



Phased School Reopening Health and Safety Plan Template

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

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

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
Health and Safety Plan Summary	17
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
Health and Safety Plan Governing Body Affirmation Statement	20

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: Eastern Lebanon County School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 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 confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Julia R. Vicente	District, Students, Community	Pandemic Coordinator, Health & Safety Plan Development, Pandemic Crisis Response Team
Barbara E. Davis	District, Students	Health & Safety Plan Development, Pandemic Crisis Response Team, Instructional Plan Contact
Michael Miller	District, Transportation	Health & Safety Plan Development, Pandemic Crisis Response Team

Amy Shoemaker	District, Students, Pupil Services, English Language Learners, School Nurses	Health & Safety Plan Development, Pandemic Crisis Response Team
Doug Dresch	District, Facilities	Health & Safety Plan Development, Pandemic Crisis Response Team
Jenelle Himmelreich	District, Community, Food Services	Health & Safety Plan Development, Pandemic Crisis Response Team
Robert Boltz	District, Community, Parent, Technology	Health & Safety Plan Development, Pandemic Crisis Response Team
Jeremy Sweigart	District, Students, Special Education	Health & Safety Plan Development, Pandemic Crisis Response Team
Jennifer Haas	District, Students, Community, Parent	Health & Safety Plan Development, Pandemic Crisis Response Team
Criag Soden	District, Students, Safety and Security Coordinator	Health & Safety Plan Development, Pandemic Crisis Response Team
Dan Marks	District, Students	Health & Safety Plan Development, Pandemic Crisis Response Team
Brad Entrekin	District, Students, Community, Parent	Health & Safety Plan Development, Pandemic Crisis Response Team
Michael Gerhart	District, Students	Health & Safety Plan Development, Pandemic Crisis Response Team
Tam Hower	District, Students	Health & Safety Plan Development, Pandemic Crisis Response Team
Steven Lin	District, Students	Health & Safety Plan Development, Pandemic Crisis Response Team
Doug Bohannon	District, Community, Parent, Athletics	Health & Safety Plan Development, Pandemic Crisis Response Team, Athletic Plan Contact
Dr. Steven Shay	Community, Health Official	Health & Safety Plan Development
District Families (survey and select committees)	Community, Parents, Students	Health & Safety Plan Development
District Staff	District	Health & Safety Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: The Eastern Lebanon County (ELCO) School District is committed to ensuring the health and safety of every student and staff member which includes maintaining clean learning and work environments. Sanitation and disinfecting will be conducted in a similar manner in both the yellow and green phases utilizing appropriate products and procedures. All instructional areas, hallways, offices, and locker rooms will be cleaned on a daily basis. Throughout each school day high traffic touch points such as door knobs, handrails, and lightswitches will be disinfected several times a day as well as again in the evening. Hand sanitizer will be available in instructional spaces for students and staff to use as needed. All bathrooms will be cleaned twice during the school day and playgrounds and busses will be disinfected daily. All cleaning products that will be utilized meet OSHA requirements, are hospital grade, and have SDS sheets denoting their use and effectiveness in eliminating viruses. All of the District custodial and maintenance staff members have been trained in best practices and methods to implement cleanliness, sanitation, disinfection, and ventilation protocols/procedures, and additional trainings will be scheduled to ensure best practices are utilized at all times. Supplies meeting specified requirements necessary to implement cleaning, sanitation, and disinfection protocols are on hand and additional products have been ordered. Cleaning and safety standards will be monitored on a daily basis by Head Custodians and the Director of Building and Grounds.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> ● All school buildings, including locker rooms and hallways, will be disinfected by using hospital grade disinfectant every school day and on weekends as necessary. ● High-touch points will be cleaned and disinfected several times a day in the learning spaces and throughout the building. ● Additional cleaning materials will be available for teacher use. ● All bathrooms will be cleaned twice during each school day. ● Bottlefiller water fountains will be installed throughout the District. ● Playgrounds will be disinfected daily. ● Cleaning all vehicles on a nightly basis with a disinfectant that is sprayed on the vehicle interior. 	<ul style="list-style-type: none"> ● All school buildings, including locker rooms and hallways, will be disinfected by using hospital grade disinfectant every school day and on weekends as necessary. ● High-touch points will be cleaned and disinfected several times a day in the learning spaces and throughout the building. ● Additional cleaning materials will be available for teacher use. ● All bathrooms will be cleaned twice during each school day. ● Bottlefiller water fountains will be installed throughout the District. ● Playgrounds will be disinfected daily. ● Cleaning all vehicles on a nightly basis with a disinfectant that is sprayed on the vehicle interior. 	<p>Director of Buildings and Grounds</p>	<p>Cleaning Materials and Supplies</p> <p>Personal Protective Equipment</p>	<p>Y</p>

	<ul style="list-style-type: none"> Antimicrobial HVAC filters will continue to be used and replaced regularly. 	<ul style="list-style-type: none"> Antimicrobial HVAC filters will continue to be used and replaced regularly. 			

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: The ELCO School District will continue to practice recommended health and safety protocols that are provided by the state and county. Expectations will be put into place to limit the number of individuals students and staff come into contact with on a daily basis and physical distancing protocols will be implemented. Visual reminders of physical distancing, including posters and signage on floors, will be utilized in all buildings. Instructional areas will be organized with all desks facing in one direction and a physical distance to optimize social distancing (3-6 feet) will be maintained when feasible in all settings/locations. Hallways will be designated one way when possible and when not possible, students will walk down the right side of hallways. In the yellow phase groups of individuals congregating in any one location will not exceed 25, this will include cafeterias, auditoriums, and other communal spaces. Additionally in the yellow phase, student movement throughout the buildings will be further limited to the extent feasible and will include procedures such as eating meals in classrooms and specialist teachers providing instruction in the regular classrooms. The utilization of outside space will be encouraged whenever possible. Visitors in both phases will be restricted to those deemed essential and any visitors will be required to follow all safety protocols. To limit the number of

individuals in the buildings on a daily basis and to provide time for clearing and disinfecting procedures, the use of District facilities by outside groups will be limited and if used, any groups will be required to follow established safety protocols. No outside groups will have access to District facilities in the yellow phase. Hygiene practices will be taught explicitly to students, reviewed frequently, and reinforced by teachers, posted signage, and other communication means routinely and regularly. Hand sanitizer will be available throughout all buildings. Transportation will be altered to limit the number of students rostered on each bus run and parents will be encouraged to drive children to school in order to increase physical distancing.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Limit to 25 people or less in a space, utilizing social distancing to the maximum extent possible.</p> <p>K-12 Classroom Organization</p> <ul style="list-style-type: none"> ● Desks in instructional spaces will be separated as far as possible from one another to allow for the greatest amount of social distancing where possible. ● Desks all facing the same direction. ● All seating must consist of hard surfaces that can be wiped down. 	<p>Limited to 250 people or less in a given space, utilizing social distancing to the maximum extent possible.</p> <p>K-12 Classroom Organization</p> <ul style="list-style-type: none"> ● Desks in instructional spaces will be separated as far as possible from one another to allow for the greatest amount of social distancing where possible. ● Desks all facing the same direction. ● All seating must consist of hard surfaces that can be wiped down. 	<p>Building Principals</p>	<p>Tape to mark off designated areas to promote social distancing</p>	<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and</p>	<p>K-12 Cafeterias and Large Group Areas</p> <ul style="list-style-type: none"> ● Cafeterias and other large group spaces will not be 	<p>K-12 Cafeterias and Large Group Areas</p> <ul style="list-style-type: none"> ● Cafeterias and other large group spaces will be used 	<p>Building Principals Director of Food Service</p>	<p>Assigned lunch areas for students, to minimize mixing student groups (green phase)</p>	<p>Y</p>

<p>servicing meals in alternate settings such as classrooms</p>	<p>used for groups of students that exceed 25.</p> <ul style="list-style-type: none"> Meals will be provided in classrooms not to exceed rooms of 25 students. 	<p>for groups of students not to exceed 250.</p> <ul style="list-style-type: none"> All seating will be arranged to maintain social distancing to the maximum extent possible and to face all students in the same direction. Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods. 		<p>Additional trash cans in the hallways (yellow phase)</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>K-12 Hygiene Practices</p> <ul style="list-style-type: none"> Hygiene practices will be reviewed with and taught to all students. Students and staff will use hand sanitizer when entering and exiting the school building. Additional hand sanitizing stations will be provided in multiple locations in each building. Students will be reminded and provided time to frequently wash and/or sanitize their hands. Discuss proper ways to limit exposure to COVID-19 (hand washing, social distancing, avoid touching eyes, face mouth, etc.) 	<p>K-12 Hygiene Practices</p> <ul style="list-style-type: none"> Hygiene practices will be reviewed with and taught to all students. Students and staff will use hand sanitizer when entering and exiting the school building. Additional hand sanitizing stations will be provided in multiple locations in each building. Students will be reminded and provided time to frequently wash and/or sanitize their hands. Discuss proper ways to limit exposure to COVID-19 (hand washing, social distancing, avoid touching eyes, face mouth, etc.) 	<p>Building Principals Nurses</p>	<p>Flexible schedules to provide time for sanitizing hands. Training for students on proper washing/sanitizing procedures. Additional hand sanitizing stations required at each entrance and in hallways.</p> <p>CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good hand washing habits.</p>	<p>Y</p>

<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>K-12 Signs</p> <ul style="list-style-type: none"> ● Reminder signs on how to stop the spread of germs and healthy hygiene practices will be posted in all classrooms, common areas, locker rooms, restrooms, and the main office. ● Floors will be marked in areas where students or staff queue to encourage social distancing. ● Signs will be posted on the entry doors for the school about expectations for symptom self-screening. ● Announcements, videos and flyers will be shared on a regular basis in the school and with families. ● The Reopening ELCO webpage will include healthy hygiene information. 	<p>K-12 Signs</p> <ul style="list-style-type: none"> ● Reminder signs on how to stop the spread of germs and healthy hygiene practices will be posted in all classrooms, common areas, locker rooms, restrooms, and the main office. ● Floors will be marked in areas where students or staff queue to encourage social distancing. ● Signs will be posted on the entry doors for the school about expectations for symptom self-screening. ● Announcements, videos and flyers will be shared on a regular basis in the school and with families. ● The Reopening ELCO webpage will include healthy hygiene information. 	<p>Building Principals</p>	<p>Signs Tape to mark off designated areas to promote social distancing</p> <p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Personnel will need to be deemed “essential” in order to enter the school. All visitors must report to the main office and follow current standard operating procedures.</p> <p>Volunteers will be restricted from entering the building.</p>	<p>Personnel will need to be deemed “essential” in order to enter any schools. All visitors must report to the main office and follow current standard operating procedures.</p> <p>Volunteers will be permitted on a limited basis and must follow the Secretary of Health’s Universal Face Covering Order on July1, 2020.</p>	<p>Building Principals</p>	<p>Communications to volunteers</p> <p>Universal Face Covering Order</p>	<p>Y</p>

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Recess Indoor or outdoor recess will be permitted by individual classrooms.</p> <ul style="list-style-type: none"> • Playground equipment will not be available for student use. • Teachers will provide organized games during recess and may choose to use equipment (jump ropes, balls, etc.), but must sanitize them between use. • <p>Physical Education Classes</p> <ul style="list-style-type: none"> • Physical education classes will be held outside whenever possible and will maximize social distancing to the greatest extent possible. Sharing of equipment will be kept to a minimum where feasible. Items that cannot be sanitized between use will not be used (i.e., pinnies). • PE teachers develop lessons that limit use of equipment and promote contactless activities. 	<p>Recess</p> <ul style="list-style-type: none"> • Indoor or outdoor recess will be permitted. Playground equipment will be available and sanitized daily. <p>Physical Education Classes</p> <ul style="list-style-type: none"> • Physical education classes will be held outside whenever possible and will maximize social distancing to the greatest extent possible. Sharing of equipment will be kept to a minimum where feasible. Items that cannot be sanitized between use will not be used (i.e., pinnies). • PE teachers develop lessons that limit use of equipment and promote contactless activities. 	<p>Building Principals PE Department</p>	<p>Materials for sanitizing equipment and training provided for all staff making use of sports equipment.</p> <p>CDC Considerations for Youth Sports</p> <p>Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. "Health and Physical Education in Schools Guidance"</p>	<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<p>K-12</p> <ul style="list-style-type: none"> • Parents may provide supplies in place of 	<p>K-12</p> <ul style="list-style-type: none"> • Parents may provide supplies in place of 	<p>Building Principals</p>	<p>Communications to parents about individual art supplies and pencils/pens</p>	<p>Y</p>

	<p>students using shared supplies.</p> <ul style="list-style-type: none"> All shared resources will be properly cleaned and sanitized after each use. 	<p>students using shared supplies.</p> <ul style="list-style-type: none"> All shared resources will be properly cleaned and sanitized after each use. 		<p>Additional materials and supplies where necessary Cleaning and disinfecting supplies</p> <p>COVID-19 and Arts Education Best Practices and Solutions for Supporting Pennsylvania's K-12 School Phased Reopening Preliminary Guidance</p>	
<p>Staggering the use of communal spaces and hallways</p>	<p>K-5 Hallways</p> <ul style="list-style-type: none"> Students will walk down the hallways on the right side to maintain social distancing. During arrival, students will disembark busses and go directly to classrooms. Students who receive breakfast will eat in classrooms. During dismissal, students will be dismissed from their classrooms by bus number and will not be staged in common areas. <p>6-12 Hallways</p> <ul style="list-style-type: none"> Each building hallway, to the maximum extent possible, will be designated as one-way 	<p>K-5 Hallways</p> <ul style="list-style-type: none"> Students will walk down the hallways on the right side to maintain social distancing. During arrival, students will disembark busses and go directly to classrooms. Students who receive breakfast will eat in classrooms. During dismissal, students will be dismissed from their classrooms by bus number and will not be staged in common areas. <p>6-12 Hallways</p> <ul style="list-style-type: none"> Each building hallway, to the maximum extent possible, will be designated as one-way 	<p>Building Principals</p>	<p>Directional signs and arrows posted in hallways. Queue spacing markers for floors to encourage social distancing.</p>	<p>Y</p>

	<p>through the use of signs/arrows.</p> <ul style="list-style-type: none"> During arrival, students will disembark busses and go directly to classrooms. <p>K-12 Communal Areas</p> <ul style="list-style-type: none"> Communal areas will not be used for groups larger than 25 and social distancing is required. 	<p>through the use of signs/arrows.</p> <p>K-12 Communal Areas</p> <ul style="list-style-type: none"> Communal areas will not be used for groups larger than 250 and social distancing is required. 			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Collaborate with the transportation department and parents to minimize the number of students transported on each bus to the maximum extent possible.</p> <p>Parents will be provided the option to drive their child to and from school each day.</p> <p>Seating will also be arranged in keeping with social distancing guidelines to the maximum extent possible.</p> <p>Procedures will be established if necessary to accommodate an increased number of car riders at each building.</p> <p>Roof hatches and windows will be opened for maximum ventilation whenever possible (weather permitting) Busses will be loaded from back to front and the front rows will not be used.</p>	<p>Collaborate with the transportation department and parents to minimize the number of students transported on each bus to the maximum extent possible.</p> <p>Parents will be provided the option to drive their child to and from school each day.</p> <p>Seating will also be arranged in keeping with social distancing guidelines to the maximum extent possible.</p> <p>Procedures will be established if necessary to accommodate an increased number of car riders at each building.</p> <p>Roof hatches and windows will be opened for maximum ventilation whenever possible (weather permitting) Busses will be loaded from back to front and the front rows will not be used.</p>	<p>Business Manager Brightbill Transportation</p>	<p>Brightbill's cleaning and disinfecting protocols</p> <p>Secretary of Health Universal Face Covering Order, July 1, 2020</p>	<p>N</p>

	<p>Seats will be assigned on the bus.</p> <p>Face coverings must be worn on the bus per the Secretary of Health's Universal Face Covering Order unless an exception for a student is on record and in accordance with Section 504 of the Rehabilitation Act (IDEA).</p> <p>Extracurricular and educational field trips will be restricted.</p> <p>School busses and vans will be disinfected daily, at a minimum.</p>	<p>Seats will be assigned on the bus.</p> <p>Face coverings must be worn on the bus per the Secretary of Health's Universal Face Covering Order unless an exception for a student is on record and in accordance with Section 504 of the Rehabilitation Act (IDEA).</p> <p>Extracurricular and educational field trips will be restricted.</p> <p>School busses and vans will be disinfected daily, at a minimum.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>K-12 Classrooms</p> <ul style="list-style-type: none"> • Student seating will be arranged in rows with students all facing the same direction. • Desks will provide social distance to the greatest extent possible. • Limit mixing between groups when possible and restrict interactions between groups of students. <p>K-5 Group Movement</p> <ul style="list-style-type: none"> • When instructionally necessary, small group support will take place with teachers and students following health and safety guidelines. 	<p>K-12 Classrooms</p> <ul style="list-style-type: none"> • Student seating will be arranged in rows with students all facing the same direction. • Desks will provide social distance to the greatest extent possible. • Limit mixing between groups when possible and restrict interactions between groups of students. <p>K-5 Group Movement</p> <ul style="list-style-type: none"> • When instructionally necessary, small group support will take place with teachers and students following health and safety guidelines. 	Building Principals	Flexible schedules	Y

	<ul style="list-style-type: none"> Special area teachers will travel to each grade level classroom instead of full classes of students moving in and out of these classrooms. Grades K-2 Specials will be taught in 4 week rotations; Grades 3-5 will be taught in 2 week rotations. 	<ul style="list-style-type: none"> Students will move to the specialist's classroom and will follow healthy hygiene practices upon entering and exiting the classroom. Social distancing will be maintained while walking in the halls. Grades K-2 Specials will be taught in 4 week rotations; Grades 3-5 will be taught in 2 week rotations. 			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).</p> <p>The ELCO District website will be updated with any transportation changes.</p>	<p>Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).</p> <p>The ELCO District website will be updated with any transportation changes.</p>	<p>Building Principals Business Manager Brightbill Transportation</p>	<p>Childcare providers within District boundaries; YMCA, SACC program</p>	N
Other social distancing and safety practices	<p>Social distancing will be reviewed and encouraged with all staff and students on a regular basis.</p> <ul style="list-style-type: none"> Plexiglass guards will be installed in main offices. Plexiglass dividers will be provided to staff members for use when physical distancing is not feasible. 	<p>Social distancing will be reviewed and encouraged with all staff and students on a regular basis.</p> <ul style="list-style-type: none"> Plexiglass guards will be installed in main offices. Plexiglass dividers will be provided to staff members for use when physical distancing is not feasible. 	<p>Building Principals School Nurses Director of Buildings and Grounds</p>		Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirm to have COVID-19 and what needs to be met to safely return to school? How will you accommodate staff who are unable to comfortably return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: To mitigate the potential spread of COVID-19, the ELCO School District will share resources with the school community regarding COVID-19, its spread, and how to mitigate its spread. Families will be provided specific information regarding when to keep children home from school due to illness. The information will be shared via various means such as written communication, the District website, email, social media, phone calls, and text messages. The district will utilize the Symptom Screening Tool created by the Department of Health. Following the Tool, symptoms are categorized in two groups, Group A: fever (100.4 or higher), cough, shortness of breath, and difficulty breathing; Group B: sore throat, runny nose/congestion, chills, new lack of smell or taste, muscle pain, nausea or vomiting, headache, and diarrhea. If a student has one or more symptoms in Group A OR has two or more symptoms in Group B OR is taking fever reducing medication, he/she must stay home. Staff will utilize the same Symptom Screening Tool and should not report to work following the same student guidelines. All District staff will be trained to identify the appropriate signs to monitor for symptoms. Throughout the school day, staff will visually

monitor students for symptoms and any individual displaying symptoms will go to the nurse immediately for screening and isolation. Any areas used by those with symptoms will be closed until being properly cleaned and disinfected.

Students and staff who have had significant exposure to someone who is known to have tested positive with COVID-19 must self-report this information to the school attendance office or supervisor. Once we have accurate and confirmed information on cases, we will share the information that is legally permitted to share without identifying individuals. For individuals who have confirmed or presumptive cases, they will be readmitted after they are cleared by their physician with a medical note and the following conditions have been met:

- Students/staff are required to be fever free, off of fever reducing medications for the previous 24 hours and at least 10 days have passed since symptoms first appeared.
- Students/staff are required to have improving symptoms and no fever.
- Provision of results of a negative COVID19 test may be requested.

The District Health and Safety Plan will be posted on the school website, with updates being posted as they are made. Online instructional options will be available for students who are unable to attend or are uncomfortable attending school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> • Systems will be put in place to allow staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including 	<ul style="list-style-type: none"> • Systems will be put in place to allow staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including 	<p>Director of Pupil Services Building Principals School Nurses</p>	<p>Parent and staff education materials on symptoms of and exposure to COVID-19</p> <p>AAP When to Keep Your Child Home</p> <p>https://www.elcosd.org/Page/1422</p> <p>DoH Symptom Screening Tool</p>	<p>Y</p>

	<p>with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA)</p> <p>Symptom Screening - Students</p> <ul style="list-style-type: none"> • Parents/guardians will screen students at home before each school day. • Students exhibiting one or more symptoms will not be sent on the bus or brought to school. • Students in school will go to the nurse immediately if feeling symptomatic. <p>Symptom Screening - Staff</p> <ul style="list-style-type: none"> • Staff will self-screen at home before each school day. • Staff exhibiting one or more symptoms will be required to remain home. • Staff will go to the nurse immediately if feeling symptomatic. <p>Confirmed Exposure - Staff/Students</p> <ul style="list-style-type: none"> • Students and staff who have had significant exposure to someone who is known to have tested positive with COVID-19 	<p>with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA)</p> <p>Symptom Screening - Students</p> <ul style="list-style-type: none"> • Parents/guardians will screen students at home before each school day. • Students exhibiting one or more symptoms will not be sent on the bus or brought to school. • Students in school will go to the nurse immediately if feeling symptomatic. <p>Symptom Screening - Staff</p> <ul style="list-style-type: none"> • Staff will self-screen at home before each school day. • Staff exhibiting one or more symptoms will be required to remain home. • Staff will go to the nurse immediately if feeling symptomatic. <p>Confirmed Exposure - Staff/Students</p> <ul style="list-style-type: none"> • Students and staff who have had significant exposure to someone who is known to have tested positive with COVID-19 			
--	---	---	--	--	--

	<p>must self-report this information to the school attendance office or supervisor.</p> <p>All staff will be trained to identify the appropriate signs to monitor for symptoms.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p>	<p>must self-report this information to the school attendance office or supervisor.</p> <p>All staff will be trained to identify the appropriate signs to monitor for symptoms.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Isolating</p> <ul style="list-style-type: none"> • A designated area in each building will be identified and used to isolate students and/or staff who begin to exhibit symptoms during the school day. • School nurses should use Standard and Transmission-Based Precautions from CDC when caring for sick people. • The use of face masks is required if tolerated, and developmentally appropriate by the person. • Individual will be advised to seek medical attention. • Close off the area used by a person exhibiting symptoms and do not use before cleaning and disinfecting. 	<p>Isolating</p> <ul style="list-style-type: none"> • A designated area in each building will be identified and used to isolate students and/or staff who begin to exhibit symptoms during the school day. • School nurses should use Standard and Transmission-Based Precautions from CDC when caring for sick people. • The use of face masks is required if tolerated, and developmentally appropriate by the person. • Individual will be advised to seek medical attention. • Close off the area used by a person exhibiting symptoms and do not use before cleaning and disinfecting. 	<p>Superintendent, Director of Pupil Services, and Building Principals K-12 Nurses</p>	<p>Parent and staff education materials on symptoms of and exposure to COVID-19</p> <p>What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</p> <p>Standard and Transmission-Based Precautions</p>	<p>Y</p>

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Medical notes will be accepted to clear students/staff for return to school.</p> <p>Students/staff are required to be fever free, off of fever reducing medications for the previous 24 hours and at least 10 days have passed since symptoms first appeared. If asymptomatic positive test, then isolation is 10 days from date of test.</p> <p>Students/staff are required to have improving symptoms and no fever.</p> <p>Provision of results of a negative COVID19 test may be requested.</p>	<p>Medical notes will be accepted to clear students/staff for return to school.</p> <p>Students/staff are required to be fever free, off of fever reducing medications for the previous 24 hours and at least 10 days have passed since symptoms first appeared. If asymptomatic positive test, then isolation is 10 days from date of test.</p> <p>Students/staff are required to have improving symptoms and no fever.</p> <p>Provision of results of a negative COVID19 test may be requested.</p>	<p>Director of Pupil Services Nursing Staff</p>	<p>Guidance from local health officials, CDC, PA DoH</p>	<p>Y</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Communication will be provided through various channels including:</p> <ul style="list-style-type: none"> ● Email ● Phone calls ● Text messages ● Social media ● District website 	<p>Communication will be provided through various channels including:</p> <ul style="list-style-type: none"> ● Email ● Phone calls ● Text messages ● Social media ● District website 	<p>Superintendent</p>	<p>BlackBoard Connect Messaging system District Website and Reopening ELCO webpage</p>	<p>N</p>
<p>Other monitoring and screening practices</p>					

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?

- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions: The ELCO School District will follow face covering guidelines as provided and updated by the CDC and/or the PA Department of Health and includes the Secretary of Health Universal Face Covering Order. The guidelines will be applicable for all students and staff when present in building facilities and while on District transportation. Exceptions to these guidelines will be made as outlined in guidance provided by the CDC and/or PA Department of Health. Staff and students will be required to wear face coverings unless documented in accordance with the Americans with Disabilities Act or for students in accordance with Section 504 of the Rehabilitation Act in which case, accommodations should be made in partnership with the child's health care provider, school nurse and the IEP/504 team. A limited supply of face coverings will be available to individuals who do not possess one, and all District staff will be provided with a face shield and face mask. The District will work closely with families and staff to establish procedures for students and staff with complex needs and those who are at high risk for severe illness. The District will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act. The District will identify critical job functions and positions, and plan for alternative coverage by cross-training staff. The District will identify and assign professional staff for digital academy programs to support additional enrollment and other remote learning needs. ELCO School District faculty has received training on social and emotional learning and will be provided additional professional development. The Pupil Services Department will work closely with families and school staff to identify and provide resources to students who require additional support. Staff are able to access mental health support through the Employee Assistance Program.

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	Where applicable, individual medical plans will be created (or procedures will be established to address the individual needs of students and/or staff at a high risk for severe illness) A full continuum of services will remain available for students who	Where applicable, individual medical plans will be created (or procedures will be established to address the individual needs of students and/or staff at a high risk for severe illness) A full continuum of services will remain available for students who	Director of Pupil Services Director of Special Education IEP Teams Building Principal	Individualized Plans FFCRA guidelines	Yes

	<p>have complex needs as outlined in individual medical and/or educational plans.</p> <p>Staff with a high risk of severe illness will work with their Building Principal and Human Resources to create a plan to maximize his/her safety.</p>	<p>have complex needs as outlined in individual medical and/or educational plans.</p> <p>Staff with a high risk of severe illness will work with their Building Principal and Human Resources to create a plan to maximize his/her safety.</p>	Human Resource Coordinator		
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Face covering guidelines by the CDC and/or the PA Department of Health will be followed.</p> <p>A face shield and cloth face covering will be provided to each staff member.</p> <p>Disposable face coverings will be available in each building and main office area.</p> <p>Individuals must wear a face covering unless they have a medical or mental health condition or disability documents in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>	<p>Face covering guidelines by the CDC and/or the PA Department of Health will be followed.</p> <p>A face shield and cloth face covering will be provided to each staff member.</p> <p>Disposable face coverings will be available in each building and main office area.</p> <p>Individuals must wear a face covering unless they have a medical or mental health condition or disability documents in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>	Building Principals All Staff	<p>Face coverings</p> <p>Secretary of Health's Universal Face Covering Order</p>	Y
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Face covering guidelines by the CDC and/or the PA Department of Health will be followed.</p> <p>Students will be encouraged to bring their own face covering;</p>	<p>Face covering guidelines by the CDC and/or the PA Department of Health will be followed.</p> <p>Students will be encouraged to bring their own face covering;</p>	Building Principals All Staff	<p>Face coverings</p> <p>Secretary of Health's Universal Face Covering Order</p>	Y

	<p>however, disposable face coverings will be available.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or a disability documented in accordance with Section 504 of the Rehabilitation Act (IDEA) that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse and IEP/504 team.</p>	<p>however, disposable face coverings will be available.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or a disability documented in accordance with Section 504 of the Rehabilitation Act (IDEA) that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse and IEP/504 team.</p>			
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Where applicable, individual medical plans will be created.</p> <p>Face shields and/or face coverings with 'windows' will be available for hearing impaired, EL students, or those with special needs.</p>	<p>Where applicable, individual medical plans will be created.</p> <p>Face shields and/or face coverings with 'windows' will be available for hearing impaired, EL students, or those with special needs.</p>	<p>Director of Pupil Services</p> <p>School Nurses</p>	<p>Secretary of Health's Universal Face Covering Order</p>	<p>N</p>
<p>Strategic deployment of staff</p>	<p>Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.</p>	<p>Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.</p>	<p>Building Principals</p>	<p>District Policies</p>	<p>N</p>

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
Hand Sanitizing	Students and Staff	Building Principals, Classroom Teachers	Face-to-Face or Virtual	Handwashing guides	August 2020	Ongoing
Recognizing Symptoms and Exposure of COVID-19	Students, Staff, and Parents	Director of Pupil Services and Building Principals	Face-to-Face or Virtual	Flyer with Symptoms	August 2020	Ongoing
Social Distancing Procedures	Students and Staff	Building Principals	Face-to-Face or Virtual	NA	August 2020	August 2020
Cleaning and Sanitizing Classrooms and Equipment	Staff	Building Principals/Director of Buildings and Grounds	Face-to-Face or Virtual	NA	August 2020	August 2020
Proper Use of Face Coverings	Staff and Students	Building Principals	Face-to-Face or Virtual	NA	August 2020	August 2020
Safety Protocols for students with complex needs	Staff	Director of Special Education/Director of Pupil Services	Face-to-Face or Virtual	TBD	Ongoing	Prior to the start of the 2020-2021 school year

Cleaning, Sanitizing and Disinfecting Training	Custodial and Maintenance Staff	Director of Building and Grounds	In person training	Hillyard training materials	Summer 2020	August 2020
---	---------------------------------	----------------------------------	--------------------	-----------------------------	-------------	-------------

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Reopening Plan	Community	Superintendent	Weekly Video Messages and/or BlackBoard Connect messages	July 2020	August 2020
Recognizing the Symptoms of COVID-19	Parents, Students, Staff	Director of Pupil Services	Flyer, Website posting, Social media	July 2020	Ongoing
Board of Directors COVID-19 Updates	School Board Members	Superintendent	Superintendent's Report during Bi-weekly Board meetings	April 2020	Ongoing
Parent Survey	Parents/Guardians	Director of Pupil Services	Online Survey	June 2020	June 2020
Return to School Survey	Parents/Guardians	Director of Pupil Services	Online Survey	July 2020	August 2020
Building Specific Information	Parents/Guardians	Building Principals	BlackBoard Connect messages	Summer 2020	August 2020
Staff Updates	ELCO Staff	Superintendent and Building Principals	Staff emails, newsletters	Ongoing	Ongoing

*Note: whenever possible documents and messages will be translated into various languages for our non-English speakers.

Health and Safety Plan Summary: Eastern Lebanon County School District

Anticipated Launch Date: August 3, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The Eastern Lebanon County (ELCO) School District is committed to ensuring the health and safety of every student and staff member which includes maintaining clean learning and work environments. Sanitation and disinfecting will be conducted in a similar manner in both the yellow and green phases utilizing appropriate products and procedures. All instructional areas, hallways, offices, and locker rooms will be cleaned on a daily basis. Throughout each school day high traffic touch points such as door knobs, handrails, and lightswitches will be disinfected several times a day as well as again in the evening. Hand sanitizer will be available in instructional spaces for students and staff to use as needed. All bathrooms will be cleaned twice during the school day and playgrounds and busses will be disinfected daily. All cleaning products that will be utilized meet OSHA requirements, are hospital grade, and have SDS sheets denoting their use and effectiveness in eliminating viruses. All of the District custodial and maintenance staff members have been trained in best practices and methods to implement cleanliness, sanitation, disinfection, and ventilation protocols/procedures, and additional trainings will be scheduled to ensure best practices</p>

	are utilized at all times. Supplies meeting specified requirements necessary to implement cleaning, sanitation, and disinfection protocols are on hand and additional products have been ordered. Cleaning and safety standards will be monitored on a daily basis by Head Custodians and the Director of Building and Grounds.
--	---

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p>	<p>The ELCO School District will continue to practice recommended health and safety protocols that are provided by the state and county. Expectations will be put into place to limit the number of individuals students and staff come into contact with on a daily basis and physical distancing protocols will be implemented. Visual reminders of physical distancing, including posters and signage on floors, will be utilized in all buildings. Instructional areas will be organized with all desks facing in one direction and a physical distance to optimize social distancing (3-6 feet) will be maintained when feasible in all settings/locations. Hallways will be designated one way when possible and when not possible, students will walk down the right side of hallways. In the yellow phase group of individuals congregating in any one location will not exceed 25, this will include cafeterias, auditoriums, and other communal spaces. Additionally in the yellow phase, student movement throughout the buildings will be further limited to the extent feasible and will include procedures such as eating meals in classrooms and specialist teachers providing instruction in the regular classrooms. The utilization of outside space will be encouraged whenever possible. Visitors in both</p>

<p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>phases will be restricted to those deemed essential and any visitors will be required to follow all safety protocols. To limit the number of individuals in the buildings on a daily basis and to provide time for clearing and disinfecting procedures, the use of District facilities by outside groups will be limited and if used, any groups will be required to follow established safety protocols. No outside groups will have access to District facilities in the yellow phase. Hygiene practices will be taught explicitly to students, reviewed frequently, and reinforced by teachers, posted signage, and other communication means routinely and regularly. Hand sanitizer will be available throughout all buildings. Transportation will be altered to limit the number of students rostered on each bus run and parents will be encouraged to drive children to school in order to increase physical distancing.</p>
---	---

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>o mitigate the potential spread of COVID-19, the ELCO School District will share resources with the school community regarding COVID-19, its spread, and how to mitigate its spread. Families will be provided specific information regarding when to keep children home from school due to illness. The information will be shared via various means such as written communication, the District website, email, social media, phone calls, and text messages. The district will utilize the Symptom Screening Tool created by the Department of Health. Following the Tool, symptoms are categorized in two groups, Group A: fever (100.4 or higher), cough, shortness of breath, and difficulty breathing; Group B: sore throat, runny</p>

nose/congestion, chills, new lack of smell or taste, muscle pain, nausea or vomiting, headache, and diarrhea. If a student has one or more symptoms in Group A OR has two or more symptoms in Group B OR is taking fever reducing medication, he/she must stay home. Staff will utilize the same Symptom Screening Tool and should not report to work following the same student guidelines. All District staff will be trained to identify the appropriate signs to monitor for symptoms. Throughout the school day, staff will visually monitor students for symptoms and any individual displaying symptoms will go to the nurse immediately for screening and isolation. Any areas used by those with symptoms will be closed until being properly cleaned and disinfected.

Students and staff who have had significant exposure to someone who is known to have tested positive with COVID-19 must self-report this information to the school attendance office or supervisor. Once we have accurate and confirmed information on cases, we will share the information that is legally permitted to share without identifying individuals. For individuals who have confirmed or presumptive cases, they will be readmitted after they are cleared by their physician with a medical note and the following conditions have been met:

- Students/staff are required to be fever free, off of fever reducing medications for the previous 24 hours and at least 10 days have passed since symptoms first appeared.
- Students/staff are required to have improving symptoms and no fever.

	<ul style="list-style-type: none"> ● Provision of results of a negative COVID19 test may be requested. <p>The District Health and Safety Plan will be posted on the school website, with updates being posted as they are made. Online instructional options will be available for students who are unable to attend or are uncomfortable attending school.</p>
--	--

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>The ELCO School District will follow face covering guidelines as provided and updated by the CDC and/or the PA Department of Health and includes the Secretary of Health Universal Face Covering Order. The guidelines will be applicable for all students and staff when present in building facilities and while on District transportation. Exceptions to these guidelines will be made as outlined in guidance provided by the CDC and/or PA Department of Health. Staff and students will be required to wear face coverings unless documented in accordance with the Americans with Disabilities Act or for students in accordance with Section 504 of the Rehabilitation Act in which case, accommodations should be made in partnership with the child's health care provider, school nurse and the IEP/504 team. A limited supply of face coverings will be available to individuals who do not possess one, and all District staff will be provided with a face shield and face mask. The District will work closely with families and staff to establish procedures for students and staff with complex needs and those who are at high risk for severe illness. The District will follow guidelines set forth in the</p>

(FFCRA) Families First Coronavirus Response Act. The District will identify critical job functions and positions, and plan for alternative coverage by cross-training staff. The District will identify and assign professional staff for digital academy programs to support additional enrollment and other remote learning needs. ELCO School District faculty has received training on social and emotional learning and will be provided additional professional development. The Pupil Services Department will work closely with families and school staff to identify and provide resources to students who require additional support. Staff are able to access mental health support through the Employee Assistance Program.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the Eastern Lebanon County School District reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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