



# Phased School Reopening Health and Safety Plan Template

---

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

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

## Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team.....	5
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	7
Social Distancing and Other Safety Protocols.....	8
Monitoring Student and Staff Health .....	17
Other Considerations for Students and Staff.....	20
Health and Safety Plan Professional Development.....	25
Health and Safety Plan Communications .....	28
<b>Health and Safety Plan Summary</b> .....	29
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	29
Social Distancing and Other Safety Protocols .....	29
Monitoring Student and Staff Health.....	32
Other Considerations for Students and Staff .....	33
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	36

*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.*

Changes that were made to this document on 9/24/2020 are highlighted in yellow.

Changes that were made to this document on 10/29/2020 are highlighted in blue.

## Health and Safety Plan: **Steel Valley 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 28<sup>th</sup>-2020~~**

**The start date for instruction was moved to September 8, 2020**

**The start date for hybrid model implementation with half-days of instruction will be November 4, 2020; a summary of the hybrid plan is included with this Health and Safety Plan.**

## 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)
<b>Pandemic Coordinator</b>	Superintendent	Plan Development and Response Team
<b>District/Building Administration</b>	Administrators	Response Team
<b>Teaching Staff</b>	Teachers	Response Team
<b>School Nurse</b>	Health Official	Response Team

Paraprofessional	Support Staff	Response Team
------------------	---------------	---------------

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

### Summary of Responses to Key Questions:

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>Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.</p> <p>Sanitizing schools throughout the day and utilizing EPA-approved disinfectants against COVID-19.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much possible.</p>	<p>Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.</p> <p>Sanitizing schools throughout the day and utilizing EPA-approved disinfectants against COVID-19.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much possible.</p>	Denny Keesecker Director of Facilities	Cleaning Supplies – continuously monitor inventory	Y

## 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: Classroom/learning space occupancy that allows for separation among students and staff throughout the day, to the maximum extent feasible.**



<p><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>	<p>Turn desks in the same direction.</p> <p>Survey families to gauge which students may want to conduct their school virtually for the 2020-21 school year.</p> <p>Utilize the master schedule to balance class rosters as much as possible. – remove unused desks and furniture in classroom.</p> <p>Limit partner or group work.</p> <p>Establish distance and/or a plexiglass barrier between the teacher’s desk/board and student desks.</p> <p>Identify and utilize large spaces to assist with social distancing.</p> <p>Implement standard operating procedures while taking preventative measures such as:          -Providing hand sanitizer for students and staff in every classroom          -Requiring students and staff to wear face coverings</p> <p>Limit unnecessary congregations of students and staff such as assemblies.</p>	<p>Turn desks in the same direction.</p> <p>Survey families to gauge which students may want to conduct their school virtually for the 2020-21 school year.</p> <p>Utilize the master schedule to balance class rosters as much as possible. – remove unused desks and furniture in classroom.</p> <p>Limit partner or group work.</p> <p>Establish distance and/or a plexiglass barrier between the teacher’s desk/board and student desks.</p> <p>Identify and utilize large spaces to assist with social distancing.</p> <p>Implement standard operating procedures while taking preventative measures such as:          -Providing hand sanitizer for students and staff in every classroom          - Requiring students and staff to wear face coverings</p> <p>Limit unnecessary congregations of students and staff such as assemblies.</p>	<p>Administration          Teachers          Nurses          Paraprofessionals          Custodians</p>	<p>Master Scheduling          Cleaning Supplies</p>	<p>Y</p>
--	--	---	--	---	----------

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students will eat in designated areas that permit social distancing to be maintained and monitored (i.e. cafeteria and/or gymnasiums).</p> <p><i>We believe classrooms are poor options for meals because:</i></p> <ol style="list-style-type: none"> <li><i>1. Cleaning and disinfecting in a timely fashion would be difficult</i></li> <li><i>2. Students have to remove their masks in order to eat, and that defeats the purpose of using masks in the classrooms</i></li> </ol> <p>These designated areas will be cleaned and sanitized following each breakfast or lunch period.</p> <p>Limit the number of students per lunch table.</p> <p>Place plexiglass barriers on lunch tables in order to restrict close student interaction while their masks are off.</p> <p>Enforce social distancing for students standing in the lunch line; limit the number of students in the lunch line.</p>	<p>Students will eat in designated areas that permit social distancing to be maintained and monitored (i.e. cafeteria and/or gymnasiums).</p> <p><i>We believe classrooms are poor options for meals because:</i></p> <ol style="list-style-type: none"> <li><i>1. Cleaning and disinfecting in a timely fashion would be difficult</i></li> <li><i>2. Students have to remove their masks in order to eat, and that defeats the purpose of using masks in the classrooms</i></li> </ol> <p>These designated areas will be cleaned and sanitized following each breakfast or lunch period.</p> <p>Limit the number of students per lunch table.</p> <p>Place plexiglass barriers on lunch tables in order to restrict close student interaction while their masks are off.</p> <p>Enforce social distancing for students standing in the lunch line; limit the number of students in the lunch line.</p>	<p>Administration Teachers Paraprofessionals Custodians</p>	<p>Master Schedule Cleaning Supplies</p>	<p>Y</p>
---	--	--	---	--	----------

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Teach and reinforce good hygiene measures such as handwashing and face coverings.</p> <p>Provide FDA-approved hand sanitizer with at least 60% alcohol in all classrooms and frequently trafficked areas.</p> <p>Provide hand soap, paper towels and no touch trash cans in all bathrooms.</p>	<p>Teach and reinforce good hygiene measures such as handwashing and face coverings.</p> <p>Provide FDA-approved hand sanitizer with at least 60% alcohol in all classrooms and frequently trafficked areas.</p> <p>Provide hand soap, paper towels and no touch trash cans in all bathrooms.</p>	<p>Administration Teachers Paraprofessionals Nurse Students Parents</p>	<p>Health Curriculum</p>	<p>Y</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Post signage in classrooms, hallways, bathrooms and entrances to communicate how to stop the spread of COVID-19.</p>	<p>Post signage in classrooms, hallways, bathrooms and entrances to communicate how to stop the spread of COVID-19.</p>	<p>Administration</p>	<p>Laminated signs or posters of COVID-19 measures and information</p>	<p>N</p>

<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Refrain from scheduling large group activities, such as field trips and extracurricular activities.</p> <p>Restrict nonessential visitors, volunteers and activities that involve outside groups.</p> <p><del>Essential visitors will be required to answer a questionnaire, to wear a mask at all times, and to have their temperature checked.</del></p> <p>Essential visitors will be required to answer a questionnaire and to wear a mask at all times.</p>	<p>Refrain from scheduling large group activities, such as field trips and extracurricular activities.</p> <p>Restrict nonessential visitors, volunteers and activities that involve outside groups.</p> <p><del>Essential visitors will be required to answer a questionnaire, to wear a mask at all times, and to have their temperature checked.</del></p> <p>Essential visitors will be required to answer a questionnaire and to wear a mask at all times.</p>	<p>Administration</p>	<p>Policies and Procedures</p>	<p>N</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Reference the Steel Valley School District Return to Play Plan.</p> <p>Consider replacing recess with other activities such as mindfulness or restricted physical activity.</p>	<p>Reference the Steel Valley School District Return to Play Plan.</p> <p>Consider replacing recess with other activities such as mindfulness or restricted physical activity.</p>	<p>Administration Athletic Director Athletic Trainer Coaches Teachers Paraprofessionals Custodians</p>	<p>Steel Valley Return to Play Plan</p> <p>Cleaning Supplies</p>	<p>Y</p>

<b>Limiting the sharing of materials among students</b>	<p>Identify necessary learning tools and resources. Consumables should be utilized as often as possible.</p> <p>Assign a cubby or bin to each elementary student where he/she can keep hard copy texts and learning tools.</p> <p>No sharing of technology tools (every student and educational staff member has their own iPad).</p> <p>Limit the use of shared materials (e.g., art supplies, math manipulatives and science equipment).</p> <p>Provide each classroom with a clean (sanitized) and dirty bin for those items that are shared.</p> <p>Limit the use of computer labs. Workstations will be sanitized after each student use.</p> <p>The use of the fitness center and locker rooms will be restricted.</p>	<p>Identify necessary learning tools and resources. Consumables should be utilized as often as possible.</p> <p>Assign a cubby or bin to each elementary student where he/she can keep hard copy texts and learning tools.</p> <p>No sharing of technology tools (every student and educational staff member has their own iPad).</p> <p>Limit the use of shared materials (e.g., art supplies, math manipulatives and science equipment).</p> <p>Provide each classroom with a clean (sanitized) and dirty bin for those items that are shared.</p> <p>Limit the use of computer labs. Workstations will be sanitized after each student use.</p> <p>The use of the fitness center and locker rooms will be restricted.</p>	<p>Administration Teachers Paraprofessionals</p>	<p>Bins/Cubby</p> <p>iPads</p> <p>Art Supplies</p> <p>Manipulatives</p> <p>Individual basic school supplies such as scissors, rulers, pencils and notebooks.</p> <p>Science Equipment</p> <p>Cleaning Supplies</p>	<p>N</p>
---	--	--	--	--	----------

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Develop arrival and dismissal procedures and utilize the master schedule to limit large gatherings of students.</p>	<p>Develop arrival and dismissal procedures and utilize the master schedule to limit large gatherings of students.</p>	<p>Administration Teachers Custodians Paraprofessionals Cafeteria Staff</p>	<p>Master Schedule</p> <p>Signs on floors and walls</p> <p>Policies/Procedures for drop-off/pickup</p> <p>Policies/Procedures for recess and cafeteria use</p> <p>Cleaning supplies</p> <p>Face coverings for students and staff.</p>	<p>Y</p>
	<p>Direct movement with clear traffic patterns. Establish clear traffic patterns with appropriate visual supports.</p>	<p>Direct movement with clear traffic patterns. Establish clear traffic patterns with appropriate visual supports.</p>			
	<p>Close water fountains. Provide water-filling stations in each school.</p>	<p>Close water fountains. Provide water-filling stations in each school.</p>			
	<p>Provide hand sanitizer in communal spaces for students and staff.</p>	<p>Provide hand sanitizer in communal spaces for students and staff.</p>			
	<p>Limit unnecessary congregations of students and staff such as assemblies.</p>	<p>Limit unnecessary congregations of students and staff such as assemblies.</p>			
	<p>Limit movement throughout the building and restrict mixing between groups to the extent possible.</p>	<p>Limit movement throughout the building and restrict mixing between groups to the extent possible.</p>			
	<p>Limit student transition times.</p>	<p>Limit student transition times.</p>			
	<p>Keep same group of students with the same staff members as much as possible.</p>	<p>Keep same group of students with the same staff members as much as possible.</p>			
	<p>Require students and staff to wear face coverings.</p>	<p>Require students and staff to wear face coverings.</p>			

<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Distancing between students will be maximized.</p> <p>Evaluate bus routes to decrease student numbers and/or bus trip length.</p> <p>All bus riders must wear masks.</p> <p>Eliminate field trips.</p>	<p>Distancing between students will be maximized.</p> <p>Evaluate bus routes to decrease student numbers and/or bus trip length.</p> <p>All bus riders must wear masks.</p> <p>Eliminate field trips.</p>	<p>Administration Bus Company Bus Monitors</p>	<p>Bus Schedule</p>	<p>N</p>
---	---	---	--	---------------------	----------

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Limit movement throughout the building.</p> <p>Minimize mixing between groups; keep the same student and staff groupings together throughout the school as much as possible.</p> <p>As much as possible, students remain in the same classroom. Teacher switches classroom instead of students when practicable.</p> <p>Utilize master schedule to balance class numbers as much as possible.</p> <p>Remove unused desks and furniture in classrooms to maximize social distancing.</p> <p>Limit partner or group work.</p> <p>Establish distance and/or a plexiglass barrier between the teacher's desk/board and student desks.</p> <p>Utilize outside spaces when possible.</p> <p>If the HS auditorium is used, limit the seating area for later sanitization.</p> <p>Sanitize classrooms and high-touch surfaces each day.</p>	<p>Limit movement throughout the building.</p> <p>Minimize mixing between groups; keep the same student and staff groupings together throughout the school as much as possible.</p> <p>As much as possible, students remain in the same classroom. Teacher switches classroom instead of students when practicable.</p> <p>Utilize master schedule to balance class numbers as much as possible.</p> <p>Remove unused desks and furniture in classrooms to maximize social distancing.</p> <p>Limit partner or group work.</p> <p>Establish distance and/or a plexiglass barrier between the teacher's desk/board and student desks.</p> <p>Utilize outside spaces when possible.</p> <p>If the HS auditorium is used, limit the seating area for later sanitization.</p> <p>Sanitize classrooms and high-touch surfaces each day.</p>	<p>Administration Teachers Paraprofessionals Custodians</p>	<p>Master Schedule</p> <p>Signs and markings for floors and walls.</p> <p>Cleaning Supplies</p>	<p>Y</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>	Communicate with MUSA regarding requirements and expectations for before-school and after-school programming.	Communicate with MUSA regarding requirements and expectations for before-school and after-school programming.	Administration Childcare Providers	Childcare Space	N
<b>Other social distancing and safety practices</b>					

## 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:**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Daily wellness questionnaire must be completed by staff and students.</p> <p>Conduct daily temperature screening for staff and students.</p> <p>Develop a process to address privacy concerns and potential stigma during monitoring procedures.</p> <p>Encourage staff and students to stay home if they are sick.</p>	<p>Daily wellness questionnaire must be completed by staff and students.</p> <p>Conduct daily temperature screening for staff and students.</p> <p>Develop a process to address privacy concerns and potential stigma during monitoring procedures.</p> <p>Encourage staff and students to stay home if they are sick.</p>	<p>Administration Nurse</p>	<p>Temperature Scanner</p>	<p>Y N</p>

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Create an isolation room or area to separate anyone who is identified by the monitoring procedure or anyone who exhibits COVID-like symptoms.</p> <p>School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people.</p> <p>Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.</p> <p>Notify local health officials, staff and families immediately of a possible case while maintaining confidentiality consistent with HIPPA and other applicable federal and state privacy laws.</p> <p>Close off areas used by a sick person and do not use before cleaning and disinfecting. If possible, wait 24 hours before cleaning and disinfecting.</p> <p>Advise sick staff members and students not to return until they have met PA Department of Health criteria to discontinue home quarantine.</p> <p>Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and</p>	<p>Create an isolation room or area to separate anyone who is identified by the monitoring procedure or anyone who exhibits COVID-like symptoms.</p> <p>School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people.</p> <p>Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.</p> <p>Notify local health officials, staff and families immediately of a possible case while maintaining confidentiality consistent with HIPPA and other applicable federal and state privacy laws.</p> <p>Close off areas used by a sick person and do not use before cleaning and disinfecting. If possible, wait 24 hours before cleaning and disinfecting.</p> <p>Advise sick staff members and students not to return until they have met PA Department of Health criteria to discontinue home quarantine.</p> <p>Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and</p>	<p>Administration Nurse</p>	<p>Isolation Room Proper PPE Equipment for Health Professionals</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)
	follow PA Department of Health guidelines.	follow PA Department of Health guidelines.			
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	Follow PA Department of Health guidelines.	Follow PA Department of Health guidelines.	Administration Allegheny County Health Department School Nurse	Polices and Procedures	Y
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Post relevant information on the district website and Facebook pages.  Make district-wide phone calls to staff and families.	Post relevant information on the district website and Facebook pages.  Make district-wide phone calls to staff and families.	Administration	Communication System	N
<b>Other monitoring and screening practices</b>	<del>All staff, students and visitors will have their temperature scanned</del>  All staff, students and visitors are responsible for checking their own temperatures before arrival.	<del>All staff, students and visitors will have their temperature scanned</del>  All staff, students and visitors are responsible for checking their own temperatures before arrival.	School Security	<del>Temperature Scanners</del>	<del>Y</del> N

## 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:**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Survey staff members to gauge their intentions in returning to work. Maintain confidentiality.</p> <p>Adhere to state and federal employment laws and extended leave allowances.</p> <p>Offer Employee Assistance Program to all staff members.</p> <p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p> <p>Adhere to FERPA and HIPPA requirements.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Allow early transitions for vulnerable students to get to their next classes.</p>	<p>Survey staff members to gauge their intentions in returning to work. Maintain confidentiality.</p> <p>Adhere to state and federal employment laws and extended leave allowances.</p> <p>Offer Employee Assistance Program to all staff members.</p> <p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p> <p>Adhere to FERPA and HIPPA requirements.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Allow early transitions for vulnerable students to get to their next classes.</p>	<p>Administration Teachers School Nurse Paraprofessionals</p>	<p>Policies and Procedures</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)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p>Administration</p>	<p>Masks</p> <p>Signage for proper use</p>	<p>N</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p>Administration</p>	<p>Masks</p> <p>Signage for proper use</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)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p> <p>Adhere to FERPA and HIPPA requirements.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Allow early transitions for vulnerable students to get to their next classes.</p> <p>Conduct IEP/504 Plan meetings to accommodate students with complex needs.</p>	<p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p> <p>Adhere to FERPA and HIPPA requirements.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Allow early transitions for vulnerable students to get to their next classes.</p> <p>Conduct IEP/504 Plan meetings to accommodate students with complex needs.</p>	<p>Administration</p>	<p>Accommodations as needed</p>	<p>Y</p>
<p><b>Strategic deployment of staff</b></p>	<p>Staff members will follow assigned schedule and report to their respective buildings</p> <p>The district is in the process of hiring additional temporary cleaning staff for the 2020 – 2021 school year.</p>	<p>Staff members will follow assigned schedule and report to their respective buildings</p> <p>The district is in the process of hiring additional temporary cleaning staff for the 2020 – 2021 school year.</p>	<p>Administration</p>	<p>Master Schedule</p>	<p>N</p>





## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Hygiene Basics	Staff and Students	School Nurses	Face to Face/Virtual	CDC Resources or health care provider		Ongoing
Daily Cleaning/Deep Cleaning	Custodians	Director of Facilities	Face to Face/Virtual	CDC Resources or industry-provided training		8/5/2020
Coordination with local childcare	MUSA	Administration	Face to Face/Virtual	Polices and Procedures		Ongoing
Temperature Scans and Quarantine of Students and Staff	Administration Security Staff School Nurses	Nurses and Pandemic Coordinator	Face to Face/Virtual	Polices and Procedures		8/28/2020
Use of Face Coverings	Administration Staff Students	School Nurses	Face to Face/Virtual	Polices and Procedures		Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Unique Safety Protocols for vulnerable individuals or students with complex needs</b>	Administration Teachers School Nurses Guidance Counselors Paraprofessionals	Director of Pupil Services	Face to Face/Virtual	Polices and Procedures		Ongoing
<b>Staggering the use of communal spaces and hallways</b>	Administration Staff	Building Administration	Face to Face/Virtual	Signs and markings for walls and floors Polices and Procedures		8/24/2020
<b>Limiting the number of individuals in classrooms and other learning spaces.</b>	Administration Staff	Pandemic Coordinator Administration	Face to Face/Virtual	Signs/Markings for walls and floor Polices and Procedures Master Schedule		Ongoing
<b>Classroom/learning space occupancy that maximizes separation between students and staff</b>	Administration Staff	Pandemic Coordinator Administration	Face to Face/Virtual	Signs/Markings for walls and floor Polices and Procedures Master Schedule		Ongoing
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces and any other area utilized by staff and students</b>	Custodians Cafeteria Staff	Director of Facilities Director of Food Services	Face to Face/Virtual	Cleaning/Janitorial Supplies		Ongoing
<b>Isolating or quarantining students, staff, or visitors if they become sick or have an elevated risk of exposure</b>	All Building Staff	Administration Nurses	Face to Face/Virtual	CDC guidance and assistance from Allegheny County Department of Health		Ongoing
<b>Returning isolated or quarantined staff and students and staff</b>	All Staff Parents	Administration Nurses	Face to Face/Virtual	Policies and Procedures		8/28/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Parents Staff	Director of Pupil Services Nurses Paraprofessionals	Face to Face/Virtual	Special care materials		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>The Return to School Plan will be integrated with Kindergarten Registration and Student Recruitment initiatives as part of a unified, cohesive communications plan</b>	Staff Students Parents Community	Pandemic Coordinator and contracted communications services with the Allegheny Intermediate Unit	Postcards, letters, website postings, Facebook postings, news articles in the Valley Mirror, and district-wide phone blasts		

## Health and Safety Plan Summary: **Steel Valley School District**

Anticipated Launch Date: **August 24<sup>th</sup> 28<sup>th</sup> 2020 for staff and August 28<sup>th</sup> September 8<sup>th</sup> for students**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><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>	<p>Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.</p> <p>Sanitizing schools throughout the day and utilizing EPA-approved disinfectants against COVID-19.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much possible.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><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>	<p>Utilize the master schedule to balance class rosters as much as possible</p> <p>Establish distance and/or a plexiglass barrier between the teacher’s desk/board and student desks.</p> <p>Identify and utilize large spaces to assist with social distancing.</p> <p>Limit unnecessary congregations of students and staff such as assemblies.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students will eat in designated areas that permit social distancing to be maintained and monitored (i.e. cafeteria and/or gymnasiums).</p> <p>These designated areas will be cleaned and sanitized following each breakfast or lunch period.</p> <p>Limit the number of students per lunch table.</p> <p>Place plexiglass barriers on lunch tables in order to restrict close student interaction while their masks are off.</p> <p>Enforce social distancing for students standing in the lunch line; limit the number of students in the lunch line.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Teach and reinforce good hygiene measures such as handwashing and face coverings.</p> <p>Provide <b>FDA-approved</b> hand sanitizer with at least 60% alcohol in all classrooms and frequently trafficked areas.</p> <p>Provide hand soap, paper towels and no touch trash cans in all bathrooms.</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Post signage in classrooms, hallways, bathrooms and entrances to communicate how to stop the spread of COVID-19.</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>Reference the Steel Valley School District Return to Play Plan.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the sharing of materials among students</b></p>	<p>Consider replacing recess with other activities such as mindfulness or restricted physical activity.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Identify necessary learning tools and resources. Consumables should be utilized as often as possible.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Develop arrival and dismissal procedures and utilize the master schedule to limit large gatherings of students.</p> <p>Direct movement with clear traffic patterns. Establish clear traffic patterns with appropriate visual supports.</p> <p>Keep same group of students with the same staff members as much as possible.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Distancing between students will be maximized.</p> <p>Evaluate bus routes to decrease student numbers and/or bus trip length.</p> <p>All bus riders must wear masks.</p> <p>Eliminate field trips.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Limit movement throughout the building.</p> <p>Minimize mixing between groups; keep the same student and staff groupings together throughout the school as much as possible.</p> <p>As much as possible, students remain in the same classroom. Teacher switches classroom instead of students when practicable.</p>





Requirement(s)	Strategies, Policies and Procedures
<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>Advise sick staff members and students not to return until they have met PA Department of Health criteria to discontinue home quarantine.</p> <p>Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow PA Department of Health guidelines.</p> <p>Follow PA Department of Health guidelines.</p> <p>Post relevant information on the district website and Facebook pages.</p> <p>Make district-wide phone calls to staff and families.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Survey staff members to gauge their intentions in returning to work. Maintain confidentiality.</p> <p>Adhere to state and federal employment laws and extended leave allowances.</p> <p>Offer Employee Assistance Program to all staff members.</p> <p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <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>Adhere to FERPA and HIPPA requirements.</p> <p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Provide information to staff, students and families on proper use of re-usable or disposable face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Survey families to gauge their intentions to have their children return to in-person instruction. Maintain confidentiality.</p> <p>Provide remote/distance learning opportunities for vulnerable students.</p> <p>Adhere to FERPA and HIPPA requirements.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Allow early transitions for vulnerable students to get to their next classes.</p> <p>Conduct IEP/504 Plan meetings to accommodate students with complex needs.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p data-bbox="1060 267 1877 334">Staff members will follow assigned schedule and report to their respective buildings</p> <p data-bbox="1060 370 1808 436">The district is in the process of hiring additional temporary cleaning staff for the 2020 – 2021 school year.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Steel Valley School District** reviewed and approved the revised Phased School Reopening Health and Safety Plan on ~~July 23, 2020~~ **September 24, 2020** **October 29, 2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on: ~~July 24, 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.