



# Phased School Reopening Health and Safety Plan Template

---

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

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

## Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team.....	5
Key Strategies, Policies, and Procedures .....	7
Cleaning, Sanitizing, Disinfecting and Ventilation.....	9
Social Distancing and Other Safety Protocols.....	12
Monitoring Student and Staff Health .....	13
Other Considerations for Students and Staff.....	22
Health and Safety Plan Professional Development .....	25
Health and Safety Plan Communications .....	26
<b>Health and Safety Plan Summary</b> .....	27
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	27
Social Distancing and Other Safety Protocols .....	27
Monitoring Student and Staff Health.....	28
Other Considerations for Students and Staff .....	30
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	31

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

## Health and Safety Plan: **William Penn School District**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 14, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Danielle Seward (Leader)	Pandemic Coordinator	Plan Development and Response Team
Tim McKay	Curriculum, Instruction, & Assessment	Plan Development and Response Team
Catherine Greenstein	Special Education	Plan Development and Response Team
Dujuana Ambrose	Principal	Plan Development and Response Team
Matthew Lammons	Vice Principal	Plan Development and Response Team

Judy Lee	Principal	Plan Development and Response Team
Rob Curry	Vice Principal	Plan Development and Response Team
Becky Vandenberg	Teacher	Plan Development and Response Team
Lisa Bates	Teacher	Plan Development and Response Team
Heidi Quarracino	Teacher	Plan Development and Response Team
Jen Cifuni	Teacher	Plan Development and Response Team
Stephanie Archer	Teacher	Plan Development and Response Team
Jenn Marvil	Special Education, Central Office	Plan Development and Response Team
Cynthia Hyland	Teacher	Plan Development and Response Team
Brittany Lawrence	Teacher	Plan Development and Response Team
Jeff Cuff	Operations	Plan Development and Response Team
Pam Bookman	Communications	Plan Development and Response Team
Janet Braker	Operations	Plan Development and Response Team
Joe Denelsbeck	Principal, Middle School	Plan Development and Response Team
Jim Corkery	Vice Principal	Plan Development and Response Team
Ray Hill	Security	Plan Development and Response Team
Tamara Nash	Registration	Plan Development and Response Team
Rap Curry	Sports/Athletics	Plan Development and Response Team
Sunni Jennings	Technology	Plan Development and Response Team
Lisa Cain	Operations	Plan Development and Response Team
Peter Infante	Operations	Plan Development and Response Team

Eric Colebaugh	Operations	Plan Development and Response Team
Miquel Santa	Operations	Plan Development and Response Team
Andrew Kuhn	Teacher	Plan Development and Response Team
Joe Conley	Human Resources	Plan Development and Response Team
Dawnee Watson-Bouie	Principal, Elementary School	Plan Development and Response Team
Raqueebah Burch	Principal, Elementary School	Plan Development and Response Team
Seamus Smith	Teacher	Plan Development and Response Team
Javon Oates	Principal, Elementary School	Plan Development and Response Team
Warren Danenza	Vice Principal	Plan Development and Response Team
Tracy Boyle	School Nurse	Plan Development and Response Team
Geana Germana	Special Education	Plan Development and Response Team
Nicole Blaisse	Counselor	Plan Development and Response Team
Amanda Rieder	Teacher	Plan Development and Response Team
Stanabelle Dixon-Williams	Psychologist	Plan Development and Response Team

## Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary

should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

### Summary of Responses to Key Questions:

WPSD has established a Pandemic team to properly plan and implement protocols to safely provide a learning environment for the children of WPSD. The district's M & O services are contracted through ARAMARK Facilities Services. Aramark has established a district-wide cleaning protocol that adheres to the most recent CDC and EPA guidelines to mitigate the spread of COVID-19 and other infectious viruses. WPSD is also working collaboratively with our AHERA consultant to provide cleaning and sanitation methods, solutions and implementation plans. In accordance with our COVID-19 plan we are able to procure adequate disinfection supplies that meet OSHA and CDC requirements for COVID-19 through the CARES Act funding and our operating budget for facilities. Our cleaning protocol requires daily repetitive cleaning and sanitation of high touch surfaces and daily sanitation practices after the normal school day. Our existing Facilities contractor has established cleaning and sanitizing guidelines and on-site personnel have received on-going training as required. Implementation will be monitored via adhering to the implementation standards and review by our AHERA consultant.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	All drinking fountains will be closed and mouthpieces taped. Bottle fillers will be in use where applicable. Each closed fountain will be flushed at the end of each day.	All drinking fountains will be closed and mouthpieces taped. Bottle fillers will be in use where applicable. Each closed fountain will be flushed at the end of each day.	Head Custodian & Plumber	EPA Approved Disinfectant	Y
	All frequently touched surfaces will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance	All frequently touched surfaces will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance	Head Custodian	EPA Approved Disinfectant & PPE	Y
	Daily cleaning and sanitizing in all rooms, hallways, and bathrooms.	Daily cleaning and sanitizing in all rooms, hallways, and bathrooms.	Head Custodian	EPA Approved Disinfectant & PPE	Y
	Routine bathroom cleaning and sanitizing will occur weekly via disinfectant mist sprayer.	Routine bathroom cleaning and sanitizing will occur weekly via disinfectant mist sprayer.	M & O Director	None	Y
	Custodial Chemical Vendor has Assured our district will not run out of sanitizing chemical.	Custodial Chemical Vendor has Assured our district will not run out of sanitizing chemical.	M & O Director	None	Y
	Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.	Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.	M & O Director	None	Y

<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	All district custodial staff will be trained on proper chemical application, PPE, and bodily fluid cleanup.	All district custodial staff will be trained on proper chemical application, PPE, and bodily fluid cleanup.	Head Custodian	EPA Approved Disinfectant & PPE	Y
	Hand sanitizing stations will be installed in hallways.	Hand sanitizing stations will be installed in hallways.	Head Custodian	None	N
	Playground equipment will not be in use.	Playground equipment will not be in use.	Head Custodian	None	N
	High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.	High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.	Head Custodian	None	N
	For devices and materials that must be shared, ensure cleaning and disinfecting between uses.	For devices and materials that must be shared, ensure cleaning and disinfecting between uses.	Head Custodian	None	N
	If there is an individual with a suspected or confirmed case, Chester County Health Department recommends closing and cleaning the area of the building where that individual occupied.	If there is an individual with a suspected or confirmed case, PADOH only recommends closing and cleaning the area of the building where that individual occupied.	Head Custodian	None	N
	Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.	Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.	Head Custodian	All	N
	District will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide & /or alcohol.	District will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide & /or alcohol.	Head Custodian	All	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Ventilation systems will be inspected weekly. School staff will increase circulation of outdoor air by opening windows and classroom doors where possible.	Ventilation systems will be inspected weekly. School staff will increase circulation of outdoor air by opening windows and classroom doors where possible.	HVAC Technician and M&O Director	EPA Approved Disinfectant & PPE	

## Social Distancing and Other Safety Protocols

### Key Questions

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

### Summary of Responses to Key Questions:

The building principals, in conjunction with the M & O Director, will strategize the maximum distance possible in each classroom while maintaining viable teaching conditions. WPSD will attempt to schedule classes that minimize student shifting of classes to avoid mass congregate interaction. Each building Principal will establish usage protocols and expected communal interactions within their respective buildings. WPSD has procured antibacterial and hypo-allergenic soap for all building restrooms and wash sinks. Proper hygiene routines will be encouraged and factored into the daily routines. WPSD will work with its Transportation contractor maximize

the social distance space on all vehicles where possible. All visitors are expected to be screened prior to entering the buildings along the CDC protocols. While the district plans to maintain a maximum standard in social distancing, some variations will take place depending on building structure and age levels. WPSD will provide guidelines and training on safety protocols related to maintaining a safe and healthy learning environment for all students, staff and community members. These resources will be available to all stakeholders within the WPSD community.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	We will maintain social distancing and desk placements to the maximum extent feasible. In addition, we will use scheduling alternatives that limits excessive communal movement and interactions to the maximum extent feasible.	We will maintain social distancing and desk placements to the maximum extent feasible. In addition, we will use scheduling alternatives that limits excessive communal movement and interactions to the maximum extent feasible.	Principal-M & O Director		N
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	The district will serve breakfast in the classrooms in all schools to the maximum extent feasible, and lunch will be served in the cafeterias. Where applicable, students are permitted to have recess. School security and staff will be attentive to not allow congregation of students. Hallway use will be staggered by class period if possible	The district will serve breakfast and lunch in the classrooms in all schools to the maximum extent feasible, and lunch will be served in the cafeterias. Where applicable, students are permitted to have recess. School security and staff will be attentive to not allow congregation of students. Hallway use will be staggered by class period if possible	Principal		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Students and staff will be reminded to avoid touching their eyes, nose, and mouth and to maintain social distancing standards to the maximum extent feasible.</p> <p>Staff and students will receive written guidelines related to appropriate hygiene practices.</p>	<p>Students and staff will encouraged to avoid touching their eyes, nose, and mouth with unwashed hands and maintain social distancing standards to the maximum extent feasible.</p> <p>Staff and students will receive written guidelines related to appropriate hygiene practices.</p>	Principal		Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<p>Posters promoting CDC safety precautions will be posted in highly visible locations throughout the building in multiple languages.</p> <p>The district will utilize social media accounts as well as mailings (electronic/paper) &amp; website will provide information on behaviors that prevent the spread of COVID-19.</p>	<p>Posters promoting CDC safety precautions will be posted in highly visible locations throughout the building in multiple languages.</p> <p>The district will utilize social media accounts as well as mailings (electronic/paper) &amp; website will provide information on behaviors that prevent the spread of COVID-19.</p>	Principal	Posters/Signage	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Essential visitors includes: delivery persons, families with prearranged appointment, families picking up a child, agency personnel who provide direct support to students.</p> <p>To the maximum extent feasible, family appointments will be conducted virtually, and children being picked up by family will be taken to the family vehicle to limit entry into buildings.</p> <p>All staff, vendors, legal guardians, or guests will receive a health screening and temperature check upon arriving on any WPSD site.</p> <p>Vendors are required to have COVID H&amp;S plans submitted to LEA prior to arriving to district buildings and facilities.</p>	<p>Essential visitors includes: delivery persons, families with prearranged appointment, families picking up a child, agency personnel who provide direct support to students.</p> <p>All staff, vendors, legal guardians, or guests will receive a health screening and temperature check upon arriving on any WPSD site.</p> <p>To the maximum extent feasible, family appointments will be conducted virtually, and children being picked up by family will be taken to the family vehicle to limit entry into buildings.</p> <p>Vendors are required to have COVID H&amp;S plans submitted to LEA prior to arriving to district buildings and facilities.</p>	<p>Principal The Business Office Director of Student</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Minimize equipment sharing, and clean and disinfect shared equipment between uses by different people.</p> <p>Individual, not group performance skill-building drills or conditioning while maintaining distance.</p> <p>Recess yard will be monitored with each class occupying a zone monitored by an adult.</p> <p>All students will practice social distancing to the maximum extent feasible. Per CDC, masks or shields are not required during recess if distance can be met.</p>	<p>Minimize equipment sharing, and clean and disinfect shared equipment between uses by different people.</p> <p>Individual, not group performance skill-building drills or conditioning while maintaining distance.</p> <p>Recess yard will be monitored with each class occupying a zone monitored by an adult.</p> <p>All students will practice social distancing to the maximum extent feasible. Per CDC, masks or shields are not required during recess if distance can be met.</p>	<p>PE Teachers, coaches, athletics Director</p>	<p>N</p>	<p>Y</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>For devices and materials that must be shared, ensure cleaning and disinfecting between uses.</p>	<p>For devices and materials that must be shared, ensure cleaning and disinfecting between uses.</p>	<p>Teachers, school staff</p>	<p>N</p>	<p>Y</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Where possible, staggered schedules, start and end times to limit crowds.</p> <p>Where applicable, hallways will be one way</p>	<p>Where possible, staggered schedules, start and end times to limit crowds.</p> <p>Where applicable, hallways will be one way</p>	<p>Principal, teachers</p>	<p>Floor signage</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Passengers should wear masks and maintain social distancing practices (limit number of passengers, i.e. two per seat and every other row if possible). High touch areas will be cleaned routinely, open windows to maximize outside airflow in the cabin weather permitting.</p> <p>Drivers are required to wear a face covering expected if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or task.</p>	<p>Passengers should wear masks and maintain social distancing practices (limit number of passengers, i.e. two per seat and every other row if possible). High touch areas will be cleaned routinely, open windows to maximize outside airflow in the cabin weather permitting.</p> <p>Drivers are not expected to wear a face covering if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or task.</p>	Transportation Contractor		N
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Desks will face in the same direction maximizing separation distance.</p> <p>Keep students outside more, as weather and space permits.</p> <p>Convert cafeterias, libraries, gymnasiums, auditoriums, outdoor areas into classroom space where applicable</p>	<p>Desks will face in the same direction maximizing separation distance.</p> <p>Keep students outside more, as weather and space permits.</p> <p>Convert cafeterias, libraries, gymnasiums, auditoriums, outdoor areas into classroom space where applicable</p>	Principal		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>Establish standards CDC suggested screening protocols with any daycare using district facilities or transporting students to school.</p> <p>Local childcare providing on site care will submit H&amp;S plan to LEA for approval.</p>	<p>Establish standards CDC suggested screening protocols with any daycare using district facilities or transporting students to school.</p>	Director of student support services	N	Y
<b>Other social distancing and safety practices</b>	None	None			

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

The table below outlines the various methods and strategies the William Penn School District will take to take appropriate measures to maintain and safe and healthy learning environment for students, families and employees. All stakeholders will be given written guidelines and notifications related to Covid 19 related district procedures and practices.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<p><b>Students</b> 1) At-home screens prior to leaving for school, if sick stay home. 2) observational screening by school staff, 3) in-class screening via short electronic questionnaire to gauge exposure and general health, 4) if needed, physical screening with nurse or designee- includes temperature check and short electronic questionnaire.</p> <p><b>Staff</b> 1) Self-monitoring prior to arrival in school. If sick, stay home. 2) If becomes sick on-site, will be asked to go home and see a physician.</p>	<p><b>Students</b> 1) At-home screens prior to leaving for school, if sick stay home 2) observational screening by school staff, 3) in-class screening via short electronic questionnaire to gauge exposure and general health, 4) if needed, physical screening with nurse or designee- includes temperature check and short electronic questionnaire.</p> <p><b>Staff</b> 1) Self-monitoring prior to arrival in school. If sick, stay home. 2) If becomes sick on-site, will be asked to go home and see a physician.</p>	Nurses, teachers and related school staff.	Thermometer	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Students will go to an isolation space to await the arrival of the student's legal guardian to arrive.  Staff- Send home.	Students will go to an isolation space to await the arrival of the student's legal guardian to arrive.  Staff- Send home.	Principals, Nurse, health professionals.	Space identified in a school building for an isolation room	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>The William Penn School District will follow the most current return to school requirements provided by the Chester County Health Department. Current requirements are:</p> <p>Presumptive Symptomatic Persons can return to the building if they have met the following criteria: 3 days with no fever, and symptoms improved, and it has been 10 days since symptoms first appeared.</p> <p>If you have tested positive and are asymptomatic, you can return to the building if you have met the following criteria: 10 days have passed since initial test. If you are symptomatic, 14 days with a doctor's note to return.</p> <p>If you have had close contact with someone with COVID-19, you are required to stay home for 14 days after date of last to COVID person; if symptoms, you are required to stay home for 14 days and symptoms have resolved.</p>	<p>The William Penn School District will follow the most current return to school requirements provided by the Chester County Health Department. Current requirements are:</p> <p>Presumptive Symptomatic Persons can return to the building if they have met the following criteria: 3 days with no fever, and symptoms improved, and it has been 10 days since symptoms first appeared.</p> <p>If you have tested positive and are asymptomatic, you can return to the building if you have met the following criteria: 10 days have passed since initial test. If you are symptomatic, 14 days with a doctor's note to return.</p> <p>If you have had close contact with someone with COVID-19, you are required to stay home for 14 days after date of last to COVID person; if symptoms, you are required to stay home for 14 days and symptoms have resolved.</p>	<p>HR, Nurses</p>	<p>None</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>FAQ about COVID 19</li> <li>In person screening questions.</li> <li>Signage in schools</li> <li>Updated procedures related to relevant policies.</li> <li>EduLink system phone blasts</li> </ul>	<ul style="list-style-type: none"> <li>FAQ about COVID 19</li> <li>In person screening questions.</li> <li>Signage in schools</li> <li>Updated procedures related to relevant policies.</li> <li>EduLink system phone blasts</li> </ul>	Communications, Nurses, Business Office	None	N
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Screening questionnaire for visitors to WPSD buildings.</li> </ul>	<ul style="list-style-type: none"> <li>Screening questionnaire for visitors to WPSD buildings.</li> </ul>	School staff	None	Y

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

The table below outlines the William Penn School District's plan for face coverings for students and staff. Reasonable accommodations will be made for students and staff that require it due to a health related concern. Each school principal is working collaboratively with central office staff along with their fellow principals to gather best practices and supports to develop an appropriate school opening plan which will include a clear staffing and deployment plan.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>Students and staff who are at risk are not required to participate on campus, but will be asked to participate via other means.</li> <li>Utilize distance learning options.</li> <li>Make every effort to implement accommodations for medically fragile students and staff.</li> </ul>	<ul style="list-style-type: none"> <li>&lt;MAKE THIS INTO ACTION STEP&gt; Students and staff who are at risk are not required to participate on campus, but will be asked to participate via other means.</li> <li>Utilize distance learning options.</li> <li>Make every effort to implement accommodations for medically fragile students and staff.</li> </ul>	Student Support Services	May need additional protective equipment.	Y
* <b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>All staff are required will be asked to wear a face covering.</li> </ul>	All staff are required to wear a face covering.	Principal	Face Masks	Y
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>All students will be required to wear a face covering on all school district buses, in hallways, and communal areas where social distancing is not feasible due to space limitations.</li> <li>In classrooms, students in grades K-12 will be required to wear a face covering.</li> </ul>	<ul style="list-style-type: none"> <li>All students will be required to wear a face covering on all school district buses, in hallways, and communal areas where social distancing is not feasible due to space limitations.</li> <li>In classrooms, students in grades K-12 will be required to wear a face covering.</li> </ul>	Principal, Teachers	Face Masks	Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Per PADOH (PA Department of Health), Staff and students with medical conditions are not expected to wear a face covering but should social distance with others.</li> </ul>	<ul style="list-style-type: none"> <li>Per PADOH (PA Department of Health), Staff and students with medical conditions are not expected to wear a face covering but should social distance with others.</li> </ul>	Appropriate school staff, teachers, legal guardians		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>A site specific COVID-19 supervisor will be designated at each building to monitor the health of the occupants and enforce the requirements under the plan.</li> </ul>	<ul style="list-style-type: none"> <li>A site specific COVID-19 supervisor will be designated at each building to monitor the health of the occupants and enforce the requirements under the plan.</li> </ul>	Principal		Y

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Facilities Cleaning</b>	Facilities staff	Aramark		None	July 2020	July 2020
<b>Health and safety of students and staff</b>	Families, teachers	Superintendent	Zoom	None	July/August 2020	July/August 2020
<b>SEL Teacher Training</b>	Teachers	EBS/Curriculum and Instruction	Small group training	SEL Curriculum materials	August 2020	August 2020
<b>Guidelines for maintaining a safe and healthy environment</b>	All school staff	Student Services/Business Office	Electronic and paper document reviewed in small groups at school based meetings	None	August 2020	ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan</b>	<ul style="list-style-type: none"> <li>Community-at large</li> <li>Parents</li> <li>Students</li> <li>Community Based orgs/contracted services</li> </ul>	Superintendent Communications Department	Community meetings, website	July 15	ongoing

## Health and Safety Plan Summary: **William Penn School District**

Anticipated Launch Date: **September 14, 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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>All drinking fountains will be closed and mouthpieces taped. Bottle fillers will be in use where applicable. Each closed fountain will be flushed weekly.</p> <p>All frequently touched surfaces will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance</p> <p>Evening- Whole room &amp; hallway walls (where applicable) disinfecting via mist sprayer w/applicable disinfectant</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Maximize social distancing and desk placements. Developing scheduling alternatives that limits excessive communal movement and interactions.</p> <p>Where applicable, students are permitted to have recess. School security and teaching staff will be attentive to not allow congregation of students. Hallway use will be staggered by period if possible.</p> <p>Various methods (signage, videos), Health and Safety plan procedures/best practices. Frequent handwashing.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Where applicable, students are permitted to have recess. School security and teaching staff will be attentive to not allow congregation of students. Hallway use will be staggered by period if possible.</p> <p>Minimize equipment sharing, and clean and disinfect shared equipment between use by different people. Individual, not group performance skill-building drills or conditioning while maintaining distance.</p> <p>Ensure cleaning and disinfecting devices and materials between use.</p> <p>Where possible, staggered schedules, start and end times to limit crowds; where applicable, hallways will be one way.</p> <p>WPSD be able to operate a normal transportation schedule. Students will have to wear protective facial gear (masks)</p> <p>Maximize social distancing and desk placements. Developing scheduling alternatives that limits excessive communal movement and interactions.</p> <p>Establish standards CDC suggested screening protocols with any daycare using or dropping off students.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>*Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Create and distribute an addendum to the following policies for the following reasons as a part of the back to school packet. This document will include procedures for implementation and will require the parent to sign and return it to the school.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Student Code of Conduct- Compliance with school district mandatory efforts to maintain a safe environment for all staff, students and visitors.</li> <li>• Student Dress Code- All students must wear masks while in a school building or engaging in any school related activity.</li> <li>• Discipline- All students will adhere to mandatory Covid 19 related efforts to maintain a healthy learning environment for all. In the event students are not compliant, appropriate measures will be taken to hold the student accountable.</li> <li>• Health and Safety- This update will outline the district's efforts related to daily student wellness screenings: 1) at home, 2) observational screening upon arrival to school, 3) three question in-classroom electronic screening survey and 4) physical screening by the school nurse (if needed).</li> </ul> <p>Students- Each school will have a designated isolation room for students suspected of being sick where the child will be cared for by the nurse of designee, until the student's legal guardian arrives to take the student home. Each student will be asked to see a physician and receive a COVID-19 screening.</p> <p>Staff- The employee will be asked to immediately go home and to see their physician and receive a COVID-19 screening.</p> <p>Visitors- Visitors will be asked to leave the school premises immediately. School district staff will work with the visitor remotely to address any questions or concerns which promoted the visit.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p><b>Returning from Sickness</b> All students and staff returning from sickness must present documentation of a negative COVID 19 screen and/or doctor's note clearing the student or staff member to return to school or work respectively.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b> <b>*Unique safety protocols for students with complex needs or other vulnerable individuals</b>  <b>* Use of face coverings (masks or face shields) by all staff</b>  <b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>  <b>Strategic deployment of staff</b></p>	<p>Each case of student and staff who requests (in writing) special accommodations related to Covid19 health and safety efforts will be considered individually.</p> <p>All staff will receive written procedures regarding the use of masks while conducting their job duties. Non-compliant staff members will be counseled according to the established procedure in the applicable collective bargaining unit.</p> <p>The school district will encourage students and staff to wear their privately-owned face covering, however the district will provide each student and staff member with a face covering.</p> <p>Each school leader will deploy staff to support additional COVID 19 related health and safety efforts. This will include supporting the school nurse as needed, assisting with mask distribution, monitoring students during lunch and recess, ensuring social distancing during school arrival and dismissal.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for William Penn School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 27, 2020

The plan was approved by a vote of: 9 to 0, with 0 abstaining and 0 absent.

Yes

No

Affirmed on: July 27, 2020

By:

*Jennifer Hoff*

---

*(Signature\* of Board President)*

Jennifer Hoff

---

*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.