



**pennsylvania**  
DEPARTMENT OF EDUCATION

## **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: Donegal 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, congregating 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.

## PURPOSE

The intent of this Health and Safety Plan is to serve as the District guidelines for all reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption
- Enable Donegal School District to continue to operate and provide services with minimal academic and economic losses
- The response of the Donegal School District will be directed by the Pennsylvania Department of Health and the Pennsylvania Department of Education's direction and guidance. Additionally, guidance from organizations such as the World Health Organization, the Centers for Disease Control and Prevention, and the American Association of Pediatricians will serve as a resource.
- Donegal School District will work to continue its essential core operations in the event of increased staff/student absences
- Establish and maintain a coordinated command system to enable timely decision making and communication regarding continuity of student learning
- Establish and maintain a communication plan to ensure that students, parents and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies
- Provide resources for mental health/crisis service needs of staff, students and families

## LIKELY REALITIES AND CONSTRAINTS

- **The virus will not disappear by the start of the school year, but its level of spread may change.** The Donegal School District recognized that the quantity of positive COVID-19 cases is an ever changing number. The District is committed to adjusting its approach based on the reality of the virus' spread in the region.
- **Schools will open for in-person learning in August.** Pending the issuance of governmental regulations and restrictions, Students will be able to return to in-person learning beginning on August 25, 2020. Although students will be in-person it is likely that schedules, classroom spaces and day-to-day operations will be adjusted to allow for social distancing and smaller groupings.
- **Virtual instruction will be an option.** Even with schools opening in August for in-person instruction, Donegal School District will offer virtual learning to students. These options, however, are predicated on the state providing districts flexibility regarding instructional days.

- **Funding is limited.** Revenue projections show that there must be short-term to medium-term budget cuts necessary for the Donegal School District over the next two years. The District annually adopts fiscally responsible budgets and is planning to use approximately \$1.5 million in reserve funds, along with state and federal stimulus funds to balance the budget with little impact to instructional programming, currently. Funding is, at best, lower than usual while the demand for new school programming and instructional models continues to be necessary. The use of the funding will need to be evaluated on an ongoing basis and impacts on instruction and programming evaluated.

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 25, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
J. Michael Lausch, Dana Blair	Superintendent, Director of Special Education and Pupil Services	Health and Safety Plan Development, Pandemic Crisis Response Team
Amanda Hann, Gregory Kiehl	Director of Secondary Education, Director of Elementary Education	Pandemic Crisis Response Team
Frank Hawkins, Heather Hairhoger, Mark Heckaman, Stephanie Gooding, Michelle Kendig,	Athletic Director, Assistant Principal, Director of Operations and Safety, Assistant Principal, Director of Business Services, Transportation	Health and Safety Plan Development, Pandemic Crisis Response Team

Crystal Sload, Kelly Price, Amy Wise, Lisa Albert	Coordinator, Director of Food Services, Assistant Principal, Board Member	
John Bear, Rachel Bruno, Andrew Sparmlack, Nichole Roberts, Chris Miller, Aura Heisey, John Haldeman, Derek Brackbill, Gary Thrush	Director of Technology, Principal, Assistant Principal, Assistant Principal, Principal, Network Administrator, Assistant Principal	Pandemic Crisis Response Team
DEA Leadership and representation (teachers and certified school nurses) from each building	Teachers	Pandemic Crisis Response Team

### 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:** There will be a disinfecting/sanitizing schedule which will necessitate the need for a more frequent disinfecting/sanitizing of high touch/high use areas. All maintenance and custodial staff will be trained in proper disinfecting/sanitizing protocols. All staff will be made aware of available products for disinfecting/sanitizing and will have access to the needed materials to disinfect/sanitize throughout the school day. Any products purchased will be from the EPA approved list.



- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** Classroom arrangements will allow for social distancing to the maximum extent possible (as advised by the World Health Organization). Face coverings will be required in accordance with governmental regulations. To the maximum extent possible, students will remain in a class with the same staff member or have the staff member switch locations as opposed to the students. Building procedures will be revised to diminish the occasions when large groups of students are transitioning at the same time or waiting in a common area. Traffic patterns will be evaluated to minimize the number of students passing in the hallway at the same time. All staff members will be trained in the expected practices.

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>* We will follow social distancing guidelines, to the maximum extent possible in classrooms and throughout the school environment            * Face coverings will be required, of students and staff, in accordance with governmental regulations            * Classroom set up will be created to adhere to social distancing guidelines, to the maximum extent possible            * Limit gatherings, events and extracurricular activities to those that can maintain social distancing</p>	<p>* We will follow social distancing guidelines, to the maximum extent possible in classrooms and throughout the school environment            * Face coverings will be required, of students and staff, in accordance with governmental regulations            * Classroom set up will be created to adhere to social distancing guidelines, to the maximum extent possible            * Limit gatherings, events and extracurricular activities to those that can maintain social distancing</p>	<p>Building Principals</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>* Buildings will alter schedules to minimize the number of students in common areas, including cafeterias</p> <p>* Lunches will be delivered to classrooms with students eating in the classrooms, while observing social distancing</p> <p>* Serving materials will be sanitized/disinfected on a regular schedule</p> <p>* Parents/guardians will be encouraged to deposit funds through the online accounts</p>	<p>* Buildings will alter schedules to minimize the number of students in common areas, including cafeterias</p> <p>* Students will pick up lunches in the cafeteria and follow social distancing protocols while eating in the cafeteria, classroom or an alternate location</p> <p>* Processes for lunch pick up will be modified to include items such as single serve condiments, students not permitted to serve themselves, limited selection and no use of pin pads</p> <p>* Serving area will be sanitized/disinfected on a regular schedule</p> <p>* Parents/guardians will be encouraged to deposit funds through the online accounts</p>	<p>Building Principals, Director of Food Services</p>	<p>Sanitizing/disinfecting supplies</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>* Students and staff will wash hands (or use hand sanitizer if a sink is not available) regularly throughout the day, including at the start of the school day, before and after eating, returning from the playground, after bathroom use, prior to boarding district transportation (to the extent to which the materials can be procured)</p> <p>* Students will be instructed in the proper protocol for hand washing</p>	<p>* Students and staff will wash hands (or use hand sanitizer if a sink is not available) regularly throughout the day, including at the start of the school day, before and after eating, returning from the playground, after bathroom use, prior to boarding district transportation (to the extent to which the materials can be procured)</p> <p>* Students will be instructed in the proper protocol for hand washing</p>	<p>Building Principals</p>	<p>Hand soap and hand sanitizer</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>* Signage regarding handwashing will be posted by sinks</p> <p>* Signage regarding social distancing and protective measures will be displayed throughout each building</p>	<p>* Signage regarding handwashing will be posted by sinks</p> <p>* Signage regarding social distancing and protective measures will be displayed throughout each building</p>	<p>Director of Pupil Services, Building Principals</p>	<p>Signs</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>* Unless it's an emergency situation (approved by a building administrator) visitors are not able to come into the building</p> <p>* Volunteers will not be permitted</p> <p>* Non-district organizations are not permitted to rent indoor district facilities. When requesting to use outdoor facilities, a deep cleaning will occur following their use.</p>	<p>* Visitors are permitted for essential situations only (as determined by the building administrator)</p> <p>* Volunteers, essential to the school functioning, permitted (as determined by the building administrator)</p> <p>* Visitors and volunteers are expected to screen for symptoms before entering the school, and will stay home if ill</p> <p>* Visitors and volunteers will be expected to follow the requirements for masks, as outlined in the governmental regulations</p> <p>* Non-district organizations are not permitted to rent indoor district facilities. When requesting to use outdoor facilities, a deep cleaning will occur following their use.</p>	<p>Building Principals</p>	<p>Handout of expectations for visitors and volunteers</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> <li>* Activities which require physical contact will be prohibited</li> <li>* No use of playground structures or playground equipment</li> <li>* Social distancing will be maintained, to the greatest extent possible</li> </ul>	<ul style="list-style-type: none"> <li>* Activities which require physical contact will be prohibited</li> <li>* Process for sanitizing/disinfecting all equipment will be established</li> <li>* Activities which don't require shared equipment will be encouraged</li> <li>* One group of students will be assigned to a playground structure at a time</li> <li>* Social distancing will be maintained, to the greatest extent possible</li> </ul>	<p>Building Principals, Director of Operations and Safety</p>	<p>Disinfectant/sanitizing supplies</p>	<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> <li>* All students have their own Chromebook, grades 3 -12</li> <li>* Students will be given their own supplies (pencils, crayons, etc.)</li> <li>* When possible, students will have their own textbooks, manipulatives and other materials</li> <li>* Materials that must be shared will be sanitized/disinfected regularly</li> <li>* Items from home will be discouraged</li> <li>* Lockers will not be used for academic materials</li> </ul>	<ul style="list-style-type: none"> <li>* All students have their own Chromebook, grades 3 -12</li> <li>* Students will be given their own supplies (pencils, crayons, etc.)</li> <li>* When possible, students will have their own textbooks, manipulatives and other materials</li> <li>* Materials that must be shared will be sanitized/disinfected regularly</li> <li>* Items from home will be discouraged</li> <li>* Lockers will not be used for academic materials</li> </ul>	<p>Building Principals, Director of Operations and Safety</p>	<p>Disinfectant/sanitizing supplies</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Staggering the use of communal spaces and hallways</p>	<p>* Building schedules will be altered to minimize the number of students in communal spaces and transitioning at the same time            * Buildings will establish traffic patterns to allow for one-way traffic, to the greatest extent possible</p>	<p>* Building schedules will be altered to minimize the number of students in communal spaces and transitioning at the same time            * Buildings will establish traffic patterns to allow for one-way traffic, to the greatest extent possible</p>	<p>Building Principals</p>		<p>N</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>* Donegal will work with the contracted bus company to create schedules/routes which allow for a maximum of two students per bus seat (whenever possible)            * Busses will be disinfected/sanitized on a regular schedule (minimum of twice daily)            * Students will be required to face coverings            * Extracurricular and educational field trips will not occur</p>	<p>* Donegal will work with the contracted bus company to create schedules/routes which allow for a maximum of two students per bus seat (whenever possible)            * Busses will be disinfected/sanitized on a regular schedule (minimum of twice daily)            * Students will be required to face coverings            * Extracurricular and educational field trips will be limited</p>	<p>Bus Company</p>	<p>Disinfectant/sanitizing supplies</p>	<p>Y</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>* Class size will be determined with the ability to socially distance in mind, to the greatest extent possible            * Group staff meetings will occur virtually whenever possible            * Building schedules will be staggered to eliminate groups of adults in the same space at the same time</p>	<p>* Class size will be determined with the ability to socially distance in mind, to the greatest extent possible            * Group staff meetings may be virtually or in person, with social distancing being observed            * Building schedules will be staggered to decrease the number of adults in the same location at the same time</p>	<p>Building Principals</p>	<p>Desks or seating</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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	* District guidelines will be shared with any agencies providing service within District buildings. It will be expected that they also adhere to those guidelines.	* District guidelines will be shared with any agencies providing service within District buildings. It will be expected that they also adhere to those guidelines.	Director of Business Services		N
Other social distancing and safety practices	* Each building office will be evaluated to determine whether or not there is a need to add sneeze guards	* Each building office will be evaluated to determine whether or not there is a need to add sneeze guards	Director of Operations and Safety		N

**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:** Screening will be done by all parents/guardians and district staff at home each morning before the school day. It is expected that children or district staff will stay home if they are showing symptoms or are ill. Students, parents and staff will be made aware of the signs and symptoms of COVID-19. Confirmed cases of COVID-19 will be reported to the PA Department of Health and notification to the school community will occur under their guidance. Students or staff with confirmed cases of COVID-19 will be permitted to return to school upon their doctor's clearance, as verified with a doctor's note.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	* Screening and monitoring will be done by all parents/guardians and district staff, each morning before reporting to school	* Screening and monitoring will be done by all parents/guardians and district staff, each morning before reporting to school	Director of Pupil Services, Building Principals	Educational materials for families	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>* An isolation room will be established in the Health Room within each building.            * Health Room staff will be responsible for determining when students or staff are displaying COVID-19 signs/symptoms and assigning them to the isolation area.            * Students demonstrating signs/symptoms will be asked to wear a face covering            * Parents will be contacted to pick up students who demonstrate signs/symptoms. A member of the Health Room staff will escort the child outside to meet the parent.            * When a child is sent home with a suspected case of COVID-19, the custodian will be called to sanitize/disinfect that student's area. If the case is confirmed positive, a deep cleaning of the classroom will occur at the close of that school day.            * Health Room Staff will notify building administration when a student is sent home with COVID-19 like signs/symptoms</p>	<p>* An isolation room will be established in the Health Room within each building.            * Health Room staff will be responsible for determining when students or staff are displaying COVID-19 signs/symptoms and assigning them to the isolation area.            * Students demonstrating signs/symptoms will be asked to wear a face covering            * Parents will be contacted to pick up students who demonstrate signs/symptoms. A member of the Health Room staff will escort the child outside to meet the parent.            * When a child is sent home with a suspected case of COVID-19, the custodian will be called to sanitize/disinfect that student's area. If the case is confirmed positive, a deep cleaning of the classroom will occur at the close of that school day.            * Health Room Staff will notify building administration when a student is sent home with COVID-19 like signs/symptoms</p>	<p>Director of Pupil Services, Certified School Nurses</p>	<p>District created guidelines, beds and supplies for isolation rooms</p>	<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>* Students and staff will be permitted to return to school upon receipt of a doctor's note clearing them</p>	<p>* Students and staff will be permitted to return to school upon receipt of a doctor's note clearing them</p>	<p>Director of Pupil Services, Certified School Nurses</p>	<p>Written procedures for families</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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	* This information will be posted on the district website and sent out via the school messaging service and social media * Donegal School District will work with the PA Department of Health to try to keep schools open	* This information will be posted on the district website and sent out via the school messaging service and social media * Donegal School District will work with the PA Department of Health to try to keep schools open	Superintendent		N
Other monitoring and screening practices					

### Other Considerations for Students and Staff

#### Key Questions

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

**Summary of Responses to Key Questions:** Staff and students will be required to wear face coverings, in accordance with governmental regulations. Current governmental regulations require staff and students to wear face coverings except when they are seated at desks, which are at least 6 feet apart, or eating and are at least 6 feet apart. Students and staff at higher risk for severe illness will be addressed on an individual basis and in accordance with their physician's recommendations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	* Additional protective measures will be a result of a physician's recommendation (documented in a doctor's note) and document in a student's Individual Health Plan or a staff's HR file	* Additional protective measures will be a result of a physician's recommendation (documented in a doctor's note) and document in a student's Individual Health Plan or a staff's HR file	Director of Pupil Services, Certified School Nurses		N
* Use of face coverings (masks or face shields) by all staff	* Face coverings are required in accordance with governmental regulations	* Face coverings are required in accordance with governmental regulations	Building Principals		Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	* Students are required to wear face coverings, in accordance with governmental regulations * Face coverings are required for use on district transportation	* Students are required to wear face coverings, in accordance with governmental regulations * Face coverings are required for use on district transportation	Building Principals	Information for families regarding this practice	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>* These will be implemented on an individual basis as recommended by the treating physician</p> <p>* Extra precautions will be put in place for low incident programs (AS, LSS, ES) and will include the following:</p> <ul style="list-style-type: none"> <li>- Classroom staff will wash hands or use hand sanitizer immediately before and after working with a student</li> <li>- Avoid the use of communal objects for student reinforcement. If such objects must be used, the object will be sanitized/disinfected immediately before and after student use</li> <li>- Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom</li> <li>- When staff need to feed a student, or assist a student with feeding, gloves will be worn</li> <li>- Classroom bathrooms will be disinfected on a regular schedule</li> </ul> <p>* Buildings will have a procedure for covering absent teachers, when no substitute is available</p>	<p>* These will be implemented on an individual basis as recommended by the treating physician</p> <p>* Extra precautions will be put in place for low incident programs (AS, LSS, ES) and will include the following:</p> <ul style="list-style-type: none"> <li>- Classroom staff will wash hands or use hand sanitizer immediately before and after working with a student</li> <li>- Avoid the use of communal objects for student reinforcement. If such objects must be used, the object will be sanitized/disinfected immediately before and after student use</li> <li>- Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom</li> <li>- When staff need to feed a student, or assist a student with feeding, gloves will be worn</li> <li>- Classroom bathrooms will be disinfected on a regular schedule</li> </ul> <p>* Buildings will have a procedure for covering absent teachers, when no substitute is available</p>	<p>Director of Pupil Services, Certified School Nurses</p>		N
<p><b>Strategic deployment of staff</b></p>	<p>* Buildings will have a procedure for covering absent teachers, when no substitute is available</p>	<p>* Buildings will have a procedure for covering absent teachers, when no substitute is available</p>	<p>Building Principals</p>		N

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning/disinfecting/sanitizing	All district staff	Director of Operations and Safety	Face to face or video training	Protocol sheet	August 2020	ongoing
Identifying symptoms and appropriate responses	All district staff, students	Director of Pupil Services	Face to face or video training	Reference sheet	August 2020	ongoing
Identifying symptoms and appropriate responses	Parents	Director of Pupil Services	Paper or video information	Information sheet for families	August 2020	ongoing
Safe social distancing protocols/practices and hygiene procedures	All district staff, students	Director of Pupil Services	Face to face or video training	Reference sheet, posters, social stories for students	August 2020	ongoing
Cleaning/disinfecting, identifying and responding to symptoms, safe practices	Bus Drivers and bus staff	Bus Company	Face to face	Reference sheet	August 2020	ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Training Topics (see previous section)	District staff, students Parents, community member (including local daycare providers)	See each specific topic under training	Electronic (email, videos, school messaging system)	August 2020	ongoing
District Plan & ongoing updates		Superintendent	School Messaging System, social media, website	Currently happening	ongoing

# Health and Safety Plan Summary: Donegal School District

Anticipated Launch Date: August 2020

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

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

### Requirement(s)

\* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

### Strategies, Policies and Procedures

There will be a disinfecting/sanitizing schedule which will necessitate the need for a more frequent disinfecting/sanitizing of high touch/high use areas. All maintenance and custodial staff will be trained in proper disinfecting/sanitizing protocols. All staff will be made aware of available products for disinfecting/sanitizing and will have access to the needed materials to disinfect/sanitize throughout the school day. Any products purchased will be from the EPA approved list.

## Social Distancing and Other Safety Protocols

### Requirement(s)

- \* 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

### Strategies, Policies and Procedures

Classroom arrangements will allow for social distancing to the maximum extent possible (as advised by the World Health Organization). Face coverings will be required in accordance with governmental regulations. To the maximum extent possible, students will remain in a class with the same staff member or have the staff member switch locations as opposed to the students. Building procedures will be revised to diminish the occasions when large groups of students are transitioning at the same time or waiting in a common area. Traffic patterns will be evaluated to minimize the number of students passing in the hallway at the same time. All staff members will be trained in the expected practices.

**Requirement(s)**

- \* 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
- Limiting the sharing of materials among students
- Staggering the use of communal spaces and hallways
- Adjusting transportation schedules and practices to create social distance between students
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students
- Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars
- Other social distancing and safety practices

**Strategies, Policies and Procedures**

Students will have school meals delivered to their classrooms during the yellow phase. During the green phased students will remain socially distanced and will pick up meals in the cafeteria. They will eat in an assigned location allowing for social distancing.

Transportation schedules and routes will be adjusted to allow for only 2 students per seat, whenever possible. Students will be required to wear face coverings on district transportation, as social distancing is not able to occur.

**Monitoring Student and Staff Health**

**Requirement(s)**

- \* Monitoring students and staff for symptoms and history of exposure
- \* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

**Strategies, Policies and Procedures**

Screening will be done by all parents/guardians and district staff at home each morning before the school day. It is expected that children or district staff will stay home if they are showing symptoms or are ill. Students, parents and staff will be made aware of the signs and symptoms of COVID-19. Confirmed cases of COVID-19 will be reported to the PA Department of Health and notification to the school community will occur under

**Requirement(s)**

\* Returning isolated or quarantined staff, students, or visitors to school  
  
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

**Strategies, Policies and Procedures**

their guidance. Students or staff with confirmed cases of COVID-19 will be permitted to return to school upon their doctor's clearance, as verified with a doctor's note.

**Other Considerations for Students and Staff**

**Requirement(s)**

\* Protecting students and staff at higher risk for severe illness  
  
\* Use of face coverings (masks or face shields) by all staff  
  
\* Use of face coverings (masks or face shields) by older students (as appropriate)  
  
Unique safety protocols for students with complex needs or other vulnerable individuals  
  
Strategic deployment of staff

**Strategies, Policies and Procedures**

Staff and students will be required to wear face coverings, in accordance with governmental regulations. Current governmental regulations require staff and students to wear coverings except when they are seated at desks, which are at least 6 feet apart, or eating and are at least 6 feet apart. Students and staff at higher risk for severe illness will be addressed on an individual and in accordance with their physician's recommendations.

## Health and Safety Plan Governing Body Affirmation Statement

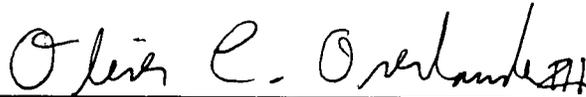
The Board of Directors/Trustees for Donegal School District reviewed and approved the Phased School Reopening Health and Safety Plan on **July 23, 2020**.

The plan was approved by a vote of:

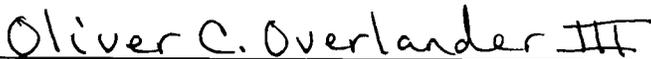
9 Yes  
0 No

Affirmed on: **July 23, 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.