



Mt. Lebanon School District

Health and Safety Plan

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.

To prepare for the safe return of our students and staff in the Fall, the Mt. Lebanon School District formed a Recovery Steering Committee to assist in this planning. The Steering Committee included representation from various stakeholders:

Parent/President, Board of School Directors - Sarah Olbrich
Parent/Vice President, Board of School Directors - Dr. Stephen Strotmeyer
Superintendent - Dr. Timothy Steinhauer
Assistant Superintendent of Elementary Education - Dr. Marybeth Irvin
Assistant Superintendent of Secondary Education - Dr. Ron Davis (Pandemic Coordinator)
Director of Communications - Cissy Bowman
Director of Human Resources - Katie Devine
Director of Business - Rob Geletko
Director of Facilities - Rick Marciniak
Director of Technology - Chris Stengel
Director of Special Education - Dr. Heather Doyle
Director of Food Services - Nolen Fetchko
Athletic Director - John Grogan
Chairperson of Nursing Services - Deanna Hess
Elementary Principal - Dr. Melissa Nelson
Middle School Principal - Dr. Sarah Shaw
Acting High School Principal - Joel Thompson
Teacher/MLEA President - Val Brown
School Counselor/Secondary Department Chair - Tara Leja
School Counselor/Elementary Department Facilitator- Lori Morin
School Psychologist - Heather Rehrig Peremba
Elementary School Nurse - Do Sabol
Human Resources Specialist - Maria Olivio
Parent/PTA Council President - Bonnie Dougherty

(2) Students, High School Student Government
Parent and Staff Surveys

After reviewing a number of frameworks to guide the work of the Steering Committee, the [Readiness and Emergency Management for Schools \(REMS\)](#) framework was selected.



The District Recovery Steering Committee consulted a number of sources to inform its work:

- [Governor's Phased Re-opening Information](#)
- [Pennsylvania Department of Health's Coronavirus Information](#)
- [CDC Guidance regarding Cleaning & Disinfecting Public Spaces](#)
- [CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)
- [Department of Education Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#)
- [Pennsylvania School Reopening Task Force Report](#)
- [Considerations for K-12 Schools: Readiness and Planning Tool](#)

Following the work of the District Recovery Steering Committee, the additional sources informed the development of this plan:

- Review of the Plan by District Physician, Tonja DiCamillo, DO
- [Considerations for Reopening Pennsylvania Schools](#)
- [COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#)
- [CDC Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)

The Mt. Lebanon School District will take the necessary precautions and recommendations from the Center for Disease Control, Allegheny County Health Department, Pennsylvania

Department of Health, Pennsylvania Department of Education, and the Governor's Office. We also realize that knowledge regarding COVID-19 is constantly changing as new information becomes available. The District will adjust these guidelines as needed to make the return to the classroom as safe as possible realizing that no environment can be completely risk free.

Table of Contents

Health and Safety Plan	5
Type of Reopening	6
Pandemic Coordinator/Team	7
Key Strategies, Policies, and Procedures	9
Cleaning, Sanitizing, Disinfecting and Ventilation	11
Physical Distancing and Other Safety Protocols	15
Monitoring Student and Staff Health	27
Other Considerations for Students and Staff	33
Health and Safety Plan Professional Development	37
Health and Safety Plan Communications	39
Health and Safety Plan Summary	41
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	41
Physical Distancing and Other Safety Protocols	42
Monitoring Student and Staff Health	46
Other Considerations for Students and Staff	47
Health and Safety Plan Governing Body Affirmation Statement	49
Appendix A - 24 P.S. § 5-520.1 Submittal	50

Health and Safety Plan: Mt. Lebanon 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.

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.

Type of Reopening

The Mt. Lebanon School District will take the necessary precautions and recommendations from the Center for Disease Control, Allegheny County Health Department, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Governor's Office. We also realize that knowledge regarding COVID-19 is constantly changing as new information becomes available. The District will adjust these guidelines as needed to make the return to the classroom as safe as possible.

The District's Recovery Steering Committee, and subsequent sub-committee membership, were instrumental in framing the elements included in the Plan.

Upon approval of the Health & Safety Plan by the Board of School Directors, the Plan will be placed on the District's web-site and communicated to all families via email.

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 may 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).

Selection of the type of reopening to be made on or before August 17 by the School Board at a public meeting. Anticipated launch date for in-person learning, or whichever option is selected, is 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, Local Education Agency (LEA) 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.

- **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):** Individuals 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)
Ms. Sarah Olbrich	Board of School Directors - President	Both
Dr. Stephen Strotmeyer	Board of School Directors - Vice President	Both
Dr. Timothy Steinhauer	Superintendent of Schools	Both
Dr. Marybeth Irvin	Assistant Superintendent of Elementary Education	Both
Dr. Ron Davis	Assistant Superintendent of Secondary Education	Pandemic Coordinator
Dr. Heather Doyle	Director of Special Education	Both
Ms. Katie Devine	Director of Human Resources	Both
Ms. Cissy Bowman	Director of Communications	Both
Ms. Deanna Hess	Chairperson for District Nursing Services	Both
Mr. Rick Marciniak	Director of Facilities	Both

Mr. Nolen Fetchko	Director of Food Services	Both
Mr. Chris Stengel	Director of Technology	Both
Ms. Val Brown	MLEA President	Health & Safety Plan Development
Ms. Bonnie Dougherty	PTA Council President	Health & Safety Plan Development
Mr. Joel Thompson (Principal), Ms. Janet McGeough (Nurse), Mr. Andrew Turton (Head Custodian)	Mt. Lebanon High School	Pandemic Crisis Response Team
Dr. Sarah Shaw (Principal), Ms. Lauren Suess (Nurse), Mr. Chris Swartzwelder (Head Custodian)	Jefferson Middle School	Pandemic Crisis Response Team
Mr. Chris Wolfson (Principal), Ms. Do Sabol (Nurse), Mr. John Hammer (Head Custodian)	Mellon Middle School	Pandemic Crisis Response Team
Mr. Jason Ramsey(Principal), Ms. Hilarie Bauer(Nurse), Mr. John Fortney (Head Custodian)	Foster Elementary School	Pandemic Crisis Response Team
Ms. Nicci Giehl (Principal), Ms. Hilarie Bauer (Nurse), Mr. Gary Bell (Head Custodian)	Hoover Elementary School	Pandemic Crisis Response Team
Dr. Michelle Murray (Principal), Ms. Karli Gerhart (Nurse), Mr. Dan Walsh (Head Custodian)	Howe Elementary School	Pandemic Crisis Response Team
Mr. Brett Bielewicz (Principal), Ms. Lauren Suess (Nurse), Mr. Chris Swartzwelder (Head Custodian)	Jefferson Elementary School	Pandemic Crisis Response Team
Mr. Ron Kitsko (Principal), Ms. Deanna Hess (Nurse), Mr. Jeff Brooks (Head Custodian)	Lincoln Elementary School	Pandemic Crisis Response Team
Ms. Jocelyn Artinger (Principal), Ms. Hilarie Bauer (Nurse), Mr. Tim Herzog (Head Custodian)	Markham Elementary School	Pandemic Crisis Response Team
Dr. Melissa Nelson (Principal), Ms. Do Sabol (Nurse), Mr. Dale Smail (Head Custodian)	Washington Elementary School	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

In alignment with the REMS Framework, sub-committees of the District's Recovery Team were formed to provide key strategies, policies and procedures for Mt. Lebanon School District's Reopening. These key strategies, policies, and procedures include:

Academic Sub-Committee:

- Revise and refine curriculum to support teaching and learning across multiple environments.
- Provide professional development to support best practice in teaching and learning across multiple environments.
- Design differentiated and flexible learning schedules for various student groups that ensure safety and adhere to physical distancing guidelines. (Yellow Phase)
- Provide technology tools and supports for teachers, students, and families to support online teaching and learning outcomes.

Physical & Structural Sub-Committee:

- Develop procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and on school busses at least daily, including equipment, door handles, sink handles, drinking fountains, etc.
- Procure the necessary PPE supplies to support the physical health and safety needs of students, staff, and visitors.
- Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs.
- Develop protocols for physical distancing practices to the maximum extent feasible.
- Develop procedures for the use of cafeterias, as well as for serving meals in classrooms if needed.
- Develop methods of limiting the number of individuals in spaces.
- Create procedures to limit the sharing of materials among students, when possible.
- Develop protocols for adjusting transportation practices to create physical distance between students, as required.

Human Resources:

- Develop new workplace guidelines to ensure the safety and wellbeing of employees.
- Develop training tools to address new safety protocols.
- Provide resources to support the personal needs of employees.

Social, Emotional, Behavior, and Physical Health

- [Create a system](#) of social, emotional, behavioral, and physical health supports to allow for students to successfully re-engage in the learning process and actively participate in their education throughout the course of the school year after a crisis.
- [Create a system](#) of social, emotional, behavioral, and physical health supports to mitigate barriers which impact effective work performance and which support employees to successfully work throughout the course of the school year.

All employees and students will be educated on the following using the CDC digital resources:

- [COVID-19 signs and symptoms](#)
 - Proper ways to limit exposure to COVID-19 (hand washing, cough in your elbow, disinfecting touched surfaces, physical distancing, etc.)
- [Universal masking](#)
- [CDC Handwashing Video](#)
- [Stop the Spread of Germs CDC Poster](#)

24 P.S. § 5-520.1 (Appendix A)

Section 520.1 of the School Code authorizes the Board to implement temporary provisions to provide flexibility in the event of an emergency that prevents the District from being able to provide for the attendance of all pupils or usual hours of classes. PDE considers the World Health Organization-declared Coronavirus disease (COVID-19) global pandemic an emergency as contemplated by section 520.1. Accordingly, upon making the necessary findings (as recorded in the official minutes), the Board has the authority to enact the following temporary provisions as set forth in section 520.1 during the period of the pandemic response:

1. Keep the District schools in session on such days and number of days per week that the Board deems desirable; provided that the minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level are satisfied; and
2. Reduce the length of time of daily instruction for various courses and classes

The temporary provisions may employ any combination of in-person, virtual, and distance learning and shall comply in full with the requirement of the applicable regulations of the State Board of Education and with the curriculum standards published in accordance therewith. Should one or more temporary provisions be enacted, the District will submit the required documentation to the Secretary of Education (Secretary) for approval. Upon receipt of any temporary provision, the Secretary will review to ensure that the Board approved the temporary provisions and that the temporary provisions account for at least 180 days and 990/900 hours of instruction.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Mt. Lebanon School District will align its practices with the guidance provided in the Pennsylvania Department of Education's [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) and the Center for Disease Control (CDC) [Considerations for Schools](#) guidelines. Specifically,

- Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles and sinks, using [Peroxide Multi-Surface Cleaner & Disinfectant](#) (or similar product).
- [CDC Cleaning & Disinfecting your Facility](#) recommends outdoor areas, like playgrounds in schools, generally require normal routine cleaning.
- Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the use of the [Clorox Total 360 System](#), or comparable system, to include an electrostatic discharge.
- Increase the use of the Clorox Total 360 System in spaces where students may come into close contact with one another (locker rooms, wrestling room, etc.)
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into our systems.
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.
- Increase the amount of fresh air as part of the ventilation system from 10% to 30%. Open windows and doors when possible.
- Hand-sanitizer dispensers exist at each of the building's utilized entrances and are strategically placed at high traffic areas in each building.
- Classrooms without sinks will have hand-sanitizing dispensers available.
- Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.
- Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional fountain to a water bottle filling station.
- A touchless Point of Sale system will be implemented in the cafeterias.
- Clean and disinfect bathrooms frequently throughout the day.
- Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Limit the use of shared equipment when possible.

Mt. Lebanon School District will use available grant funds and local resources to procure adequate cleaning, sanitizing, and disinfectant supplies meeting OSHA and CDC requirements for COVID-19.

Training on cleaning, sanitizing, disinfecting, and ventilation protocols will be provided to all employees, especially custodial and maintenance staff - [CDC Cleaning & Disinfecting Community Facilities](#), [CDC Cleaning & Disinfecting Your Facility](#).

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>All Steps in the Green Phase Plus - Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the daily use of the Clorox Total 360 System, or comparable system, to include an electrostatic discharge.</p>	<p>Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles, and sinks, using Peroxide Multi-Surface Cleaner & Disinfectant (or similar product).</p> <p>Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the weekly use of the Clorox Total 360 System, or comparable system, to include an electrostatic discharge. Cleaning & Disinfecting your Facility recommends outdoor areas, like playgrounds in schools, generally require normal routine cleaning.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8,</p>	<p>Rick Marciniak, Director of Facilities</p>	<p>Peroxide Multi-Surface Cleaner & Disinfectant</p> <p>Hand-sanitizer dispensers</p> <p>Disinfecting wipes</p> <p>Retrofit kit to change a water fountain into a water bottle filling station</p> <p>Clorox Total 360 System</p>	<p>Yes</p>

which is the maximum size that can fit into our systems.

Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School Rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.

Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.

Increase the amount of fresh air as part of the ventilation system from 10% to 30%. Open windows and doors when possible.

Hand-sanitizer dispensers exist at each of the building's utilized entrances and strategically placed at high traffic areas in each building.

Classrooms without sinks will have hand-sanitizer dispensers available.

Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.

Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional fountain to a water bottle filling station.

A touchless Point of Sale system will be implemented in the cafeteria.

Clean and disinfect bathrooms frequently throughout the day.

Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Limit the use of shared equipment when possible.

Any space that was occupied by an individual who tests positive for COVID-19 will be closed off from use until thoroughly cleaned.

Physical Distancing and Other Safety Protocols

Physical distancing means keeping a safe space between yourself and other people who are not from your household. Physical distancing is fundamental to lowering the risk of spread of COVID-19, as the primary mode of transmission is through respiratory droplets by persons in close proximity. Protocols are outlined for distancing practices that allow at least 6 feet of separation among students and staff throughout the day to the maximum extent feasible.

Mt. Lebanon School District will offer the *Mt. Lebanon Cyber Learning Academy* (full day) for those students and families that have safety and health concerns about returning to school. Students/families will be able to self-select into this option during the summer of 2020. Once self-selection occurs, course enrollments will be rebalanced.

The master schedule for each building will be designed to maximize space, including outdoor space, to the greatest extent feasible; 6' of physical distancing will be accomplished where feasible. Additionally, [UltraBoard Barriers](#) will be utilized where 6' of physical distancing can not be maintained between students. To the extent possible and based on age and developmental level of the students, classrooms and learning spaces will have student and staff groupings as static as possible. Desks will face in the same direction. Students will sit on the same side of tables in classrooms; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students. In the Yellow Phase, a modified face-to-face instructional schedule/calendar will be explored to create 6' of physical distancing in classrooms where feasible.

Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body. Group meetings such as parent-teacher conferences and staff meetings will be held virtually.

Masks/Face Coverings are required to be worn by students and employees in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#) and [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#).

- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
- School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability,

documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

[CDC Guidelines on Face Coverings](#) will be provided to staff and students. [CDC Guidance on Handwashing](#) will be provided to staff and students. [CDC Guidelines on How to Stop the Spread of Germs](#) will be provided to staff and students. Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.

A touchless Point of Sale system will be implemented in the cafeteria. Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to. Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.). If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food. Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking. Grab & Go meals will be made available to students. Individually plated meals will be served to students. Buffet style service will not be utilized until further notice.

Alternate entrances, as well as staggered arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings. Directional signage for one-way student traffic will be placed in hallways as appropriate. Staggered class ending periods will be employed to reduce congregate settings at lockers. Where feasible, students will be kept in classrooms and teachers rotated to the students. A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes. Building administration will limit the number of assemblies happening during the school day.

For transportation on busses, load the bus by filling seats from back to front to limit students walking past students to find a seat. Do not seat students in the front row of the bus. Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both. Disinfect buses after each run. Thoroughly clean and disinfect buses daily.

Visitors, volunteers, presenters, and family visitors will be restricted when feasible. Only in emergency circumstances should forgotten items be brought to the school building by family. Virtual meetings with families will be conducted when possible.

The Mt. Lebanon Extended Day program will be required to submit a Health & Safety Plan to the District that aligns with the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>A modified face-to-face instructional schedule/calendar will be explored to create 6’ of physical distancing where feasible.</p>	<p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for students and families that have safety and health concerns about returning to school. Students/ families will be able to self-select into this option during the summer of 2020. Once self-selection occurs, course enrollments will be rebalanced.</p> <p>For in person instruction, desks will face in the same direction.</p> <p>Students will sit on the same side of tables; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students. UltraBoard Barriers will be utilized where 6’ of physical distancing can not be maintained between students.</p>	<p>Ron Davis, Assistant Superintendent for Secondary Education</p> <p>Marybeth Irvin, Assistant Superintendent for Elementary Education</p> <p>Building Principals</p> <p>Faculty</p>	<p>Development of the Mt. Lebanon Cyber Learning Academy</p> <p>Clear, plastic table dividers.</p>	<p>No</p>

Masks/Face Coverings are required to be worn by students and employees in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#) and [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#).

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that

		<p>precludes the wearing of a face covering in school.</p> <p>Face covering breaks should be employed as allowed.</p> <p>Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>Limit the number of assemblies happening during the school day in an effort to avoid large congregations of people.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to.</p> <p>If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.</p>	<p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to.</p> <p>If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.</p>	<p>Nolen Fetchko, Director of Food Services</p> <p>Principals</p>	<p>Touchless Point of Sale System</p>	<p>No</p>

	<p>Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.).</p> <p>Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking.</p> <p>Grab & Go meals will be made available to students.</p> <p>Individually plated meals will be served to students.</p> <p>Buffet style meals will not be utilized until further notice.</p>	<p>Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.).</p> <p>Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking.</p> <p>Grab & Go meals will be made available to students.</p> <p>Individually plated meals will be served to students.</p> <p>Buffet style meals will not be utilized until further notice.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>CDC Guidance on Handwashing will be provided to staff and students.</p> <p>CDC Guidelines on Face Coverings will be provided to staff and students.</p> <p>CDC Guidelines on How to Stop the Spread of Germs will be provided to staff and students.</p> <p>Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.</p>	<p>CDC Guidance on Handwashing will be provided to staff and students.</p> <p>CDC Guidelines on Face Coverings will be provided to staff and students.</p> <p>CDC Guidelines on How to Stop the Spread of Germs will be provided to staff and students.</p> <p>Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.</p>	Building Principals	CDC Guidelines	Yes

<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>A comprehensive signage plan has been developed for the District.</p> <p>Messaging about behaviors that promote everyday protective measures & how to stop the spread of germs will be included on principal & morning announcements.</p> <p>School-based web-sites will include information/ videos that promote everyday protective measures & how to stop the spread of germs.</p>	<p>A comprehensive signage plan has been developed for the District.</p> <p>Messaging about behaviors that promote everyday protective measures & how to stop the spread of germs will be included on principal & morning announcements.</p> <p>School-based web-sites will include information/ videos that promote everyday protective measures & how to stop the spread of germs.</p>	<p>Cissy Bowman, Director of Communications</p> <p>Building Principals</p> <p>Building-based web managers</p>	<p>Signage as listed</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Visitors, volunteers, presenters, and family visitors will be restricted when feasible.</p> <p>Group meetings such as parent-teacher conferences and staff meetings will be held virtually.</p> <p>Only in emergency circumstances should forgotten items be brought to the school building by a family.</p> <p>Virtual meetings with families will be conducted when possible.</p> <p>Refrain from large group activities, like field trips, inter-group events, & extracurricular activities.</p>	<p>Visitors, volunteers, presenters, and family visitors will be restricted when feasible.</p> <p>Group meetings such as parent-teacher conferences and staff meetings will be held virtually.</p> <p>Only in emergency circumstances should forgotten items be brought to the school building by a family.</p> <p>Virtual meetings with families will be conducted when possible.</p>	<p>Building Principals</p> <p>Virtual meetings - School administration, Case managers, School Counselors</p>	<p>N/A</p>	<p>No</p>
<p>* Handling sporting activities for recess and</p>	<p>Promote behaviors that reduce the spread and maintain healthy</p>	<p>Promote behaviors that reduce the spread and maintain healthy</p>	<p>Building Principals</p> <p>Faculty</p>	<p>CDC Youth Sports Guidelines.</p>	<p>Yes</p>

<p>physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>environments in accordance with CDC Youth Sports Guidelines.</p> <p>Select & provide safe opportunities for exercise and recreational sporting events that consider: 1) Physical proximity of students and length of time that students are close to each other or employees; 2) Amount of necessary touching of shared equipment; 3) Ability to engage in physical distancing while not actively engaged in play; 4) Engagement of students at higher risk of developing serious disease; and 5) Size of team.</p> <p>Use outdoor spaces as much as possible, weather permitting.</p>	<p>environments in accordance with CDC Youth Sports Guidelines.</p> <p>Select & provide safe opportunities for exercise and recreational sporting events that consider: 1) Physical proximity of students and length of time that students are close to each other or employees; 2) Amount of necessary touching of shared equipment; 3) Ability to engage in physical distancing while not actively engaged in play; 4) Engagement of students at higher risk of developing serious disease; and 5) Size of team.</p> <p>Use outdoor spaces as much as possible, weather permitting.</p>			
<p>Limiting the sharing of materials among students</p>	<p>BYOT will be supported for students to use their own devices.</p> <p>Students are provided individual lockers to store their personal possessions.</p> <p>Elementary students will be provided with individual storage bins to secure their personal instructional items.</p> <p>Where possible, students will be provided with their own textbook. When not possible, students will be provided with</p>	<p>BYOT will be supported for students to use their own devices.</p> <p>Students are provided individual lockers to store their personal possessions.</p> <p>Elementary students will be provided with individual storage bins to secure their personal instructional items.</p> <p>Where possible, students will be provided with their own textbook. When not</p>	<p>Chris Stengel, Director of Technology</p> <p>Building Principals</p> <p>Faculty</p>	<p>Storage bins</p> <p>Disinfectant wipes</p>	<p>No</p>

	<p>supplemental text resources and/or disinfectant wipes to clean the text after use.</p> <p>Where available, students should be provided with personal instructional materials and/or disinfectant wipes (or soap/water as appropriate) to clean after use.</p>	<p>possible, students will be provided with supplemental text resources and/or disinfectant wipes to clean the text after use.</p> <p>Where available, students should be provided with personal instructional materials and/or disinfectant wipes (or soap/water as appropriate) to clean after use.</p>			
<p>Staggering the use of communal spaces and hallways</p>	<p>Alternate entrances, as well as arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings.</p> <p>Directional signage for one-way student traffic will be placed in hallways as appropriate.</p> <p>Staggered class ending periods will be employed to reduce congregate settings at lockers.</p> <p>Building administration will limit the number of assemblies happening during the school day.</p>	<p>Alternate entrances, as well as arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings.</p> <p>Directional signage for one-way student traffic will be placed in hallways as appropriate.</p> <p>Staggered class ending periods will be employed to reduce congregate settings at lockers.</p> <p>Building administration will limit the number of assemblies happening during the school day.</p>	Principals	Directional Signage	Yes
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Create physical distancing seating expectations consistent with relevant guidance.</p> <p>Driver and passengers are required to wear face covering in accordance with the Order of the Secretary of the PA Department of Health Requiring</p>	<p>Create physical distancing seating expectations consistent with relevant guidance.</p> <p>Driver and passengers are required to wear face covering in accordance with the Order of the Secretary of the PA Department of Health Requiring</p>	<p>Rick Marciniak - Director of Facilities</p> <p>Principals</p>	<p>Masks/Face Coverings - CDC Guidelines on Face Coverings</p>	Yes -

	<p>Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>Load the bus by filling seats from back to front to limit students walking past students to find a seat.</p> <p>Do not seat students in the front row of the bus.</p> <p>Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.</p> <p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</p> <p>Assign 1 student per seat.</p>	<p>Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>Load the bus by filling seats from back to front to limit students walking past students to find a seat.</p> <p>Do not seat students in the front row of the bus.</p> <p>Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.</p> <p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</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>The Mt. Lebanon Extended Day program will be required to submit a Health & Safety Plan to the District that aligns with the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.</p>	<p>The Mt. Lebanon Extended Day program will be required to submit a Health & Safety Plan to the District that aligns with the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.</p>	<p>Daryl Lucke - Executive Director</p>	<p>As required by MLEDP Plan.</p>	<p>Yes</p>
<p>Other social distancing and safety practices</p>	<p>Face coverings are required to be worn by students and employees in accordance with the Order of the Secretary of the PA Department of Health Requiring</p>	<p>Face coverings are required to be worn by students and employees in accordance with the Order of the Secretary of the PA Department of Health Requiring</p>	<p>Principals Faculty</p>	<p>N/A</p>	<p>No</p>

[Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.](#)

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Face covering breaks should be employed as allowed.

Where feasible, students will be kept in

[Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.](#)

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Face covering breaks should be employed as allowed.

	<p>classrooms and teachers rotated to the students.</p> <p>A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes.</p>	<p>Where feasible, students will be kept in classrooms and teachers rotated to the students.</p> <p>A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes.</p>			
--	--	---	--	--	--

Monitoring Student and Staff Health

[According to the CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees and children should not come to school and are to notify school officials if they become sick with [COVID-19 symptoms](#), test positive for COVID-19, or are [exposed](#) to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.

Self-Screening:

In the Green Phase, all employees and students will be educated on the [COVID-19 signs and symptoms](#), provided the [Stop the Spread of Germs CDC Poster](#), and are to daily self-assess at home for signs/symptoms of COVID-19 prior to reporting to school. Students and employees should stay home when sick. All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described:

- Employees will follow the [Instructions for Using the Daily COVID-19 Self Screen Google Form](#).
- At the onset of screening implementation, a District nurse will conduct random screening checks of students and employees, including taking of temperature.

During Yellow Phase or an instance of a confirmed case in the Green Phase, students and families, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will complete and sign-off on the student's questionnaire. Responses to the student's screening questionnaire should be submitted to the Homeroom Teacher upon arrival each day and then filed by the Homeroom Teacher. **(Yellow Phase/Confirmed Case)**

A positive screen that would warrant further investigation would be a temperature greater than 100.4 degrees or a “yes” response questions these questions. **#4 - The Pennsylvania Department of Health issued revised guidance on July 10, 2020 related to travel to areas where there are high amounts of COVID-19 cases. Travelers, or individuals planning to travel, to the [following states](#) are recommended to quarantine for 14 days upon their return.

1. Do you have a temperature of 100.4 or greater?
2. Do you have a new onset cough, new loss of taste or smell, or shortness of breath?
3. Have you traveled out of the United States within the last 14 days?
4. Have you traveled out of Pennsylvania within the last 14 days? **
5. Have you had known exposure to a COVID-19-positive individual?

Isolation Protocol

- Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.
- The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.
- Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their healthcare provider prior to being permitted to return, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.

Responding to a Confirmed or Probable Case

[DOH or county and municipal health departments](#) (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual.

It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions.

The individual Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.

If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).

- Establish procedures for safely transporting home sick individuals.
- Contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.
- The entire building does not need to be evacuated.
- Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.
- Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow CDC Guidance on Cleaning and Disinfecting protocols.
- Create a communication system to self-report symptoms and for notifying staff and families of exposures and closures. Schools should, however, take every measure to maintain the confidentiality of the affected individual.who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.

Employee Accommodations

- Personal Protective Equipment (face coverings [masks/face shields with mask underneath]) will be available to employees that are not able to maintain physical distancing protocols.
- Develop Return to Work Guidelines and Frequently Asked Questions (FAQ) document
 - Review online training options that exist related to returning to work and recommended mitigation programs
 - Develop online training specific to MTLSD return to work protocols, safety measures, and proper use of protective equipment
- Identify tiered internal and external resources to support employee recovery
 - Review all resources provided in the current benefit package including the EAP and other Highmark programs.
 - Review available external programs as well as statutory entitlements afforded to employees during this period.
- Create a Covid-19 Resources tab on the staff Home Page to include Highmark covered related programs and local, state and national resources.

Student Accommodations

- Mt. Lebanon School District will offer the *Mt. Lebanon Cyber Learning Academy* for those students and families that have safety and health concerns about returning to school. Students/families will be able to self-select into this option during the summer of 2020.

CDC Guidance on Reducing Stigma:

Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths.

No single person or group of people are more likely than others to spread COVID-19. Public health emergencies, such as this pandemic, are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things. Stigma can lead to labeling, stereotyping, [discrimination](#), and other negative behaviors toward others. For example, stigma and discrimination can occur when people link a disease, such as COVID-19, with a population, community, or nationality. Stigma can also happen after a person has recovered from COVID-19 or been released from home isolation or quarantine.

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Thanking healthcare workers, responders, and others working on the front lines.
- Suggesting virtual resources for [mental health](#) or other social support services for people who have experienced stigma or discrimination.

Communication Protocol

- A District communication (email and posting on the District web-site) would occur to the community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	During Yellow Phase or an instance of a confirmed case in the Green Phase, students and families, in their	All employees and students should self-assess daily at home for signs/ symptoms of COVID-19	Katie Devine, Director of Human Resources Deanna Hess, Chairperson for Nursing Services	Employees will follow the Instructions for Using the Daily COVID-19 Self Screen Google Form	Yes

	<p>daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will complete and sign-off on the student's questionnaire.</p> <p>Responses to the student's screening questionnaire should be submitted to the Homeroom Teacher upon arrival each day and then filed by the Homeroom Teacher.</p>	<p>prior to reporting to school.</p> <p>Students and employees should stay home when sick.</p> <p>All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described: Employees will follow the Instructions for Using the Daily COVID-19 Self Screen Google Form</p> <p>At the onset of screening implementation, a District nurse will conduct random screening checks of students and employees, including taking of temperature.</p>	<p>Principals</p>	<p>Student use in Yellow Phase - Screening Questionnaire</p> <p>Professional Development - COVID-19 signs and symptoms</p> <p>Stop the Spread of Germs CDC Poster</p>	
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.</p>	<p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.</p>	<p>Deanna Hess, Chairperson for District Nursing Services</p>	<p>N/A</p>	<p>No</p>

	<p>The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p>	<p>The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p>			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health care provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.</p>	<p>Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health care provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.</p>	<p>Deanna Hess, Chairperson for District Nursing Services</p>	<p>N/A</p>	<p>No</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>A District communication (email and posting on the District web-site) would occur to the community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.</p>	<p>A District communication (email and posting on the District web-site) would occur to the community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.</p>	<p>Timothy Steinhauer, Superintendent of Schools</p> <p>Cissy Bowman, Director of Communications</p>	<p>N/A</p>	<p>No</p>

Other Considerations for Students and Staff

Mt. Lebanon School District will offer the *Mt. Lebanon Cyber Learning Academy* (full day) for those students and families that have safety and health concerns about returning to school; maintain communication with local and state authorities to determine current mitigation levels in the community; provide reasonable accommodations as permitted under applicable law(s); and develop and provide a modified face-to-face instructional schedule/calendar to ensure 6' of physical distancing in the Yellow Phase.

Face Coverings

Face coverings are required to be worn by students and employees in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#) and the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#).

- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
- School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Disposable masks will be available to visitors, as they will be expected to properly wear it.

Travel

The Mt. Lebanon School District will evaluate each event, field trip request, athletic competition, and any other request for transportation and follow all local/state guidelines regarding regional,

state, and national travel, on a case-by-case basis. Every consideration will be made as to not expose students and employees to unnecessary or potential high-risk situations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>A modified face-to-face instructional schedule/calendar will be explored to create 6' of physical distancing where feasible.</p>	<p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school.</p> <p>Maintain communication with local and state authorities to determine current mitigation levels in the community.</p> <p>Providing reasonable accommodations as permitted under applicable law(s).</p> <p>Utilize available substitute employees and guest substitute teachers in the case of an employee illness.</p>	<p>Deanna Hess, Chairperson for Nursing Services</p> <p>Katie Devine, Director of Human Resources</p> <p>Principals</p>	<p>Mt. Lebanon Cyber Learning Academy</p>	<p>Yes</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Face coverings are required to be worn by employees in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>School employees and visitors must wear a</p>	<p>Face coverings are required to be worn by employees in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>School employees and visitors must wear a</p>	<p>Katie Devine, Director of Human Resources</p>	<p>CDC Guidelines on Face Coverings</p>	<p>Yes</p>

	<p>face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>	<p>face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>			
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Face coverings are required to be worn by students in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>	<p>Face coverings are required to be worn by students in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>	Principals	<p>CDC Guidelines on Face Coverings</p>	Yes

	Face covering breaks should be employed as allowed.	Face covering breaks should be employed as allowed.			
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Protocols will be determined on a case-by-case basis using appropriate and reasonable accommodations to fully support a safe teaching and learning environment.</p> <p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.</p>	<p>Protocols will be determined on a case-by-case basis using appropriate and reasonable accommodations applicable under the law to fully support a safe teaching and learning environment.</p> <p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.</p>	<p>Deanna Hess, Chairperson for Nursing Services</p> <p>Katie Devine, Director of Human Resources</p> <p>Heather Doyle, Director of Special Education</p> <p>Principals</p> <p>Teachers</p>	N/A	No

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
CDC guidance on cleaning and disinfecting	Custodial & maintenance Staff	Rick Marciniak, Director of Facilities.	Document Review	CDC guidance on cleaning and disinfecting CDC Cleaning & Disinfecting Your Facility.	July 1, 2020	August 10, 2020
COVID-19 signs and symptoms	Students, Employees, and Parents	Building Principal School Nurse	Document Review	COVID-19 signs and symptoms Symptoms of Coronavirus CDC video	August 17, 2020	August 31, 2020
CDC Guidelines on Face Coverings	Students, Employees, and Parents	Building Principal School Nurse	Document Review	Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings. Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools. CDC Guidelines on Face Coverings	August 17, 2020	August 31, 2020
Mt. Lebanon Cyber Learning Academy	Impacted Employees and Students	Dr. Ron Davis, Assistant Superintendent of Secondary Education	Virtual Training Sessions		August 1, 2020 (Employees) August 24, 2020 (students)	August 31, 2020

		Dr. Marybeth Irvin, Assistant Superintendent of Elementary Education MtL Faculty Instructing in the Cyber Academy				
CDC Guidance on Handwashing	Students, Employees, and Parents	Building Principal School Nurse	Document Review	CDC Guidance on Handwashing	August 17, 2020	August 31, 2020
CDC Guidelines on How to Stop the Spread of Germs	Students, Employees, and Parents	Building Principal School Nurse	Document Review	CDC Guidelines on How to Stop the Spread of Germs	August 17, 2020	August 31, 2020
CDC Youth Sports Guidelines.	H&PE Teachers, Recess Supervisors	Department Chair Elementary Facilitator Building Principal	Document Review	CDC Youth Sports Guidelines.	August 17, 2020	August 31, 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 Communication	Start Date	Completion Date
MTLSD Health & Safety Plan	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020
		Cissy Bowman, Director of Communications	Email		
Signs & Symptoms of COVID-19	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020
		Cissy Bowman, Director of Communications	Email		
		Principals	Signage		
Face Coverings	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020
		Cissy Bowman, Director of Communications	Email		
		Principals	Signage		
Handwashing	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020
		Cissy Bowman, Director of Communications	Email		
		Principals	Signage		
Stop the Spread of Germs	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020
		Cissy Bowman, Director of Communications	Email		
		Principals	Signage		

Instructions for Using the Daily COVID-19 Self Screen Google Form	Employees	Ms. Katie Devine, Director of Human Resources	Email Employee Dashboard Tab	July 7, 2020 (12 monthly employees) August 17, 2020	August 17, 2020
Student Screening Questionnaire	Students & Families	Principal(s) Cissy Bowman, Director of Communications	Email Web-site	Yellow Phase or building-based positive COVID-19 case in Green	End of Phase

Health and Safety Plan Summary: Mt. Lebanon 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>Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles, and sinks, using Peroxide Multi-Surface Cleaner & Disinfectant (or similar product).</p> <p>Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the weekly use of the Clorox Total 360 System, or comparable system, to include an electrostatic discharge.</p> <p>Cleaning & Disinfecting your Facility recommends outdoor areas, like playgrounds in schools, generally require normal routine cleaning.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into our systems.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School Rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.</p> <p>Increase the amount of fresh air as part of the ventilation system from 10% to 30%. Open windows and doors when possible.</p> <p>Classrooms without sinks will have hand-sanitizing dispensers available.</p> <p>Hand-sanitizer dispensers exist at each of the building's utilized entrances and strategically placed at high traffic areas in each building.</p>

	<p>Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.</p> <p>Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional fountain to a water bottle filling station.</p> <p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Clean and disinfect bathrooms frequently throughout the day.</p> <p>Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Consider obtaining extra supplies and materials to limit the need for sharing. Limit the use of shared equipment when possible.</p> <p>Any space that was occupied by an individual who tests positive for COVID-19 will be closed off from use until thoroughly cleaned.</p> <p>All Steps in the Green Phase Plus - Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the daily use of the Clorox Total 360 System, or comparable system, to include an electrostatic discharge.</p>
--	---

Physical 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>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school. Students/ families will be able to self-select into this option during the summer of 2020. Once self-selection occurs, course enrollments will be rebalanced.</p> <p>Yellow Phase - A modified face-to-face instructional schedule/calendar will be explored to create 6' of physical distancing where feasible.</p> <p>For in person instruction, desks will face in the same direction.</p>

*** 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 [CDC Considerations for Youth Sports](#) 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

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

Students will sit on the same side of tables; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students. [UltraBoard Barriers](#) will be utilized where 6' of physical distancing can not be maintained between students.

Face coverings are required to be worn by students and employees in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#) and [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#).

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Face covering breaks should be employed as allowed.

Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body.

Limit the number of assemblies happening during the school day in an effort to avoid large congregations of people.

A touchless Point of Sale system will be implemented in the cafeteria.

Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to.

If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.

Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.).

Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking.

Grab & Go meals will be made available to students.

Individually plated meals will be served to students.

Buffet style meals will not be utilized until further notice.

[CDC Guidance on Handwashing](#) will be provided to staff and students.

[CDC Guidelines on Face Coverings](#) will be provided to staff and students.

[CDC Guidelines on How to Stop the Spread of Germs](#) will be provided to staff and students.

Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.

A [comprehensive signage plan](#) has been developed for the District.

Messaging about behaviors that promote everyday protective measures & how to stop the spread of germs will be included on principal & morning announcements.

School-based web-sites will include information/ videos that promote everyday protective measures & how to stop the spread of germs.

Visitors, volunteers, presenters, and family visitors will be restricted when feasible.

Only in emergency circumstances should forgotten items be brought to the school building by a family.

Virtual meetings with families will be conducted when possible.

Promote behaviors that reduce the spread and maintain healthy environments in accordance with [CDC Youth Sports Guidelines](#).

Select & provide safe opportunities for exercise and recreational sporting events that consider: 1) Physical proximity of students and length of time that students are close to each other or employees; 2) Amount of necessary touching of shared equipment; 3) Ability to engage in

physical distancing while not actively engaged in play; 4) Engagement of students at higher risk of developing serious disease; and 5) Size of team.

Use outdoor spaces as much as possible, weather permitting.

BYOT will be supported for students to use their own devices.

Students are provided individual lockers to store their personal possessions.

Elementary students will be provided with individual storage bins to secure their personal instructional items.

Where possible, students will be provided with their own textbook. When not possible, students will be provided with supplemental text resources and/or disinfectant wipes to clean the text after use.

Where available, students should be provided with personal instructional materials and/or disinfectant wipes (or soap/water as appropriate) to clean after use.

Alternate entrances, as well as arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings.

Directional signage for one-way student traffic will be placed in hallways as appropriate.

Staggered class ending periods will be employed if possible to reduce congregate settings at lockers.

Building administration will limit the number of assemblies happening during the school day.

Create physical distancing seating expectations on school busses consistent with relevant guidance.

Driver and passengers are required to wear face covering in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#).

Load the bus by filling seats from back to front to limit students walking past students to find a seat.

Do not seat students in the front row of the bus.

Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.

	<p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</p> <p>Assign 1 student per seat on the school bus. (Yellow Phase)</p> <p>The Mt. Lebanon Extended Day program will be required to submit a Health & Safety Plan to the District that aligns with the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools</p> <p>Where feasible, students will be kept in classrooms and teachers rotated to the students.</p> <p>A teacher’s classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes.</p>
--	--

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>All employees and students should self-assess daily at home for signs/ symptoms of COVID-19 prior to reporting to school.</p> <p>Students and employees should stay home when sick.</p> <p>All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described: Employees will follow the Instructions for Using the Daily COVID-19 Self Screen Google Form</p> <p>During Yellow Phase or an instance of a confirmed case in the Green Phase, students and families, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will complete and sign-off on the student’s questionnaire.</p> <p>Responses to the student’s screening questionnaire should be submitted to the Homeroom Teacher upon arrival each day and then filed by the Homeroom Teacher.</p> <p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.</p>

	<p>The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p> <p>Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.</p> <p>A District communication (email and posting on the District web-site) would occur to the community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.</p>
--	---

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>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school.</p> <p>Maintain communication with local and state authorities to determine current mitigation levels in the community.</p> <p>Providing reasonable accommodations as permitted under applicable law(s).</p> <p>Utilize available substitute employees and guest substitute teachers in the case of an employee illness.</p> <p>Face coverings are required to be worn by students and employees in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the</p>

student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (mask or face shield with mask underneath) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Face covering breaks should be employed as allowed.

Protocols will be determined on a case-by-case basis for students and employees with complex needs using appropriate and reasonable accommodations applicable under the law to fully support a safe teaching and learning environment.

Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Mt. Lebanon School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 29, 2020**.

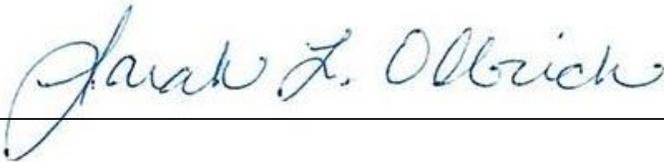
The plan was approved by a vote of:

 5 Yes

 4 No

Affirmed on: July 29, 2020

By:



(Signature of Board President)*

Sarah L. Olbrich

(Print Name of Board President)

Appendix A
24 P.S. § 5-520.1 Submittal

Section 520.1

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. Mt. Lebanon School District's Calendar and Schedule(s) for SY 2020-21

a. School Year Calendar

School Year Start Date: August 24, 2020

School Year End Date: June 4, 2021

Total Number of Instructional Days (Must Meet Minimum 180 Days) 184*

*August 24 - August 28, 2020 are Act 80 days.

b. A sample weekly academic schedule as approved by the LEA's governing body.

[Mt. Lebanon Cyber Academy K-5](#)

[Mt. Lebanon Hybrid Instruction K-5](#)

[Mt. Lebanon Remote Instruction K-5](#)

[Middle School Schedules](#)

[High School Schedules](#)

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

Mt. Lebanon School District is offering the Mt. Lebanon Cyber Learning Academy to those students and families who have a safety/health concern of returning to the school building at the onset of the 2020-2021 school year. Additionally should there be a need to reduce the density inside of the school buildings, the Mt. Lebanon School District will provide a hybrid model of instructional delivery. In both instances, remote learning will occur.

To ensure access to this remote learning, the Mt. Lebanon School District will provide to

students who express a need for a device a Chromebook. The District has made information available to families about Internet resources from commercial providers. Furthermore, the District will explore purchasing a number of MiFi devices should there be a family in need of Internet services. Finally, the District partnered with the Allegheny Intermediate Unit's Waterfront Learning to use AcceleratedEd (K-5) and Edgenuity (6-12) as the learning management system that will provide instructional access for all students to the curriculum.

3. The Chief School Administrator and Board President affirm the following:

- The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Mt. Lebanon School District

Timothy J. Steinhauer

Signature of Chief School Administrator _____ Date 07/30/20

Jack L. Olbrich

Signature of Governing Body President _____ Date 07/30/20

Date Approved at Board Meeting: July 29, 2020

Please submit this signed form to RA-EDContinuityofED@pa.gov along with the following attachments: The proposed weekly schedule and a copy of the board minutes at which such schedule was approved.