



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: **Tunkhannock Area 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). **Students in grades kindergarten through sixth grade. Student in Life Skills Support and Autistic Support.**
- 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). **Students in grades seven through twelve.**
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Heather McPherson	Administration	Both
Shane Powers	Administration/Parent	Both
Mary Gene Eagen	Administration	Both
John Shepulski	Administration	Both
Mary Beatty	Administration	Both

Summer Frisco	Administration/Parent	Both
Michelle Knoebel	Administration	Both
Todd Bosscher	Administration	Both
Greg Ellsworth	Administration	Both
Joe Kormis	Administration	Health and Safety Plan Development
Craig Keiser	Teacher/Parent	Health and Safety Plan Development
Jason Keown	Teacher	Health and Safety Plan Development
Melissa Sherman	Teacher	Health and Safety Plan Development
Ellyn Harvey	Teacher	Health and Safety Plan Development
Lynn McAndrew	CSN	Both
Nadia Zukosky	CSN	Both
Cathy Rowe	Support Staff/Nurse	Pandemic Crisis Response Team
Teri Wesley	Support Staff/Nurse	Pandemic Crisis Response Team
Crystal Meyers	Support Staff/Nurse/Parent	Pandemic Crisis Response Team
Maureen Burton	Support Staff/Nurse	Pandemic Crisis Response Team
Gene Dziak	Emergency Management	Both
Amanda Moyer	PA Department of Health	Both
Ann Marie Stevens	Community Health Services/Tyler Memorial Hospital	Both
Dr. Patrick Murray	School Physician	Both
Michael Donahue	Wyoming County Human Services	Both

Dr. William Prebola	Board Member/Parent/Community Health	Both
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Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: To ensure the safe return of staff and students Tunkhannock Area School District will implement and execute the summer cleaning protocol in all buildings. All classrooms and instruction areas will be deep cleaned and disinfected following current CDC guidelines. All rooms, contents and built in storage areas will be deep cleaned and disinfected using EPA approved disinfectants. Floors will be top scrubbed or stripped and recoated using Clarion 25 with Microban floor coating. All air handling equipment will be cleaned and filters replaced. A schedule will be developed to disinfect buses at scheduled times prior to student usage.

Training and program development:

All custodians will be trained in the most current cleaning, sanitizing and disinfecting protocol standards. Trainings will take place throughout the summer and will continue as existing protocols are improved or new protocols are added in lieu of updated guidance from the CDC. Trainings will be scheduled as protocols develop and will be administered by product vendors, manufacturers, equipment OEM's or by the Director of Facilities through small group meetings, videos, printed copy or hands on demonstrations. Prior to implementation the custodians will be verified competent in new procedures and periodically be required to prove proficiency in each protocol and use of any related new equipment.

Tunkhannock Area School District has embraced the challenge of maintaining and continuously improving the building environment for all staff and students, below are additional practices which will be added to the cleaning, sanitizing and disinfecting protocols that will be in place for the 2020/21 school year and beyond.

- Static Sprayer Sanitizing: Program will be developed to enhance our robust cleaning/disinfecting program. Each custodian will be issued a hand held static sprayer and be trained in its most effective uses throughout their areas.
- Backpack static spray applicators: Program will be developed for large area and daily transportation disinfecting. This program will replace the current manual spray and wipe program.
- UV-C Disinfecting Light Carts: TASD has invested in multiple units which will be used throughout the district during unoccupied hours to disinfect classrooms, nurse's stations and student areas. The carts will also be used as first pass disinfectant measure in any area where a person with a known or suspected case of Covid-19 may have occupied prior to deep cleaning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><u>Implementation of Protocols:</u> Each building will be divided into cleaning sections and assigned to a nightshift custodian. Areas in each section will be given a type designation based on the use of the space. All area designations will have a written cleaning/disinfecting procedure which will be completed on a daily basis it will include a method to document and track completed tasks.</p> <p><u>During school hours:</u> Dayshift custodians will be assigned specific cleaning/disinfecting tasks throughout each building. Daily task schedules will be based on area use and focus on frequently touched surfaces and areas where potential for contact transmission to occur is higher during the occupied hours of the day. All HVAC and ventilation equipment will run at maximum exchange levels to ensure the highest volume of outside fresh air is moved into each area. Unoccupied schedules will be reduced to continue air exchange four hours before and four hours after occupancy. Filter replacement/ cleaning schedules will be modified from 90 to 60 days. Filters installed will be of</p>	<p><u>Implementation of Protocols:</u> Each building will be divided into cleaning sections and assigned to a nightshift custodian. Areas in each section will be given a type designation based on the use of the space. All area designations will have a written cleaning/disinfecting procedure which will be completed on a daily basis it will include a method to document and track completed tasks.</p> <p><u>During school hours:</u> Dayshift custodians will be assigned specific cleaning/disinfecting tasks throughout each building. Daily task schedules will be based on area use and focus on frequently touched surfaces and areas where potential for contact transmission to occur is higher during the occupied hours of the day. All HVAC and ventilation equipment will run at maximum exchange levels to ensure the highest volume of outside fresh air is moved into each area. Unoccupied schedules will be reduced to continue air exchange four hours before and four hours after occupancy. Filter replacement/ cleaning schedules will be modified from 90 to 60 days. Filters installed will be of</p>	<p>Director of Facilities</p>	<p>Sanitizing materials and equipment</p>	<p>Y</p>

	<p>the highest MERV rating that will allow units to function optimally.</p> <p><u>Protocols for disinfecting during school day:</u> The cleaning/disinfecting protocols during occupied hours will focus on disinfecting and cleaning areas where multiple students and faculty pass through or congregate during school hours. To reduce surface transfer frequently touched surfaces will be cleaned at scheduled intervals during school hours to minimize touches between disinfecting activities. Defined frequently touched surfaces:</p> <ul style="list-style-type: none"> • Lunch room tables and chairs • Gang restroom fixtures • Classroom door handles • Building entry doors • Interior office entry doors • Faculty restroom fixtures and door handles • Common area entry doors handles • Computer peripherals • Common hallways 	<p>the highest MERV rating that will allow units to function optimally.</p> <p><u>Protocols for disinfecting during school day:</u> The cleaning/disinfecting protocols during occupied hours will focus on disinfecting and cleaning areas where multiple students and faculty pass through or congregate during school hours. To reduce surface transfer frequently touched surfaces will be cleaned at scheduled intervals during school hours to minimize touches between disinfecting activities. Defined frequently touched surfaces:</p> <ul style="list-style-type: none"> • Lunch room tables and chairs • Gang restroom fixtures • Classroom door handles • Building entry doors • Interior office entry doors • Faculty restroom fixtures and door handles • Common area entry doors handles • Computer peripherals • Common hallways 			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>					

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: **See information in chart below**

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	All students will be spaced in learning areas a minimum of 6 feet apart.	All students will be spaced in learning areas a minimum of 6 feet apart.	Building Principal	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Students eat in individual classrooms. Students receive individual meals in classroom. 	<ul style="list-style-type: none"> Allowing use of cafeteria and other large areas with a minimum of 6 feet separation. Students and staff will wear masks to and from tables. Students and staff will sanitize and/or hand wash prior to lunch. Meals will be served in individual containers with student choice. 	<p>Director of Food Services Chief Operating Officer</p>	<p>None</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> Hand sanitizer stations located at the entrance of buildings. Teachers will instruct students on proper hand washing techniques. Time allotted throughout the day for hand washing. Individual bathrooms at the K-2 level for additional handwashing. 	<ul style="list-style-type: none"> Hand sanitizer stations will be located at the entrance of buildings. Teachers will instruct students on proper hand washing techniques. Time allotted throughout the day for hand washing. Individual bathrooms at the K-2 level for additional handwashing. 	<p>Teacher</p>	<p>Portable Hand Washing Stations. Hand Sanitizer</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>At a minimum the following signs will be posted/placed at strategic location thought out buildings:</p> <ol style="list-style-type: none"> 1. Hand Washing 2. Symptoms 3. How to stop spread of germs 4. Face Masks 	<p>At a minimum the following signs will be posted/placed at strategic location thought out buildings:</p> <ol style="list-style-type: none"> 1. Hand Washing 2. Symptoms 3. How to stop spread of germs 4. Face Masks 	<p>Director of Facilities</p>	<p>Printing of Signs</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>All non-essential visitors and volunteers will be restricted from buildings.</p>	<p>All non-essential visitors and volunteers will be restricted from buildings.</p>	<p>Building Administrator Building Secretary</p>	<p>None</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> • Hand sanitizer on playgrounds • Cleaning and sanitizing high touch surfaces frequently through out the day • Students and staff will hand wash or use sanitizer after playground use. • Physical distancing will be reinforced during recess and physical education classes. • Groups will be spread out in order to accommodate physical distancing recommendations. 	<ul style="list-style-type: none"> • Hand sanitizer on playgrounds • Playground equipment may not be utilized. If utilized, cleaning and sanitizing protocol will be followed. • Cleaning and sanitizing high touch surfaces frequently through out the day • Students and staff will hand wash or use sanitizer after playground use. • Physical distancing will be reinforced during recess and physical education classes. • Groups will be spread out in order to accommodate physical distancing recommendations. 	<p>Building Administrator Teacher Custodian</p>	<p>Hand Sanitizer Stations Hand Sanitizer Disinfecting supplies</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)
Limiting the sharing of materials among students	<ul style="list-style-type: none"> Students will be given individual devices and materials when possible. Limit use of shared equipment on the playground and other common areas. 	<ul style="list-style-type: none"> Students will be given individual devices and materials when possible. Limit use of shared equipment on the playground and other common areas. 	Teacher	Purchase of devices and individual student materials such as crayons, calculators, etc.	Y
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Hallways will be subject to physical distancing requirements. Limited use of communal spaces that allow for physical distancing. 	<ul style="list-style-type: none"> Hallway traffic will be subject to physical distancing requirements. Limited use of communal spaces that allow for physical distancing. 	Building Administrator	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> • Parent screening of symptoms prior to sending students to bus stops or schools. • Bus drivers and students will wear face masks on buses traveling to and from school. • Social distancing will be encouraged at bus stops. • Modify loading procedure to limit exposure. • Assigned seating with family grouping. • Windows will be open weather permitting. • Buses will be disinfected and thoroughly cleaned between each run daily. • Hand sanitizer will be provided on each bus to allow for use when entering and exiting buses.. • Parents have been surveyed regarding use of district transportation. • Parents have been encouraged to use alternative means of transportation. 	<ul style="list-style-type: none"> • Parent screening of symptoms prior to sending students to bus stops or schools. • Bus drivers and students will wear face masks on buses traveling to and from school. • Social distancing will be encouraged at bus stops. • Modify loading procedure to limit exposure. • Assigned seating with family grouping. • Windows will be open weather permitting. • Buses will be disinfected and thoroughly cleaned between each run daily. • Hand sanitizer will be provided on each bus to allow for use when entering and exiting buses. • Parents have been surveyed regarding use of district transportation. • Parents have been encouraged to use alternative means of transportation. 	Chief Operating Officer Director of Transportation Bus drivers	Disposable masks Hand Sanitizer Sanitizing equipment	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> Limit K-6 students in classrooms to allow for physical distancing. Grades 7-12 students will be on a hybrid schedule in order to physically distance at a minimum of 6 feet. Learning spaces where students cannot be physically distanced will not be utilized. 	<ul style="list-style-type: none"> Limit K-6 students in classrooms to allow for physical distancing. Grades 7-12 students will be on a hybrid schedule in order to physically distance at a minimum of 6 feet. Learning spaces where students cannot be physically distanced will not be utilized. 	Building Principal Teachers	None	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Local childcare agencies will be contacted prior to the start of the school to determine protocol and revised hours of operation.	Local childcare agencies will be contacted prior to the start of the school to determine protocol and revised hours of operation.	Superintendent	None	N
Other social distancing and safety practices					

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: See information in chart below.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Monitoring:</p> <ul style="list-style-type: none"> Parents will be required to check for temperature and symptoms prior to bus stop or dropping off at schools. Temperature checks upon arrival in the classroom. Daily symptom checklist conducted by classroom teacher during homeroom. <p>Exposure:</p> <ul style="list-style-type: none"> In case of possible exposure student and/or staff teacher will contact school nurse, separate child from the group ensuring that a mask is worn at all times. 	<p>Monitoring:</p> <ul style="list-style-type: none"> Parents will be required to check for temperature and symptoms prior to bus stop or dropping off at schools. Temperature checks upon arrival in the classroom. Daily symptom checklist conducted by classroom teacher during homeroom. <p>Exposure:</p> <ul style="list-style-type: none"> In case of possible exposure student and/or staff teacher will contact school nurse, separate child from the group ensuring that a mask is worn at all times. 	<p>School Nurse</p>	<p>None</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Space will be provided in each building for isolation purposes.</p>	<p>Space will be provided in each building for isolation purposes.</p>	<p>School Nurse</p>	<p>Isolation Space</p>	<p>Y</p>

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • Staff and students with fevers or symptoms associated with COVID-19 should seek isolation criteria and medical attention for further evaluation and instructions before returning to school. • Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of a fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s). • Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until release from isolation criteria has been met. • A student or staff member who is quarantined following close contact with a case may not return 	<ul style="list-style-type: none"> • Staff and students with fevers or symptoms associated with COVID-19 should seek isolation criteria and medical attention for further evaluation and instructions before returning to school. • Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of a fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s). • Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until release from isolation criteria has been met. • A student or staff member who is quarantined following close contact with a case may not return 	<p>Parents Building Administrator School Nurse</p>	<p>None</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed.	to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> All Call or Letter notifying school community of a confirmed case of COVID 19 All call system will be used to communicate to parents/guardians on where additional resources/information is located. All Call System will be used for any mid-year changes. 	<ul style="list-style-type: none"> All Call or Letter notifying school community of a confirmed case of COVID 19 The All Call system will be used to communicate to parents/guardians on where additional resources/information is located. The All Call system will be used to notify the school community of any mid-year changes. 	Superintendent School Nurse	None	Y
Other monitoring and screening practices					

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: See information in the chart below.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> • Staff and Student offering of alternative online teaching and learning. • Following FMLA guidance. 	<ul style="list-style-type: none"> • Staff and Student offering of alternative online teaching and learning. • Following FMLA guidance. 	Assistant Superintendent Chief Operating Officer School Nurse	Online Instruction platform	Y
* Use of face coverings (masks or face shields) by all staff	All staff will be provided with and required to wear a mask as per CDC guidelines.	All staff will be provided with and required to wear a mask as per CDC guidelines.	Superintendent	Face Masks Face Shields	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> • Instruction on how to safely wear masks over nose and mouth will be given by classroom teachers. • All students will be required to wear face masks. • The district will provide disposable face masks to all students daily. 	<ul style="list-style-type: none"> • Instruction on how to safely wear masks over nose and mouth will be given by classroom teachers. • All students will be required to wear face masks. • The district will provide disposable face masks to all students daily. 	Administrators	Face Masks	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	Protocol will be established on an individual student basis. Protocol will be based on doctor recommendations.	Protocol will be established on an individual student basis. Protocol will be based on doctor recommendations.	Director of Special Education CSN		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	<ul style="list-style-type: none"> In order to accommodate kindergarten through sixth grade physical distancing we have moved teachers based on certification to elementary education classrooms. We will utilize current faculty to teach online platform using our courses. Paraprofessionals and support staff will be used to cover lunch duty to allow for physical distancing. 	<ul style="list-style-type: none"> In order to accommodate kindergarten through sixth grade physical distancing we have moved teachers based on certification to elementary education classrooms. We will utilize current faculty to teach online courses that will mirror what is taking place in the brick and mortar. Paraprofessionals and support staff will be used to cover lunch duty to allow for physical distancing. 	Superintendent Assistant Superintendent Building Administrators	None	Y

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
Cleaning and Sanitizing	Custodians	Director of Facilities	Zoom		February 2020	Ongoing
Proper Hand Washing	Faculty/Staff	CSN	Zoom/In person		March 2020	Ongoing
Curriculum and Instruction	Faculty	Assistant Superintendent/Building Administrators	In-Service	Teacher manuals, on line training	June 2020	June 2021
Temperature Check	Faculty/Staff	CSN	In-Service	Thermometers	Fall 2020	Fall 2020
Symptom Recognition	Faculty/Staff	CSN	In-Service	Thermometers, Symptom Chart	Fall 2020	Fall 2020
Incident Response Protocol	All Faculty and Staff	CSN	Various formats	District protocol	June 2020	Ongoing
Building Level Procedures and Logistics	All Faculty and Staff	Building Administrator	In-Service	District Procedures	Fall 2020	Fall 2020
Cleaning and Sanitizing	Faculty and Staff	Director of Facilities	Recorded Traininig	District Protocols	Fall 2020	Fall 2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Fall Update	Parents/Faculty	Superintendent	Loom	June 2020	
Fall Update Faculty Meeting 1	Faculty/Staff	Superintendent	Zoom	May 15, 2020	May 15, 2020
Fall Update Faculty Meeting 2	Faculty/Staff	Superintendent	Zoom	June 5, 2020	June 5, 2020
Fall Update Faculty Meeting 3	Faculty/Staff	Superintendent	Zoom	July 15, 2020	July 15, 2020
Tentative Plan Fall Reopening	Board/Community	Superintendent	School Board Meeting	July 6, 2020	July 6, 2020
School Reopening Plan Presentation	Board/Community	Superintendent	School Board Meeting	July 23, 2020	July 23, 2020
Posting of Plan on Website	Community	Superintendent	Website	July 24, 2020	
Reopening Updates	Community	Superintendent	Website	June 2020	Ongoing
Reopening Updates	Community	Superintendent	Social Media	Ongoing	Ongoing
Fall Update	Parents/Faculty	Superintendent	Loom	July 2020	July 2020
Fall Transportation Updates	Parents	Director of Transportation	Letter	July 2020	August 2020
Fall Update	Parents/Faculty	Superintendent	Loom	August 2020	August 2020

Health and Safety Plan Summary: TUNKHANNOCK AREA SCHOOL DISTRICT

Anticipated Launch Date: August 31, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><u>Implementation of Protocols:</u> Each building will be divided into cleaning sections and assigned to a nightshift custodian. Areas in each section will be given a type designation based on the use of the space. All area designations will have a written cleaning/disinfecting procedure which will be completed on a daily basis it will include a method to document and track completed tasks.</p> <p><u>During school hours:</u> Dayshift custodians will be assigned specific cleaning/disinfecting tasks throughout each building. Daily task schedules will be based on area use and focus on frequently touched surfaces and areas where potential for contact transmission to occur is higher during the occupied hours of the day. All HVAC and ventilation equipment will run at maximum exchange levels to ensure the highest volume of outside fresh air is moved into each area. Unoccupied schedules will be reduced to continue air exchange four hours before and four hours after occupancy. Filter replacement/ cleaning schedules will be modified from 90 to 60 days. Filters installed will be of the highest MERV rating that will allow units to function optimally.</p> <p><u>Protocols for disinfecting during school day:</u> The cleaning/disinfecting protocols during occupied hours will focus on disinfecting and cleaning areas where multiple students and faculty pass through or congregate during school hours. To reduce surface transfer frequently touched surfaces will be cleaned at</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>scheduled intervals during school hours to minimize touches between disinfecting activities.</p> <p>Defined frequently touched surfaces:</p> <ul style="list-style-type: none"> • Lunch room tables and chairs • Gang restroom fixtures • Classroom door handles • Building entry doors • Interior office entry doors • Faculty restroom fixtures and door handles • Common area entry doors handles • Computer peripherals • Common hallways

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>CLASSROOM OCCUPANCY:</p> <ul style="list-style-type: none"> • Classroom/Learning Spaces: All students will be spaced a minimum of 6 feet apart in all classrooms/learning spaces. <p>CAFETERIA:</p> <ul style="list-style-type: none"> • Allowing use of cafeteria and other large areas with a minimum of 6 feet separation. • Students and staff will wear masks to and from cafeteria tables. • Students and staff will sanitize and/or hand wash prior to lunch. • Meals will be served in individual containers with student choice. <p>HYGIENE PRACTICES:</p> <ul style="list-style-type: none"> • Hand sanitizer stations located at the entrance of buildings. • Teachers will instruct students on proper hand washing techniques. • Time allotted throughout the day for hand washing. <ul style="list-style-type: none"> • Individual bathrooms at the K-2 level for additional handwashing. <p>POSTING SIGNS:</p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> At a minimum, the following signs will be posted/placed at strategic locations throughout school buildings: Hand Washing Instructions, How to Stop Spread of Germs, Face Mask, Symptoms
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>SPORTING ACTIVITIES:</p> <ul style="list-style-type: none"> Hand sanitizer on playgrounds Playground equipment may not be utilized. If utilized, cleaning and sanitizing protocol will be followed. Cleaning and sanitizing high touch surfaces frequently through out the day Students and staff will hand wash or use sanitizer after playground use. Physical distancing will be reinforced during recess and physical education classes. Groups will be spread out in order to accommodate physical distancing recommendations. <p>SHARING OF MATERIALS:</p> <ul style="list-style-type: none"> Students will be given individual devices and materials when possible. The district will be moving to a 1:1 ratio for technology devices. <p>COMMUNAL SPACES AND HALLWAYS:</p> <ul style="list-style-type: none"> Limit use of shared equipment on the playground and other common areas. Hallway traffic will be subject to physical distancing requirements. Limited use of communal spaces that allow for physical distancing. <p>TRANSPORTATION:</p> <ul style="list-style-type: none"> Parent screening for symptoms prior to sending students to bus stops or schools Bus drivers and students will wear facemasks on buses traveling to and from school. Social distancing will be encouraged at bus stops. Modify loading procedures to limit exposure. Assigned seating with family grouping. Windows will be open weather permitting. Buses will be disinfected and thoroughly cleaned between each run daily.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Hand sanitizer will be available on each bus to allow for use when entering and exiting buses. • Parents have been surveyed regarding use of district transportation. A second survey will be conducted closer to the reopening of schools. • Parents have been encouraged to use alternative means of transportation. <p>LIMITING INTERACTIONS BETWEEN GROUPS OF STUDENTS:</p> <ul style="list-style-type: none"> • K-6 students will be in classrooms of 12 or less students to allow for physical distancing. • Grades 7 – 12 students will be on a hybrid schedule in order to physically distance at a minimum of 6 feet. • Learning spaces where students cannot be physically distanced will not be utilized. <p>LOCAL CHILDCARE:</p> <ul style="list-style-type: none"> • Local childcare agencies will be contacted prior to the start of the school year to determine protocol and revised hours of operation.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>MONITORING:</p> <ul style="list-style-type: none"> • Parents will be required to check for temperature and symptoms prior to bus stop or dropping students off at school. • Temperature checks upon arrival in the classroom. • Daily symptom checklist conducted by classroom teacher during homeroom. <p>EXPOSURE:</p> <ul style="list-style-type: none"> • In case of possible exposure of student and/or staff, the teacher will contact the school nurse, separate the child from the group ensuring that a mask is worn at all times. Student will be separated from the group until the school nurse moves the child to designated isolation area. <p>QUARANTINE/ISOLATION AREA:</p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Space will be provided in each building for quarantine purposes. <p>RETURNING ISOLATED OR QUARANTINED STAFF, STUDENTS, OR VISITORS TO SCHOOL;</p> <ul style="list-style-type: none"> • Staff and students with fevers or symptoms associated with COVID-19 should seek isolation criteria and medical attention for further evaluation and instructions before returning to school. • Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of a fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s). • Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until release from isolation criteria has been met. • A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. <p>NOTIFICATION:</p> <ul style="list-style-type: none"> • An all call/ letter notifying the school community of a confirmed case of COVID-19 will be sent to all parents/guardians/staff. • The All Call system will be used to communicate to parents/guardians on where additional resources/information is located in the case of a confirmed case of COVID-19.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> The All Call system will be used to notify the school community of any mid-year changes.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>HIGH RISK STUDENTS/STAFF:</p> <ul style="list-style-type: none"> Staff and student offering of alternative online teaching and learning. <p>FACE COVERINGS BY STAFF:</p> <ul style="list-style-type: none"> All staff will be provided with and required to wear a face mask as per CDC guidelines. <p>FACE COVERINGS BY STUDENTS:</p> <ul style="list-style-type: none"> Instruction on how to safely wear masks over the nose and mouth will be given by classroom teachers. All students will be required to wear facemasks The district will provide disposable facemasks to all students daily. <p>STUDENTS WITH COMPLEX NEEDS:</p> <ul style="list-style-type: none"> Protocol will be established on an individual student basis. Protocol will be based on doctor recommendations. <p>STRATEGIC DEPLOYMENT OF STAFF:</p> <ul style="list-style-type: none"> In order to accommodate kindergarten through sixth grade physical distancing, we have moved teachers based on certification to elementary education classrooms. We will utilize current faculty to teach online courses that will mirror what is taking place in the brick and mortar. Paraprofessionals and support staff will be used to cover lunch duty to allow for physical distancing.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Tunkhannock Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan for the second marking period on October 28, **2020**.

The plan was approved by a vote of:

 8 Yes

 0 No

Affirmed on: October 28, 2020

By:



(Signature* of Board President)

Phillip Farr

(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.