

# Derry Area School District 2020-2021 School Year Phased Reopening COVID-19 Pandemic Health and Safety Plan



# 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.

This document reflects guidance from the CDC, PA Governor's Office, and the PA Department of Health as of August 27, 2020. This document is subject to change, and will most likely change over the coming weeks as we continue to receive recommendations and guidance from PDE and PADOH. This document focuses on the health and safety of the students and staff. At this time, the District continues to work on the details of instruction; these details will be communicated further during a virtual meeting being scheduled within the next two weeks. As of this time, the options for instruction are the following: 1) traditional, face-to-face, in the classroom with a blended environment for students who are online with iTrojan; 2) solely iTrojan Online Instruction – meaning students will follow their daily schedule via Google Meets and will view and interact their DASD teachers who are teaching from their classrooms; 3) eAcademy – through Westmoreland Intermediate Unit where students will take online classes that may not be facilitated by a DASD teacher. The District will also utilize an A-Day/B-Day schedule to minimize the number of students in the buildings at any one time through a hybrid approach.

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**

Derry Area School District

	Overview	4
	Purpose	4
	Realities and Considerations	5
He	ealth and Safety Plan: DERRY AREA SCHOOL DISTRICT	6
	Type of Reopening	7
	Pandemic Coordinator/Team	8
	Key Strategies, Policies, and Procedures	10
	Cleaning, Sanitizing, Disinfecting, and Ventilation	12
	Social Distancing and Other Safety Protocols	15
	Monitoring Student and Staff Health	27
	Other Considerations for Students and Staff	39
	Health and Safety Plan Professional Development	47
	Health and Safety Plan Communications	50
He	ealth and Safety Plan Summary: (Derry Area School District)	52
	Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	52
	Social Distancing and Other Safety Protocols	53
	Monitoring Student and Staff Health	55
	Other Considerations for Students and Staff	56
He	ealth and Safety Plan Governing Body Affirmation Statement	58

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.

#### **OVERVIEW**

The Derry Area School District recognizes that our schools are a critical community institution serving nearly 2,000 students. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this COVID-19 Health and Safety Plan, Derry Area School District is dedicated to reducing the miscommunications with all stakeholders that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This Health and Safety plan has been developed by a named pandemic team consisting of district administrators, staff, parents, community members, and medical professionals. This plan outlines Derry Area School District's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. This plan serves as a guide for the safe reopening of the schools in the Derry Area School District. Approval by the School Board of Directors is required for the plan to be implemented and the plan must be submitted to the Pennsylvania Department of Education as well as posted on our District website at dasd us.

This document contains supplemental information from the World Health Organization (WHO), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Health (DOH), and the American Academy of Pediatrics (APA).

This is a fluid document, based on local, state and federal guidelines, that will continue to develop and be revised over time as recommended by PDE, DOH, and/or the Governor's Office. Adjustments will be made based on potential movement between the established COVID-19 reopening color-coded phases (Red, Yellow, and Green) or the identified county-wide transmission codes (Low, Moderate, and Substantial). The Derry Area School District will continue to monitor this Health and Safety Plan throughout the year and update as needed. All revisions will be reviewed and approved by the school board of directors prior to posting on the website.

#### **PURPOSE**

The intent of this Health and Safety Plan is to serve as the District guidelines for all reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the health, safety, and welfare of all stakeholders while minimizing educational and social disruption.
- Enable Derry Area School District to continue to operate and provide services as normally and effectively as possible with minimal academic and economic losses.

- Continue the essential core operations of the Derry Area School District in the event of increased staff/student absences.
- Establish and maintain a coordinated plan that promotes effective, timely, and sensitive decision-making and stakeholder communication regarding continuity of learning which needs to remain the core value and focal point.
- Prepare and provide resources for mental health/crisis service needs of staff, students and families
- Provide a continuity of education plan and support services that are effective in developing responsible citizens and life-long learners who are prepared to adapt and succeed in a global society.

#### REALITIES AND CONSIDERATIONS

The current educational situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone in the Derry Area School District to be on the same page about what is likely so we can focus most of our effort on the most likely circumstances, while still ensuring that we plan for the various "what if" scenarios.

- 1. The virus will not disappear by the start of the 2020-2021 School Year, but the level of spread may change. COVID-19 will be present throughout the summer, fall and winter, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the Derry Area School District will remain committed to adjusting its approach based on the reality of the spread of the virus in the region.
- 2. Schools will open for blended learning in August. Students will begin returning to school on August 31 and blended learning opportunities for instruction will be offered in schools for families. It is likely, however, that schedules, classroom spaces, and day-to-day operations will be adjusted to allow for social distancing and smaller groupings, to the greatest extent feasible.
- 3. Virtual instruction will be an option. Even with schools opening in August for blended instruction, Derry Area School District will continue to offer virtual learning to students. The preferred method of virtual instruction will be taught through Derry Area's iTrojan program by DASD teachers while following the same seamless curriculum as that taught during in-person instruction. These options, however, are contingent on the state providing districts more flexibility regarding instructional days.

4. **Funding is limited.** The budgeting process for the 2020-2021 school year was complicated by the COVID-19 pandemic. The District will be strategic with its expenditure of funds to best meet the needs of its students, staff and families during this difficult and unprecedented time. We should be clear that funding is, at best, lower than usual while the demand for new school programming and instructional models continue to be necessary.

#### Health and Safety Plan: DERRY AREA SCHOOL DISTRICT

PDE Message: 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 schools, 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.

The Derry Area School District's Phased School Reopening Health and Safety Plan, as outlined by the Commonwealth of Pennsylvania and completed by our school district, represents our current thoughts and intended action to reopen our schools in the fall. It is our hope to operate as normal as possible at the start of the school year, which will be August 31, 2020. However, we recognize that this may or may not be possible. This plan is a starting point and contains

preliminary information. It should be known that we have every intention of revising it as we learn more and receive additional guidance and recommendations. Every week the Superintendents of Westmoreland County have a conference call together and continue regular discussions with Westmoreland County Commissioners, representatives from Higher Education Institutions, and Excela Health.

The information, insights and guidance from those conference calls along with the directives from the Commonwealth of Pennsylvania's Department of Health, Governor Wolf and PDE will be used to help us continue to evolve our plans with the health and safety of our students, faculty and staff in mind. We may determine that some of what we have proposed is not feasible and will need to be modified. In addition, if another school district has developed and implemented a better strategy, we're open to learning and making adjustments 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): October 12, 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 a confirmed positive case.

Individual(s)

Stakeholder Group Represented

Pandemic Team Roles and Responsibilities
(Options Above)

Eric Curry	District Administration	Pandemic Coordinator
Greg Ferencak	Secondary Administration	Pandemic Co-Coordinator – Secondary
Kristine Higgs	Elementary Administration	Pandemic Co-Coordinator - Elementary
Kathy Perry	Special Services Administration / Parent	Both
Wendy Angus	Secondary School Nurse / Parent	Both
Kim Long	Elementary School Nurse	Both
Kara Gardner	Elementary Associate Principal	Both
Rod Bisi	Elementary Principal	Both
Lisa Dubich	Middle School Principal	Both
Casey Long	High School Principal	Both
Jeff Kelly	High School Dean of Students	Both
Sean Myers	Middle School Dean of Students and Teacher	Both
Johnathan Kim	Technology	Both
Westmoreland Co. Health	Dr. William Jenkins	Plan Development

Ned Nakles	School Solicitor	Plan Development
Brett Miller	Athletics / Transportation / School Safety	Both
Debbie Gray	21 <sup>st</sup> Century CLC / Teacher	Both
Gwen Kozar	Food Services Director	Both
Dave Irvin	Supervisor of Buildings and Grounds	Both
Tom Esposito	Elementary Students / Teachers / Parent	Plan Development
Brock Smith	Middle School Students / Teachers	Plan Development
Brian Clawson	High School Students/Teachers	Plan Development
Mike Moximchalk	DAEA President / Teacher	Plan Development
Kim Huss	Parent / Support Staff	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 <u>CDC</u> requirements for <u>COVID-19</u>?
- 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:

Derry Area School District buildings have been thoroughly cleaned and additional cleaning has taken place to be ready to safely welcome staff and students for the reopening of school. Periodic building walkthroughs will take place to monitor conditions. Disinfecting and sanitizing supplies that are approved by CDC guidelines and meet OSHA regulations have been ordered and other personal protective equipment will be available for use. During instructional times, communal areas will be cleaned on a regular basis with particular emphasis on high contact areas. Hand sanitizing dispensers are available in the classrooms and portable stations will be placed in common areas. Ventilation systems have been set to allow the maximum amount of fresh air flow as is appropriate for the weather conditions. While the sharing of instructional materials will be limited, disinfectant wipes will be provided in all areas to clean any items that may be shared (i.e. keyboards in computer labs).

Protocols put in place are aligned with CDC and the PA Department of Health guidelines. Once school resumes as outlined in this plan, additional frequent cleaning will occur in the buildings throughout the day. A checklist will be used to monitor and reassure all areas of the buildings are routinely cleaned and disinfected. This, combined with the cleaning schedule that will be implemented, will allow the safest possible environment for learners, faculty and staff. All maintenance and custodial staff will be trained in the disinfection protocols required to safely open instructional spaces. Further, all faculty and staff will be trained in regard to our School Reopening Health and Safety Plan. Some of these trainings have already begun and will

continue throughout the school year. They may be modified based on new guidelines and recommendations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Learning spaces, surfaces, and other areas will be thoroughly disinfected daily. All products used meet OSHA & CDC requirements.  When available through suppliers, disinfecting wipes will be available in shared learning spaces for use throughout the day by faculty.  Learners will not be permitted to share materials.  All necessary teaching and/or learning materials will be provided to each individual student.  Restrooms will be disinfected hourly on a rotational basis.  Hallways will be disinfected daily with a "deep cleaning" of the entire building	Same as Yellow	Supervisor of Buildings and Grounds Building Principal Associate Principal Dean of Students	Disinfectant Supplies  Disinfecting Wipes  Industrial Hand Disinfectant Dispensers	Y

	occurring every Tuesday evening and Friday evening (if hybrid) or daily if full reopening of schools is the approved plan.  Bus drivers will be provided with disinfectant to clean common touch points as frequent as possible.  The entire bus will be disinfected once daily between the morning and afternoon trips.  Water fountains will be closed and students will be encouraged to bring their own water bottles to school. Bottled water supply will be afforded to the extent feasible. Drinking stations will also be provided.  Follow CDC and WHO Guidance for Cleaning and Disinfecting Schools				
Other cleaning, sanitizing, disinfecting, and ventilation practices	Multiple nursing areas will be established in each building.  One for suspected Covid isolation, and one for well visits.  These spaces will be	Same as Yellow	Supervisor of Buildings and Grounds Building Principal Associate Principal Dean of Students	Disinfectant Disinfecting Wipes Industrial Disinfectant Sprayers Hand Disinfectant Dispensers	N

sanitized throughout	
the school day	Building Nurses
dependent on the	
volume of visits.	Classroom
	Teachers
Classrooms and	
common areas will be	
ventilated with	
additional circulation	
of outdoor air when	
possible, using	
windows, doors,	
and/or fans.	
Hand sanitizer	
dispensers are in	
every classroom in	
each building.	
Portable stands of	
sanitizer are available	
at the building	
entrances.	

# **Social Distancing and Other Safety Protocols**

# **Key Questions**

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

• Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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

- The safety protocols and social distancing will be implemented to the greatest extent feasible. Derry Area School District has conducted multiple surveys regarding transportation and educational options for parents to choose the following instruction for their child(ren): face-to-face/ blended; DASD online synchronous/asynchronous instruction; Westmoreland Intermediate Unit eAcademy. Student enrollment in distance learning, combined with more students being transported to school via personal means, will lead to fewer students being transported via school bus. Additional surveys may be conducted to assist in making informed decisions.
- The final decision on our educational offerings will be made by the Board of Education. If a full reopening of schools is possible, then the district will utilize that option (five days of blended instruction during a given week) and students can still participate remotely through iTrojan if they so choose that option. If a full reopening of schools is not possible based on the feedback from the parent/guardian survey, then the district will utilize a hybrid approach where groups of students will attend in-person instruction two days per week and remote instruction three days per week. In this situation, all learners will be in a virtual learning environment on Wednesdays. When learners are not in the blended environment, a full virtual learning environment will be provided through synchronous and/or asynchronous instruction. When possible, instruction may occur outdoors.
- Regular hand hygiene protocols have been established. They include, but are not limited
  to, learners and staff sanitizing hands upon entry into the building, hand hygiene being
  conducted hourly, when leaving the classroom, or when sneezing, coughing or face
  touching occurs.
- No visitors will be allowed to enter the building for at least the first semester. This includes but is not limited to: parents/guardians, volunteers, student teachers, outside agencies, and salespeople. Virtual activities will be scheduled throughout the school year as feasible. Modifications of these social distancing protocols will be evaluated on an individual basis dependent upon need. In the case of an emergency or when absolutely necessary, parent/guardian/emergency contacts as well as third party contractors will be permitted to enter the building as referenced on Page 29. Training will be provided to all stakeholders prior to the start of the school year.
- Students and staff are required to wear face coverings. This includes, but is not limited to, when on school buses, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering and/or exiting the building. Face covering rules

will reflect the current order from the Pennsylvania Department of Health and/or Pennsylvania Department of Education stating otherwise.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	With hybrid, approximately half of the learners will be present at any given time in each classroom. A rotational schedule has been developed that allows for face-to-face and virtual instruction. This will allow for social distancing requirements to be met in all settings.  Limit interactions between groups of students  Staggered schedule to limit the number of individuals in a classroom or other space.  Limit gatherings, events and extracurricular activities to those that can maintain social distancing.	District K-12 Buildings: we hope to operate at full capacity. When appropriate, considerations for maintaining 6 feet of social distancing throughout instructional and non-instructional settings can be used. Face coverings are required for students and staff.  Under the guidance of cleaning and sanitizing procedures, students and staff can resume class changes and the use of small group instructional practices.  Scheduling changes will occur for any areas that exceed maximum regulations given the current order (whether in-door or outside).  All up-to-date orders and guidelines will be followed accordingly.	Superintendent  Directors of Education  Building Principal  Associate Principal  Supervisor of Building and Grounds  Dean of Students  Technology Services	Devices for all learners  Internet access made available in areas for all learners requesting assistance with connectivity  Individual education plans for learning support students	Y

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* Restricting the	C- C-ti	Cafeteria spaces and the	D., 11.11	D11	NI
use of	Cafeteria spaces will	auxiliary gym will be	Building	Plexiglass	N
cafeterias and	be used. These spaces	used. These spaces are	Principal	barriers	
other	are large enough to	large enough to	D 6	D: 4	
congregate	maintain social	maintain social	Dean of	Distance	
settings, and	distancing guidelines	distancing guidelines.	Students	marking on	
serving meals	considering that only	Additional lunch	D 4	the floor	
in alternate	half of the learners	periods and spaces have	Derry Area		
settings such as	will be present at any	been added to facilitate	Food Service	Disposable	
classrooms	given time.	social distancing as	G	trays and	
	Additional lunch	necessary.	Supervisor of	utensils	
	periods and spaces		Building and		
	may be added to	Learners will be	Grounds	Individual	
	facilitate social	encouraged to use hand		condiments	
	distancing as	sanitizer, provided at		G.	
	necessary.	stations within the		Signage	
		cafeterias, prior to		Additional	
	Service lines will	consuming food or		staff to serve	
	have plexiglass	beverages.		and monitor	
	partitions installed.				
		Parents /guardians will		meal periods	
	Keypads for learner	be encouraged to			
	payments will be	deposit funds using the			
	removed.	on-line payment portal,			
		avoiding the handling of			
	All food will be	cash and checks in the			
	handed to learners by	cafeterias.			
	cafeteria staff				
	including condiments	Meal condiments will			
	and utensils.	be limited and provided			
		to students on the			
	Learners will sit	serving trays.			
	facing the same				
	direction.	Learners will not be			
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	permitted to serve			
	Markings will be	themselves for items			
	added to service lines	such as fruit and or			
	to indicate 6 foot	vegetable selections.			
	distances.				
	Consumer and a single sure 1	Staff will serve learners			
	Groups entering and	all meal components.			
	exiting will be				
	staggered so as to	Learner dining areas			
	minimize contact.	and cafeteria serving			
		areas will be thoroughly			

	All surfaces will be disinfected after each serving session.	cleaned between lunch periods.			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Learners, staff, and third party contractors will sanitize hands upon entry into buildings.  Hand hygiene will be conducted hourly, or when leaving the classroom, when sneezing, coughing or face touching occurs.  All staff will be trained on healthy hygiene practices so they can teach these to learners.  Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.	Same as Yellow	Building Principal School Nurses Classroom Teachers	Hand Sanitizer stations throughout the building and inside of classrooms  Sinks, soap, water, and paper towels	Y

	Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage will be posted throughout the building, including classrooms, that will address the following.  Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas. Update signage as necessary and/or with updated posters as provided by organizations.  CDC Germs are Everywhere  CDC Wash Your Hands  Translated Posters  Faculty and staff will be educated on the reopening plan prior to the return of learners.	Same as Yellow	Building Principal  Supervisor of Buildings and Grounds  School Nurses  Classroom Teachers	Printing of CDC hygiene signage in hallways, common areas, and classrooms  Purchase DASD custom signage promoting social distancing and traffic patterns  Purchase portable hand sanitizer dispenser stations	N

* Identifying and restricting non-essential visitors and volunteers	Non-essential personnel will not be permitted in instructional buildings unless otherwise deemed absolutely necessary by administration. This includes but is not limited to: a. parents/guardians b. volunteers c. student teachers d. outside agencies e. salespeople  Do not schedule large group activities including, but not limited to assemblies, concerts and theater, etc.	Same as Yellow as well as:  Limit large group activities such as extracurriculars in accordance with PIAA and PMEA Guidelines  Ensure all large group activities including, but not limited to assemblies, concerts, and theater shows follow social distancing guidelines.	Building Principal  Directors of Education  Classroom Teachers	N/A	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Weather permitting, all physical education classes and recess will be conducted outside.  The focus of these lessons will be gross motor and personal fitness activities. If equipment is required, it will be sanitized by the physical education or classroom teacher, or other staff member	Locker room use will be restricted. Recess can occur while maintaining proper social distancing when possible. This can look different at individual buildings depending on space and number of students. Physical education classes are encouraged to be outdoors when possible. Activities in the gym will maintain social distancing when possible requiring	Building Principal  Physical Education Teachers  Classroom Teachers	Printing of CDC hygiene signage in hallways, common areas, and classrooms  Purchase DASD custom signage promoting social distancing and traffic patterns	Y

	prior to re-use. An additional focus of health, nutrition, and social emotional learning will be incorporated into the existing curriculum.  All activities will be designed and implemented to maintain social distancing guidelines.  Limit recreation areas to open spaces.  Greatly restrict or eliminate use of playground structures.  Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.  Limit team sports and group games following social distancing guidelines.	curricular adjustments to limit student contact and sharing of equipment. Equipment will be sanitized after student use. Students will sanitize hands before and after class.		Purchase portable hand sanitizer dispenser stations  CDC Guidance  https://www.c dc.gov/corona virus/2019-nc ov/community /schools-child care/youth-sp orts.html	
Limiting the sharing of materials among students	Every effort will be given to limit sharing materials. However at times when necessary, shared items/materials will be cleaned and	Same as Yellow	Building Principal Classroom Teachers	Printing of CDC hygiene signage in hallways, common areas, and classrooms	Y

	disinfected between uses.  Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.  Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.  Textbooks that are shared  Technology  Art Supplies  Science Labs  PE Equipment  Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.  Items from home will be discouraged.			Purchase DASD custom signage promoting social distancing and traffic patterns  Purchase portable hand sanitizer dispenser stations	
Staggering the use of communal	Communal space use will be governed by	Elem: Coordinate learner travel between classrooms and grade	Building Principal	Printing of CDC hygiene signage in	Y

spaces and hallways	the building schedule.  Schedules are designed to limit interactions of groups. This includes class changes, lunches, and arrival/dismissal.  Separate students within common areas.  Arrival  Dismissal Lines  Lunch	levels to limit learners moving at the same time and area within the building.  MS: Adjusted bell schedule by grade level.  HS: Stagger transition based on location in building and adjusted bell schedule.	Associate Principal Dean of Students	hallways, common areas, and classrooms  Purchase DASD custom signage promoting social distancing and traffic patterns  Purchase portable hand sanitizer dispenser stations	
Adjusting transportation schedules and practices to create social distance between students	In hybrid, the District will only be transporting half of its population while maintaining normal bus routes. DASD will separate its population by sibling groups to allow for greater seating capacity on buses while maintaining social distancing.  Field trips are not permitted at this time. Virtual experiences will be afforded, where available.  Roof hatches and windows will be opened whenever	Routes will be developed to allow for effective transition between various situations throughout the school year. Therefore, routes will be developed as if all students were attending school on a normal basis.  Students will be required to wear masks. They will also be encouraged to sit apart from other students.  Field trips are not permitted at this time. Virtual experiences will be afforded, where available.	Director of Transportation  Smith Bus Company Employees and Bus Drivers	Smith Bus Contractors to provide disinfectant and mister for application.  Possibility of additional bus runs.	N

	possible to allow for the best ventilation.  School buses and vehicles will be disinfected daily.  Students will be seated at no more than two per seat with their siblings. The exception to this is three siblings that can be seated in one seat.	Roof hatches and windows will be opened whenever possible to allow for the best ventilation.  School buses and vehicles will be disinfected daily.  Students will be seated at no more than two per seat with their siblings. The exception to this is three siblings that can be seated in one seat.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	In hybrid, a modified face-to-face instructional calendar will be created. Only half of the learner population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. The formal schedule will be shared if the hybrid model is utilized.  To the extent feasible, students should be socially distanced to six feet apart pursuant to CDC and PDE guidelines.  At the elementary level and to the greatest extent feasible, identify	To the extent feasible, students should be socially distanced to six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.  Identify small groups and keep them together (cohorting).  Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (nearly all day for elementary children, as much as possible for secondary children).	Directors of Education  Building Principal  Associate Principal	Printing of CDC hygiene signage in hallways, common areas, and classrooms  Purchase DASD custom signage promoting social distancing and traffic patterns  Purchase portable hand sanitizer dispenser stations	Y

	small groups and keep them together (cohorting).  Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (nearly all day for elementary children, as much as possible for secondary students).  Limit mixing between groups if possible.  Restrict interactions between groups of students.	Limit mixing between groups if possible.  Restrict interactions between groups of students.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All childcare providers have been included in the planning process. This communication will continue as adjustments are made to this Health and Safety Plan. Alternate bus stops, with the exception of daycares, will be prohibited to ensure appropriate loads on a bus.	Same as Yellow	Building Principal  Director of Transportation  Associate Principal  Director of Elementary Education  ECE Liaison	N/A	Y
Other social distancing and safety practices	There will be no field trips for learners during this time.  PPE will be available for staff and students	Same as Yellow.	Building Principal  Director of Transportation	Explore virtual opportunities through online access	N

as well as plexi-glass barriers installed in common areas.	Supervisor of Buildings and Grounds	
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## **Monitoring Student and Staff Health**

## **Key Questions**

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

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

Parents/guardians/caregivers are required to perform a symptom screening prior to learners arriving at school or the bus stop each day with the PDE released Symptom Screening Tool available on PDEs website. See guidelines below.

All staff are required to perform a symptom screening with the PDE released Symptom Screening Tool prior to arriving at work each day. See guidelines below.

Admittance to a building by Parents/Guardians/Emergency Contacts and third party contractors will only be granted when absolutely necessary. These groups will be required to complete the PDE Screening Tool prior to entering any building on the complex. See guidelines below.

<u>Screening Tool Link</u> (click the screening tool link if you have digital access). In addition, the full link to the screening tool is provided as:

https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening

Students and staff who have a temperature of 100.4 degrees or higher and/or symptoms of COVID-19 will immediately be isolated in the nurse's office and dismissed for home. Symptoms include fever, coughing, shortness of breath, chills, repeated shaking with chills, new loss of taste/smell, or muscle pain.

Guidelines pertaining to exclusion from school. Stay home if, you or the student:

- Have one or more symptoms in Group A (listed below)
  - Fever (100.4 or higher)
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - New olfactory disorder (loss of smell)
  - New taste disorder (loss of taste)
- Have two or more symptoms in Group B (listed below) OR
  - Sore throat
  - Runny nose/congestion
  - o Chills
  - Rigors (shivering)
  - o Fatigue
  - Muscle pain
  - Nausea or Vomiting

- Headache
- Diarrhea
- Are taking fever reducing medication

To prevent potential exposure and spread of infection, DASD will be utilizing a "sick" nursing office and a "well" nursing office in each building, in conjunction with best practice nursing protocols. This protocol should be followed by both staff and learners.

a. Sick Office - Please call the nurse immediately to notify him/her that a learner or staff member is exhibiting signs of illness. When calling the nurse be specific about symptoms which may include: suspected fever, shortness of breath, severe coughing, apparent respiratory distress, decreased level of consciousness, confusion, vomiting/diarrhea, chills or any other extreme/unusual complaints.

Potentially infectious persons will need to be immediately assessed and isolated, if necessary. The nurse will provide direction on how to proceed – the nurse may come to the classroom or instruct a staff member to send the learner to the Sick Office. Learners and staff who experience symptoms while at school will be isolated and sent home immediately per decision and direction of current nursing staff (based on current CDC and Department of Health guidelines). The Nursing Office will set and communicate with parents/guardians reasonable time limits for picking up sick children from school. Return to school may only occur when a clearance note has been obtained from a medical provider. See medical guidelines at the end of this document.

- b. Well Office To mitigate congestion and unnecessary loitering in the hallways, learners should not present to the Well Office unless absolutely necessary. Please note that learners do NOT need to present to the "well" office with the following common situations:
- 1. Paper cuts, small abrasions, picked scabs Learner will wash hands and apply band aid if needed.
- 2. Minor headaches and/or fatigue The learner will be allowed to get a snack/drink of water and put his/her head down for at least 20 minutes. If symptoms do not subside, then call the nurse.
- 3. Mild stomach ache and/or nausea The learner will be allowed to use the restroom, get a drink of water and/or a small snack and put his/her head down for at least 20 minutes. If symptoms do not subside, then call the nurse.

- 4. Localized bug bite If the learner has no history of allergies and the bite has not spread over a large area of skin, apply a cool paper towel to the area to prevent scratching.
- 5. Anxiety/Stress/Psychosocial Issues If the learner's symptoms are not affecting breathing or physical health, try a small snack, redirection, or refer the learner to the guidance counselor.
- 6. Urine bathroom accidents will not be sent to the nursing office. The student will be allowed to change their clothes in the classroom bathroom or closest bathroom to the classroom. The classroom teacher will contact custodial staff for cleaning of the bathroom and classroom furniture, if necessary.

In summary: If it is not an emergency but the situation cannot be handled in the classroom, then the learner may present to the Well Office.

Diabetes Check Office - Diabetics will present to the Well Office. Diabetic visits will be handled as they have been in previous years with no limitations on their visits.

Learners who require medicine during the day will present at their scheduled time. If a situation arises that requires a change in schedule, the classroom teacher will be notified by the nurse's office.

Other isolation and quarantine procedures will include current PA DOH guidelines and CDC recommendations regarding positive COVID-19 tests and/or pending COVID-19 tests. District administrative staff will consult PA DOH for guidance regarding quarantine and isolation procedures for household family members and known close contacts of positive COVID-19 cases and follow their guidance and recommendations.

#### RETURN TO WORK/SCHOOL FOR EMPLOYEES AND LEARNERS

#### CURRENT PROTOCOL PER THE CDC:

This guidance is based on current available information about COVID-19 and is subject to change as additional information becomes available.

The decision to discontinue isolation should be made in conjunction with an individual's personal physician and under the context of local circumstances (i.e. testing availability, community spread, underlying personal health issues, etc.). Clearance will need to be submitted to the DASD administration before returning to work/school.

Per CDC guidelines:

Persons with laboratory-confirmed COVID-19 who have symptoms and are directed to care for themselves at home may discontinue isolation under the following conditions:

#### • Symptom-based strategy. Exclude from work/school until:

- At least 10 days\* have passed since symptoms first appeared and
- OAt least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and
- o Improvement in symptoms (e.g., cough, shortness of breath); and,
- Written clearance from the individual's medical provider.
- \*A limited number of persons with severe illness may produce replication-competent viruses beyond 10 days, that may warrant extending the duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.
- Test-based strategy. Exclude from work/school until: (No longer recommended 7/20/20)
- Resolution of fever without the use of fever-reducing medications and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- Written clearance from the individual's medical provider.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms:

### • Time-based strategy. Exclude from work/school until:

- o 10 days have passed since the date of their first COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test and with written approval of their physician.
- o For an individual who develops symptoms, then the symptom-based or test-based strategy should be used. Note: Because symptoms cannot be used to gauge where individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after the first positive test.
- Test-based strategy. Exclude from work/school until: (No longer recommended 7/20/20)
- Resolution of fever without the use of fever-reducing medications and

- Improvement in symptoms (e.g., cough, shortness of breath), and
- Written clearance from the individual's medical provider.
- For 3 days following discontinuation of isolation, these persons should continue to limit contact by social distancing (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, searf, or cloth mask. The covering does not refer to a medical mask or respirator.

DASD administrators have surveyed staff and developed individual plans regarding staff's medical concerns.

Determination of whether or not a student may return to school will be based on parent/guardian comfortability and their physician's guidance, if needed. Students who are unable or uncomfortable to return will be contacted by building administrators to determine an appropriate educational plan.

DASD has surveyed parents/guardians regarding student educational options and will provide multiple options for students and families based on their concerns and survey selections.

Any changes related to the Health and Safety Plan will be conveyed to the community by district administration in a timely manner using communication tools appropriate to the current situation. All stakeholders will be trained in the safety expectations by district administrators and staff. Training will occur prior to the opening of school and continue throughout the school year as updates are needed. Various methods may be used in training stakeholders, including but not limited to virtual modules, person-to-person and via handouts. These trainings will signify preparedness for schools to reopen as safely as possible considering the current circumstances. A brief survey/feedback will be utilized to gauge staff's preparedness for reopening.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and	Symptom screening will be done by all parents/guardians at home each morning	Same as Yellow.	Director of Special Services	Self-Screen and Reporting Procedures	Y

history of exposure	before school using the PDE screening tool.  No learners with symptoms will be sent on a bus or brought to school.  All district staff will perform a symptom screen on themselves using the PDE screening tool prior to leaving for work and will stay home if ill.  Temperature screening will not be required upon entrance to school for students or staff.  Students and staff will consistently be made aware of the signs and symptoms of COVID-19.  Students and staff will go to the nurse immediately if feeling symptomatic.  The District will share resources with the school community to help families understand when to keep children home.		Building Principal  Associate Principal  School Nurses  Classroom Teachers	Staff and Learner Training  Parent and Community Resources	
* Isolating or quarantining students, staff, or visitors if they become sick or	Refer to the row above.  If symptoms arise at school, individuals will report to the Sick	Same as Yellow.	Superintendent Directors of Education	Self-Screen and Reporting Procedures	Y

demonstrate a history of exposure	Office as designated and announced by school nurses.  School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.  What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.  Close off the area(s) used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.  Notify staff and families of confirmed case while maintaining confidentiality and follow guidance from Westmoreland County or PA Department of Health.		Director of Special Services  Building Principal  School Nurses  Classroom Teachers	Staff and Learner Training  Parent and Community Resources	
* Returning isolated or quarantined staff, students, or visitors to school	PROTOCOL FOR COVID-19 POSITIVE DASD EMPLOYEE OR LEARNER:  The decision to discontinue isolation should be made in conjunction with an individual's personal	Same as Yellow.	Superintendent  Directors of Education  Director of Special Services	Self-Screen and Reporting Procedures Staff and Learner Training	Y

physician and under			_	
the context of local		Building	Parent and	
circumstances (i.e.		Principal	Community	
testing availability,			Resources	
community spread,		School Nurses		
underlying personal				
health issues, etc.).		Classroom		
, ,		Teachers		
Clearance will need to				
be submitted to DASD				
administration before				
returning to				
work/school.				
WOLK/SCHOOL				
Persons with				
laboratory-confirmed				
COVID-19 who have				
symptoms and were				
directed to care for				
themselves at home				
may discontinue				
isolation under the				
following conditions:				
• Symptom-based				
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Exclude from				
work/school until:				
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• At least 10 days*				
have passed since				
symptoms first				
appeared.				
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• At least 24 hours				
have passed since				
recovery defined as				
resolution of fever				
without the use of				
fever-reducing				
medications and				
• Improvement in				
symptoms (e.g., cough	,			

shortness of breath);		
and		
and		
- T., - 1.1141 4 - 41		
• In addition to the		
above guidelines, the		
individual must		
provide written		
clearance from a		
medical provider.		
*A limited number of		
persons with severe		
illness may produce		
replication-competent		
virus beyond 10 days,		
that may warrant		
extending duration of		
isolation for up to 20		
days after symptom		
onset. Consider		
consultation with		
infection control		
experts.		
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symptoms (e.g., cough,		
shortness of breath),		
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above guidelines, the		
individual must		
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Persons with		
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COVID-19 who have
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work/school until:
o 10 days have passed
since the date of their
first COVID-19
diagnostic test
assuming they have not
subsequently
developed symptoms
since their positive test
•
<ul> <li>An individual</li> </ul>
develops symptoms,
then the
symptom-based or
test-based strategy
should be used. Note:
because symptoms
cannot be used for
individuals in the
course of their illness,
it is possible that the
duration of viral
shedding could be
longer or shorter than
10 days after the first
positive test.
• <del>Test-based strategy.</del>
Exclude from
work/school until:
without the use of
fever-reducing
medications and
and and

	<ul> <li>→ Improvement in symptoms (e.g., cough, shortness of breath); and</li> <li>→ In addition to the above guidelines, the individual must provide written clearance from a medical provider.</li> <li>◆ For 3 days following discontinuation of isolation, these persons should continue to limit contact by social distancing (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.</li> </ul>				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Post Health and Safety Plan on DASD Website at covid19.dasd.us Provide regular updated information on	Same as Yellow.	Superintendent Directors of Education	Online access and internet capability  PDE & PA  DOH  guidelines	N

	DASD website and in parent flyers/letters.  Prepare parents and families for remote learning if school is temporarily dismissed through the DASD Notify System and use of district-sponsored social media accounts.  Host Virtual Meetings as necessary.				
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

#### 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:**

On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and the Derry Area School District will comply with this order, as well as any and all orders and guidelines from the Pennsylvania Department of Health, Governor's Office and PDE.

As per the order from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.

For students and staff with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Additionally, students and staff should consider consultation with infection control experts.

DOH is requiring **students wear face coverings at all times while in school**, even when six feet of social distancing can be achieved. There are limited exceptions. Students and staff will be allowed to remove their face coverings when 1. Eating or drinking when spaced at least 6 feet apart; or 2. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or 3. At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. PDE is not requiring documentation for an exemption, but DASD is requiring such students to provide medical documentation. PDE recommends that any documentation that is provided be in accordance with Section 504 of the Rehabilitation Act or IDEA of such medical or mental health condition or disability.

Should this order change, Derry Area School District will continue to require staff and students to wear face coverings on school buses, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering or exiting the building. Any student or staff member who wishes to wear PPE in the classroom will be permitted to do so.

Daguiuamanta	Action Stone under	Action Stone under	Load	Mataviala	PD
Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and	Materials, Resources,	Required
			Position	and or	(Y/N)

				Supports Needed	
* Protecting students and staff at higher risk for severe illness	For students and staff with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Additionally, students and staff should consider consultation with infection control experts.  Students and staff are encouraged to use their own personal mask/face covering.  DASD will provide PPE to vulnerable students and staff as appropriate.  Cancel all non-essential travel.  Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.	Same as Yellow.	Superintendent Business Office Directors of Education Director of Special Services Building Principal School Nurses	CDC Extra Precautions Guidance  https://www. cdc.gov/coro navirus/2019- ncov/need-ex tra-precautio ns/index.html  CDC Mask Guidance  https://www. cdc.gov/coro navirus/2019- ncov/prevent -getting-sick/ diy-cloth-face -coverings.ht ml	Y

Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The District will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act and FMLA, paid illness leave, sabbatical leave, and optional leaves of absences. Adhere to FERPA and HIPAA. Employees are encouraged to discuss their leave options with their supervisor. Provide remote/distance learning opportunities for vulnerable student populations in consultation with

	parents and public health officials.  The Superintendent and Business Office will work with staff who request special accommodations or support.  Offer Employee Assistance Program to Employees.  Employees will receive education on steps to take to minimize risk.  Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.  Discourage the use of perfect attendance awards and similar incentives.				
* Use of face coverings (masks or face shields) by all staff	Following the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings. This order also has exceptions for medical reasons.	Same as Yellow.	Superintendent  Directors of Education  Building Principal  School Nurses	Face coverings for any staff that does not have one.  Signage regarding expectations and proper hygiene as well hand washing	N

	Staff seeking exemption must consult with DASD administration.  As such, all staff are required to wear face masks/face coverings as per the PADOH Order Requiring Universal Face Coverings on July 1, 2020.  Staff will be given face covering breaks throughout the day following the DOH update.  Staff are required to wear face masks/face coverings when they are cleaning any interior area.			and/or sanitizing	
* Use of face coverings (masks or face shields) by all students (as appropriate)	Following the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings. This order also has exceptions for medical reasons.  As such, students are required to wear face masks/face coverings as per the PADOH Order Requiring Universal Face	Same as yellow.	Building Principal  Associate Principal  Dean of Students  School Nurses	Face coverings for any learner that does not have one. Signage Regarding Expectations	Y

	Coverings on July 1, 2020.  Students will be given face covering breaks throughout the day.  DASD is requiring mask-exempt students to provide medical documentation from their physician. PDE recommends that any documentation that is provided be in accordance with Section 504 of the Rehabilitation Act or IDEA of such medical or mental health condition or disability.  Provide information to students and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students with medical issues that make the wearing of a face covering inadvisable.				
Unique safety protocols for students with complex needs or other vulnerable individuals	Survey families with vulnerable children to gauge their intentions in	Same as Yellow.	Director of Special Services	CDC Guidance	Y

	returning to school in a traditional setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws. Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.  Reconvene IEP Meetings to adjust for special needs.  Protocols for these learners will be addressed on a case-by-case basis. Appropriate accommodations will be made to fully support their safety and learning with the considerations and input of the IEP/504 teams, and medical professionals.		Building Principal School Nurses Special Education Teachers	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html	
Strategic deployment of staff	Identify critical job functions and positions and plan for alternative coverage by cross-training staff	Same as Yellow.	Superintendent  Directors of Education	N/A	N

and consider utilizing staff with additional eligible	Building Principal	
teaching certifications.	Associate Principal	

# **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
Reopening of School	Faculty and Staff	Superintendent	In-person and Virtual	CDC, PA DOH, PDE Guidelines	July 2020	ongoing

		Directors of Education				
Reopening of School	Parents and Students	Building Principals	In-person and Virtual	CDC, PA DOH, PDE Guidelines	August 2020	ongoing
Reopening of School	Community, Child Care, Pre K Partners	Director of Elementary Education	In-person and Virtual	CDC, PA DOH, PDE Guidelines	August 2020	ongoing
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	Custodians	Supervisor of Buildings and Grounds	In-Person Meetings	CDC, PA DOH Guidelines	March 2020	ongoing
Cleaning, sanitizing, disinfecting, and ventilating buses	Parents Bus Drivers Students	Smith Bus Company and Director of Transportation	In-person and Virtual	CDC, PA DOH Guidelines	August 2020	ongoing
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other materials used by students	Students Teachers Parents/ Guardians	Building Principals Teachers School Nurses	In-person and Virtual	CDC, PA DOH Guidelines	August 2020	ongoing
What is COVID-19 and how can you stay safe?	Students	Building Principals School Nurses	In-person and Virtual	CDC, PA DOH Guidelines	August 2020	ongoing
Using Technology for Remote Learning	Parents and Guardians	Director of Technology	Virtual	G Suite for Education and DASD Website	August 2020	ongoing

		Building Principals				
Hygiene Basics	All District Staff, Students, and Parents/ Guardians	District Administration Building Principals School Nurses Supervisor of Building & Grounds	In-Person Meetings and Virtual	Recommendations from CDC, PA DOH, APA, WHO Signage throughout buildings Materials and Literature	July 2020	ongoing
Daily Cleaning / Deep Cleaning	Maintenance and Custodial Staff	Building Principals Supervisor of Building & Grounds	In-Person Meetings	CDC, PA DOH Guidelines	July 2020	ongoing
Unique Safety Protocols for Students with Complex Needs or Vulnerable Individuals	Building Principals Admin Staff	Director of Special Services School Nurses	Face-to- Face Virtual	Policies and Procedures CDC, PA DOH Guidelines IEP/504 Accommodations	August 2020	ongoing
Wellness Checks / Quarantine Procedures	Staff	Superintendent Directors of Education School Nurses	Face-to- Face Virtual	Policies and Procedures CDC, PA DOH Guidelines	July 2020	ongoing

Wellness Checks / Quarantine Procedures	Student Parent/ Guardian	Superintendent Building Principals Directors of Education School Nurses	Face-to- Face Virtual	Policies and Procedures CDC, PA DOH Guidelines	August 2020	ongoing
Use of Face Coverings / PPE	Staff Students Parent/ Guardian	Building Principals School Nurses	Face-to- Face Virtual	Policies, Procedures and Communication  CDC, PA DOH, PDE Guidelines and Orders	August 2020	ongoing
Maintaining Social Distancing	Students and Staff	Building Principals Supervisor of Building and Grounds	Face-to- Face Virtual	CDC, PA DOH Guidelines	July 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.

Торіс	Audience	Lead Person and Position	Mode of Communications	Start Date	Completio n Date
Health and Safety Plan	School Board, Administrators, Staff, Parents, Community/Care Providers	Superintendent Directors of Education Pandemic Team	Face-to-Face, Virtual, Email, Website, Social Media	July 2020	August 2020
Survey Regarding Educational Options	Parents/ Guardians	Directors of Education	Virtual Survey	July 22, 2020	July 27, 2020
Enrollment for Educational Options for 2020-21 School Year	Families	Directors of Education	Virtual Survey	August 2020	August 2020
Q&A Regarding Health and Safety and Instruction Plans	Families	Directors of Education	FAQ email established - faq@dasd.us	August 2020	Google Doc on website
Follow-Up with Families who did not complete Enrollment and Return to School Plan Form	Families	Building Principals	Phone Calls	August 2020	ongoing
Release of building-specific plans related to health and safety measures in place and instruction	Staff and Families	Building Principals	Email, Phone, Website, Social Media	August 2020	ongoing
Materials Regarding Transportation	Students and Families	Director of Transportation and Smith Bus Company	Email, Phone, Website, Social Media	August 2020	ongoing
Materials regarding Meal Service	Students and Families	Food Service Coordinator	Email, Phone, Website, Social Media	August 2020	ongoing

# Health and Safety Plan Summary: Derry Area School District

**Anticipated Launch Date: October 12, 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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Derry Area School District buildings have been thoroughly cleaned and additional cleaning will take place to be ready to safely welcome staff and students for the reopening of school. Periodic building walkthroughs will take place to monitor conditions. All custodial/maintenance staff, support staff, and professional staff will be trained.  Disinfecting and sanitizing supplies that are approved by CDC guidelines and meet OSHA regulations have been ordered and other personal protective equipment will be available for use. During instructional times, communal areas will be cleaned on a regular basis with particular emphasis on high contact areas. Hand sanitizing dispensers are available in the classrooms and portable stations will be placed in common areas.  Ventilation systems have been set to allow the maximum amount of fresh air flow as is appropriate for the weather conditions. While the sharing of instructional materials will be limited, disinfectant wipes will be provided in all areas to clean any items that may be shared (i.e. keyboards in computer labs).  Protocols put in place will be aligned with CDC and the PA Department of Health guidelines. Once school resumes as outlined in this plan, additional frequent cleaning will occur in the buildings throughout the day. A checklist has been developed to monitor and reassure all areas of the buildings are routinely cleaned and disinfected. This, combined with the cleaning schedule that will be implemented, will allow for the safest possible environment for learners, faculty and staff.  Water fountains will be closed to students and staff except for water bottle filling stations. Use of individual water bottles from home or disposable plastic bottles will be encouraged.  Further, all faculty and staff will be trained in regard to our School Reopening Health and Safety Plan. Some of these trainings have already begun and will continue throughout the school year and may be modified based on new guidelines and recommendations.

#### **Social Distancing and Other Safety Protocols**

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- \* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible
- \* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms
- \* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices
- \* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs
- \* Handling sporting activities consistent with the <u>CDC</u>
  <u>Considerations for Youth Sports</u> for recess and physical education classes

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible,

#### Strategies, Policies and Procedures

Safety protocols and social distancing will be implemented to the greatest extent feasible to keep students, staff, and our community members safe. Derry Area School District has conducted multiple surveys regarding transportation and educational options for parents to choose the following instruction for their child(ren): face-to-face/hybrid/remote; DASD online synchronous/asynchronous instruction (iTrojan); Hybrid consists of face-to-face instruction for Group A students Monday and Tuesday and iTrojan Wednesday-Friday/face-to-face instruction for Group B students Thursday and Friday and iTrojan Monday-Wednesday (hybrid); Westmoreland Intermediate Unit eAcademy.

Student enrollment in distance learning, combined with more students being transported to school via personal means, will lead to fewer students being transported via school bus. Additional surveys may be conducted to assist in making informed decisions.

The final decision on our educational offerings will be made by the DASD Board of Education.

If a full reopening of schools is possible, then the district will utilize that option (five days of blended instruction during a given week) and students can still participate remotely through iTrojan if they so choose that option

If a full reopening of schools is not possible, then the district will utilize a hybrid approach where groups of students will attend in-person instruction two days per week and remote instruction three days per week. In this situation, all learners will be in a virtual learning environment on Wednesdays.

When learners are not in the blended-environment, a full virtual learning environment will be provided

revised hours of operation or modified school-year calendars

Other social distancing and safety practices

through synchronous and/or asynchronous instruction. When possible, instruction may occur outdoors.

Regular hand hygiene protocols have been established. They include, but are not limited to, learners and staff sanitizing hands upon entry into the building, hand hygiene being conducted hourly, when leaving the classroom, before lunch, or when sneezing, coughing or face touching occurs.

Visitors will not be permitted to enter school buildings for at least the first semester. This includes, but is not limited to: parents/guardians, volunteers, student teachers, outside agencies, and salespeople. Virtual activities will be scheduled throughout the school year as feasible. Modifications of these social distancing protocols will be evaluated on an individual basis dependent upon need. In the case of an emergency or when absolutely necessary,

parent/guardian/emergency contacts and third party contractors will be permitted to enter the building as referenced on Page 29, but must adhere to the PA DOH Order Requiring Universal Face Coverings and administer self health check screening tool. Training will be provided to all faculty and staff prior to the start of the school year.

Students and staff are required to wear face coverings (see page 56) as per the latest order of the Governor on July 1, 2020 and updated on August 17, 2020.

# **Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	DASD will use a system where students/families and staff members will conduct a daily self-check at home for symptoms of COVID-19.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Students/families and staff will be sent a symptom screening tool check/history of exposure form.
* Returning isolated or quarantined staff, students, or visitors to school	Individuals who are symptomatic in a school building will receive a health check from the school nurse, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	The District will identify a quarantine room in each school to separate anyone who exhibits COVID-19 symptoms. School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. The District will arrange for the transport of anyone who is sick to go home or to a healthcare facility. The District will close off areas used by a sick person and follow CDC and/or health department guidelines before cleaning and disinfecting identified areas.  The District will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home, as well as to determine when to notify staff and families of a possible case, and to determine when a sick individual should return to the building. The District will continue to utilize Rediker Notify, a mass notification system, to keep the community informed of any changes or updates. The District will also update its website and social media platforms to share updates.

# Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures		
* Protecting students and staff at higher risk for severe illness	For students and staff with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Additionally, students and staff should consider consultation with infection control experts.		
* Use of face coverings (masks or face shields) by all staff	A variety of leave options are available to employees including: FFCRA, FMLA, paid illness leave, sabbatical leave, and optional leaves of absences. Employees are encouraged to discuss their leave options with their supervisor and business office.		
* Use of face coverings (masks or	Employees will receive education on steps to take to minimize risk.		
face shields) by older students (as appropriate)	Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.		
Unique safety mustocals for students	As such, all staff are required to wear face masks/face coverings as per the PA DOH Order Requiring Universal Face Coverings on July 1, 2020 and updated on August 17, 2020. This order also has exceptions for medical reasons.		
Unique safety protocols for students with complex needs or other vulnerable individuals	Staff and students will be given face covering breaks throughout the day. Following the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings. This order also has exceptions for medical reasons.		
Strategic deployment of staff	DASD is requiring mask-exempt students to provide medical documentation from their physician. PDE recommends that any documentation that is provided be in accordance with Section 504 of the Rehabilitation Act or IDEA of such medical or mental health condition or disability.		
	Provide information to students and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students with medical issues that make the wearing of a face covering inadvisable.		
	The District will provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.		

Each building will determine an isolation space for anyone displaying symptoms of COVID-19. School teams will work with parents and other members of IEP/504 teams to determine if alternate programming needs to be created. The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to CYS.

The district will be redefining roles and responsibilities to meet the needs defined in this plan.

#### Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Derry Area School District reviewed and approved the original Phased School Reopening Health and Safety Plan on July 30, 2020.

The plan was approved by a vote of:

\_\_\_\_5 Yes

2 **No** 

Affirmed on: July 30, 2020

Updated on August 27, 2020

Updated October 1, 2020

By:

Signature: Dave Krinock, Derry Area School District Board President

#### Dave Krinock

Print: Dave Krinock, Derry Area School District 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.