



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: Council Rock 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):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Charles J. Lambert	Students, Special Services, Staff	Both
Michele Adames	Nurses, Students	Both
Kasey Black	Special Services, Nurses, Students	Both

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Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

The District custodial team (ABM Industry Groups, LLC) will disinfect all high touch areas and other touch surfaces with a combination of touchless spray misting machines and disinfectants effective against COVID-19 prior to the return of staff and students. All cleaning will be performed in compliance with Association of Physical Plant Administrators Level 2 and disinfecting in compliance with the CDC, OSHA and the Bucks County Department of Health.

The District has procured all necessary cleaning products and equipment. In addition, ABM has a stock of Virex II-256 (bactericidal, virucidal and fungicidal disinfectant).

The District custodial team will clean all spaces daily, sanitize daily and disinfect all high touch surfaces daily. Ventilation will be addressed through the school districts HVAC systems and controlled by the building management systems.

The District custodial team day lead will maintain a clean environment during the school day. In addition, the day lead will assist in disinfecting high touch areas that may require immediate attention daily. The night lead will ensure the total disinfection of all high touch areas prior to commencement of the next school day.

The District custodial team entire staff is internally trained in the practices of cleaning, cleaning products, sanitizing, disinfecting and the use of all custodial equipment.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • Clean/disinfect all high-touch surfaces once daily and as requested during the day (door handles, light switches, etc.) following all regulatory guidelines. 	<p>Same as Yellow</p>	Doug Taylor	Cleaning supplies (Virex II-256)	ABM Protocol Bldg. Protocol
	<ul style="list-style-type: none"> • No water fountain use (fountains will be covered). Each building will have designated places for water-bottle refilling. 		Doug Taylor Andy Sanko	Check for drinkability of water	N
	<ul style="list-style-type: none"> • Clean desks by ABM daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day between individual student occupants (minimize face to face interaction and multiple student touches on products). 		Doug Taylor Andy Sanko	Cleaning supplies (Virex II-256 by ABM at night, sodium hydroxide solution during the day)	ABM and Bldg. Protocols
	<ul style="list-style-type: none"> • All individuals sanitize/wash hands on a frequent basis (upon arrival, prior to eating, after eating, after recess). Hand sanitizer available in student populated areas. 		Andy Sanko	Hand sanitizer, soap, paper towels	Bldg. Protocol
	<ul style="list-style-type: none"> • Water bottles permitted. 		Andy Sanko		N
	<ul style="list-style-type: none"> • Clean/disinfect all high-touch surfaces on buses at least twice a day 		Bill Stone Matt Adams	Cleaning supplies	Transp. Protocol

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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> Ventilate all classrooms and common areas when available/possible using windows. Air circulation patterns that push inside air towards open windows will be utilized when possible. The outside air supply from the HVAC systems will be increased via the building management systems where possible and pending exterior weather conditions permit. Clean isolation area after each symptomatic student or staff member leaves the area. ABM nightly cleaning routine Plexiglas barriers in designated areas where face to face interaction is necessary. 	Same as Yellow	Doug Taylor Doug Taylor Andy Sanko Doug Taylor Doug Taylor Andy Sanko Bill Stone	 Cleaning supplies (Virex II-256) Cleaning supplies (Virex II-256) Plexiglas	Facilities Dept. Protocol Bldg. Protocol ABM Protocol N

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Classrooms will be organized with students at least three feet apart and tables that have seats three feet apart. No students will be seated in a face-to-face manner.

There will be one teacher per classroom with the allowable number of students in the physical space in order to comply with social distancing guidelines. If additional staff are required in a classroom to support students, social distancing requirements will continue to be in effect.

All communal spaces will have a one-way flow of traffic (hallways), hand sanitizer available, and allow for the appropriate social distancing requirements as well as the number of people permitted to gather.

Outside space will be an option when weather permits. However, the plan will not have this as a means of maintaining social distancing requirements since there will be times when weather does not permit.

Frequent handwashing or use of hand sanitizer will be encouraged throughout the school day. High touch surfaces and student desks will be cleaned throughout the day. Thorough disinfecting of high touch surfaces and desks will occur nightly.

Students will be seated two to a seat with face coverings required. Siblings will sit together when possible. Multiple points of school entry will be utilized so as to minimize student to student contact.

Visitors and volunteers will be excluded.

All protocols put into place will be in effect for all students.

All parents, staff, and students will be trained on the safety protocols and procedures to ensure they are consistently implemented and followed. These trainings will be provided via online, live and through publications based on the audience and the content.

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> No less than 3 feet of social distancing, to the maximum extent feasible. Limit face-to-face interactions. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public For tables, students sit a minimum 3 feet apart and not face-to-face. Desks facing the same direction for seating configurations when feasible. Limit activities in classrooms that do not support social distancing. Special attention to music classes/programs, art, FCS, and other classes with significant hands-on activities. 	<p>Same as Yellow</p>	<p>Everyone</p> <p>Andy Sanko</p> <p>Andy Sanko</p> <p>Andy Sanko Sue Elliott Curriculum Coordinators</p>		<p>Y</p> <p>Bldg. Protocol</p> <p>Bldg. Protocol</p> <p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Limited use of cafeterias and other congregate settings (auditorium, gymnasium, library, etc.). Only use when social distancing requirements stated above can be met or face coverings are used. No face-to-face seating. Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. All individuals sanitize/wash hands before and after eating. The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools. All other areas/rooms will operate with no more than 25 people in them following social distancing guidelines. 	<ul style="list-style-type: none"> Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. All areas/rooms will operate with no more than 250 people in them following social distancing guidelines. Otherwise, same as yellow. 	<p>Andy Sanko</p> <p>Andy Sanko</p> <p>Andy Sanko</p> <p>Andy Sanko</p> <p>Bill Stone</p> <p>Andy Sanko</p>		<p>Bldg. Protocol</p> <p>Bldg. Protocol</p> <p>Bldg. protocol</p> <p>Bldg. Protocol</p> <p>Y</p> <p>Bldg. Protocol</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> All individuals sanitize/wash hands before and after eating. 	Same as Yellow	Andy Sanko	Hand sanitizer, soap, paper towels	Bldg. Protocol
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> Create signs (available on CDC website) Post signs 	Same as Yellow	Susan O'Grady Andy Sanko	Signage	N
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> Exclude volunteers and visitors from entering beyond the main office Require all visitors to comply with all school/district screening and monitoring processes before entering reception/office Require a visitor log in the event contact tracing is required 	Same as Yellow	Andy Sanko Andy Sanko Susan O'Grady Andy Sanko	Family and community communication Signage and log Log	Bldg. Protocol

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> Continue recess and physical education activities as long as those activities limit physical contact and touching, when feasible. PE, Recess – no sharing of equipment High-touch areas of playgrounds will be cleaned weekly. 	<p>Same as Yellow</p>	<p>Liz Potash (PE) Andy Sanko (recess)</p> <p>Andy Sanko</p> <p>Andy Sanko Susan O’Grady</p>	<p>Non-contact activities Equipment free activities</p> <p>Communication with families</p>	<p>Y</p>

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Limit multiple touches to materials and equipment. • Clean materials and equipment between individual student use. • Special attention to music classes/programs, art, FCS, and other classes with significant hands-on activities. • Students will be asked to bring in their own school supplies. Each individual item should be labeled with the child's name or initials when feasible. • No community bins of school supplies will be permitted in classrooms. • At the elementary level, class sets of manipulatives should be divided and assigned to individual students. • At the secondary level and for classes that change, shared materials should be limited and cleaned in between use when feasible. 	Same as yellow	Sue Elliott Andy Sanko Curriculum Coordinators		Bldg. Protocol

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)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Limit high-traffic, high-volume hallway use, when feasible, to increase social distancing. One direction hallways and stairways, stagger class dismissal times at the secondary level, utilize multiple points of entry and egress from the building, prohibit locker use at secondary levels, limit use of cubbies at elementary level, maintain social distancing requirements in bathrooms. 	Same as Yellow	Andy Sanko	Signage	Bldg. Protocol

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> Limit students on school buses and vans to two (2) students to a seat with the requirement that all individuals wear face coverings while on the bus. 	Same as Yellow	Bill Stone		Transp. Dept. Protocol
	<ul style="list-style-type: none"> Encourage parents to promote social distancing at bus stops. 		Susan O'Grady	Communication with families	N
	<ul style="list-style-type: none"> Students from the same family should sit together on the bus. 		Susan O'Grady	Communication with families	N
	<ul style="list-style-type: none"> Educate students and drivers of the importance of passengers facing forward (not sideways or backwards) via signs on the buses. 		Susan O'Grady	Signage	Y
	<ul style="list-style-type: none"> Increase ventilation on vehicles by opening windows, when feasible. 		Bill Stone		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Arrange desks facing the same direction for seating configurations when feasible. • For tables, students sit 3 feet apart and not face-to-face. • No less than 3 feet of social distancing, to the maximum extent feasible. Limit face-to-face interactions. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public • Have assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary. 	Same as Yellow	Andy Sanko Andy Sanko Andy Sanko Andy Sanko		Bldg. Protocol Bldg. Protocol Bldg. Protocol Bldg. Protocol
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Require on-site before/after care providers to follow same standards as adopted by District. 	Same as Yellow	Andy Sanko		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	<ul style="list-style-type: none"> No field trips, inter-group activities, or extracurricular activities. 	<ul style="list-style-type: none"> No field trips. 	Andy Sanko		Bldg. Protocol

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Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

Parents will be asked to perform screenings in accordance with a symptom checklist each morning prior to sending their child(ren) to school every morning.

In the event that a student is experiencing symptoms of COVID-19 at home, the parents/guardians will notify the school district electronically.

Students and staff will be regularly informed of the symptoms of COVID-19 via announcements, and they will be instructed to inform the adult supervising them if any symptoms are observed in themselves or others. The adult will then send the symptomatic person to the school nurse for an evaluation.

If a student or staff member becomes ill with symptoms of COVID-19, the school nurse will ask him/her to put on a face covering and will send him/her to the quarantine area. For students, parents will be contacted and asked to pick up their child(ren). Siblings of these children who are in the district will be screened for symptoms by the school nurse.

School nurses will be trained in a district protocol to ensure consistent treatment of COVID-19 symptoms across the district.

Students who test positive for COVID-19 will not be permitted to return to school without medical clearance. The decision to have them return to school will be made in conjunction with the Bucks County Department of Health.

As it is determined that changes are needed to the Health and Safety Plan, such changes will be communicated to district families through the COVID-19 Hub website and emails to families from administrators.

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> Educate all stakeholders (students, staff, parents/guardians) on how to screen for signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. 	Same as Yellow	Michele Adames Susan O'Grady	Screening protocol	Y
	<ul style="list-style-type: none"> Educate parents/guardians on the importance of keeping ill children home from school. 		Michele Adames Susan O'Grady	Communication with families	Y
	<ul style="list-style-type: none"> Educate staff on the importance of staying home if ill. 		Michele Adames Christine Taylor	Communication with staff	Y
	<ul style="list-style-type: none"> Require any individual who discloses symptoms while in school to wear a face covering. 		Michele Adames Andy Sanko		N



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> Students are reminded at the beginning of the day of the signs and symptoms of COVID-19 with reminders to go to the designated area immediately if feeling symptomatic. Parents will use the checklist previously shared by the Health Department to screen their children for symptoms. The nurse will evaluate any individual who presents with symptoms in school. Staff and students must notify the school if an absence is COVID-19 related. 	Same as Yellow	<p>Andy Sanko</p> <p>Michele Adames, Susan O'Grady</p> <p>Michele Adames</p> <p>Michele Adames Susan O'Grady</p>	<p>School announcements</p> <p>Checklist</p> <p>Communication with families</p>	<p>Bldg. Protocol</p> <p>Y</p> <p>Nursing Protocol</p> <p>Bldg. Protocol</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> Require an individual who becomes sick in school or demonstrates a history of exposure (defined as close contact to a confirmed case of COVID) to wear a face covering. Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the designated area. Identify an isolation area with adequate ventilation, easy exit from building, and configured to promote safety and privacy. Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse; parents/guardians must be made aware of the classroom protocol including students being sent home. Parents should have a plan in place for picking up a student when directed by school nurse. Provide appropriate PPE to staff & students in the isolation area and to those interacting directly with such an individual 	<p>Same as Yellow</p>	<p>Michele Adames Andy Sanko</p> <p>Michele Adames, Andy Sanko</p> <p>Andy Sanko Doug Taylor</p> <p>Michele Adames Susan O'Grady</p> <p>Michele Adames, Susan O'Grady</p> <p>Michele Adames Bill Stone</p>	<p>Face Coverings</p> <p>Nursing protocol Communication with families</p>	<p>Bldg. Protocol</p> <p>Bldg. Protocol</p> <p>Bldg. Protocol</p> <p>Bldg. Protocol</p> <p>N</p> <p>N</p>
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	<p>(one who becomes sick in school or demonstrates a history of exposure).</p> <ul style="list-style-type: none"> Isolate an individual (one who becomes sick in school or demonstrates a history of exposure) within the isolation area until he/she is dismissed from school. Use an area for isolation that is separate from others, is well-ventilated, exits easily to the outside, and is easily disinfected. Written protocol will be provided for nurses to use when students report to them to ensure all symptomatic students are triaged appropriately. Require any individual who is sent home with symptoms to secure a COVID-19 test or medical clearance prior to returning. Notify the Bucks County Health Department of all positive COVID 19 tests. 		<p>Michele Adames</p> <p>Michele Adames Doug Taylor Andy Sanko</p> <p>Michele Adames Kasey Black</p> <p>Michele Adames Susan O'Grady</p> <p>Michele Adames Robert Fraser</p>	<p>Communication with family</p>	<p>Bldg. Protocol</p> <p>N</p> <p>Nursing Protocol</p> <p>N</p> <p>N</p>
<p>* Returning isolated or quarantined</p>	<ul style="list-style-type: none"> Require medical clearance from the Bucks County Health 	<p>Same as Yellow</p>	<p>Michele Adames BCHD</p>		<p>N</p>

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> Consult with the Bucks County Health Department on any decision related to the closure of classrooms, schools, or the District. 	Same as Yellow	Robert Fraser		N
	<ul style="list-style-type: none"> The closing of a classroom, school, and/or the District will occur in consultation with the Bucks County Health Department. 		Robert Fraser		N
	<ul style="list-style-type: none"> The District will coordinate with the Bucks County Health Department on the strategies for COVID-19 cases as the district does with similar conditions, such as measles, pertussis, and other infectious diseases. The District intends to take steps to keep classrooms, schools, and the district open if possible in the event of a confirmed case of COVID-19 under the direction of the Department of Health. For example, for the period of time determined by the BCHD following such a diagnosis, there may be increased education on signs and symptoms, increased monitoring of hygiene, increased use of face coverings, increased enforcement of social distancing. 		Michele Adames		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	<ul style="list-style-type: none"> Limit the public release of COVID 19-impacted student and staff names. The District will coordinate with the Bucks County Health Department specific to the public release of such protected information. The Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case. 	Same as Yellow	Robert Fraser Robert Fraser Robert Fraser		N N District Protocol (at the time)

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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:

Effective July 1, 2020, all staff and students are required to wear a face covering when in school per the order of the PA Health Department and PDE. Individuals with medical conditions or disabilities that prevent them from safely wearing a face covering are exempt from this order.

The following will be put into place at such time as the PA Health Department and PDE's mandate for face coverings is lifted:

- Possession of a face covering is required. Use is required on buses. Use is also required when social distancing is problematic.
- When a staff member feels the need to come within six feet of a student for instruction or discussion, face coverings will be required of both the staff and student in order to do so.

The Council Rock School District is currently working directly with any employee who has self-reported that they are in a higher risk group in accordance with the guidelines established by the CDC. The district is participating along with the employee in the interactive process of reviewing this plan, working with the employee's treating physician, and with the employee directly to determine what reasonable accommodation(s) is needed and the district's ability to provide the accommodations to the employee. This process is collaborative between the district and the employee and will be ongoing with a continuous evaluation of the employee's needs and changing conditions of the pandemic.

The Council Rock School will adopt an absence policy that requires employees to remain home if they are sick. As such, the district is requesting that employees curtail absences to the extent possible to limit absences to care for their own illness or the illness of a family member. The district will also reduce activities and tasks that take staff members away from the classroom for other

professional purposes. The district along with the both the professional and support staff associations, and our substitute service provider ESS will work collaboratively and in partnership to ensure that all classrooms have the appropriate supervision.

School counselors and CARES Coordinators will be in communication with all families to ensure they are aware of resources for social-emotional wellness. They will support students who have been identified or who self-identify as needing social and emotional support. They will also outline the counseling and SAP referral process so that staff, parents, and students can easily refer students to the school counselor or CARES Coordinator. Students will be provided with the amount of support needed to benefit from all presented learning opportunities as needed based on the format of presentation.

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> Identify which students are considered to be at higher risk for COVID-19. Identify which staff are considered to be at higher risk for COVID-19. For students at higher risk, develop a student-specific plan that facilitates his/her safety in conjunction with his/her medical provider with consideration of increased social distancing strategies, where feasible, for the student and staff. Recommend that staff who are at high risk wear clear face shields as an alternative to masks or other face coverings when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. 	<p>Same as Yellow</p>	<p>Michele Adames</p> <p>Christine Taylor</p> <p>Michele Adames</p> <p>Michele Adames Bill Stone</p>	<p>Student-specific plan</p> <p>Face coverings</p>	<p>N</p> <p>N</p> <p>Y</p> <p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ul style="list-style-type: none"> Require individuals to possess a face covering at all times (and to carry it with them at all times) in the event that its use is required or enforced (in the event that minimum social distancing cannot be maintained such as a crowded hallway or when face-to-face interaction is required such as providing individualized assistance to students). Require individuals to wear a face covering while in social situations with higher volume when social distancing is more difficult to maintain. 		<p>Everyone Susan O'Grady</p>		<p>Y</p>

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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> • For students unable to understand or comply with social distancing requirements or those with more significant personal care needs: <ul style="list-style-type: none"> ○ Provide staff working with those individuals the necessary PPE ○ Provide staff with guidelines and strategies to maximize safety for themselves and others with whom the student comes in contact. 	Same as Yellow	Chuck Lambert Michele Adames Christine Taylor		Y

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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
Social Distancing, Personal Hygiene, Use of Face Coverings, Cleaning of materials	Drivers/Bus Monitors, Staff, Parents, Students	Matt Adams Ann Bell Susan O'Grady	On-line, In-Person, and/or Publications	Cleaning supplies, PPE	7/24/2020	8/28/2020
Food Handling	Chartwells	Bill Stone BCHD	On-line, In-Person, and/or Publications	Regulatory and Best Practice Guidelines	7/24/2020	8/28/2020
Screening Procedures	Staff Families Students	Michele Adames	On-line, In-Person, and/or Publications	Screening protocols	7/24/2020	8/28/2020
Monitoring Symptoms and Exposure	Nurses	Michele Adames BCHD	On-line, In-Person, and/or Publications	Nursing Protocols	7/24/2020	8/28/2020
Limiting Student to Student Contact in the Classroom	Teachers Students	Sue Elliott, Curriculum Coordinators	On-line, In-Person, and/or Publications	Classroom resources and guidelines	7/24/2020	8/28/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Champions Services	Champions Staff	Andy Sanko	On-line, In-Person, and/or Publications	Health and Safety Plan	7/24/2020	8/28/2020
Implementing Plans for students with medical needs or other unique needs	Staff	Michele Adames Sp. Serv. Supervisors	On-line, In-Person, and/or Publications	Individual Student Plans	7/24/2020	8/28/2020

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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
Teaching Students & Families About COVID-19 (NASN document)	Students, Parents	Susan O'Grady Michele Adames	On-line, In-Person, and/or Publications	7/24/2020	8/28/2020
District Procedures for Screening	Students, Parents, Staff	Susan O'Grady Michele Adames	On-line, In-Person, and/or Publications	7/24/2020	8/28/2020
District Procedures for Wearing Face Coverings	Students, Parents, Staff	Susan O'Grady Andy Sanko	On-line, In-Person, and/or Publications	7/24/2020	8/28/2020

Health and Safety Plan Summary: **Council Rock School District**

Anticipated Launch Date: **August 31, 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
<ul style="list-style-type: none">* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	

Requirement(s)	Strategies, Policies and Procedures
<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>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p>	

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols 	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings by all staff * Use of face coverings by older students (as appropriate when governor’s order lifted) * Unique safety protocols for students with complex needs or other vulnerable individuals * Strategic deployment of staff 	

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Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 23, 2020**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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