STATE COLLEGE AREA SCHOOL DISTRICT
Pandemic Health and Safety Plan

APPROVED BY THE BOARD OF DIRECTORS: July 6, 2020

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: State College 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.

SCASD School Closure Determination and Notification – Determining factors to be considered for school closure (aside from state requirements):

- Number of reported positive cases related to the district
- Number of staff impacted by quarantine requirements
- Number of reported positive cases related to the larger community
- Mount Nittany Medical Center in-patient COVID-19 bed capacity

Teams consulting with SCASD administration regarding school closure:

- Health and Safety Planning Team (including pediatricians, epidemiologist, and infectious disease specialist), IHPG with PSU health and emergency management representatives.
- SCASD administration is responsible for this decision.

Notification would be made by email, website posting, text and phone call.

The Health and Safety Planning Team will continue to meet throughout the pandemic every two weeks to evaluate the status of the restriction. The team will consider recommending changes to protocol in response to the status of COVID-19 within our school community and larger community.

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

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

Type of Reopening

Key Questions

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

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

☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

X 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).

X 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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jeanne Knouse, Director of Student Services jmk37@scasd.org	Pandemic Co-coordinator	**Pandemic Co-coordinator**
Will Stout, Assistant Superintendent 6-12 wls14@scasd.org	Pandemic Co-coordinator	**Pandemic Co-coordinator**
Joy Drass, MD, Geisinger Gray's Woods Pediatrics jdrass@geisinger.edu	Community Health Official	**Both**
Matthew Ferrari, Ph.D., Epidemiologist, Associate Professor of Biology, Penn State University	Epidemiologist	**Both**
Allyson Huggins, MD, Mount Nittany Health & SCASD Physician Ahuggins@mountnittany.org	Community Health Official	**Both**
Karen Bascum, MD, Penn State University Health Services, Chair of Infection Control Committee rib2@psu.edu	Community Health Official	**Both**
Valerie A. Fulton, RN, MSN Infectious Disease Manager/Campus Liaison vaf105@psu.edu	Community Health Official	**Both**
Maciej F Boni, Ph.D., Epidemiologist, Associate Professor of Biology, Penn State University mfb9@psu.edu	Epidemiologist	**Both**
Meg Small, PhD, Research Assistant Professor, Director of Social Innovation, Bennett Pierce Prevention Research Center, Penn State University megsmall728@gmail.com Lead researcher of Centre County COVID-19 Data 4 Action Project	Community Health Official	**Both**
Jennifer Seidenberg, MD Assistant Professor General Pediatrics Adolescent Medicine/Eating Disorders	Community Health Official	**Both**

Penn State Health Milton S. Hershey Medical Center jseidenberg@pennstatehealth.psu.edu		
Laura A. Jana, MD, FAAP, Pediatrician As both a parenting and children's book author, she currently serves on the advisory board for the Walt Disney Internet Group, American Baby magazine, and the BeWell/LLuminari expert network.drlaura@drlaurajana.com	Community Health Official	**Health and Safety Plan Development**
Shawn Kauffman, Centre Region Emergency Management Coordinator skauffman@centreregionema.com	Community Health Official	**Both**
Heidi Arruda, Lead Certified School Nurse Mount Nittany Middle School haa14@scasd.org	SCASD Health Services	**Both**
Clare Sapia, Certified School Nurse Gray's Woods and Spring Creek Elementary Schools cew20@scasd.org	SCASD Health Services	**Both**
Allison Snyder, Certified School Nurse Park Forest Middle School als51@scasd.org	SCASD Health Services	**Both**
Cynthia Pierce, Certified School Nurse sjp26@scasd.org	SCASD Health Services	**Both**
Lois Thompson, Certified School Nurse Radio Park and Ferguson Township Elementary Schools llh13@scasd.org	SCASD Health Services	**Both**
Mary Stone, Certified School Nurse Easterly Parkway and Mount Nittany Elementary Schools mbs30@scasd.org	SCASD Health Services	**Both**
Mary Wagoner, Certified School Nurse High School mcw22@scasd.org	SCASD Health Services	**Both**

Gwynne Decker, Certified School Nurse Park Forest and Corl Street Elementary Schools gmd15@scasd.org	SCASD Health Services	**Both**
Dawn Murnyack-Rowell, Certified School Nurse High School dlm20@scasd.org	SCASD Health Services	**Both**
Amber Concepcion, Board President acc26@scasd.org	SCASD Board Representative	**Both**
Robert O'Donnell, Superintendent rjo11@scasd.org	SCASD Administrator	**Both**
Vern Bock, Assistant Superintendent K-5 vjb12@scasd.org	SCASD Administrator	**Both**
Randy Brown, Finance & Operations Officer rlb21@scasd.org	SCASD Administrator	**Both**
Ed Poprik, Director of Physical Plant egp11@scasd.org	SCASD Administrator	**Health and Safety Plan Development**
Seria Chatters, Director of Equity & Inclusivity sjc22@scas.org	SCASD Administrator	**Both**
Linda Pierce, Director of Human Resources lep16@scasd.org	SCASD Administrator	**Both**
Todd Dishong, Spring Creek Principal tdd14@scasd.org	SCASD School Administrator	**Both**
Kelly Mark, Corl Street Principal kmp27@scasd.org	SCASD School Administrator	**Both**
Larry Walker, Park Forest Middle School Principal law22@scasd.org	SCASD School Administrator	**Both**
Curtis Johnson, High School Principal cej12@scasd.org	SCASD School Administrator	**Both**
Brett Wilson, High School Assistant Principal bjw22@scasd.org	SCASD School Administrator	**Both**

Justin Hetrick, Director of Instructional Technology jch27@scasd.org	SCASD Administrator	**Both**
Chris Rosenblum, Director of Communications jcr19@scasd.org	SCASD Communications	**Both**
Nabil Mark, Media and Communications Manager nkm13@scasd.org	SCASD Communications	**Both**
Megan Schaper, Director of Food Services mas15@scasd.org	SCASD Administrator	**Health and Safety Plan Development**
Van Swauger, Director of Transportation ves12@scasd.or	SCASD Administrator	**Health and Safety Plan Development**
Heather Pringle, Director of Special Education hrp13@scasd.org	SCASD Administrator	**Both**
Katherine Ricker, Assistant Director of Special Education kbr11@scasd.org	SCASD Administrator	**Both**
Chris Weakland, Director Athletic cjw11@scasd.org	SCASD Administrator	**Both**
Loren Crispell, Assistant Director of Athletic inc12@scasd.org	SCASD Administrator	**Both**
Suzan Bailey, PIMS Administrator and Records Manager sry12@sasd.org	SCASD Information Management	**Health and Safety Plan Development**
Traci Edelman, Coordinator of Health and PE tle12@scasd.org	SCASD Faculty	**Health and Safety Plan Development**
Patricia Storch, Ferguson Township Building Secretary tss16@scasd.org	SCESPA Support Staff	**Health and Safety Plan Development**
Student Wellness Leadership Team Co-Chairs: Paul Brigman and Mike Laskowski	Teachers, support staff, administrators, parents, counselors, school psychologists, community members	**Health and Safety Plan Development**

Equity Student Voice Workgroup Chair: Seria Chatters	Students	**Health and Safety Plan Development**
Equity Workgroup on Disabilities Chair: Seria Chatters & Heather Pringle	Parents, administrators, students, teachers, Board members	**Health and Safety Plan Development**
School Board Community Advisory Committee For School Health and Safety Co-Chairs: Jeanne Knouse and Denise MeCann Board Members: Gretchen Brandt, Dan Duffy	Parents, administrators, SRO officers, students, teachers, Board members	**Both**
School Board Facilities and Grounds Sub-committee Chair: Board Member Gretchen Brandt	Community members, administrators, Board members	**Health and Safety Plan Development**
School Board Community Advisory Committee for Athletics Chair: Chris Weakland Board Members: Amy Bader, Scott Fozard	Parents, community members, coaches, Board members, administrators	**Health and Safety Plan Development**
K-12 Educational Model Planning Team Chair: Chris Merrit and Deirdre Bauer	Administrators, teachers, counselors, staff, parents	**Health and Safety Plan Development**
SCASD Instructional and Operational Administrative Team	SCASD Administration	**Both**

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed. Custodial staff will disinfect all areas used during the day at the end of their work shift. Custodial staff will disinfect all areas used by SCASD after school activities prior to and after the activity. For bathrooms, water bottle fillers, and locker rooms that are being used,	**Lead** Ed Poprik, Director of Physical Plant **Support** Lois Thompson, CSN Heidi Arruda, CSN Melissa Coble, RN Jeanne Knouse	CDC Covid 19 Considerations for Schools CDC Cleaning and Disinfecting Decision Tool CDC/EPA Guidance for Cleaning and Disinfecting CDC Cleaning and Disinfecting Your Facility	Yes: Training

	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Eliminate the use of indoor and outdoor facilities by outside groups until all phases are removed. Custodial staff will disinfect all areas used during the day at the end of their work shift. For bathrooms, water bottle fillers, and locker rooms that are being used, cleaning will be increased to 3 times per day. Close communal water fountains and promote use of personal water bottles and/or bottled water. Playground equipment will remain closed during the yellow and green phases. Provide adequate supplies to support healthy hygiene behaviors. ● Water, soap, hand sanitizer ● Paper towels, tissue paper ● Gloves (non-latex), masks (PPE that prevents or minimizes viral transmission), face shields or goggles ● EPA cleaning supplies that minimize asthmatic reactions	cleaning will be increased to 3 times per day. Close communal water fountains and promote use of personal water bottles and/or bottled water. Identify personnel to clean high touch areas and materials in classrooms when students transition. Supplies will be made available for staff and secondary students to clean shared equipment after each use at the Fitness Center and other athletic facilities. Playground equipment will remain closed during the yellow and green phases. Provide adequate supplies to support healthy hygiene behaviors. ● Water, soap, hand sanitizer ● Paper towels, tissue paper ● Gloves (non-latex), masks (PPE that prevents or minimizes viral transmission), face shields or goggles ● EPA cleaning supplies that minimize asthmatic reactions ● Open-faced trash cans or no-touch trash cans ● Ensure safe and correct storage of cleaning and disinfecting products.			

	- Open-faced trash cans or no-touch trash cans - Ensure safe and correct storage of cleaning and disinfecting products. - Keep personal items separated and limit sharing of personal items. - Provide adequate classroom supplies for individual student use. - Ensure all non-disposable food service items are minimally handled and washed with hot water and soap.	- Keep personal items separated and limit sharing of personal items. - Provide adequate classroom supplies for individual student use. - Ensure all non-disposable food service items are minimally handled and washed with hot water and soap. Provide periodic hygiene practice guideline reminders to staff.		
Other cleaning, sanitizing, disinfecting, and ventilation practices	Flush all water systems to ensure they are safe to minimize risk of diseases associated with water. Ensure HVAC systems (heating, ventilation, and air conditioning systems) are operating properly. Increase introduction of outdoor air as much as possible. - Adjust settings on the Building Automation systems to maximum outside air setting. - Use operable windows when outdoor humidity and allergen levels allow.	Flush all water systems to ensure they are safe to minimize risk of diseases associated with water. Ensure HVAC systems (heating, ventilation, and air conditioning systems) are operating properly. Increase introduction of outdoor air as much as possible. - Adjust settings on the Building Automation systems to maximum outside air setting. - Use operable windows when outdoor humidity and allergen levels allow.	**Lead** Ed Poprik, Director of Physical Plant **Support** Lois Thompson, CSN Heigh Arruda, CSN Melissa Coble, RN Jeanne Knouse	CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation Humidifiers

	Evaluate the capability of the current HVAC system to accept upgraded filters and implement where feasible.	Evaluate the capability of the current HVAC system to accept upgraded filters and implement where feasible.			
	Place or install stand-alone HEPA filtration units (and/or UV light systems) in areas of high need (isolation rooms, band and choir rooms, rooms without windows, rooms with HVAC limitations, etc.)	Place or install stand-alone HEPA filtration units (and/or UV light systems) in areas of high need (isolation rooms, band and choir rooms, rooms without windows, rooms with HVAC limitations, etc.)			
	Prepare a plan for the potential need to elevate humidity levels during the winter months.	Prepare a plan for the potential need to elevate humidity levels during the winter months.			

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	**POSSIBLE Schools closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status **IF CLOSED:** K-12 in-school learning shifts to remote learning model (Virtual Academy will continue status quo).	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status All learning and congregational spaces will have signage or configured to adhere to 6 foot physically distanced guidelines.	Admin/Architect Will and Vern Ed Poprik	Social distancing markers for floor	Include in back to school information.

	All essential staff must adhere to 6 foot physically distanced guidelines. **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms **Breakfast**	**POSSIBLE School closed to face-to-face instruction** - In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. - **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** - In the Green Phase of reopening, gatherings for a	Follow all state and local health department requirements for retail food service operations. Limit the use of self service food distribution in the cafeteria (e.g. meals and/or snacks served at school will be individually packaged and served directly to students; milk or juice may be available separately and will also be served directly to students; Portion controlled condiments and wrapped, disposable utensils will be provided and served directly to students; disposable plates, bowls, and food containers will be used).	**Lead** Megan Schaper, Director of Food Service **Support** Heidi Arruda, CSN Mary Stone, CSN Principals		Include in back- to-school information

	planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Organized food distribution as USDA funding and waivers allow. **IF OPEN:** K-5 and special populations in daily face-to-face attendance: All Green Phase action steps will be in place. MS-HS: Organized food distribution as USDA funding and waivers allow.	● Elementary and Middle Schools - Meals fully packaged and served directly to students. Students may come to the cafeteria to pick up meals with staggered schedules. Students will be distanced in the service line. The service area will be sanitized between classes. If needed by specific schools or classrooms, meals may be delivered to students in classrooms. 　○ Consideration for disposing of food and packaging waste will be coordinated with the physical plant department. ● High School - Students will pick up meals in the food court or snack bar and will eat in the cafeteria. The number of students permitted into the food court will be limited to allow social distancing in that space. Food will be fully packaged and served or monitored for safe self-service. Cafeteria tables and chairs will be removed to provide social distancing. Tables and serving line surfaces will be sanitized between lunch periods.		

		Cashless and touchless systems will be put in place for the cashier/point-of-sale stations. Parents will be encouraged to pay online or to mail payments to the food service office. For purchases, student accounts will be accessed via ID badge scans or name look-up by the cashier. As USDA funding and waivers allow, meals will be available to secondary students to take home for the next day when they are not scheduled to be in school. As always, ensure the safety of students with food allergies. Adhere to social distancing guidelines and mask requirements. Breakfast will be distributed in a similar manner as described for lunch.			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Teach and reinforce hygiene practices to students and staff. ● Presentation/Website/Email Monthly hygiene practice educational information to students and staff including proper disposal of tissues. ● Website/Email (newsletters)	**Lead** Gwynne Decker, CSN Ali Snyder, CSN Dawn Murnyack-Rowell, CSN **Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson	MS/HS; CDC Daily Hygiene Video MS/HS Student; CDC Handwashing Video POSSIBLE HS/MS/Elem Mask Safety Video	Yes: Training/ video

			Brett Wilson	Elementary Student; CDC Handwashing Video	

event are limited to a maximum of 25 individuals.
- In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.

Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.

IF CLOSED:

K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo).

Employees: Reinforce hygiene practices for staff.
- Presentation/Website/Email

Encourage staff handwashing as recommended by PA DOH; at minimum require:
- upon entrance/leaving shared spaces
- before/after eating
- after bathroom use

Require face masks
- mark front of mask and store on/in clean surface/container

Incorporate face shields as needed.

Develop a schedule for student and staff handwashing as recommended by PA DOH; at minimum require:
- upon entrance/leaving shared spaces
- before/after eating
- after bathroom use

Require face masks.
- Mark front of mask and store on/in clean surface/container.

Incorporate face shields as needed.

Encourage use of tissues for blowing nose, sneezes and coughs followed by handwashing.

Encourage hands/objects away from the face.

Brett Wilson

Elementary Student; CDC Handwashing Video

Elementary Student; CDC Cover Cough & Sneezes Video

POSSIBLE Elementary Student Hygiene Video

POSSIBLE ELEM; Mask Safety Video

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<td></td>
<td>Encourage use of tissues for blowing nose, sneezes and coughs followed by handwashing.

Encourage hands/objects away from the face.

IF OPEN:

All Green Phase action steps will be in place.

MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).

Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.).

Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).</td>
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<tr>
<td>*** Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**</td>
<td>**POSSIBLE School closed to face-to-face instruction**

● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals.
● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous**</td>
<td>Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.

Throughout each district building, multiple level appropriate signage (elementary, middle, high) will be posted related to the following infection control measures:
● Proper wearing and removal of face masks</td>
<td>**Lead**
Dawn Murnyack-Rowell, CSN
Clare Sapia, CSN

Support
Kelly Mark
Todd Dishong
Larry Walker
Curtis Johnson</td>
<td>6 foot spaced floor markers:
   Main Office
   Restrooms
   Cafeteria
   Hallways
   Library
   Locker rooms</td>
<td>Include in back-to-school information</td>
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	event are limited to a maximum of 25 individuals. ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status Throughout each district building, multiple, level appropriate signage (elementary, middle, high) will be posted related to the following infection control measures: ● Proper wearing and removal of face masks ● social distancing (wall and floor signage) ● hand washing ● germ prevention ● when to stay home ● symptoms	● social distancing (wall and floor signage) ● hand washing ● germ prevention ● when to stay home ● symptoms	Brett Wilson Ed Poprik	https://www.cdc.gov/handwashing/posters.html https://www.cdc.gov/flu/pdf/freeresources/updated/stay-home-from-work-poster.pdf https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html	

* Identifying and restricting non-essential visitors and volunteers	POSSIBLE School closed to face-to-face instruction	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status	**Lead** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson Suzan Bailey Trish Storch	[CDC Covid 19 Considerations for Schools](#)	Yes: literature
	● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.	Limit visitors to individuals that are essential (district specific). ● Utilize virtual meetings as much as possible (IEP, 504, SAIP, Conferences etc.)		Signs https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf	
	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.	Visitors must be screened using a symptom checker form. Provide a visible marker (i.e., paper wristband or visitor badge sticker), indicating proof of screening.	**Support** Heidi Arruda, CSN Cynthia Pierce, CSN Lois Thompson, CSN	[SCASD SIGNAGE](#)	
	IF CLOSED: K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo).	Visitors must sign a form attesting to being symptom-free for the past 10 days and not have been recently exposed to anyone known with COVID-19.			
	Limit visitors to individuals that are essential (district specific).	Limit close contact with others by maintaining a distance of at least 6 feet. Require face coverings.			
	Visitors must be screened using a symptom checker form. Provide a visible marker (i.e., paper wristband or	Require routine hand washing/sanitizing, for example, between classes or activities, when visitors are working with children or supplies. Ill/sick student pick up			

visitor badge sticker), indicating proof of screening. Visitors must sign a form attesting to being symptom-free for the past 10 days and not have been recently exposed to anyone known with COVID-19. Limit close contact with others by maintaining a distance of at least 6 feet. Require face coverings. Require routine hand washing/sanitizing, for example, between classes or activities, when visitors are working with children or supplies. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).	● Parent/guardian will sign the student out (in lobby areas where able) and follow all COVID-19 guidelines (mask, socially distancing etc.)

	Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Recess: ● Masks not worn by students and staff once socially distancing is established ● No use of shared equipment including playgrounds ● Reminders of frequent handwashing before and after recess During PE indoor instruction: ● Staff and students will wear masks. ● Social distancing (6 ft) will be followed. ● Sanitizing equipment after each use ● Reminders of frequent handwashing before and after PE ● Groups will not be in the locker rooms for longer than the 10-15 minute window.	**Lead** Chris Weakland Loren Crispell Traci Edelman Diane Swauger **Support** Mary Wagoner, CSN Dawn Murnyack-Rowell, CSN Melissa Coble, RN Mary Stone, CSN	CDC's Considerations for Youth Sports PA Guidance for Sports Guidance for Gyms and Fitness Providers Re-Opening Guidance for Public Spaces	Include in back to school information

	Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess and consideration for PE etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).	During PE outdoor instruction: ● Masks not worn by students and staff once socially distancing is established ● Sanitize equipment after each use. ● Reminders of frequent handwashing before and after PE ● Groups will not be in the locker rooms for longer than the 10-15 minute window. Natatorium PE class: ● Groups will not be in the locker rooms for longer than the 10-15 minute window. ● Masks worn until ready to enter pool ○ Provide individual waterproof containers for mask storage. ** The Board will consider a separate Athletic program safety plan, as required by the PA Department of Education.			
Limiting the sharing of materials among students	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Refer to the Education Model	**Lead** Deirdre/Chris CTC Director teachers Kelly Mark Todd Dishong Larry Walker Curtis Johnson		Include in back to school information

are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.).	All shared items must be sanitized after each use. Items to consider (not limited to): ● hall passes ● individual material packets ● library materials ● music instruments ● Limit materials coming home/between school ● art supplies ● equipment (PE, Tech Ed., CTC. etc.)	Brett Wilson	

	Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
Staggering the use of communal spaces and hallways	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Employees must adhere to 6 foot physically distanced guidelines and	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Building specific locations that will include signage and recommended social distancing configurations	All nurses and their principals by building		Include in back to school information

	wear a mask at all times (excluding times in office space alone). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).			
Adjusting transportation schedules and practices to create social distance between students	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Scheduled cleaning and disinfecting of buses between routes Train bus drivers on appropriate use of cleaning and disinfecting products and procedures and CDC guidelines. Provide bus drivers with the following PPE: ● Surgical masks ● Gloves	**Lead** Van Swauger, Director of Transportation Amy Stedman **Support** Gwynne Decker, CSN Lois Thompson, CSN	CDC What Bus Operators Need to Know about Covid 19	Yes: Training

	planned or spontaneous event are limited to a maximum of 250 individuals.
	
	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status
	
	IF CLOSED:
	
	K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo).
	
	IF OPEN:
	
	All Green Phase action steps will be in place.
	
	MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).
	
	Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.).
	
	Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).
		Provide hand sanitizers, tissues, trash can and cleaning supplies for all busses.
		
		Provide signage for buses:
		   ● proper wearing of masks
		   ● social distancing reminders
		
		Provide email reminders to families to maintain a distance of at least 6 feet while at the bus stop.
		
		Social Distancing on Buses: after reviewing guidelines (CDC and WHO) for bus safety and social distancing, our safety team's bus protocol includes that students must wear masks and be distanced at least 3' from other riders and 6' from the driver.
		
		Considerations and other safety precautions:
		   ● Staggering, adjusting and extending pick up and drop off times
		   ● Loading bus processes:
		      ○ First on the bus goes to back of bus
		      ○ Assigned seats
		      ○ Family members may sit together
		   ● Surveying families to provide transportation			

		○ parent opting out of transportation (every 9 weeks resurvey) Require face coverings for all on the bus at all times. Ventilation - If appropriate, opening doors and windows. No field trips outside of district buildings until all COVID-19 phases are lifted (athletics will be addressed in PIAA plan) *Organize traffic issues related to increased parent pick and drop off at schools.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. See Education Model ● Safety Team recommendations are to incorporate cohort classrooms whenever and wherever possible.	All nurses and their principals by building	CDC Covid-19 K-12 Schools and Child Care Programs CDC Covid 19 and Children	Include in back to school information

	are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Employees must adhere to 6 foot physically distanced guidelines and wear a mask at all times (excluding times in office space alone). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).			

| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | **POSSIBLE School closed to face-to-face instruction**

● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals.
● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.**
● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.

IF CLOSED:

K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo).

Employees must adhere to 6 foot physically distanced guidelines and wear a mask at all times (excluding times in office space alone).

IF OPEN:

All Green Phase action steps will be in place. | Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.

Provide educational material as requested.

Share and reinforce infection control procedures:
● SCASD Phased School Reopening Health and Safety Plan
● signage
● videos
● changing schedules related to Education Model
● school closure requirements | **Lead**
Shannon Messick, Community Ed
Van Swauger, Director of Transportation

Kelly Mark
Todd Dishong
Larry Walker
Curtis Johnson
Brett Wilson

Support
Gwynne Decker, CSN
Lois Thompson, CSN | CDC Childcare Decision Tool

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs | YES: as requested |

	MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
Other social distancing and safety practices			All nurses and their principals by building	CDC Social Media Tool Kit	

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the monitoring take place?
- When and how frequently will the monitoring take place?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

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**	**POSSIBLE School closed to face-to-face instruction** - In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. - **In the Yellow Phase of reopening, gatherings for a planned or spontaneous**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Post signage at main entryways in district buildings requesting people who have been symptomatic with fever, cough, or other symptoms not to enter the building. Create a symptoms checklist for parents to screen students and staff to	**Lead** Heidi Arruda, CSN, Mary Wagoner, CSN Clare Sapia, CSN **Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson Suzan Bailey	signage for entry ways adequate numbers of contactless thermometers Symptoms reporting system for faculty/staff Adequate health room staffing	Include in back to school information

	event are limited to a maximum of 25 individuals. ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Post signage at main entryways in district buildings requesting people who have been symptomatic with fever, cough, or other symptoms not to enter the building. Create a symptoms checklist for daily self screening of staff prior to school arrival. Share this checklist directly with all stakeholders. **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).	self-screen daily at home prior to school arrival. Share this checklist directly with all stakeholders. Incorporate symptoms checklists into morning announcements at middle/high school levels. Attendance secretaries and human resource office will monitor student/staff absenteeism rates/patterns and consult with the CSN. If substantial increase is noted, the local health department will be contacted. Enforce that staff and students stay home if they have tested positive for COVID-19, have COVID-19 symptoms or have recent close contact with a person with COVID-19 until they meet criteria to return to work or school.		Masks Gloves COVID Screening for Staff COVID Screening Checklist for Students Pulse Oximeter Monitors for each nursing office	

	Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	**POSSIBLE School closed to face-to-face instruction** ~~Virtual Learning Implemented~~ ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Create an isolation room or area in each school to separate anyone who exhibits COVID-19 like symptoms. If a student is not wearing a mask, a mask should be applied immediately while placed in an isolation room. Health room staff should consider an increased level of PPE (i.e. use of N95 respirator, gown, gloves) while interacting with students/faculty and staff placed in isolation. Faculty and staff will refer to the isolation protocol for evaluation/disposition of students with COVID-19 symptoms. Procedure for safely transporting sick individuals home. Ill/sick student pick up: ● Parent/guardian will sign the student out (in lobby areas where able) and follow all	**Lead** Heidi Arruda, CSN, Mary Wagoner, CSN Clare Sapia, CSN **Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson Suzan Bailey	Designated spaces within each school building for isolation area Support and collaboration by Centre County PA DOH Contact Tracing Preliminary Isolation Protocol SCASD Isolation Room Ventilation Needs	Yes: literature and Include in back to school information

K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Any areas/rooms occupied by a faculty/staff member who is identified as having COVID-19 like symptoms and was not wearing a mask correctly, should be cleared/closed and cleansed/disinfected per procedure before using space again. Create school communication system for faculty/staff to self report symptoms and or confirmed COVID-19 outside of school hours (evening and weekends) Work in collaboration with the local health department to notify any faculty/staff that had potential exposure to COVID- 19 via contact tracing protocols. Confidentiality of positive cases will be maintained. Create on-going faculty/staff self health appraisal in collaboration with Human Resources including substitute faculty/staff. Implement flexible attendance procedures for faculty/ staff on a case-by-case basis. **IF OPEN**:	COVID-19 guidelines (mask, social distancing etc.) ● Establish routine messaging to remind parents/guardians to provide the most updated emergency contact information. Any areas/rooms occupied by a student or faculty/staff member who is identified as having COVID-19 like symptoms was not wearing a mask correctly, should be cleared/closed and cleansed/disinfected per procedure before using space again. Create a school communication system for faculty/staff and families to self report symptoms and or confirmed COVID-19 outside of school hours (evening and weekends). Work in collaboration with the local health department to notify any students/faculty that had potential exposure to COVID-19 via contact tracing protocols. Confidentiality of positive cases to be maintained. Create on-going faculty/staff self health appraisal in collaboration with Human Resources. Includes substitute faculty/staff. Implement flexible attendance procedures for students, faculty and staff on a case-by-case basis.		

	All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
* **Returning isolated or quarantined staff, students, or visitors to school**	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Follow/reinforce isolation/quarantining parameters per CDC guidelines and PA DOH. If a student or faculty/staff member had a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours and no other symptoms. If student or faculty/staff member is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not	**Lead** Heidi Arruda, CSN, Mary Wagoner, CSN Clare Sapia, CSN **Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson Suzan Bailey		Yes: literature and Include in back-to-school information

	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Follow/reinforce isolation/quarantining parameters per CDC guidelines and PA DOH. If a faculty/staff member had a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours. If faculty/staff is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not return to work until it has been at least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication. Track estimated return to work dates of faculty/staff in isolation and quarantine **IF OPEN:**	return to school until it has been at least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication. Track estimated return to school dates of students and faculty/staff in isolation and quarantine		

	All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Clear consistent upfront communication of when we will notify families of COVID-19 case management. COVID-19 Positive ● Immediate notification of individuals identified through contact tracing procedures. ● District is notified with details of exposure (share building location, direction from DOH, sanitizing). Develop COVID-19 Handbook for Employees and Parent/Guardians for	**Lead** Jeanne Knouse, Director of Student Services Heidi Arruda, Lead CSN **Support** Nabil Mark Chris Rosenblum		Yes: literature and Include in back to school information

	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Clear consistent upfront communication of when we will notify faculty/staff of COVID-19 case management. COVID-19 Positive ● Immediate notification of individuals identified through contact tracing procedures. ● District is notified with details of exposure (share building location, direction from DOH, sanitizing). Develop COVID-19 Handbook for Employees for signature confirming understanding of Safety Plan. **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).	signature confirming understanding of Safety Plan. School Closure Determination and Notification – Determining factors to be consider for school closure: ● Number of reported positive cases related to the District ● Number of staff impacted by quarantine requirements ● Number of reported positive cases related to the larger community ● MNHC in-patient COVID-19 bed capacity Team consulting with SCASD administration regarding school closure: Health and Safety Planning Team (including pediatricians, epidemiologist, infectious disease specialist), IHPG with PSU health and emergency management representatives and feedback. Notification will be made by emails, website posting, text and phone call.			

	Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).			
Other monitoring and screening practices	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Will develop as the plan is implemented.	Nurses	

K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				

Other Considerations for Students and Staff

Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

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**	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Use Eschool alerts to flag those students that are at higher risk. HR will send surveys to faculty and staff to gather numbers of high risk faculty/staff impacted personally or by a family member.	**Lead for Staff:** Linda Pierce, HR Director Cory Cunningham Jeanne Knouse, Director of Student Services **Lead for Students:** Lois Thompson, CSN Clare Sapia,	[If You Are Immunocompromised, Protect Yourself From Covid](#)	Yes: literature and Include in back to school information

	event are limited to a maximum of 25 individuals. ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). HR will send surveys to faculty and staff to gather numbers of high-risk faculty/staff impacted personally or by a family member. Develop a working plan for faculty/staff on a case-by-case basis. **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may	Send surveys to students and families to gather the number of high risk students impacted personally or by a family member. Develop a learning plan for students on a case-by-case basis. Develop a working plan for faculty/staff on a case-by-case basis. Ask parents to provide notification to the school when a family member is isolated or quarantined.	CSN Cynthia Pierce, CSN Ali Snyder, CSN **Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson		

	include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
* Use of face coverings (masks or face shields) by all staff	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo).	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. HR will communicate to SCASD staff the expectations for complying with face coverings in accordance with the PA DOH and CDC guidelines. Teach and reinforce use of face coverings among all staff (include appropriate mask wearing). Provide protective face coverings (masks or face shields) to adults, including visiting adults. Purchase adequate supplies, and carefully monitor amounts. Incorporate mask breaks; may take off when outside the building or when individuals are alone in the office.	**Lead** Linda Pierce, HR Director **Support** Ali Snyder, CSN Mary Stone, CSN Cynthia Pierce, CSN Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson	https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/	Yes: training/ video literature and Include in back to school information

	HR will communicate to SCASD staff the expectations for complying with face coverings in accordance with the PA DOH and CDC guidelines. Teach and reinforce use of face coverings among all staff (include appropriate mask wearing). Provide protective face coverings (masks or face shields) to adults, including visiting adults. Purchase adequate supplies, and carefully monitor. Incorporate mask breaks; may take off when outside of the building or when individuals are alone in the office. **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).			

* Use of face coverings (masks or face shields) for students	POSSIBLE School closed to face-to-face instruction	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.	**Lead** Ali Snyder CSN Mary Stone CSN Cynthia Pierce CSN	https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/	Yes: training/ video literature and Include in back to school information
	● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.	Teach and reinforce use of face coverings among all students. Face coverings may be challenging for students (especially younger students or students with special needs). When possible, provide outside mask breaks with social distancing.	**Support** Kelly Mark Todd Dishong Larry Walker Curtis Johnson Brett Wilson		
	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo).				

	Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).				
Unique safety protocols for students with complex needs or other vulnerable individuals	**POSSIBLE School closed to face-to-face instruction** ● In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. ● **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** ● In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. **IF CLOSED:**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. The needs of all students with documented complex needs or other vulnerable individuals will be addressed through their school team. Social Distancing (specific to students with mobility concerns who require unique accommodations) ● Supportive guide ○ Follow social distance recommendation of 15 minute guideline (if not able to resolve situation in 15 minutes the team must make accommodations such as rotating individuals) Provide alternative face covering options for special populations as	**Lead** Heather Pringle, Katy Ricker **Support** All nurses	Filters Reusable Anti Dust Unisex Mouth Face Filter, with Clear Window Visible Expression for The Deaf and Hard of Hearing Doublelift Filters Reusable Anti Dust Unisex Mouth Face Filter, with Clear Window Face Mask with Clear Window Visible Expression for The Deaf and Hard of Hearing Face Shield with Eyes Shield Mask With Clear Window Visible	Yes: literature and Include in back to school information

	K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). Special consideration will be given to continue in-school instruction for students with complex and vulnerable needs during the yellow phase (if permissible by PDE). Enforcing all safety protocols ● sanitizing ● mask wearing ● social distancing ● group size **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.). Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).	needed and tolerated (consideration for students, faculty/staff related to individual needs) Self-care/hygiene/toileting ● PPE (mask, gloves) ● frequent hand-washing Students with agency nurses ● Agency nurses develop Individualized Health Plan and share with the building team for implementation purposes		Bandanas Filter Scarf C-overing Mouth Face Shield With Clear Window Visible Expression For The Deaf And Hard Of Hearing	
Strategic deployment of staff	**POSSIBLE School closed to face-to-face instruction**	District administrators, including principals, will analyze student	**Lead**		

• In the Red Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals. • **In the Yellow Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.** • In the Green Phase of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals. **IF CLOSED:** K-12 in-school learning shifts to a remote learning model (Virtual Academy will continue the status quo). **IF OPEN**: All Green Phase action steps will be in place. MS and HS in-school learning shifts to remote learning model (Virtual Academy will continue status quo). Elementary will continue face-to-face daily with revisions to areas that may include more than 25 individuals (cafeteria, recess etc.).	enrollments for in-school and virtual programming to strategically assign faculty and staff based on student numbers and classroom capacity. Human resources will also collaborate with principals regarding substitute teachers prior to determining how in-school absences will be addressed.	Linda Pierce Director of HR Assistant Superintendents, Directors, Principals

	Some K-12 students with complex needs may remain face-to-face (i.e. special education, ESL beginners).						

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
Infectious Control ● **Face Coverings** ● **Hand Washing (frequency, duration)** ● **Coughing** ● **Sneezing/Blowing Nose**	Faculty/Staff Families, Elementary Students Middle and High Students	Gwynne Decker, CSN Lois Thompson, CSN Mary Wagoner, CSN Dawn Murnack-Rowell, CSN Ali Snyder, CSN Mary Stone, CSN Cynthia Pierce, CSN	Videos, PowerPoint presentations, email, at written formats	COVID-19 Stop the Spread of Germs Covid 19 Education Coronavirus disease 2019 (COVID-19) How To Protect Yourself Also see videos above in hygiene practices	Aug. 17, 2020	Aug. 21, 2020

Health Room/Isolation Room Processes	Faculty/Staff, Students, Families	Heidi Arruda, CSN, Mary Wagoner, CSN Clare Sapia, CSN	Flow Chart PPE gear application and removal (faculty/staff only)	Preliminary Isolation Protocol Flow Chart	Aug. 17, 2020	Aug. 21, 2020
COVID Family Handbook	Students and Families	Administration	Written and electronic format	Safety Plan and documents within Student Checklist Social Stories	Aug. 17, 2020	Aug. 21, 2020
COVID Staff Handbook	Faculty/Staff	Administration	Written and electronic format	Safety Plan and documents within Reporting Procedures	Aug. 17, 2020	Aug. 21, 2020
Cleaning and Sanitizing	Custodians, Bus Drivers and other staff identified to clean and sanitize	Physical Plant Staff	Zoom and/or Video	Cleaning supplies and directions for use	Aug. 3, 2020	Aug. 21, 2020
Equity Based Trauma Informed Care Training	Faculty/Staff Students	PCCD Grant Coordinator Staff Personal and Professional Wellness Team (SPPWT)	Zoom or Face to Face	Grant and SPPWT created materials	Aug. 17, 2020	June 2021
Safety Care Updates (including increased behavioral situations that will break the social distancing window and hygiene concerns)	Faculty/Staff	Safety Care Trainers	Zoom	Safety Care information embedded Trauma/Social Distancing/Facie Shield/Handwashing	Aug. 3, 2020	Aug. 21, 2020
Circles to Build Community	Faculty/Staff	RP Trainers	Zoom or Face to Face	Goal and Questions document (specific to sensitive topics)	Monthly starting in August	June
Mental Health Awareness and MTSS Systems	Faculty/Staff	Student Wellness Team (SWT)	Zoom or Face to Face	SWT created materials	Aug. 17, 2020	Aug. 21, 2020
Attendance Policies	Attendance Secretaries, Faculty/Staff	Cindy Sergeon, Suzan Bailey, Linda Pierce	Information Sheet /flow chart	District created materials	Aug. 17, 2020	Aug. 21, 2020

	Students, Families					
IMH Processes and Meeting times	Faculty/Staff	IMH Lead	Flow Chart and Schedule	District created materials	Aug. 17, 2020	Aug. 21, 2020

** As this document becomes more complete, the professional development topics and timelines will be more explicit.

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
June 15 - Health and Safety Plan Update to School Board	Board meeting	Jeanne Knouse	Zoom	6/15/20	6/15/20
Tuesday, June 23 - Draft - Health and Safety Plan Update	F&G Committee, CAC for Health and Safety	Jeanne Knouse, Ed Poprik,	Zoom	6/23/20	6/23/20
Thursday, June 26 - Draft - Health and Safety Plan Update	Fall Employee Update	Jeanne Knouse, Will Stout, Vern Bock	Email	6/25/20	
June 29 - Health and Safety Plan Proposal to School Board	Update to Full Board	Jeanne Knouse, WIll Stout and Safety Team	Zoom	6/29/20	
July 2 - Community & Employee Updates/Presentations Q&A	All Stakeholders	Jeanne Knouse, Randy Brown, Robert O'Donnell	Email, web, video	7/2/20	
July 6 Board	Board Action	Jeanne Knouse, Will Stout and Safety Team	Zoom	7/6/20	

Health and Safety Plan Summary: State College Area School District

Anticipated Launch Date: July 7, 2021

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed. Custodial staff will disinfect all areas used during the day at the end of their work shift. Custodial staff will disinfect all areas used by SCASD after school activities prior to and after the activity. For bathrooms, water bottle fillers, and locker rooms that are being used, cleaning will be increased to 3 times per day. Close communal water fountains and promote use of personal water bottles and/or bottled water. Identify personnel to clean high touch areas and materials in classrooms when students transition. Supplies will be made available for staff and secondary students to clean shared equipment after each use at the Fitness Center and other athletic facilities. Playground equipment will remain closed during the yellow and green phases. Provide adequate supplies to support healthy hygiene behaviors. ● Water, soap, hand sanitizer ● Paper towels, tissue paper

	- Gloves (non-latex), masks (PPE that prevents or minimizes viral transmission), face shields or goggles - EPA cleaning supplies that minimize asthmatic reactions - Open-faced trash cans or no-touch trash cans - Ensure safe and correct storage of cleaning and disinfecting products. - Keep personal items separated and limit sharing of personal items. - Provide adequate classroom supplies for individual student use. - Ensure all non-disposable food service items are minimally handled and washed with hot water and soap. Provide periodic hygiene practice guideline reminders to staff.
Other cleaning, sanitizing, disinfecting, and ventilation practices	Flush all water systems to ensure they are safe to minimize risk of diseases associated with water. Ensure HVAC systems (heating, ventilation, and air conditioning systems) are operating properly. Increase introduction of outdoor air as much as possible. - Adjust settings on the Building Automation systems to maximum outside air setting. - Use operable windows when outdoor humidity and allergen levels allow. Evaluate the capability of the current HVAC system to accept upgraded filters and implement where feasible. Place or install stand-alone HEPA filtration units (and/or UV light systems) in areas of high need (isolation rooms, band and choir rooms, rooms without windows, rooms with HVAC limitations, etc.) Prepare a plan for the potential need to elevate humidity levels during the winter months.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status All learning and congregational spaces will have signage or configured to adhere to 6 foot physically distanced guidelines.

* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Follow all state and local health department requirements for retail food service operations. Limit the use of self service food distribution in the cafeteria (e.g. meals and/or snacks served at school will be individually packaged and served directly to students; milk or juice may be available separately and will also be served directly to students; Portion controlled condiments and wrapped, disposable utensils will be provided and served directly to students; disposable plates, bowls, and food containers will be used). - Elementary and Middle Schools - Meals fully packaged and served directly to students. Students may come to the cafeteria to pick up meals with staggered schedules. Students will be distanced in the service line. The service area will be sanitized between classes. If needed by specific schools or classrooms, meals may be delivered to students in classrooms. - Consideration for disposing of food and packaging waste will be coordinated with the physical plant department. - High School - Students will pick up meals in the food court or snack bar and will eat in the cafeteria. The number of students permitted into the food court will be limited to allow social distancing in that space. Food will be fully packaged and served or monitored for safe self-service. Cafeteria tables and chairs will be removed to provide social distancing. Tables and serving line surfaces will be sanitized between lunch periods. Cashless and touchless systems will be put in place for the cashier/point-of-sale stations. Parents will be encouraged to pay online or to mail payments to the food service office. For purchases, student accounts will be accessed via ID badge scans or name look-up by the cashier. As USDA funding and waivers allow, meals will be available to secondary students to take home for the next day when they are not scheduled to be in school. As always, ensure the safety of students with food allergies. Adhere to social distancing guidelines and mask requirements. Breakfast will be distributed in a similar manner as described for lunch.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Teach and reinforce hygiene practices to students and staff. Presentation/Website/Email

	Monthly hygiene practice educational information to students and staff including proper disposal of tissues.
	● Website/Email (newsletters)
	Develop a schedule for student and staff handwashing as recommended by PA DOH; at minimum require:
	● upon entrance/leaving shared spaces
	● before/after eating
	● after bathroom use
	Require face masks.
	● Mark front of mask and store on/in clean surface/container.
	Incorporate face shields as needed.
	Encourage use of tissues for blowing nose, sneezes and coughs followed by handwashing.
	Encourage hands/objects away from the face.

* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.
	
	 Throughout each district building, multiple level appropriate signage (elementary, middle, high) will be posted related to the following infection control measures:
	     ● Proper wearing and removal of face masks
	     ● social distancing (wall and floor signage)
	     ● hand washing
	     ● germ prevention
	     ● when to stay home
	     ● symptoms

* Identifying and restricting non-essential visitors and volunteers	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status Limit visitors to individuals that are essential (district specific). ● Utilize virtual meetings as much as possible (IEP, 504, SAIP, Conferences etc.)

	Visitors must be screened using a symptom checker form. Provide a visible marker (i.e., paper wristband or visitor badge sticker), indicating proof of screening. Visitors must sign a form attesting to being symptom-free for the past 10 days and not have been recently exposed to anyone known with COVID-19. Limit close contact with others by maintaining a distance of at least 6 feet. Require face coverings. Require routine hand washing/sanitizing, for example, between classes or activities, when visitors are working with children or supplies. Ill/sick student pick up ● Parent/guardian will sign the student out (in lobby areas where able) and follow all COVID-19 guidelines (mask, socially distancing etc.)
* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Recess: ● Masks not worn by students and staff once socially distancing is established ● No use of shared equipment including playgrounds ● Reminders of frequent handwashing before and after recess During PE indoor instruction: ● Staff and students will wear masks. ● Social distancing (6 ft) will be followed. ● Sanitizing equipment after each use ● Reminders of frequent handwashing before and after PE ● Groups will not be in the locker rooms for longer than the 10-15 minute window. During PE outdoor instruction: ● Masks not worn by students and staff once socially distancing is established ● Sanitize equipment after each use. ● Reminders of frequent handwashing before and after PE ● Groups will not be in the locker rooms for longer than the 10-15 minute window.

	Natatorium PE class: ● Groups will not be in the locker rooms for longer than the 10-15 minute window. ● Masks worn until ready to enter pool ○ Provide individual waterproof containers for mask storage. ** The Board will consider a separate Athletic program safety plan, as required by the PA Department of Education.
Limiting the sharing of materials among students	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Refer to the Education Model All shared items must be sanitized after each use. Items to consider (not limited to): ● hall passes ● individual material packets ● library materials ● music instruments ● Limit materials coming home/between school ● art supplies ● equipment (PE, Tech Ed., CTC. etc.)
Staggering the use of communal spaces and hallways	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Building specific locations that will include signage and recommended social distancing configurations
Adjusting transportation schedules and practices to create social distance between students	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Scheduled cleaning and disinfecting of buses between routes Train bus drivers on appropriate use of cleaning and disinfecting products and procedures and CDC guidelines. Provide bus drivers with the following PPE: ● Surgical masks ● Gloves

	Provide hand sanitizers, tissues, trash can and cleaning supplies for all busses.
	
	Provide signage for buses:
	● proper wearing of masks
	● social distancing reminders
	
	Provide email reminders to families to maintain a distance of at least 6 feet while at the bus stop.
	
	Social Distancing on Buses: after reviewing guidelines (CDC and WHO) for bus safety and social distancing, our safety team's bus protocol includes that students must wear masks and be distanced at least 3' from other riders and 6' from the driver.
	
	Considerations and other safety precautions:
	● Staggering, adjusting and extending pick up and drop off times
	● Loading bus processes:
	   ○ First on the bus goes to back of bus
	   ○ Assigned seats
	   ○ Family members may sit together
	● Surveying families to provide transportation
	   ○ parent opting out of transportation (every 9 weeks resurvey)
	
	Require face coverings for all on the bus at all times.
	
	Ventilation - If appropriate, opening doors and windows.
	
	No field trips outside of district buildings until all COVID-19 phases are lifted (athletics will be addressed in PIAA plan)
	
	*Organize traffic issues related to increased parent pick and drop off at schools.

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. See Education Model ● Safety Team recommendations are to incorporate cohort classrooms whenever and wherever possible.

Requirement(s)	Strategies, Policies and Procedures
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Provide educational material as requested. Share and reinforce infection control procedures: ● SCASD Phased School Reopening Health and Safety Plan ● signage ● videos ● changing schedules related to Education Model ● school closure requirements
Other social distancing and safety practices	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Post signage at main entryways in district buildings requesting people who have been symptomatic with fever, cough, or other symptoms not to enter the building. Create a symptoms checklist for parents to screen students and staff to self-screen daily at home prior to school arrival. Share this checklist directly with all stakeholders. Incorporate symptoms checklists into morning announcements at middle/high school levels. Attendance secretaries and human resource office will monitor student/staff absenteeism rates/patterns and consult with the CSN. If substantial increase is noted, the local health department will be contacted. Enforce that staff and students stay home if they have tested positive for COVID-19, have COVID-19 symptoms or have recent close contact with a person with COVID-19 until they meet criteria to return to work or school.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Create an isolation room or area in each school to separate anyone who exhibits COVID-19 like symptoms. If a student is not wearing a mask, a mask should be applied immediately while placed in an

isolation room. Health room staff should consider an increased level of PPE (i.e. use of N95 respirator, gown, gloves) while interacting with students/faculty and staff placed in isolation.

Faculty and staff will refer to the isolation protocol for evaluation/disposition of students with COVID-19 symptoms.

Procedure for safely transporting sick individuals home.
Ill/sick student pick up:
- Parent/guardian will sign the student out (in lobby areas where able) and follow all COVID-19 guidelines (mask, social distancing etc.)
- Establish routine messaging to remind parents/guardians to provide the most updated emergency contact information.

Any areas/rooms occupied by a student or faculty/staff member who is identified as having COVID-19 like symptoms was not wearing a mask correctly, should be cleared/closed and cleansed/disinfected per procedure before using space again.

Create a school communication system for faculty/staff and families to self report symptoms and or confirmed COVID-19 outside of school hours (evening and weekends).

Work in collaboration with the local health department to notify any students/faculty that had potential exposure to COVID-19 via contact tracing protocols. Confidentiality of positive cases to be maintained.

Create on-going faculty/staff self health appraisal in collaboration with Human Resources. Includes substitute faculty/staff.

Implement flexible attendance procedures for students, faculty and staff on a case-by-case basis.

| *** Returning isolated or quarantined staff, students, or visitors to school** | Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status.

Follow/reinforce isolation/quarantining parameters per CDC guidelines and PA DOH.

If a student or faculty/staff member had a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours and no other symptoms.

If student or faculty/staff member is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not return to school |

	until it has been at least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication. Track estimated return to school dates of students and faculty/staff in isolation and quarantine
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Clear consistent upfront communication of when we will notify families of COVID-19 case management. COVID-19 Positive ● Immediate notification of individuals identified through contact tracing procedures. ● District is notified with details of exposure (share building location, direction from DOH, sanitizing). Develop COVID-19 Handbook for Employees and Parent/Guardians for signature confirming understanding of Safety Plan. School Closure Determination and Notification – Determining factors to be consider for school closure: ● Number of reported positive cases related to the District ● Number of staff impacted by quarantine requirements ● Number of reported positive cases related to the larger community ● MNHC in-patient COVID-19 bed capacity Team consulting with SCASD administration regarding school closure: Health and Safety Planning Team (including pediatricians, epidemiologist, infectious disease specialist), IHPG with PSU health and emergency management representatives and feedback. Notification will be made by emails, website posting, text and phone call.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Use Eschool alerts to flag those students that are at higher risk.

	HR will send surveys to faculty and staff to gather numbers of high risk faculty/staff impacted personally or by a family member.
	Send surveys to students and families to gather the number of high risk students impacted personally or by a family member.
	Develop a learning plan for students on a case-by-case basis.
	Develop a working plan for faculty/staff on a case-by-case basis.
	Ask parents to provide notification to the school when a family member is isolated or quarantined.
* Use of face coverings (masks or face shields) by all staff	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. HR will communicate to SCASD staff the expectations for complying with face coverings in accordance with the PA DOH and CDC guidelines. Teach and reinforce use of face coverings among all staff (include appropriate mask wearing). Provide protective face coverings (masks or face shields) to adults, including visiting adults. Purchase adequate supplies, and carefully monitor amounts. Incorporate mask breaks; may take off when outside the building or when individuals are alone in the office.
* Use of face coverings (masks or face shields) by older students (as appropriate)	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. Teach and reinforce use of face coverings among all students. Face coverings may be challenging for students (especially younger students or students with special needs). When possible, provide outside mask breaks with social distancing.

Unique safety protocols for students with complex needs or other vulnerable individuals	Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status. The needs of all students with documented complex needs or other vulnerable individuals will be addressed through their school team. Social Distancing (specific to students with mobility concerns who require unique accommodations) ● Supportive guide ○ Follow social distance recommendation of 15 minute guideline (if not able to resolve situation in 15 minutes the team must make accommodations such as rotating individuals) Provide alternative face covering options for special populations as needed and tolerated (consideration for students, faculty/staff related to individual needs) Self-care/hygiene/toileting ● PPE (mask, gloves) ● frequent hand-washing Students with agency nurses ● Agency nurses develop Individualized Health Plan and share with the building team for implementation purposes
Strategic deployment of staff	District administrators, including principals, will analyze student enrollments for in-school and virtual programming to strategically assign faculty and staff based on student numbers and classroom capacity. Human resources will also collaborate with principals regarding substitute teachers prior to determining how in-school absences will be addressed.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the State College Area School District reviewed and approved the Phased School Reopening Health and Safety Plan on **July 6, 2020**.

The plan was approved by a vote of:

    8   Yes

    1   No

Affirmed on: **July 6, 2020**

By:

_____

(*Signature of Board President*)

Amber Concepcion
_____

(*Print Name of Board President*)

Resources

[Preliminary Guidance for Phased Reopenings](#)

[Took Kit NC - Great Model](#)

[CSNO COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings](#)

[Plastic Face Masks: Are Shields Better Than Masks](#)

[Returning To School During COVID-19](#)

[Schools are Opening World Wide Providing Model for US](#)

[Schools During the COVID 19 Pandemic](#)

[Playbook for Reopening Schools](#)

[Blueprint for Back to Schools](#)

[PDE Return to School Roadmap](#)

[Maryland's Recovery Plan for Education](#)

[CDC opening schools up again](#)

[Planning now for school reentry](#)

[Webinar: How to Reopen K-12 Schools in the Safest Way Possible: A Path Forward for Education on COVID-19.](#)

[VA Plan](#)

[K-12 School and Childcare Pandemic Safety Plan Q&A](#)

[K-12 Athletics Health and Safety Planning Guide](#)

[PA School Reopening - Task Force Report](#)

[Article: Where does the six foot guideline for social distancing come from](#)

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