



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: School District of Haverford Township

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?

The School District of Haverford Township will reopen utilizing the total remote learning model. The District will transition to a hybrid model where students will be present in school 2 days a week and will participate in virtual learning 3 days a week when recommended by health care professionals. Class size will be roughly split in half which will allow for at least 6 feet of social distancing between students. All staff and students will be required to wear masks and/or face shields.

- How did you engage stakeholders in the type of re-opening your school entity selected?

The District formed a planning team which included representation from all stakeholder groups. District families were surveyed multiple times to elicit a wide range of feedback which informed the planning process. The District also engaged in discussions with a variety of health care and infectious disease control professionals.

- How will you communicate your plan to your local community?

A communication plan is included in this document which outlines the various forms of communication that will be employed to keep out community informed. All communication will be translated into a variety of languages based on the needs of our families.

- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Schools will close at the direction of PDE, Governor Tom Wolf, the PA Department of Health and/or the Chester County Department of Health.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

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

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

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Maureen Reusche	Administration	Plan Development & Response Team
Nicole Battestelli	Pandemic Coordinator	Plan Development & Response Team
Sara Christiansen	Administration	Plan Development & Response Team
Jen Saksa	Administration	Plan Development & Response Team
Gregg Parker	Administration	Plan Development & Response Team
Rob Anderson	Technology Administration	Plan Development

JR Gugliemi	Facilities Administration	Plan Development & Response Team
Mike Nolan	Maintenance Administration	Plan Development
George Ramplin	Transportation Administration	Plan Development & Response Team
Pete Donaghy	Parent, HHS Administration	Plan Development
Dan Horan	HMS Administration	Plan Development
Jillian McGilvery	Parent, Lynnewood Administration	Plan Development
George Ramoundos	Manoa Administration	Plan Development
Jabari Whitehead	Chatham Park Administration	Plan Development
Joel DiBartolomeo	Chestnutwold Administration	Plan Development
Elizabeth Mastrocola	Parent, Coopertown Administration	Plan Development
Gary Moyer	Technology Administration	Plan Development
Jessica Gondek	Parent, Special Education Administration	Plan Development
David Parker	Pupil Services Administration	Plan Development
Natalya Adelizzi	Special Education Administration	Plan Development
Randy Taylor	HMS Administration	Plan Development
Matt Crater	HMS Administration	Plan Development
Erika Harvey	HMS Administration	Plan Development
Jerry Ummarino	Manoa Administration	Plan Development
John Berardoni	Parent, HHS Administration	Plan Development
Steve Quinn	HHS Administration	Plan Development

Rosemary Edminston	HHS Administration	Plan Development
Chris White	Technology Administration	Plan Development
JoAnne Hayes	Technology Administration	Plan Development
Laurie VanTrieste	Technology Administration	Plan Development
Tom Straub	Technology Administration	Plan Development
Anna Deacon	Communications	Plan Development
Mary O’Sullivan	Nursing	Plan Development
Maria Pernaci	Teacher	Plan Development
Michelle Kaczmarski	Teacher	Plan Development
Kristen Bilotta	Teacher	Plan Development
Sarah Davit	Teacher	Plan Development
Maureen Gannon	Teacher	Plan Development
Jill Vandevere	Parent, Oakmont Support Staff	Plan Development
Jen Munch-Hayes	School Counselor	Plan Development
Elisa Wright	Parent, HMS Support Staff	Plan Development
Sandy Johnston	Parent, Teacher	Plan Development
Sharon Chianci	HMS Support Staff	Plan Development
Michelle D’Avella	HMS Support Staff	Plan Development
Diane Dowling	Food Services	Plan Development
Kevin DiPaolo	Transportation Administration	Plan Development
Jeff Nesbitt	Curriculum Administration	Plan Development

Sandy Connelly	Curriculum Administration	Plan Development
Brian Keiser	Business Administration	Plan Development
Eileen Stewart	Business Administration	Plan Development
Jeanne Casner	CCDH	Plan Development & Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

All school facilities will be thoroughly cleaned prior to the start of the school year. Adequate supplies have been ordered by the facilities department to ensure proper access to required resources. Schools will be cleaned on a consistent basis as outlined in the Health & Safety plan to maintain the safety of our students and staff. Protocols for cleaning and disinfection are outlined below and include frequent cleaning of high touch point surfaces. Staff responsible for cleaning, sanitizing, disinfecting, and ventilation protocols will be properly trained and will be required to demonstrate their ability to properly implement the procedures in place prior to the start of the school year.

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)
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<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 drinking fountains will be closed and mouth pieces will be valved off. Bottle fillers will be in use where applicable. Each closed fountain will be flushed at the end of each day to prevent water stagnation.</p>	<p>Same as yellow</p>	<p>Facilities Director</p>	<p>EPA Approved Disinfectants Against COVID 19</p>	<p>N</p>
	<p>All frequently touched surfaces will be routinely cleaned, sanitized & disinfected throughout the school day per CDC Guidance</p>		<p>Facilities Director</p>	<p>EPA Approved Disinfectants Against COVID 19 & PPE</p>	<p>Y</p>
	<p>Evening whole room & hallway walls (where applicable) disinfecting via backpack sprayer w/applicable disinfectant and/or electro static foggers</p>		<p>Facilities Director</p>	<p>EPA Approved Disinfectants Against COVID 19 & PPE</p>	<p>Y</p>
	<p>Custodial Chemical Vendor has assured the district will not run out of sanitizing chemical.</p>		<p>Facilities Director</p>	<p>None</p>	<p>N</p>
	<p>Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases</p>		<p>Facilities Director</p>	<p>None</p>	<p>N</p>
	<p>Constant monitoring of each area of the building while routinely cleaning and disinfecting numerous time throughout the day while giving special attention to high touch areas and surfaces such as desk, tables, chairs, door handles, railings, elevator buttons, phones, touch screens, light switches and covers, class equipment, books ,water fountains, and gym equipment</p>		<p>Facilities Director</p>	<p>EPA Approved Disinfectants Against COVID 19 & PPE</p>	<p>Y</p>

<p>Hand sanitizer to be accessible in all areas of buildings, including each instructional space, and inspected throughout day for refilling</p> <p>The facilities department is able to procure adequate disinfecting supplies meeting OSHA and CDC requirements such as multiple handheld and backpack Electrostatic Sprayers with CDC approved spraying solution, 62% alcohol-based hand sanitizer and disinfecting wipes</p> <p>Facilities will continue to monitor our supply in order to acquire supplies on a timely basis from district vendors.</p> <p>Follow ASHRAE recommendations for ventilating buildings such as daily flush of mechanical systems and peak outside air rate introduced to each space for a minimum period of 2 hours prior to occupants re-entering the building.</p> <p>Preparedness will be measured by a detail inspection of all areas of buildings prior to opening by designated stakeholders</p> <p>Transportation</p> <p>All areas of bus interior cleaned after each run by each bus driver utilizing the bus using CDC approved spraying solution and disinfectant wipes with special attention to areas like Doors Handles/Bars</p>	Facilities Director	Hand Sanitizing Products	N
	Facilities Director	EPA Approved Disinfectants Against COVID 19 & PPE	N
	Facilities Director	None	N
	Facilities Director	None	N
	Facilities Director	None	N
	Transportation Director	EPA Approved Disinfectants Against COVID 19	N

	<p>Floors Ceiling Seats Dashboards Steering Wheel Interior Windows Shifter, Controls, and Points of Contact Buses will be ventilated and air dried per use of windows, doors, emergency exit</p> <p>Daily Cleaning and ventilation procedures: Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces frequently</p> <p>Laptops, equipment, educational materials wiped down daily and after use.</p> <p>Make sure ventilation systems are working properly, leave doors (interior only) opened and open windows to increase circulation of outdoor air if possible.</p> <p>Do not have students present when disinfectants are being used or have students participate in disinfecting activities.</p>		<p>Facilities Director</p> <p>Facilities Director</p> <p>Facilities Director</p> <p>Principal/ Teacher/ Facilities Director</p>	<p>EPA Approved Disinfectants Against COVID 19</p> <p>EPA Approved Disinfectants Against COVID 19</p> <p>None</p> <p>None</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p>
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<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>All District Custodial Staff will be trained on proper chemical application, PPE, and bodily fluid cleanup</p>	<p>Same as yellow</p>	<p>Facilities Director</p>	<p>EPA Approved Disinfectants COVID 19 & PPE</p>	<p>Y</p>
	<p>Per ASHRAE, HVAC will continue to run as normal having up to 15 air changes per hour and 15 CFM per occupant. Rooms will be monitored daily for Temp, RH, and Dew Point. When applicable, windows will be opened to increase outside air movement.</p>		<p>Facilities Director</p>	<p>None</p>	<p>N</p>
	<p>Hand Sanitizing Stations will be installed in each classroom.</p>		<p>Facilities Director</p>	<p>Hand Sanitizing Products</p>	<p>N</p>
	<p>Playground Equipment will undergo routine cleaning. High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.</p>		<p>Facilities Director</p>	<p>Routine Cleaning Products on Hand (i.e.: Soap, Water & EPA Disinfectants)</p>	<p>N</p>
	<p>For devices and materials that must be shared, ensure cleaning and disinfecting between uses.</p>		<p>Facilities Director</p>	<p>EPA Approved disinfectants against COVID 19</p>	<p>N</p>
	<p>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.</p>		<p>Facilities Director</p>	<p>EPA Approved disinfectants against COVID 19 and PPE</p>	<p>N</p>
	<p>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. Plastic, stainless steel: half-</p>		<p>Facilities Director</p>	<p>EPA Approved disinfectants against COVID 19 and PPE</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>life of 5.6-6.8 hours, detectable to 3 days Cardboard: half-life of 3.46 hours, detectable to 24 hours.</p> <p>District and transportation will utilize EPA approved surface disinfectants effective for use against SARS-COCV-2, (COVID-19).</p> <p>Per guidelines, in order to maximize air changes within the cabin and increase ventilation, bus windows will be left open to the extent possible and weather permitting.</p>		<p>Facilities Director Transportation Director</p> <p>Transportation Director</p>	<p>EPA Approved disinfectants against COVID 19 and PPE</p> <p>EPA Approved disinfectants against COVID 19 and PPE</p>	<p>N</p> <p>N</p>

Social Distancing and Other Safety Protocols

Key Questions

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

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

Summary of Responses to Key Questions:

Classrooms will be set up with desks 6 feet apart and all facing the same direction. Elementary and middle schools will limit the changing of classes by having special subject teacher (art, music, etc.) push into the classroom. The use of communal spaces will be limited. Seating in the cafeteria will comply with the PADOH's requirement for 6 feet of distancing at the elementary schools. The high school and middle school will offer bagged lunches at the end of the day to be eaten outside of the school setting. The use of outdoor space will be prioritized when feasible and children will remain with their classmates during any outdoor activity, including recess. A handwashing schedule will be established and implemented during the school day to encourage frequent hand washing and/or sanitizing. Students will be required to wear masks on busses and will be limited to 2 students per seat. No visitors will be permitted in the building. Contracted service providers will be required to submit Health & Safety Plans prior to entering district buildings and must comply with the PADOH mask regulation. Staff will be provided training on social distancing and safety protocols. Training will be conducted through a Canvas course and faculty meetings. Preparedness will be measured by responses to questions included in the training. Parents will receive updates to procedures through district communications.

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)
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<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 hybrid schedule will be utilized to limit the number of individuals in classrooms.</p>	<p>Same as yellow</p>	Principal	None	N
	<p>There will be six feet between students, staff, and faculty in classrooms.</p>		Principal	None	N
	<p>Six feet of socially distancing may not be possible where close proximity is required in order to implement a student's IEP or if a student's safety is at risk.</p>		Principal	None	N
	<p>Avoid activities in classrooms that do not support social distancing</p>		Principal	None	N
	<p>Ensure social distancing (defined as 6' or greater by CCHD) in offices and staff lounges, and during staff meetings. Staff meetings may also be held in a virtual format. Per PADOH July 1, 2020 order Section 2, subparagraph E & CCHD School Guidance Updated July 6, 2020 Page 10.</p>		Principal	None	N
	<p>Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing.</p>		Principal	None	N
	<p>Implement strategies to reduce the number of individuals in the hallways at one time including: using one-way traffic patterns, staggering the end of class periods to reduce the number of students in the hall at one time, creating a cohort model at the elementary and middle schools.</p>			None	

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>Monitor interior and exterior campus of school to ensure staff and students do not congregate; students should report directly to scheduled class or supervised area designated by school, close communal areas as needed.</p> <p>Classroom desks will be placed to maximize physical distance with 6 feet being the minimum. All desks will face the same direction.</p> <p>All other furniture designated by the administrative team will be removed from the classroom to maximize social distancing</p>		<p>Principal</p> <p>Principal</p> <p>Director of Facilities</p>	<p>None</p> <p>None</p>	<p>N</p> <p>N</p> <p>N</p>

<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students should avoid face-to-face seating and allow six feet social distancing for meals.</p>	<p>Same as yellow</p>	<p>Principal</p>	<p>Additional Tables and Chairs</p>	<p>Y</p>
	<p>Staff should avoid face-to-face seating while eating and allow for six feet of social distancing.</p>		<p>Staff</p>	<p>None</p>	<p>N</p>
	<p>No sharing of food and utensils.</p>		<p>All</p>	<p>None</p>	<p>Y</p>
	<p>Provide only packaged-breakfast and lunch options. No hot meals will be served.</p>		<p>Director of Food Service</p>	<p>None</p>	<p>N</p>
	<p>Provide packaged breakfast and lunch at the end of the school day for take home and consumption the following day for students who receive free and reduced lunch.</p>		<p>Director of Food Service</p>	<p>Insulated bags for take home meals</p>	<p>N</p>
	<p>Schools may alternate spaces to serve meals in order to ensure cleaning</p>		<p>Principal</p>	<p>None</p>	<p>N</p>
	<p>Alternate settings may include gyms, libraries, and classrooms</p>		<p>Principal</p>	<p>None</p>	<p>N</p>
	<p>HHS and HMS will have packaged lunches available at the end of the day to be taken home. Students will not eat lunch during the in-person school day.</p>		<p>Director of Food Services</p>	<p>None</p>	<p>N</p>
	<p>Prepacked breakfast and lunch will be provided to students who receive free</p>		<p>Director of Food Services</p>	<p>None</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)
	or reduced lunch and attend Haverford Online.				

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand sanitizer will be made available in all common areas, hallways, and/or in classroom.</p>	<p>Same as yellow</p>	<p>Facilities Director</p>	<p>Hand sanitizing products</p>	<p>N</p>
	<p>Teach and reinforce washing hands and covering coughs and sneezes among students and staff.</p>		<p>All</p>	<p>None</p>	<p>Y</p>
	<p>Avoid touching your eyes, nose, and mouth with unwashed hands.</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Sneeze and cough into a cloth or tissue or, if not available, into one's elbow to reduce the spread of the virus in respiratory droplets (the common transmission pathway for the virus)</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Do not shake hands and only engage in approved physical contact.</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Do not share your personal phone, pen/pencil/computer mouse with others. If using shared laptops or keyboards, disinfect before each use</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Hands should be washed regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater.</p>		<p>All</p>	<p>Soap/Water/ Hand Sanitizer</p>	<p>N</p>
	<p>Staff and students should wash or sanitize hands when they enter school, before and after lunch, when they</p>		<p>All</p>	<p>Soap/Water/ Hand Sanitizer</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)
	return from outside, at regular break times throughout the day, and at dismissal.				
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>CDC poster resources will be posted in highly visible locations throughout the building.</p>	<p>CDC poster resources will be posted in highly visible locations throughout the building.</p>	<p>District Administration</p>	<p>CDC Posters for handwashing, mask wearing, and general healthy habits in multiple languages</p>	<p>N</p>
	<p>Ensure information is posted about everyday protective measures such as proper handwashing, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents and guardians (websites, emails, etc.)</p>	<p>Ensure information is posted about everyday protective measures such as proper handwashing, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents and guardians (websites, emails, etc.)</p>	<p>District Administration</p>	<p>CDC Posters for handwashing, mask wearing, and general healthy habits in multiple languages Daily announcements Website Posters & Other Signage</p>	<p>N</p>
	<p>Social media accounts as well as mailings (electronic/paper) & website will provide information on behaviors that prevent the spread of COVID-19.</p>	<p>Social media accounts as well as mailings (electronic/paper) & website will provide information on behaviors that prevent the spread of COVID-19.</p>	<p>Communications Coordinator</p>	<p>CDC Posters for handwashing, mask wearing, and general healthy habits in multiple languages</p>	<p>N</p>

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Avoid scheduling large group activities such as field trips, inter-group events, and extracurricular activities. Use virtual options when possible.</p>	<p>Same as yellow</p>	<p>Principal</p>	<p>None</p>	<p>N</p>
	<p>Revise procedures for parent pickup at all buildings so parents do not have to enter the building to pick up their children.</p>		<p>Principal</p>	<p>None</p>	<p>N</p>
	<p>Revise procedures for late student arrivals at all buildings by reducing need for parent to enter the school.</p>		<p>Principal</p>	<p>None</p>	<p>N</p>
	<p>No visitors or volunteers will be permitted in district buildings.</p>		<p>Principal</p>	<p>Signage</p>	<p>N</p>
	<p>Parent meetings will be held virtually. This includes IEP meetings, parent-teacher conferences, back to school night, and any other meeting that would typically require a parent to be present in the school building.</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Contracted service providers are required to have COVID H&S plans submitted to LEA prior to arriving on campus.</p>		<p>District Administration</p>	<p>None</p>	<p>N</p>
	<p>Contracted service providers are required to wear masks in-compliance with the PADOH.</p>		<p>Principal</p>	<p>PPE</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Minimize equipment sharing. Clean and disinfect shared equipment after each class or recess period.</p>	<p>Same as yellow</p>	<p>All</p>	<p>None</p>	<p>N</p>
	<p>Use individual conditioning and skill-based drills while maintaining social distancing expectations.</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Recess yard will be monitored to maintain class pods and meet social distancing expectations by an adult.</p>		<p>All</p>	<p>None</p>	<p>N</p>
	<p>Each school entity must adopt and develop an Athletics Health and Safety Plan per PDE and PIAA guidance.</p>		<p>District Administration</p>	<p>None</p>	<p>Y</p>
	<p>Middle and high school sporting activities will be guided by PIAA and CDC recommendations.</p>		<p>District Administration</p>	<p>None</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)
Limiting the sharing of materials among students	For devices and materials (novels, calculators, art materials, physical education equipment, etc.) that must be shared, ensure cleaning and disinfecting between uses.	Same as yellow	All	Disinfecting Wipes	N
	Limit shared items to the maximum extent possible.		Principals/Teachers	None	N
	Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas.		Principal/ Teachers	None	N
	Students at the middle and high school will not be using lockers. They will carry book bags.		District Administration	None	N
	Change student supply lists so that all students have individual materials.		District Administration	Additional materials, as needed	N
	Utilize donations of individual supplies for students in need.		Home and School Visitors	Donated items	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)
Staggering the use of communal spaces and hallways	Stagger dismissal between class periods	Same as yellow	Principal	None	N
	The cohort concept will be utilized K-8. This will limit student movement in the hallways.		Principal	None	N
	Where applicable, hallways will be one way. Students will be directed to keep moving and avoid congregating per recommendations from CCDH.		Principal	Signage	N
	Staggered schedules, start and end times to limit crowds.		Principal	Visual markers in the halls	Y

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Administration encourages parents, guardians, and students to practice social distancing at all bus stops. Per updated guidance from CCHD, social distancing is defined as 6’ or greater. Procedures for bus riding will be provided prior to the start of school.</p>	<p>Same as yellow</p>	District Administration	None	Y
	<p>Buses will operate with two children per seat. All students are required to wear a face covering: shield or mask as social distancing will not be possible. Students from the same family will sit together whenever possible.</p>		Transportation Director	District will provide masks to children	N
	<p>The transportation department will provide each building with a bus stop list, designated seats, embarking and disembarking procedures. At dismissal buildings will direct students to follow the plan provided by the transportation department.</p>		Transportation Director	None	N
	<p>Load the bus by filling seats from back to front to limit students walking past other students to find a seat.</p>		Bus driver	None	N
	<p>Do not seat students in front rows of the bus.</p>		Bus driver	None	N
	<p>The transportation department will utilize EPA approved surface disinfectants effective for use against SARS CoCV-2, (COVID19</p>		Facilities Director/ Transportation Director	EPA Approved Disinfectants and PPE	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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Utilize a hybrid schedule throughout the district.	Same as yellow	District Administration	None	N
	Utilize the cohort model at the elementary and middle schools.		Principal	None	N
	Special / Unified Arts area teachers will push into classrooms or take classes outside for instruction. (K-8)		Principal/Teacher	None	N
	Convert large group space like libraries, gymnasiums, and auditoriums into classroom or cafeteria space if necessary.		Principal	Desk, as needed	N
	Ensure 6 feet of social distancing in all instructional areas.		Principal	None	N
	Change instructional aide schedules to limit the number of adults working with students if necessary.		Principal	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Child Care providers housed in district buildings must comply with the District’s Health & Safety Plan.	Same as yellow	District Administration	None	N
	DCIU operated classrooms are required to comply with the District’s Health & Safety Plan.		District Administration	None	N
	District will coordinate with child care providers to encourage offerings for a hybrid schedule of students.		District Administration	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	Avoid all non-essential approved travel for staff and students.	Same as yellow	District Administration	None	N
	Conduct field trips, inter-group activities, community based instruction, work studies, & extracurricular activities following the social distancing and hygiene practices as described in the SDHT Health and Safety Plan. Use virtual options when possible.		All	None	N
	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.		District Administration	None	N
	District will consult with local law enforcement to seek guidance for anticipated increase in arrival and dismissal traffic as more parents opt out of district transportation.		District Administration	None	N

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:

Families will be given information regarding the common symptoms of COVID-19 and asked to keep sick children at home. Staff will be trained to identify symptoms of COVID-19 and those students will be sent to the nurse for evaluation. Parents, students, and staff will participate in daily self-monitoring prior to arriving at school every day. The District will abide by the regulations set forth by the Chester County Department of Health with regard to quarantine or isolation of any staff or student that tests positive for COVID-19. In addition, the Chester County Department of Health will make the determination for quarantine or isolation of staff and students outside of instances of isolation due to symptoms while at school prior to a COVID-19 test. Staff and students will need to meet the Chester County Department of Health criteria before returning to school/work. Staff who are unable to return to work should utilize FMLA or FFCRA provisions as applicable. Students who are unable or uncomfortable to return can participate in our online option.

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Provide ongoing communications to staff and parent/guardians about the importance of staying at home if they are sick</p>	<p>Same as yellow</p>	District Administrator	None	N
	<p>Educate all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19.</p>		District Administrator	None	Y
	<p>Staff and students will be screened at home before leaving for work or school. District will provide guidance from CCDH (written and video) about symptom monitoring. Students or staff members must be excluded from school if the answer to any of the below symptoms is “yes.”</p> <ul style="list-style-type: none"> cough, shortness of breath, fever of 100 degrees F, sore throat, chills, new loss of taste or smell, body aches, nausea/vomiting/diarrhea, congestion NOT due to seasonal allergies, unusual fatigue. <p><u>Chester County Health Department</u></p>		Parent/ Staff	None	N
	<p>No student or staff with symptoms will be permitted in school.</p>		Principal	None	N
	<p>Per CCHD, staff and students must notify district if absence is due to COVID-19. (contact building principal)</p>		Parents/ Staff	None	N
	<p>Administration will actively monitor students and staff in classrooms,</p>		District Administrator	None	N

<p>cafeterias, hallways, common areas, etc. for obvious symptoms. Staff will send students to the school nurse if symptoms arise or are suspected.</p> <p>Bus drivers play a role in assessing symptoms when students board the bus. Drivers are asked to contact the transportation director should they suspect a student is ill. Drivers are expected to isolate the student, to the extent possible, from other students. Once the bus arrives on campus, the district administrator will implement procedures for assessing the student and notifying the parent. At no time should a driver ever deny a student the opportunity to board a school bus because of suspected illness.</p> <p>SDHT will monitor student and employee absenteeism closely, as absenteeism may be an early warning sign of larger health concerns. Procedures will be evaluated if 10% or more of the population is absent during a confirmed COVID community outbreak.</p> <p>Per CCHD As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100 F? Cough, shortness of breath, sore throat, stomachache,</p>		Staff	None	Y
		Transportation Director	None	Y
		District Administrator	None	N
		Building Nurse	Infrared no touch thermometers. PPE	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>headache, rash, loss of appetite, smell and/or taste?</p> <p>Adopt flexible attendance policies for students.</p> <p>District will comply with FFCRA for staff.</p>		<p>District Administrator</p> <p>District Administrator</p>	<p>None</p> <p>None</p>	<p>N</p> <p>N</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>District will maintain adequate personal protective equipment for use when individuals become ill.</p>	<p>Same as yellow</p>	<p>Facilities Director</p>	<p>PPE</p>	<p>N</p>
	<p>An isolation room will be created solely for the purpose of isolating any occupant who has symptoms of Influenza A, B, or COVID-19. A staff member, not the school nurse, will monitor the student(s) until parents/guardians arrive to pick up student(s).</p>		<p>Facilities Director/ District Administrator</p>	<p>PPE</p>	<p>Y</p>
	<p>The use of masks for persons with respiratory symptoms and/or fever is required if tolerated by the person and developmentally appropriate.</p>		<p>All</p>	<p>PPE</p>	<p>N</p>
	<p>District will monitor symptoms of students, staff, and essential visitors throughout the day to include immediately separating individuals with COVID-19 symptoms into the designated isolation room</p>		<p>District Administration</p>	<p>None</p>	<p>Y</p>
	<p>District will immediately close off the area(s) used by the sick person and will not use until cleaning and disinfecting has occurred.</p>		<p>Facilities Director</p>	<p>PPE & EPA Approved Cleaner & Disinfectant</p>	<p>Y</p>
	<p>Staff will be trained on the symptoms and procedures of sending individuals with symptoms to the school nurse/office; parents/guardians will be made aware of the classroom protocol. All persons being sent to the nurse, regardless of the reason, will have their temperature taken prior to entering the nurses suite. If the temperature exceeds 100 degrees, the</p>		<p>District Administration</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)
	<p>nurse will screen the person for symptoms of Covid-19.</p> <p>Individuals who are sick or have a temperature must go home or to a healthcare facility depending on how severe they are; prior to leaving the school, guidance for self-isolation at the home and guidelines for returning to school will be provided. Students who are being sent home will be escorted out of the building to the person picking the student up. The person picking up the student should call the school upon arrival and should not enter the building.</p> <p>District will inform parents to be prepared in the event their student has to stay home per the exclusion requirements.</p> <p>District will provide remote learning for students excluded from school for COVID-19 who are well enough to continue learning.</p> <p>If an individual requires transportation by ambulance, District will alert the ambulance and the hospital that person may have COVID-19.</p>		<p>Health Services</p> <p>District Administrator</p> <p>Principals/ Teachers</p> <p>Health Services</p>	<p>PPE</p> <p>None</p> <p>Remote Learning materials</p> <p>Per CCDH</p>	<p>Y</p> <p>N</p> <p>Y</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)
* Returning isolated or quarantined staff, students, or visitors to school	The District will comply with the CCDH guidance set forth below: <u>Chester County Department of Health</u>	Same as yellow	District Administrator/ Health Services	None	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Staff and students should notify district if an absence is due to COVID-19.</p> <p>District will notify CCHD by calling 610-344-6452 of any confirmed case of COVID-19 while maintaining confidentiality. CCHD will investigate, complete contact tracing, and provide appropriate guidance.</p> <p>CCHD will notify District if staff or students test positive, are exposed, or become ill and have to self-isolate.</p> <p>CCHD will not notify the general community if staff or students test positive, are exposed, or become ill and have to self-isolate.</p> <p>District will communicate changes in safety protocols and school closures on the school website and electronic communications.</p> <p>School nurses should use a tracking form to track students with symptoms of COVID-19 and report to local health officials for follow-up.</p>	Same as yellow	<p>District Administrator</p> <p>District Administrator/ Health Services</p> <p>CCHD</p> <p>CCHD</p> <p>Administrator</p> <p>School Nurses</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</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)
Other monitoring and screening practices	District will coordinate all public release of information with CCDH.	Same as yellow	District Administrator	None	N
	District will reevaluate Health and Safety Plan as new guidance is received from PADOH and CCHD.		District Administrator	None	N
	All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.		Administrator Building School Nurse	None	N
	For known or suspected COVID19 cases, local health officials will be notified for further instruction.		District Administrator	None	N
	If a student or staff is aware of an exposure to a positive COVID19 case they are required to contact the Chester County Health Department and their physician for treatment, isolation, and quarantine instructions.		District Administrator	None	N
			District Administrator	None	N

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

PADOH requires those who are 2 years old and older to wear face coverings in all public places including schools. Students at higher risk for severe illness will have the option to attend the online education program. The District contracts with a substitute services and are utilizing additional options for substitute needs. District staff will be deployed throughout the district to support the social emotional wellness of our students. Guidance counselors have prepared to support students returning to school and the curriculum department has developed a plan for students who may need more support academically.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Limit or cancel all non-essential travel. Use virtual option when possible.	Same as yellow	District Administrator	None	N
	Offer remote learning through Haverford Online.		District Administrator	Haverford Online	N
	Limit movement in and out of classrooms with high-risk students.		Principal	None	N
	Teachers at higher risks should avoid gathering in groups of any size and avoid common areas such as staff lounges		Staff	None	N
	For Staff: <ul style="list-style-type: none"> • District will comply with FFCRA and State guidance. • Utilize FMLA For Students: <ul style="list-style-type: none"> • Adopt flexible attendance requirements • Students who are at risk are not required to participate on campus, but will be asked to participate via other means. 		District Administrator	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All adults must wear a face covering (mask and/or face shield) while on school property, or when using school vehicles.</p>	<p>Same as yellow</p>	<p>All Adults</p>	<p>PPE</p>	<p>N</p>
	<p>Bus drivers must wear a face covering (mask and/or face shield) while on school property, or when operating the bus.</p>		<p>Transportation Staff</p>	<p>PPE</p>	<p>N</p>
	<p>Face coverings must be worn unless one of the exception criteria is met per the PADOH order Section 3. You can find that information by clicking here: PA Department of Health Masking order.</p>		<p>District Administrator</p>	<p>PPE</p>	<p>N</p>
	<p>Masks and/or face shields will be provided for all staff. Transparent face coverings will be provided to staff who work with students with communication needs/ hearing impairments. Masks from home are appropriate. No person may enter a building without a mask. Signs are placed at each entrance.</p>		<p>District Administration</p>	<p>PPE</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All students must wear a mask and/or face shield while on school property, or to ride school vehicles-unless they have a medical or mental health condition, documented in accordance with the American with Disabilities Act, the precludes the wearing of a face covering in school.</p> <p>While the district encourages families to send students in wearing masks/ face shields they find comfortable, the district will provide students with masks. Transparent face coverings will be provided for students with communication needs and/or hearing impairments.</p>	<p>Same as yellow</p>	<p>Principal</p>	<p>PPE</p>	<p>N</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>SDHT will develop educational alternatives for students with complex needs or vulnerabilities</p> <p>IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.</p>	<p>Same as yellow</p>	<p>District Administrator</p> <p>Principal School Nurse</p>	<p>None</p> <p>None</p>	<p>N</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)
Strategic deployment of staff	Create a flexible staffing plan that can adjust to the needs of face to face instruction and remote learning via Haverford Online, where feasible.		District Administrator	None	N
	Monitor the staffing needs of Health Services in each building.		District Administrator	None	N

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting School Buildings & Equipment	Custodial Staff	JR Guglielmi	Video/ In person	3M Training	July 20, 2020	As needed
Welcome Back to School - Procedures for Students and Families	Students & Families	District Administration	Canvas Course	Canvas, CDC, PA Department of Health, and other health resources	August 24, 2020	August 28, 2020
Welcome Back to School - Procedures for Staff	Staff	District Administration	Canvas Course	Canvas, CDC, PA Department of Health, and other health resources	August 17, 2020	August 21, 2020
Athletics Plan	Coaches & Athletes	JoAnne Patterson	Meeting	Athletics Plan		
Bus Driver – Health & Safety Training	Transportation Staff	George Ramplin	Meeting	Health & Safety Plan	August 24, 2020	On going

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
Opening of School - Initial Planning	School Board Parents/Guardians Staff	Dr. Maureen Reusche Superintendent	Board Presentation, email & website	July 2, 2020	ongoing
Health & Safety Plan	School Board Parents/Guardians Staff	Dr. Maureen Reusche Superintendent	Board Presentation, email & website	July 23, 2020	ongoing
Review of Health & Safety Plan	Parents/Guardians Staff	Dr. Maureen Reusche Superintendent	Email & website	July 31, 2020	ongoing
Welcome Back – Families (expectations for bussing, screenings, and building procedures)	Parents/Guardians Staff Students	Building Principal	Email & website	August 13, 2020	ongoing
Professional Development Plan	Staff	Jen Saks Director of Curriculum & Instruction	Email	August 19, 2020	ongoing
Good Hygiene & Healthy Habits	Students & Staff	Building Principal	Daily Announcements	August 31, 2020	ongoing

Health and Safety Plan Summary: School District of Haverford Township

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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	All school facilities will be thoroughly cleaned prior to the start of the school year. Adequate supplies have been ordered by the facilities department to ensure proper access to required resources. Schools will be cleaned on a consistent basis as outlined in the Health & Safety plan to maintain the safety of our students and staff. Protocols for cleaning and disinfection are outlined below and include frequent cleaning of high touch point surfaces. Staff responsible for cleaning, sanitizing, disinfecting, and ventilation protocols will be properly trained and will be required to demonstrate their ability to properly implement the procedures in place prior to the start of the school year.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classrooms will be set up with desks 6 feet apart and all facing the same direction. Elementary and middle schools will limit the changing of classes by having special subject teacher (art, music, etc.) push into the classroom. The use of communal spaces will be limited. Seating in the cafeteria will comply with the PADOH's requirement for 6 feet of distancing at the elementary schools. The high school and middle school will offer bagged lunches at the end of the day to be eaten outside of
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>the school setting. The use of outdoor space will be prioritized when feasible and children will remain with their classmates during any outdoor activity, including recess. A handwashing schedule will be established and implemented during the school day to encourage frequent hand washing and/or sanitizing. Students will be required to wear masks on busses and will be limited to 2 students per seat. No visitors will be permitted in the building. Contracted service providers will be required to submit Health & Safety Plans prior to entering district buildings and must comply with the PADOH mask regulation. Staff will be provided training on social distancing and safety protocols. Training will be conducted through a Canvas course and faculty meetings. Preparedness will be measured by responses to questions included in the training. Parents will receive updates to procedures through district communications.</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>Families will be given information regarding the common symptoms of COVID-19 and asked to keep sick children at</p>

Requirement(s)	Strategies, Policies and Procedures
<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>home. Staff will be trained to identify symptoms of COVID-19 and those students will be sent the to nurse for evaluation. Parents, students, and staff will participate in daily self monitoring prior to arriving at school every day. The District will abide by the regulations set forth by the Chester County Department of Health with regard to quarantine or isolation of any staff or student that tests positive for COVID-19. In addition, the Chester County Department of Health will make the determination for quarantine or isolation of staff in students outside of instance of isolation due to symptoms while at school prior to a COVID-19 test. Staff and students will need to meet the Chester County Department of Health criteria before returning to school/work. Staff who are unable to return to work should utilize FMLA or FFCRA provisions as applicable. Students who are unable or uncomfortable to return can participate in our online option.</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>Strategic deployment of staff</p>	<p>PADOH requires those who are 2 years old and older to wear face coverings in all public places including schools. Students at higher risk for severe illness will have the option to attend the online education program. The District contracts with a substitute services and are utilizing additional options for substitute needs. District staff will be deployed throughout the district to support the social emotional wellness of our students. Guidance counselors have prepared to support students returning to school and the curriculum department has developed a plan for students who may need more support academically.</p>

Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

Yes
 No

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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