  Students will be retaught the messages regularly.	Signs will be posted in hallways, classrooms, restrooms, and other communal areas to promote protective measures on how to stop the spread of germs.  Students will be retaught the messages regularly.	Rebekah Marietta, School Nurse	Signs to post around the building	No
<b>* Identifying and restricting non-essential visitors and volunteers</b>	No visitors or volunteers will be permitted in the building. The district will encourage virtual measures to continue class visitor programs safely.	No visitors or volunteers will be permitted in the building. The district will encourage virtual measures to continue class visitor programs safely.	Teresa Cook, Guidance Counselor	Virtual platforms such as Zoom for visiting classroom programs	No
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	CDC Considerations for Youth Sports will be implemented to the extent feasible. The district athletic health and safety plan will be followed.	CDC Considerations for Youth Sports will be implemented to the extent feasible. The district athletic health and safety plan will be followed.	Chris Shilk, Principal	Scheduling of materials and space  Copies of CDC considerations to implement and district athletic health and safety plan	Yes
<b>Limiting the sharing of materials among students</b>	Students will be encouraged not to share materials. Students will be provided individual materials as much as feasible.	Students will be encouraged not to share materials. Students will be provided individual materials as much as feasible.	Chris Shilk, Principal		Yes
<b>Staggering the use of communal spaces and hallways</b>	Communal spaces will only be used for groups that can be spaced 6 feet apart as often as feasible.	Communal spaces will only be used for groups that can be spaced 6 feet apart as often as feasible.	Chris Shilk, Principal		Yes

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>Adjusting transportation schedules and practices to create social distance between students</b>	Student families will sit together with students filling up the bus from back to the front limiting students walking past each other. Empty seats will be used for social distancing as much as practical on the bus. Buses will be sanitized between bus routes.	Student families will sit together with students filling up the bus from back to the front limiting students walking past each other. Empty seats will be used for social distancing as much as practical on the bus. Buses will be sanitized between bus routes.	Nicole Dice, Superintendent	Parent information for seating and transportation changes	Yes
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Due to the already small class sizes, students will remain in their grade level groups as much as possible. Classrooms will allow for 6 feet distance between students as often as feasible. Students will limit class changes.	Due to the already small class sizes, students will remain in their grade level groups as much as possible. Classrooms will allow for 6 feet distance between students as often as feasible. Students will limit class changes.	Chris Shilk, Principal	Schedule adjustments or room assignment changes may be needed	No
<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 district will communicate with outside learning programs that work with the school on a regular basis.	The district will communicate with outside learning programs that work with the school on a regular basis.	Nicole Dice, Superintendent	None	No
<b>Other social distancing and safety practices</b>	In times where face coverings and masks are not required by the state it will be an optional measure for families. Face coverings and masks will be worn in accordance with state regulations and mandates.	In times where face coverings and masks are not required by the state it will be an optional measure for families. Face coverings and masks will be worn in accordance with state regulations and mandates.	Chris Shilk, Principal	Face shields, face masks, and updated state regulations and mandates	No

## 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:** School staff will be trained on signs to watch for that indicate illness and especially factors signifying possible COVID-19 illness. Students and staff will be monitored daily for signs of illness through daily health observations. Parents will be encouraged to monitor their child keeping them home if showing signs of illness and to call the school reporting any illnesses their child is experiencing. The school library will be used as a quarantine area along with the nurse's office. The school nurse and trained staff will determine the need for quarantine. Health and safety plan updates will be posted on the school webpage. Parents will receive written and/or verbal communications to stay updated on the district status.

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>	School staff will monitor building occupants for symptoms of illness. Any person showing symptoms of illness will be sent to the school nurse immediately for evaluation. Temperatures of symptomatic students and staff will be taken. If a person's temperature is higher than 100.4 they will be sent home. Those entering the building who have a history of exposure will be asked to self-quarantine for 14 days.	School staff will monitor building occupants for symptoms of illness. Any person showing symptoms of illness will be sent to the school nurse immediately for evaluation. Temperatures of symptomatic students and staff will be taken. If a person's temperature is higher than 100.4 they will be sent home. Those entering the building who have a history of exposure will be asked to self-quarantine for 14 days.	Rebekah Marietta, School Nurse	Thermometers, other health supplies as needed	Yes
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Visitors will be very limited and minimal, ones entering the building who have a history of exposure will be asked to self-quarantine for 14 days prior to visiting. Any student or staff with a history of exposure or that become sick will be encouraged to wear a mask for 14 days or self-quarantine.	Visitors will be very limited and minimal, ones entering the building who have a history of exposure will be asked to self-quarantine for 14 days prior to visiting. Any student or staff with a history of exposure or that become sick will be encouraged to wear a mask for 14 days or self-quarantine.	Rebekah Marietta, School Nurse	Quarantine area, thermometers, other health supplies as needed	No
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	The returning individual will be assessed for any signs of illness upon entering the building and asked to present a medical note to return to school.	The returning individual will be assessed for any signs of illness upon entering the building and asked to present a medical note to return to school.	Rebekah Marietta, School Nurse	Quarantine area, thermometers, other health supplies as needed	No
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	The school will notify stakeholders of changes and closures as quickly as possible when they are determined to be needed.	The school will notify stakeholders of changes and closures as quickly as possible when they are determined to be needed.	Nicole Dice, Superintendent	Communication formats (facebook, webpage, written notices, phone calls)	No

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>Other monitoring and screening practices</b>	Individuals within the school will be observed for signs of illness and referred to the school nurse for assessment and monitoring.	Individuals within the school will be observed for signs of illness and referred to the school nurse for assessment and monitoring.	Rebekah Marietta, School Nurse	Quarantine area, thermometers, other health supplies as needed	No

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions:** All students and staff will be encouraged to wear masks if they are a higher risk and in the yellow phase. Masks will not be required by the district in any phase, however the district will abide by state regulations including mandatory mask wearing when it is imposed by the state. Students will be given the option to work from home, especially if they are at a higher risk for severe illness. The district will work with the substitute fulfillment group to align available substitutes as much as possible. Social emotional wellness will be supported through staff training and programs with the school social worker and counselor. Mental health considerations will be made to support 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)
<b>* Protecting students and staff at higher risk for severe illness</b>	Students and staff at higher risk of severe illness will be encouraged to wear masks. The wearing of face shields and masks will be optional, except during state requirements for wearing masks. Students with a higher risk of severe illness will be encouraged to work from home using the school learning management system.	Students and staff at higher risk of severe illness will be encouraged to wear masks. The wearing of face shields and masks will be optional, except during state requirements for wearing masks. Students with a higher risk of severe illness will be encouraged to work from home using the school learning management system.	Chris Shilk, Principal	Learning management system, masks, gloves	No
<b>* Use of face coverings (masks or face shields) by all staff</b>	All staff will be encouraged to wear face masks or shields, but it will not be required by the district. The wearing of face shields and masks will be optional, except during state requirements for wearing masks.	All staff will be encouraged to wear face masks or shields, but it will not be required by the district. The wearing of face shields and masks will be optional, except during state requirements for wearing masks.	Chris Shilk, Principal	Face masks, face shields	No
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	All students will be encouraged to wear face masks or shields, but it will not be required by the district. The wearing of face shields and masks will be optional, except during state requirements for wearing masks.	All students will be encouraged to wear face masks or shields, but it will not be required by the district. The wearing of face shields and masks will be optional, except during state requirements for wearing masks.	Chris Shilk, Principal	Face masks, face shields	No
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Complex needs will be handled on a case by case basis to ensure appropriate health and safety protocols.	Complex needs will be handled on a case by case basis to ensure appropriate health and safety protocols.	Rebekah Marietta, School Nurse	PA Health Department and CDC guidelines	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	All district staff will be utilized to encourage consistent instruction with minimal interruptions in learning for students. Mental health and wellness will be a focus.	All district staff will be utilized to encourage consistent instruction with minimal interruptions in learning for students. Mental health and wellness will be a focus.	Chris Shilk, Principal	Staff schedules	No

## 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
<b>Disinfecting and Sanitizing Surfaces</b>	Custodial Staff	Doug Rugg, Head Custodian	In-person training	Demonstration, video, cleaning supplies, and checklist	8/3/2020	8/7/2020
<b>Disinfecting and Sanitizing Surfaces, learning spaces and social distancing</b>	Teaching and Support Staff	Doug Rugg, Head Custodian Chris Shilk, Principal	In-person training	Demonstration, video, cleaning supplies, and checklist	8/28/2020	9/1/2020
<b>Proper Hygiene Practices (mask wearing, hand washing, basic cleanliness etc)</b>	Teaching and Support Staff	Rebekah Marietta, School Nurse Chris Shilk, Principal	In-person training	Demonstration, video, cleaning supplies, and checklist	8/28/2020	9/1/2020
<b>Proper Hygiene Practices (mask wearing, hand washing, basic cleanliness etc)</b>	Students	Rebekah Marietta, School Nurse Chris Shilk, Principal	In-person training	Demonstration, video, cleaning supplies, and checklist	9/1/2020	9/4/2020
<b>Schoology Training (LMS)</b>	Teaching Staff	Megan Barlow, Federal Programs	Online training	Demonstration of learning management system	6/29/2020	8/30/2020

## 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
School Re-opening Questionnaire	Parents/Guardians	Nicole Dice, Superintendent	Online – survey monkey website	6/20/2020	7/24/2020
Parent Summer Newsletter with updated re-opening procedures and protocols	Parents/Guardians	Nicole Dice, Superintendent	Letter sent home	8/1/2020	8/14/2020
Updates for new procedures and protocols	Parents/Guardians	Chris Shilk, Principal	Letter, Online, Facebook, District Webpage	8/17/2020	6/30/2021
Updates for new procedures and protocols	School Staff	Nicole Dice, Superintendent	Online, School Messenger	7/1/2020	6/30/2021

## Health and Safety Plan Summary: Turkeyfoot Valley Area School District

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

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The district maintenance staff uses CDC, OSHA, and PA Department of Health approved cleaning products to clean all surfaces throughout the school. Maintenance staff work with local companies to secure the purchase of additional products to ensure a full supply is in stock for cleaning, sanitizing, and disinfecting. Cleaning, sanitizing and disinfecting will take place regularly during instruction periods in classrooms, between groups using multi-purpose areas, and after rooms are done being used each day. Ventilation will be monitored and adjusted as needed to meet the federal and state recommendations. All school staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols throughout the summer and in the fall. Parents and students will be trained and receive preparedness information prior to the start of school and when school begins in the fall. Training results will be measured by observing protocols and practices in use for all stakeholders, as well as verbal and/or written questioning for students and staff.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <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><b>Learning spaces will be organized by grade level with students spaced 6 feet apart, when at all possible. The elementary students will be with their grade level teacher for instruction while intermediate and high school classes will limit class changes to limit contact with other individuals. We will utilize outdoor grounds around the school building for learning as much as possible. Transportation will require families to sit together in a seat with space between different family groups to the maximum extent feasible. Students will fill up the bus from back to front to help limit contact with others. Student and staff hygiene routines will include washing hands and using hand sanitizer regularly and as often as feasible to limit the spread of germs. Visitors and volunteers will be limited to essential personnel within the building, with a strong encouragement of seeking virtual means for programs. Groups for meals will be limited and may need to rotate to limit the number of individuals in contact. All school staff will be trained on social distancing and other safety protocols throughout the summer and in the fall. Parents and students will be trained and receive preparedness information prior to the start of school and when school begins in the fall. Training results will be measured by observing protocols and practices in use for all stakeholders, as well as verbal and/or written questioning for students and staff.</b></p>

Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Monitoring students and staff for symptoms and history of exposure</li> <li>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> <li>* Returning isolated or quarantined staff, students, or visitors to school</li> </ul> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>School staff will be trained on signs to watch for that indicate illness and especially factors signifying possible COVID-19 illness. Students and staff will be assessed daily for signs of illness through daily health checks and parents will be encouraged to call and report any illnesses their child is experiencing. The school library will be used as a quarantine area along with the nurse's office. The school nurse and trained staff will determine the need for quarantine. Health and safety plan updates will be posted on the school webpage. Parents will receive written and/or verbal communications as needed to stay updated on the district status.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Protecting students and staff at higher risk for severe illness</li> <li>* Use of face coverings (masks or face shields) by all staff</li> <li>* Use of face coverings (masks or face shields) by older students (as appropriate)</li> </ul> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>All students and staff will be encouraged to wear masks if they are a higher risk and in the yellow phase. Masks will not be required by the district in any phase, however, the district will follow all state and federal mandates for face coverings. Students will be given the option to work from home, especially if they are at a higher risk for severe illness. The district will work with the substitute fulfillment group to align available substitutes as much as possible. Social emotional wellness will be supported through staff training and programs with the school social worker and counselor. Mental health consideration will be made to support staff and students.</p>

## Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

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

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

Affirmed on: **July 20, 2020**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.