



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

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

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

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

## Health and Safety Plan: Highlands 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?**

- ☐ 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 27, 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)
Dr. Monique Mawhinney	Superintendent	Both
Dr. Cathleen Cubelic	Pandemic Coordinator	Both
Ms. Cathy Russo	Curriculum, Instruction & Assessment	Health & Safety Plan Development
Mr. Mike Losk	Technology	Health & Safety Plan Development
Mr. Chris Reiser	Buildings and Grounds	Both

<b>Dr. Anne Rose</b>	Special Education Administrator	Both
<b>Mr. Jim Pritchard</b>	Food Service Director	Both
<b>Mr. Drew Karpen</b>	Transportation Director	Both
<b>Mrs. Jen Goldberg</b>	Communications Coordinator	Both
<b>Officer Jeff Sheldon</b>	School Police Officer	Health & Safety Plan Development
<b>Officer Joe Naviglia</b>	School Police Officer	Health & Safety Plan Development
<b>Mr. Shawn Bennis</b>	High School Principal	Both
<b>Mr. Charlie Mort</b>	High School Principal	Both
<b>Dr. Kim Price</b>	Middle School Principal	Both
<b>Dr. Stanley Whiteman</b>	Elementary School Principal	Both
<b>Ms. Samantha Perlik</b>	Early Childhood Center Principals	Both
<b>Mrs. Kristie Babinsack</b>	School Board Member	Health & Safety Plan Development
<b>Ms. Laura Butler</b>	School Board Member	Health & Safety Plan Development
<b>Mrs. Nicole Kocon</b>	School Board Member	Health & Safety Plan Development
<b>Mr. Gene Witt</b>	School Board Member	Health & Safety Plan Development
<b>Mrs. Shelly Mort</b>	School Certified Nurse	Both
<b>Mr. Matt Beresik</b>	Fine Arts Teacher	Health & Safety Plan Development
<b>Ms. Melissa Billingsley</b>	PE Teacher	Health & Safety Plan Development
<b>Mrs. Melinda Eckenrod</b>	Special Education Teacher	Health & Safety Plan Development
<b>Mrs. Faith Foster</b>	Special Education Teacher	Health & Safety Plan Development
<b>Ms. Carly Hines</b>	Kindergarten Teacher	Health & Safety Plan Development

<b>Mrs. Kristine Hrivnak</b>	Elementary Teacher	Health & Safety Plan Development
<b>Mrs. Chris Izydore</b>	Elementary Teacher	Health & Safety Plan Development
<b>Ms. Lisa Pinzok</b>	Middle School Teacher	Health & Safety Plan Development
<b>Ms. Bridget Seery</b>	Special Education Teacher/HEA Rep	Health & Safety Plan Development
<b>Mrs. Julie Seitz-Allman</b>	School Counselor Rep	Health & Safety Plan Development
<b>Mrs. Nicole White</b>	High School Teacher/HEA Rep	Health & Safety Plan Development
<b>Mrs. Amy Yeckel</b>	Kindergarten Teacher	Health & Safety Plan Development
<b>Ms. Jackie Santi</b>	Paraprofessional Rep/Union Rep	Health & Safety Plan Development
<b>Mrs. Marnie Kozmal</b>	School Secretary	Health & Safety Plan Development
<b>Mrs. Jaye Misejka</b>	Central Office Secretary	Health & Safety Plan Development
<b>Mr. Ed Svitek</b>	Custodian Rep/Union Rep	Health & Safety Plan Development
<b>Ms. Donna Smith</b>	Custodian Rep/Union Rep	Health & Safety Plan Development
<b>Ms. Tammy Jones</b>	Food Service Rep/Union Rep	Health & Safety Plan Development
<b>Mr. Todd O'Shell</b>	ABC Transportation Rep	Both
<b>Dr. Shergill</b>	Medical Doctor	Both
<b>Ms. Andrea Collins</b>	Allegheny County Health Dept.	Pandemic Crisis Response Team
<b>Ms. Jen Bosak</b>	Medical/Parent Rep	Health & Safety Plan Development
<b>Mrs. Michelle Peters</b>	Medical/Parent Rep	Health & Safety Plan Development
<b>Mrs. Beth Ringer</b>	Parent Rep	Health & Safety Plan Development
<b>Ms. Sharon Fennell</b>	Parent Rep	Health & Safety Plan Development
<b>Mrs. Kelly Powell</b>	Parent Rep	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:

Ensuring Cleanliness-Highlands SD plans on the hybrid approach for the start of the 2020-21 school year, students will be divided into two groups with one group attending on Monday/Tuesday and the other group attending on Wednesday/Thursday. Daily cleaning sanitizing by the custodial/maintenance staff will occur, with additional “deep cleaning” on Tuesday and Friday using spray equipment with a chemical solution that is safe for all students and staff.

Procurement of supplies-Highlands SD has worked with vendors to pre-purchase cleaning equipment and chemical solutions to start the school year with adequate stock. The district is in constant conversations with vendors about the availability to re-stock those supplies so that we do not run short.

Implementation of cleaning, sanitizing, disinfecting, ventilation -Due to the hybrid approach and the Monday-Thursday schedule, custodial/maintenance staff will work extra hours on those days with a reduced work force to finish cleaning and sanitizing on Friday’s. Checklists with specific cleaning procedures will be developed for use by custodial/maintenance staff. Ventilation will be increased by adjusting start up times for equipment where possible along with increasing the introduction of fresh air by opening windows or fresh air dampers. The district is working with a local mechanical company to install devices in classroom ventilation equipment called “Needlepoint bipolar ionization” that will help to purify the air and mitigate the spread of the virus.

Cleaning during the school day-Routine schedules will be developed for daylight custodial staff to clean and disinfect bathrooms and other commonly used areas. Portable hand sanitizing stations will be placed in high traffic areas to be used as students/staff enter the building for the day and moved to other areas as needed throughout the day. Hand sanitizing stations, sanitizing wipes and spray bottles with cleaning/disinfecting solution will be placed in each classroom. Highlands SD staff members will assist with the cleaning/sanitizing of high touch points in each classroom.

Training-The custodial/maintenance staff attended two trainings over the course of the summer regarding cleaning/sanitizing steps and procedures to deal with COVID-19. Another training will be provided in August to cover the specific cleaning procedures, cleaning lists and chemical application for daily cleaning and the “deep cleaning” on Tuesday and Friday.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Develop checklists and cleaning procedures that adhere to CDC guidelines, minimizing the risk of exposure to COVID-19</p> <p>Develop “deep cleaning” procedures for Tuesdays and Fridays to ensure a healthy environment for students and staff</p> <p>Drinking fountain “bubblers” will be turned off, bottle filler stations will be available for students to fill their own water bottle</p> <p>Review building equipment schedules and adjust start times to improve ventilation rates, adjust outside air dampers where possible</p>	<p>Develop checklists and cleaning procedures that adhere to CDC guidelines, minimizing the risk of exposure to COVID-19</p> <p>Develop “deep cleaning” procedures for Tuesdays and Fridays to ensure a healthy environment for students and staff</p> <p>Drinking fountain “bubblers” will be turned off, bottle filler stations will be available for students to fill their own water bottle</p> <p>Review building equipment schedules and adjust start times to improve ventilation rates, adjust outside air dampers where possible</p>	Director of Buildings and Grounds	Disinfecting chemical solutions, spray equipment, PPE, checklists for procedures	Yes
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>Portable hand sanitizing stations at high traffic areas-student entrances, gymnasiums, cafeterias and offices</p> <p>Install needlepoint bipolar ionization in air handling equipment</p>	<p>Portable hand sanitizing stations at high traffic areas-student entrances, gymnasiums, cafeterias and offices</p> <p>Install needlepoint bipolar ionization in air handling equipment</p>	Director of Buildings and Grounds	Portable hand sanitizing stations, needlepoint bipolar devices	Yes

### 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:**

Social distancing protocols will be in place throughout the district and will include frequent and ongoing monitoring of classroom spaces, the implementation of classroom management and instructional procedures, the use of effective of instructional strategies that maintain staff and student distancing and how additional and communal spaces can be used.

Classrooms will have all furniture, other than teacher and student desks removed to achieve maximum distancing and instructional space. Student desks will be spaced 6 feet apart and will be positioned to face in all the same direction. Student and teacher movement within the classroom will be limited in order to maintain distancing.

Student movement throughout the school day will be staggered so that fewer students will be moving through the building at one time. Additionally, traffic patterns will be established that include one direction halls and stairwells to eliminate students passing one another.

Large communal spaces will be used as necessary when groups of students need to be socially distanced farther than the classroom spaces will allow. Teachers will also make intentional and regular use of outdoor spaces for student free time, and instruction as appropriate. Signage will be posted throughout each building regarding procedures for good hygiene and specific time will be devoted throughout the day to promote handwashing and hygiene.

Transportation of district students will be greatly reduced to minimize ridership, through parent transportation, increased walking boundaries, and A/B schedules. Students who do ride the bus will be socially distanced while on board and encouraged to wear a mask in transit. Specific procedures will be developed for those visitors whose presence in the schools is essential and approved by the principal. During this time, all volunteers will be eliminated.

Recess and procedures for use of gymnasium and playground will also encourage social distancing and will focus on more structured activities and stations. Faculty and staff will receive professional development in social distancing practices and overall safety procedures.

Training will begin during the summer of 2020 and continue as necessary throughout the school year.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<p>Classrooms and other learning space occupancy will be reduced through a hybrid schedule in which students attend on alternating days</p> <p>Classroom and other learning spaces will be configured according to the 6 ft. separation guideline</p>	<p>Classrooms and other learning space occupancy will be reduced through a hybrid schedule in which students attend on alternating days</p> <p>Classroom and other learning spaces will be configured according to the 6 ft. separation guideline</p>	Assistant Superintendent	<p>Sufficient numbers of desks to allow for the necessary separation of students</p> <p>On-going and timely communication on changes to the guidance</p>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>The district will design the use of all congregate areas in accordance with social distancing guidance.</p> <p>Meals will be served through a combination of grab and go options and hot meals as feasible</p> <p>In its attempt to assure the appropriate distancing of students, the district will use additional spaces to serve lunches</p> <p>Additional staff supervision may be required to ensure adequate oversight. The district will work with the faculty to establish a supervision schedule</p> <p>Cafeteria staff will work only in designated areas of the kitchen to reduce interaction and contact</p> <p>Cafeteria equipment will be sanitized between lunch periods. Keypads will used sparingly as needed to record student numbers</p> <p>Plexi glass partitions will be installed in serving areas to avoid contact with students and food</p>	<p>The district will design the use of all congregate areas in accordance with social distancing guidance</p> <p>Meals will be served through a combination of grab and go options and hot meals as feasible</p> <p>In its attempt to assure the appropriate distancing of students, the district will use additional spaces to serve lunches</p> <p>Additional staff supervision may be required to ensure adequate oversight. The district will work with the faculty to establish a supervision schedule</p> <p>Cafeteria staff will work only in designated areas of the kitchen to reduce interaction and contact</p> <p>Cafeteria equipment will be sanitized between lunch periods. Keypads will used sparingly as needed to record student numbers</p> <p>Plexi glass partitions will be installed in serving areas to avoid contact with students and food</p>	Food Service Director & Director of Buildings and Grounds	<p>Additional tables for the separation of students</p> <p>Flexible custodial schedules to allow for the rotation of cleaning that will be needed in multiple spaces</p> <p>Supervision schedule for additional lunch periods</p> <p>Plexi glass partitions</p>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Teams at all levels will incorporate hygiene and hand-washing expectations into the matrices and share as part of the back to school PBIS roll out</p> <p>Frequent hand washing/sanitizing will be required before meals and after physical education classes</p>	<p>Teams at all levels will incorporate hygiene and hand-washing expectations into the matrices and share as part of the back to school PBIS roll out</p> <p>Frequent hand washing/sanitizing will be required before meals and after physical education classes</p>	District and building-level administration will work collaboratively with building level teams to establish a plan for the explicit communication of hand washing and hygiene practices, as well as areas of instructional focus that support health and wellness.	<p>Updated language in PBIS matrices at each level</p> <p>Additional training and communication with all faculty and staff to encourage buy in and consistency of messaging</p> <p>Hand sanitizer dispensers throughout the buildings, including portable hand sanitizer stations</p>	Yes
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signage will be included about ways to prevent the spread of disease	Signage will be included about ways to prevent the spread of disease	Building administrators and Communication Coordinator	ACHD guidance documents	No
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<p>Visitors (essential to school business only) must schedule a meeting time</p> <p>Visitors who are dropping off items to the buildings must do so at the appropriate captured vestibule</p> <p>During this time, volunteers will not be utilized within school buildings to minimize adults within each building</p>	<p>Visitors (essential to school business only) must schedule a meeting time</p> <p>Visitors who are dropping off items to the buildings must do so at the appropriate captured vestibule</p> <p>During this time, volunteers will not be utilized within school buildings to minimize adults within each building</p>	Assistant Superintendent and Communication Coordinator	<p>District procedures outlining visitation to the school buildings</p> <p>Communication to parents and stakeholders</p>	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>All students, K-12 will engage in health instruction during the first nine-week period that focuses on wellness curriculum to reduce the need for shared equipment</p> <p>In Physical Education, physical contact will be reduced, and instruction will include individual fitness activities and skill development delivered through small group and station-based opportunities</p> <p>Outdoor spaces will be utilized, weather permitting</p> <p>Students will wipe/sanitize equipment after use</p> <p>Recess activities will be modified to support social distancing guidelines</p>	<p>All students, K-12 will engage in health instruction during the first nine-week period that focuses on wellness curriculum to reduce the need for shared equipment</p> <p>In Physical Education, physical contact will be reduced, and instruction will include individual fitness activities and skill development delivered through small group and station-based opportunities</p> <p>Outdoor spaces will be utilized, weather permitting</p> <p>Students will wipe/sanitize equipment after use</p> <p>Recess activities will be modified to support social distancing guidelines</p>	Building administration, athletic director and physical education staff	Procedures and guidelines for sanitizing equipment	No
<b>Limiting the sharing of materials among students</b>	<p>When possible, utilize online instructional resources</p> <p>Maintain individualized student materials, including their technology device</p> <p>Provide storage container for student materials</p> <p>Student materials will be disinfected regularly</p>	<p>When possible, utilize online instructional resources</p> <p>Maintain individualized student materials, including their technology device</p> <p>Provide storage container for student materials</p> <p>Student materials will be disinfected regularly</p>	Curriculum Coordinator, teachers and building principals	<p>Adequate disinfectant supplies</p> <p>Online learning access</p> <p>Individualized storage containers</p> <p>1:1 technology</p>	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	Student arrival and dismissal will be staggered to reduce interaction	Student arrival and dismissal will be staggered to reduce interaction	Building principals and classroom teachers	Appropriate signage to manage traffic	Yes
	Hallway traffic will be routed through single direction access	Hallway traffic will be routed through single direction access		Arrival and dismissal procedures	
	Use of restrooms by students and staff will be limited. Students will not take restroom breaks as a class in order to adhere to social distancing guidelines	Use of restrooms by students and staff will be limited. Students will not take restroom breaks as a class in order to adhere to social distancing guidelines		Procedures outlined for restroom usage	



<b>Adjusting transportation schedules and practices to create social distance between students</b>	Alternating 1 student per seat, left and right positions. (On 56 passenger bus, you can fit 28 students)	There will be a maximum of 2 kids per seat and family members are encouraged to sit together	District Transportation Director, ABC Transit Personnel, Director of Student Services and building principals	Marking material	Yes
	If capacity of the run allows, the first seat will be vacant to allow appropriate distance between students and bus driver	If capacity of the run allows, the first seat will be vacant to allow appropriate distance between students and bus driver		Facemask/Face Shields	
	Facemasks will be required during transport unless medical clearance is provided, and parents/guardians will be responsible for providing facemasks and checking their child prior to getting on the bus. If students forget masks, each bus will have a supply of masks that students will take before going to their seat	Facemasks will be required during transport unless medical clearance is provided, and parents/guardians will be responsible for providing facemasks and checking their child prior to getting on the bus. If students forget masks, each bus will have a supply of masks that students will take before going to their seat		School Symptom Screening Tool	
	Hand Sanitizer on each bus that each student is encouraged to utilize before going to their seat	Hand Sanitizer on each bus that each student is encouraged to utilize before going to their seat		Hand Sanitizer	
	Students with medical requirements will be considered on an individual basis	Students with medical requirements will be considered on an individual basis		Additional vans/buses	
	Seats will be assigned with the first students getting on the bus going to the back and then moving forward. Nameplates will be put next to each seat, so students know what their assigned seats are	Seats will be assigned with the first students getting on the bus going to the back and then moving forward. Nameplates will be put next to each seat, so students know what their assigned seats are		Index cards/tape	
	Runs will remain the same from last year and if the student is scheduled to be in school on that day and if not being transported by parents/guardians, they will be expected to arrive to their bus stop at	Runs will remain the same from last year and if the student is scheduled to be in school on that day and if not being transported by parents/guardians, they will be expected to arrive to their bus stop at		Bus Tracks software	
				Disinfectant and cleaning supplies	
				CDC Social Distancing Guidelines	

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>least 5 minutes prior to the pickup time on their bus letter</p> <p>Buses will be fully sanitized in between each run and drivers will be required to wear facemasks/face shields</p> <p>All bus drivers will be screened before each run to check temperature and for symptoms</p> <p>Parents/guardians will be encouraged to promote social distancing at bus stops</p> <p>Parents/guardians will be responsible for utilizing the School System Screening Tool each morning that was sent in the mail</p> <p>Students that attend outside placements will be required to adhere to the District's Health and Safety Template</p> <p>Written and verbal communication will be made with all families in regard to the guidelines and any changes</p>	<p>least 5 minutes prior to the pickup time on their bus letter</p> <p>Buses will be fully sanitized in between each run and drivers will be required to wear facemasks/face shields</p> <p>All bus drivers will be screened before each run to check temperature and for symptoms</p> <p>Parents/guardians will be encouraged to promote social distancing at bus stops</p> <p>Parents/guardians will be responsible for utilizing the School System Screening Tool each morning that was sent in the mail</p> <p>Students that attend outside placements will be required to adhere to the District's Health and Safety Template</p> <p>Written and verbal communication will be made with all families in regard to the guidelines and any changes</p>			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Adherence to social distancing guidelines in all classrooms in areas within each building</p> <p>Large group gathering will be minimized or eliminated to follow social distancing guidelines</p> <p>Staff convening will be discouraged whenever possible and faculty planning areas will need to adhere to all social distancing guidelines</p>	<p>Adherence to social distancing guidelines in all classrooms in areas within each building</p> <p>Large group gathering will be minimized or eliminated to follow social distancing guidelines</p> <p>Staff convening will be discouraged whenever possible and faculty planning areas will need to adhere to all social distancing guidelines</p>	Teachers, building principals and Assistant Superintendent	Adhere to ACHD and CDC guidance	No
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>In an attempt to maximize daily cleaning and sanitizing, after-school programming will not occur</p> <p>Written and verbal communication will be made with all local childcare facilities in regard to the guidelines and any changes</p>	<p>In an attempt to maximize daily cleaning and sanitizing, after-school programming will not occur</p> <p>Written and verbal communication will be made with all local childcare facilities in regard to the guidelines and any changes</p>	Assistant Superintendent, building principals, Director of Transportation	Adhere to ACHD and CDC guidance	No
<b>Other social distancing and safety practices</b>	To be determined as on-going guidance is provided	To be determined as on-going guidance is provided	Assistant Superintendent, building principals	Adhere to ACHD and CDC guidance	No

### Monitoring Student and Staff Health

#### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

Self-temperature checks will be recorded daily by students and parents and/or students and submitted to appropriate personnel upon their arrival to work or school. Employees will submit the Health Screening Checklist upon their arrival to work to the main office. Parents will be responsible for taking their child's temperature each morning and completing the Health Screening Checklist. Students will submit the checklist upon entry into building each morning. Non-contact thermometers will be available for staff to check student temperatures if form is not submitted.

The district will follow the CDC and Allegheny County Health Department guidelines for isolation and quarantine. A Decision Tree document will be provided to all employees and parents that outline the procedures. The school nurse will work in collaboration with the building administrator and Pandemic Coordinator to make decision regarding quarantine or isolation requirements of staff and students.

Students and staff will have to meet the CDC and Allegheny County Health Department guidelines for return to school or work. In addition, they will have to provide medical documentation that indicates their ability to return. Staff who are unable to return to in-person work due to documented medical conditions will be provided with alternative assignments, if available.

Any student in grades K-12 who is not able to return to in-person instruction either because of a medical condition or because they are not comfortable returning, will be able to participate in the district's virtual remote learning academy. They will be provided with both synchronous and asynchronous learning opportunities, along with a structured daily schedule that outlines their responsibilities each day.

Families will be notified on an as needed basis regarding confirmed staff or student illnesses or exposure that results to changes in the Health and Safety Plan. General information will be provided ongoing via the district's website and social media outlets, along with utilization of the school messenger system that sends voice and email alerts.

School nurses, building and central office administrators will be trained on protocols for monitoring student and staff health. Training will begin in early August and continue on an as needed basis as long as COVID-19 exists and health and safety guidelines are required. The Pandemic Coordinator will conduct frequent meetings with these key employees in order to monitor and adjust procedures as needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<p>All district employees will complete a temperature check prior to arriving at work. They will submit the Health Screening Checklist form each day to the main office</p> <p>Parents will complete a temperature check each morning on their child and complete the Health Screening Checklist . Students will submit this form upon entry to the building</p> <p>Strategically distribute non-contact thermometers for random temperature checks</p> <p>Employees and students with a temperature above a designated threshold (Temp of 100.4 or above) will be sent home and will not be able to return until cleared by their doctor</p> <p>Students who choose not to be cleared by the doctor will receive remote instruction</p> <p>Provide equipment for School Nurse such as N95, face shield, face mask, gloves, and paper gowns</p>	<p>All district employees will complete a temperature check prior to arriving at work. They will submit the Health Screening Checklist form each day to the main office</p> <p>Parents will complete a temperature check each morning on their child and complete the Health Screening Checklist . Students will submit this form upon entry to the building</p> <p>Strategically distribute non-contact thermometers for random temperature checks</p> <p>Employees and students with a temperature above a designated threshold (Temp of 100.4 or above) will be sent home and will not be able to return until cleared by their doctor</p> <p>Students who choose not to be cleared by the doctor will receive remote instruction</p> <p>Provide equipment for School Nurse such as N95, face shield, face mask, gloves, and paper gowns</p>	Building principals, school nurse, building secretary, Director of Buildings and Grounds	<p>Screening Checklist</p> <p>Non-Contact Thermometers</p> <p>N-95 Facemasks, Face Shields, gloves, paper gowns</p>	Yes

	Provide appropriate PPE (face shields, masks and gloves) for all district employees.	Provide appropriate PPE (face shields, masks and gloves) for all district employees.			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>If an employee or student has been exposed to an individual who has tested positive for COVID-19, the employee or student is directed to stay home and monitor for symptoms until 14 days from last exposure or until cleared by a physician</p> <p>Employees and students who have tested positive for COVID-19 are required to self-report their diagnosis to their building administrator. They may return to work or school once they are cleared by their doctor. A doctor's release is required prior to the return to work or school</p> <p>Voluntary survey to create a list of families that have family members with a suppressed immune system (additional precaution to aid in district communication)</p> <p>List of staff members who are considered at risk maintained in confidential file</p> <p>Buildings will identify a Quarantine room for any student that is showing COVID-19 symptoms</p>	<p>If an employee or student has been exposed to an individual who has tested positive for COVID-19, the employee or student is directed to stay home and monitor for symptoms until 14 days from last exposure or until cleared by a physician</p> <p>Employees and students who have tested positive for COVID-19 are required to self-report their diagnosis to their building administrator. They may return to work or school once they are cleared by their doctor. A doctor's release is required prior to the return to work or school</p> <p>Voluntary survey to create a list of families that have family members with a suppressed immune system (additional precaution to aid in district communication)</p> <p>List of staff members who are considered at risk maintained in confidential file</p> <p>Buildings will identify a Quarantine room for any student that is showing COVID-19 symptoms</p>	School Nurse, Building Principal, Pandemic Coordinator	<p>Survey</p> <p>Roster of at-risk staff</p> <p>Quarantine Room</p> <p>Documents that outline quarantine procedures and return to work procedures (Decision Tree)</p>	Yes

<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Employees or students who have tested positive for COVID-19 may return to work once they are cleared by their doctor. A doctor's release is required prior to the return to work or school</p> <p>Visitors are required to schedule an appointment to enter the building for any meeting. Secretary will ask Checklist questions when scheduling the appointment</p> <p>Any scheduled visitor must complete the Self-Health Daily Checklist prior to entering the building</p>	<p>Employees or students who have tested positive for COVID-19 may return to work once they are cleared by their doctor. A doctor's release is required prior to the return to work or school</p> <p>Visitors are required to schedule an appointment to enter the building for any meeting. Secretary will ask Checklist questions when scheduling the appointment.</p> <p>Any scheduled visitor must complete the Self-Health Daily Checklist prior to entering the building</p>	<p>Pandemic Coordinator, School Nurse, Building Principal, Building Secretary</p>	<p>Medical Documentation</p> <p>Self-Health Checklist</p> <p>Documents that outline quarantine procedures and return to work procedures (Decision Tree)</p>	<p>Yes</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>The District will utilize multiple methods for communicating school closures and any within school year changes that include the district website and social media outlets, school messenger system with voice messages and emails</p> <p>Mass mailings may also be necessary for unique communication, in addition to the above-mentioned protocols.</p>	<p>The District will utilize multiple methods for communicating school closures and any within school year changes that include the district website and social media outlets, school messenger system with voice messages and emails</p> <p>Mass mailings may also be necessary for unique communication, in addition to the above-mentioned protocols.</p>	<p>Communications Coordinator, Superintendent, Building Principals</p>	<p>District website and social media outlets</p> <p>District School Messenger System</p> <p>Letterhead paper, envelopes and postage machines</p>	

<b>Other monitoring and screening practices</b>	To be determined as on-going guidance is provided	To be determined as on-going guidance is provided	Assistant Superintendent, building principals, and school nurses	Adhere to ACHD and CDC guidance	No
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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:

Staff and students will be highly encouraged to wear face coverings on a daily basis both while in school buildings and while in transit. If guidance provided by the Center for Disease Control or the Allegheny County Health Department changes, the district restrictions will follow. Student and staff members that are at a higher risk for severe illness will be asked to provide documentation of their medical issue to the district. Individual cases will be reviewed by the Pandemic Coordinator/Team to identify the safest procedures and protocols that will need to be taken to ensure the safest school environment possible. In some cases, the district will encourage the option for remote learning/working.

Staff deployment will be determined by several factors including student class counts, academic needs, and the ongoing application of the CDC and ACHD guidelines and recommendations. Staffing needs and/or shortages will be addressed with available substitutes and through the application of district coverage procedures.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	Procedures for the identification of high-risk students and staff will be implemented and each case will be reviewed so that a plan can be created to ensure the safety of students and staff	Procedures for the identification of high-risk students and staff will be implemented and each case will be reviewed so that a plan can be created to ensure the safety of students and staff	Certified School Nurse, Student Services Administrators, Assistant Superintendent, Building Principals	Procedures and clear communication about required documentation and sharing of information	No



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Use of face coverings (masks or face shields) by all staff</b>	Face coverings will be required for all staff while on school premises while also practicing social distancing	Staff will be highly encouraged to wear facemasks on a daily basis in cases where they are not able to maintain 6 feet social distancing	Building Principals, and Assistant Superintendent	Facemasks/shields will be provided for all staff to use; however, staff are permitted/encouraged to bring their own.	No
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Face coverings will be required for all students while on school premises while also practicing social distancing	Students will be highly encouraged to wear facemasks on a daily basis in cases where they are not able to maintain 6 feet social distancing	Building Principals, teachers and Assistant Superintendent	Facemasks/shields will be provided for all students to use; however, students are permitted/encouraged to bring their own if they prefer.	No
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Student and staff members that are at a higher risk for severe illness will have their individual situation/circumstance reviewed by the Pandemic Coordinator/Team to identify the safest procedures and protocols to be taken to ensure the safest school environment possible, which may include remote learning/working	Student and staff members that are at a higher risk for severe illness will have their individual situation/circumstance reviewed by the Pandemic Coordinator/Team to identify the safest procedures and protocols to be taken to ensure the safest school environment possible, which may include remote learning/working	Certified School Nurse/ Student Services Department	Procedures and clear communication about required documentation and sharing of information	No
<b>Strategic deployment of staff</b>	Staff, unless medically excused, will be on site daily to conduct both classroom-based and remote instruction sessions. Friday will be a remote workday for all staff	Staff, unless medically excused, will be on site daily to conduct both classroom-based and remote instruction sessions. Friday will be a remote workday for all staff	Building Principals and Assistant Superintendent	Cameras in all academic classrooms  1:1 Devices for all students  HVA Platforms for Elementary and Secondary Students	No

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Cleaning/sanitizing expectations</b>	Custodial/Maintenance staff	Director of Buildings and Grounds	Whole group (virtual), small group and individual meetings	Cleaning/sanitizing products, cleaning tools/equipment, training/support by cleaning vendor	August 1, 2020	June 30,2021
<b>Online Learning</b>	Faculty	Curriculum Coordinator	Whole group (virtual), small group and individual meetings	Registration and schedule by topic, grade and/or department	July 27, 2020	As needed
<b>Guidelines/Procedures</b>	Faculty/Staff	Principals/Admin.	Whole group (virtual), small group and individual meetings	Updated process and procedure documents	July 27, 2020	As needed
<b>Transportation (seating)</b>	Students Bus Drivers	ABC Transit Personnel, Bus Drivers, Transportation Director, Principals	Whole group (virtual) small group and individual meetings	Note cards and student rosters	August 27, 2020	September 4, 2020 (students)  Prior to August 27, 2020 (bus drivers)

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Transportation (cleaning &amp; sanitizing)</b>	Bus Drivers	ABC Transit Personnel	Bus Driver's meeting	Hydrostatic backpack & bottle sprays	August 2020	Prior to August 27, 2020
<b>Transportation (driver self-screening tool)</b>	Bus Drivers	ABC Transit Personnel	Bus Driver's meeting	Self-Report Checklist	August 2020	Prior to August 27, 2020
<b>Transportation (student screening tool)</b>	Parents/Guardians	Transportation Director	District's School Messenger System, Letter and Website	School Symptom Screening Tool	August 2020	Prior to August 27, 2020
<b>PBIS Expectations</b>	Faculty & Staff	Principals	Whole group (virtual), small group	PBIS Matrix, written student expectations, laptops	August 2020	ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Highlands Task Force Meeting Highlights</b>	Community	Ms. Goldberg	HSD Website	July 6	July 24
<b>District Communication Home</b>	Community	Ms. Goldberg/ Dr. Mawhinney	Paper letter, e-letter, HSD website	July 13	July 13
<b>FAQ Health &amp; Safety Plan</b>	Community	Ms. Goldberg	HSD website	July 17	ongoing
<b>HSD Plan for Reopening</b>	Board/Community/PDE	Dr. Mawhinney Task Force subcommittee chairs	Virtual Board meeting, website, social media, plan submitted to PDE	July 6	July 28
<b>Highlands Virtual Academy Information &amp; Promotion</b>	Community	Ms. Goldberg	HSD website, flyer	July 22	August 10
<b>HSD Synchronous Learning Information</b>	Community	Mr. Losk, Ms. Goldberg	Board meeting, HSD website, student/parent technology sessions	July 17	August 14
<b>Resources for Guidance Information (CDC/PDE Guidelines)</b>	Community	Ms. Goldberg	HSD website	July 6	ongoing

## Health and Safety Plan Summary: Highlands School District

### Anticipated Launch Date: August 27, 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Develop checklists and cleaning procedures that adhere to CDC guidelines, minimizing the risk of exposure to COVID-19</p> <p>Develop “deep cleaning” procedures for Tuesdays and Fridays to ensure a healthy environment for students and staff</p> <p>Drinking fountain “bubblers” will be turned off, bottle filler stations will be available for students to fill their own water bottle</p> <p>Review building equipment schedules and adjust start times to improve ventilation rates, adjust outside air dampers where possible</p> <p>Utilize portable hand sanitizing stations at high traffic areas-student entrances, gymnasiums, cafeterias and offices. Supply classrooms with hand sanitizing stations, sanitizing wipes and spray bottles with cleaning/disinfecting chemical solution</p> <p>Install needlepoint bipolar ionization devices in air handling equipment</p>

#### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b> <b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b> <b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Establish classroom and communal space configurations to ensure social distancing throughout the district to the maximum extent feasible</p> <p>Meal planning to include both grab and go options for breakfast and lunch, as well as procedures for delivery and retrieval of lunches/trays</p> <p>Establish schedules and processes for universal hygiene practices, including time for sanitizing of equipment and handwashing</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Duplication and distribution of signage promoting safe practices, good hygiene and social distancing procedures</p> <p>Establish procedures for students during recess and physical education including solitary and station-based activities as well as proper use of equipment and sanitizing processes</p> <p>Provide individual containers for students to use for securing their own instructional materials and supplies which will be sanitized daily</p> <p>Implement specific schedules for staggering of arrival, dismissal and transitions during the school day</p> <p>Create seating charts that support social distancing and limit student interaction, while requiring students to wear face coverings. Encourage students to use hand-sanitizer while entering and exiting bus</p> <p>Structured classroom activities and lessons that support limited interactions and social distancing</p> <p>Communication of district calendar revisions and limited access will be shared widely with all community programs, providers and sites</p>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Daily temperature checks by employee and parents/students prior to arriving at work and school. Health Screening Checklist must be submitted by all employees upon arrival to the main office. Students will submit forms upon entry into the building each morning.</p> <p>Random temperature checks as needed using the non-contact thermometers</p> <p>Students will participate via remote instruction until cleared by a medical doctor</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>School nurses will be provided appropriate PPE equipment</p> <p>Students and staff will follow isolation and quarantine guidelines outlined in the plan if test positive for COVID-19</p> <p>Students, and parents and/or students will report positive COVID-19 tests to building administrators. A doctor's note will be required prior to return to work or school</p> <p>Collect and maintain a confidential list of those families and staff members who have medical conditions that make them high risk for COVID-19</p> <p>Return to work or school only after isolation and quarantine guidelines have been followed and medical note from doctor is provided (if tested positive for COVID-19)</p> <p>Procedures for visitors with pre-scheduled meetings will be communicated and adhered to prior to entry</p> <p>The District will utilize multiple methods for communicating school closures and any within school year changes that include the district website and social media outlets, school messenger system with voice messages and emails</p> <p>Mass mailings may also be necessary for unique communication, in addition to the above-mentioned protocols</p>

#### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<b>* Protecting students and staff at higher risk for severe illness</b>	Options for alternate programming or instructional responsibility will be established for medically compromised students and staff
<b>* Use of face coverings (masks or face shields) by all staff</b>	Face coverings and expectations will be provided to all staff
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Face coverings will be made available to all students along with expectations for their use

Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Cases and individual needs will be reviewed by the team to develop appropriate learning options</p> <p>Staff will be used according to needs, space parameters and medical considerations.</p>



### Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Highlands School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020**.

The plan was approved by a vote of:

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

Affirmed on: **July 28, 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.