UPPER PERKIOMEN SCHOOL DISTRICT
COVID-19 HEALTH AND SAFETY PLAN – FINAL

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

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

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

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

☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

☐ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

X 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). With exception to students with the most complex disabilities.

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

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)**: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

INDIVIDUALS	STAKEHOLDER GROUP REPRESENTED	TEAM ROLES AND RESPONSIBILITIES
Allyn J. Roche	Central Office Administration	Task Force Coordinator
Andrea J. Farina	Central Office Administration	Pandemic Coordinator, Task Force Member, Work Group Liaison Leader and Work Group Leader
Sandy Kassel	Business Office Administrator	Task Force Member, Work Group Liaison Leader and Work Group Leader
Doug Kenwood	Facilities Director	Task Force Member, Work Group Liaison Leader and Work Group Leader
Allison Stephens	Elementary Principal	Task Force Member, Work Group Leader and Work Group Member
Rob Carpenter	Secondary Principal	Task Force Member, and Work Group Leader
Abby Mackey	Professional Staff - Elementary Teacher	Task Force Member and Work Group Member
Christian Fowkes	Professional Staff - Secondary Teacher	Task Force Member and Work Group Member
Jim Roth	Technology Director	Task Force Member, Work Group Liaison Leader and Work Group Leader
Paula Germinario	Food Service Director	Task Force Member and Work Group Leader
Carol Giblin	Special Education Assistant Director	Task Force Member and Work Group Leader
Jenn Malone	Transportation Coordinator	Task Force Member, and Work Group Leader
Kimberly Bast	Director of Curriculum & Instruction	Task Force Member, Work Group Liaison Leader and Work Group Leader
Georgie Fisher	Director of Human Resources	Task Force Member, Work Group Liaison Leader and Work Group Leader
Robert LaSalle	Professional Staff - UPEA President	Task Force Member
Phil Detwiler	Professional Staff - UPEA Vice President	Task Force Member

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 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 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:

REQUIREMENTS	ACTION STEPS UNDER YELLOW PHASE	ACTION STEPS UNDER GREEN PHASE	LEAD INDIVIDUALS AND POSITION	MATERIAL, RESOURCES, AND OR SUPPORTS NEEDED	PD REQUIRED Y/N
*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Increased use of PPE required (masks, gloves, eye protection) All high touch surfaces will be cleaned and disinfected regularly, including door handles, sink handles, light switches, handrails, playground equipment, and student desks. These tasks will be completed on a rotation by custodial staff. Buses will be disinfected between runs. Spray sanitizer will be utilized weekly. High use areas such as restrooms, cafeterias, locker	Increased use of PPE required (masks, gloves, eye protection) All high touch surfaces will be cleaned and disinfected regularly, including door handles, sink handles, light switches, handrails, playground equipment, and student desks. These tasks will be completed on a rotation by custodial staff. Buses will be disinfected between runs. Spray sanitizer will be utilized weekly. High use areas such as restrooms, cafeterias, locker	Doug Kenwood Director of Facilities and Operations	PPE Disinfectant Chemicals (EPA List N) Hand Sanitizer Electrostatic Sprayers CDC's Guidance for Cleaning & Disinfecting Schools	YES Facilities & Custodial Staff August Training to Include: PPE Use SDS Review Sanitizing Techniques Chemical Safety

	rooms, nurse's suites, and athletic storage rooms will be disinfected weekly via electrostatic spraying. Isolation rooms will be disinfected after each occupant departs. Classrooms will have disinfecting supplies available for teacher use. Hand sanitizer will be available in all classrooms (without handwashing sinks) and strategic locations throughout each building.	rooms, nurse's suites, and athletic storage rooms will be disinfected weekly via electrostatic spraying. Isolation rooms will be disinfected after each occupant departs. Classrooms will have disinfecting supplies available for teacher use. Hand sanitizer will be available in all classrooms (without handwashing sinks) and strategic locations throughout each building.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	Steps will be taken to limit the use of communal drinking fountains. Students and staff will be encouraged to bring a labeled water bottle to school. Classrooms and common areas will be ventilated when available/possible using windows. HVAC system run times will be extended to facilitate air exchanges. Humidity levels will be maintained between 40% - 60%. HVAC outside air dampers will be checked to ensure proper operation.	Steps will be taken to limit the use of communal drinking fountains. Students and staff will be encouraged to bring a labeled water bottle to school. Classrooms and common areas will be ventilated when available/possible using windows. HVAC system run times will be extended to facilitate air exchanges. Humidity levels will be maintained between 40% - 60%. HVAC outside air dampers will be checked to ensure proper operation.	Doug Kenwood Director of Facilities and Operations Building Administration Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter		NO

Social Distancing and Other Safety Protocols

Key Questions

➔ How will classrooms/learning spaces be organized to mitigate spread? Student desk configuration will allow for six feet distance between students, with the teacher desk also 6 feet from students. Rooms have been emptied of other materials to make more room for movement and distancing.

➔ How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? Patterns and procedures for entering and exiting the building will be developed and shared. Schedules for student movement to and from restrooms and other areas will be developed, taught, and enforced through signage in buildings.

➔ What policies and procedures will govern use of other communal spaces within the school building? We will follow CDC and Montgomery County policies, procedures, and recommendations for communal spaces, ensuring 6 feet distancing as mandated.

➔ How will you utilize outdoor space to help meet social distancing needs? Outside spaces will be utilized as needed to allow for distancing with communal activities.

➔ What hygiene routines will be implemented throughout the school day? Handwashing and hand sanitization will be mandated and enforced throughout the day for students. Best practices for coughing, sneezing, and other symptoms will be demonstrated and encouraged.

➔ How will you adjust student transportation to meet social distancing requirements? Bus rosters will be maximized at 2 students per seat and no students in the first two rows to provide adequate social distance between students and the bus driver

➔ What visitor and volunteer policies will you implement to mitigate spread? In yellow and green phases, visitors will be prohibited or limited based on needs of students in the building. Symptom checks will be conducted before any visitors can enter the building.

➔ Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? Only if CDC and Montgomery County institute such differences. Certainly the way we teach, model, reinforce, and enforce will differ based on age/grade range.

➔ 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? All staff will receive professional training/development on the UPSD safety plan and all necessary information to ensure proper implementation of social distancing and safety protocols. The training will take place prior to students re-entering the building, virtually if necessary or face to face in appropriate group sizes to model the expectations.   Students and families will also receive training and direction prior to students re-entering buildings. Videos will be made available on our website.

Summary of Responses to Key Questions:

REQUIREMENTS	ACTION STEPS UNDER YELLOW PHASE	ACTION STEPS UNDER GREEN PHASE	LEAD INDIVIDUALS AND POSITION	MATERIAL, RESOURCES, AND OR SUPPORTS NEEDED	PD REQUIRED Y/N
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, staggered or diagonal seating at shared tables to avoid "across the table" seating.	For elementary students, teachers will utilize the instructional language of "be at least an arm's length away from other students and staff" to assist in practicing social distancing.	Building Principals: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Teachers, Task force members	Signage in hallways, classrooms, other common areas. Training for students on how to consistently keep the specified distance.	YES As a part of sharing the Health and Safety plan, administration will share the procedures for keeping students distant.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Run staggered/modified different lunch schedules in order to accommodate less students in the cafeteria at once. Consider the following scenarios at all buildings: ● Must maintain 6 feet in between students as masks will be off. ● Lunch in classrooms (if lunch is in classrooms need to consider reduction in necessary cafeteria cleaning procedures, student allergies, teacher prep time)	Same as yellow Use of lockers is not recommended in order to limit congregations of students. Students will be allowed to carry backpacks throughout the day.	Paula Germinario Director of Food Services Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter	Additional Cafeteria Tables- with appropriate social distancing, tables that normally seat 12 students can now only seat 3. PPE Disinfectant Chemicals (EPA List N) Hand Sanitizer in serving line and also	YES Food Services Staff Training to Include: PPE Use SDS Review Sanitizing Techniques

	- Lunch in cafeteria in addition to alternate settings (ie. LGI at Marlborough or auditorium at 4th and 5th Grade Center)- for this option need additional tables and additional cafeteria/ recess aides - All eating areas will need to be cleaned and sanitized in between groups. - Bottled water will be provided in eating areas. - Condense menu and package all items possible to reduce what students are touching/picking up, and to keep line moving. No self serve items. - Installing a basic pre-ordering system (obtaining meal counts ahead of time) for meals. - Before and after meals, teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and students Encourage students to bring their own lunches if at all possible. Use of lockers is not recommended in order to limit congregations of students. Students will be allowed to			in cafeteria/seating area Floor markers/dots/arrows through the serving line and into the cafeteria for social distancing. Markers on seats/tables as to which seats are available to sit in (or not) to ensure social distancing. Protection for cashier/area (even if using roster). Materials to package/cover foods/utensils. Additional carts if doing meal delivery to areas other then the cafeteria	Chemical Safety Proper use of roster Procedures for social distancing of students in the serving line.

	carry their backpacks throughout the day.				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Built in routines for hand hygiene in the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and students Reinforce handwashing during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people Disinfectant wipes will be available in each classroom	(Same as Yellow)	Building Administration Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Task force members	Disinfectant Wipes/classroom Touch free hand Sanitizer/classroom	YES As a part of sharing the Health and Safety plan, administration will share and apply the procedures for keeping students distant.

	Hand Sanitizer/classroom- no contact dispensers are helpful Prop open trash can lids so that they don't need to be pushed open. Prop open classroom doors to minimize high-touch surfaces. Encourage students to bring multiple masks (one to wear and one just-in-case)				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	TVs in lobbies and classrooms will be used to promote health and safety. Morning announcements will include health and safety reminders. Department of Health signage will be posted in buildings and on websites to promote protective measures and symptoms.	(Same as Yellow)	Director of Facilities, Custodial staff, Principal and admin assistants, teachers		YES
* Identifying and restricting non-essential visitors and volunteers	Non-essential visitors and volunteer are restricted Parent meetings are held over zoom Outside Agency Supports and Service Providers (PTS, MCIU, PATTAN etc.) will be permitted, but will be screened prior to entrance	Visits are by appointment or invitation only. Face to face parent meetings are permitted but parents will be required to wear masks. Outside Agency Supports and Service Providers (PTS, MCIU, PATTAN etc.) will be permitted, but will be screened prior to entrance	Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Assistant Director of Special Education: Carol Giblin	Agency/Provider Protocol Packet will be provided which outlines all; expectations for working in building, observing and/or communicating with staff or students	NO Just written procedures

	Require all Agency Supports and Service Providers to comply with all screening and monitoring. Require all Agency Supports and Service Providers to log in the event contact tracing is required. Student teachers are permitted and must comply with all employee screening protocols daily. Observation hours and partial placements will not be approved to reduce spread of infection. Continue use of electronic signatures whenever possible.	Require all Agency Supports and Service Providers to comply with all screening and monitoring. Require all Agency Supports and Service Providers to log in the event contact tracing is required. Student teachers are permitted and must comply with all employee screening protocols daily. Observation hours and partial placements will not be approved in person to reduce spread of infection; however, virtual participation is encouraged.	Supervisor of Special Education: Amy Coyle		
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	The UPSD Athletic Health and Safety Plan was board approved June 25, 2020, and can be accessed, here. THe UPSD Marching Band Health and Safety Plan was board approved July 13, 2020, and can be accessed, here. Deploy a PE curriculum that does not require equipment. Outdoor recess permitted with access to equipment. Handwashing practices will be reinforced before and after recess.	The UPSD Athletic Health and Safety Plan was board approved June 25, 2020, and can be accessed, here. THe UPSD Marching Band Health and Safety Plan was board approved July 13, 2020, and can be accessed here. Outdoor recess permitted with access to equipment. Handwashing practices will be reinforced before and after recess.	Athletic Director: Bobby Kurzweg Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Band Director: Kiersten Hildebrand	PPE Written Procedures	YES For staff involved with recess, sports, PE class, and other related activities.

Limiting the sharing of materials among students	Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., by dedicating supplies or equipment to individual students) or limit the use of supplies and equipment to one small classroom cohort group at a time, allowing for time to clean and disinfect between use. Sharing electronic devices, books, toys, and other games or learning aids will be avoided, and if used, cleaning between use will be utilized. Students will be asked to keep personal items in individually labeled cubbies, containers, desks, or lockers Limitation of activities in classrooms that do not support social distancing Consider elementary libraries in classrooms with books to be checked out in a cart- each book is sanitized.	(Same as Yellow)	The Curriculum & Instruction team will work to provide individual student resources where possible. Custodial staff and Building Principal will work to clean and enforce sanitization procedures and safeguards. Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Task force members	PPE Written Procedures	NO
Staggering the use of communal spaces and hallways	Use of visual aids to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor). Utilize visual cues, signage, and barriers to direct traffic flow and demonstrate social distancing.	(Same as Yellow)	Building Principals: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter		NO

	Use staff, where possible, to supervise hallways and ensure that students are not gathering in the bathrooms. Explore the option of electronic passes to minimize the use of papers and other shared passes. Middle school can dismiss classes by teams to minimize the number of students in the hall at a time.		Task force members	
Adjusting transportation schedules and practices to create social distance between students	Staff monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, and vice versa. Arrival/Dismissal time extensions to allow for additional parent drop-offs/pick-ups. Students enter buildings from multiple doors to ensure distrancing Explore dismissal procedures at secondary schools: ● staggered dismissal times for walkers, parent pick-up, student drivers, buses ● separate bus waves or call buses by numbers (several at a time) to minimize the number of students in the halls at the same time.	(Same as Yellow)	Jen Malone, Transportation Director Building Principals, teachers, and task force members will enforce in buildings.	Parent transportation survey will be issued July 3 through July 17th with details about transportation protocols and opt out options if parents prefer to drive their children to/from school.

NO

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Systematic review and evaluation classroom capacity with the goal of creating as much space between people as possible reveals in most instructional rooms 4.5-5 feet of distance can be provided between students, but that it is not always feasible to have 6 feet of social distancing in labs or special/elective course environments. Six feet of distance is achievable if class sizes are between 15-17 students per classroom. All desks to face in the same direction (rather than facing each other).	(Same as Yellow)	Director of Facilities and Operations: Doug Kenwood Assistant Superintendent: Andrea J. Farina Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter		NO
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Once finalized, the district will share the schedule details with all area child care entities within the school district. As the district programming model changes, parents will be re-surveyed regarding transportation needs.	(Same as yellow)	Superintendent: Allyn Roche Assistant Superintendent: Andrea J. Farina		NO
Other social distancing and safety practices	Social distancing floor/seating markings in waiting and reception areas. Use of visual aids to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as	(Same as yellow)	Director of Facilities and Operations: Doug Kenwood Assistant Superintendent: Andrea J. Farina		NO

one-way and posting directional reminders on the walls and/or floor). Physical barriers such as plexiglass for protection at reception desks or other similar areas. Use of media, posters, and other tactics to promote health etiquette expectations in highly visible locations. Seating charts will be maintained for the cafeteria, buses, classrooms and other pertinent areas throughout the building.		Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter

Monitoring Student and Staff Health

Key Questions

1. How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness? Students and all staff will be provided instruction and information on the symptoms associated with Covid-19 and the procedure should they experience these symptoms. If a student or staff member becomes ill at school, the nurse will utilize the Covid-19 symptoms checklist and refer them to be seen by a doctor if necessary. If a student or staff member becomes ill at home, they should stay home and seek a doctor if symptoms persist.

2. Where will the monitoring take place? Monitoring can be done individually prior to arrival to school, using the CDC symptom checker, which must be submitted prior to arrival. Everyone will be educated on what to look for and what to do if they suspect Covid-19. An emphasis on being cautious is very important. If unsure, then treat it as though it is Covid-19.

3. When and how frequently will the monitoring take place? Self-Monitoring for staff, students, and service providers will occur daily prior to arrival at school and nurses will continuously monitor staff, students, and service providers throughout the school day.

4. 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? A separate room will be set-up for the quarantine of anyone who becomes ill with Covid-19 like symptoms during the school day. This room will have clear signage so that it is easily identifiable by students and staff. There will be strict limitations on entry and exit in the quarantine area will be enforced and anyone who enters must be wearing PPE to reduce the possibility of virus transfer.

5. What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? CDC guidelines, but symptoms must be resolved, and a negative Covid-19 test must be provided to the nursing office.

6. Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? The school nurse and anyone whom she designates to assist her. The nurse may ask administration to assist. A designated staff member can be utilized to monitor/supervise students in quarantine until parent(s) arrive for pick-up.

7. 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? Families will be encouraged to share possible exposure and/or illness with the school nurse. If the nurse suspects that a student is ill or is told by the student that he/she has been exposed, the nurse will assess that student. Once the student has been assessed, the nurse will contact the student's family and inform them of suspected illness/exposure and let them know that a referral is being sent home with the student for the student to be seen by a doctor. Once the parent has been contacted, the nurse will then contact an administrator and inform them of the situation.

8. Which stakeholders will be trained on protocols for monitoring student and staff health? The school nurse and anyone the nurse designates to assist with monitoring students and/or staff. All staff and students will be educated on the signs and symptoms of COVID-19 as well as the protocols that will be utilized with a presumed positive or positive case of the virus.

9. When and how will the training be provided?
The school nurse will provide the training of the designated staff. The nurse can find informational videos or can present the teaching in person once it is determined who the assisting staff will be.

10. How will preparedness to implement as a result of the training be measured?
Immediate feedback will be utilized by the nurse to gage readiness.

Summary of Responses to Key Questions:

REQUIREMENTS	ACTION STEPS UNDER YELLOW PHASE	ACTION STEPS UNDER GREEN PHASE	LEAD INDIVIDUALS & POSITION	MATERIAL, RESOURCES, AND OR SUPPORTS NEEDED	PD REQUIRED Y/N
* Monitoring students and staff for symptoms and history of exposure	Staff and Student self-monitoring (temperature and symptom screening) and checks for history of exposure completed at home by parents/ caregivers and staff members	Staff and Student self-monitoring (temperature and symptom screening) and checks for history of exposure completed at home by parents/ caregivers and staff members	Assistant Superintendent: Andrea J. Farina Building Administration:	Self-Reporting System Skylert for Notification On-line training resources regarding	YES Training for: Use of self-monitoring

	before use of school transportation and arriving at school. Common symptoms assessed for include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea School nurses will monitor staff and students in the building. Student health assessment will include questions similar to : CDC symptoms checker A communication system for families self-reporting of symptoms and notification of exposures and closures. Absenteeism will be monitored to identify any trends in student and staff absences due to illness. Parents are required to keep sick children home if they are sick. Staff is required to stay at home if they are sick. Flexible attendance policies for	before use of school transportation and arriving at school. School nurses will monitor staff and students in the building. Common symptoms assessed for include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea A communication system for families self-reporting of symptoms and notification of exposures and closures. Absenteeism will be monitored to identify any trends in student and staff absences due to illness. Parents are required to keep sick children home if they are sick. Staff is required to stay at home if they are sick. Flexible attendance policies for students and staff: Flexible attendance policies should be considered for students,	Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Certified and Staff Nurses	signs and symptoms Thermometers	system Sign and Symptoms of COVID-19

	students and staff: Flexible attendance policies should be considered for students, teachers and staff with: (1) signs of symptoms or confirmed illness, (2) household members with a positive test, or (3) households with high-risk caregivers or siblings. Flexible tardy policies for students and staff to allow for self and school monitoring as well as to allow for transportation delays.	teachers and staff with: (1) signs of symptoms or confirmed illness, (2) household members with a positive test, or (3) households with high-risk caregivers or siblings. Flexible tardy policies for students and staff to allow for self and school monitoring as well as to allow for transportation delays.			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Immediate separation of staff and students with COVID-19 symptoms such as fever, cough, or shortness of breath) at school. Identified isolation room or area to separate anyone who exhibits COVID-19 like symptoms in each building. Areas used by a sick person will be closed off and not used before cleaning and disinfection occurs. Staff and Students who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are and follow the exclusion	Immediate separation of staff and students with COVID-19 symptoms such as fever, cough, or shortness of breath) at school. Identified isolation room or area to separate anyone who exhibits COVID-19 like symptoms in each building. Areas used by a sick person will be closed off and not used before cleaning and disinfection occurs. Staff and Students who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are and follow the exclusion	Assistant Superintendent: Andrea J. Farina Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Certified and Staff Nurses	Document Procedures Adjustments to the building room assignment to allow for an isolation areas Separate exit for presumptive positive student/staff The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements	YES Exclusion Requirements

	guidelines set forth by the district as recommended by the department of health. Parent pick-up of a sick student should occur within 30 to 45 minutes of the school request. Communication and removal of staff and students who are identified as household contact or close contact to a confirmed case. The nursing suite will also be equipped with barriers between cots to enhance social distancing. Routine visits to the nurse suite will be scheduled to ensure social distancing and reduce foot traffic. Classrooms will be supplied with nursing kits inclusive of simple first aid supplies. Mobile nurse visits will be utilized when possible.	guidelines set forth by the district as recommended by the department of health. Parent pick-up of a sick student should occur within 30 to 45 minutes of the school request. Communication and removal of staff and students who are identified as household contact or close contact to a confirmed case. The nursing suite will also be equipped with barriers between cots to enhance social distancing. Routine visits to the nurse suite will be scheduled to ensure social distancing and reduce foot traffic. Classrooms will be supplied with nursing kits inclusive of simple first aid supplies. Mobile nurse visits will be utilized when possible.			
* Returning isolated or quarantined staff, students, or visitors to school	The district will follow the Montgomery County Health and Human Services COVID-19 Exclusion Requirements for the return of staff and students to school.	The district will follow the Montgomery County Health and Human Services COVID-19 Exclusion Requirements for the return of staff and students to school.	Assistant Superintendent: Andrea J. Farina Building Administration:	Documented Procedures	YES Process for Exclusion Return

			Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Certified and Staff Nurses		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Consult with the Montgomery County Department of Health on decisions impacting the closure of classrooms, school(s), and the district. Close a classroom, school, and/or district ONLY IF the Montgomery County Health Department indicates the necessity to do so. Use strategies similar to those used with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open, in the event of a confirmed case of COVID 19. For example, for the 14-day period following such a diagnosis, increase the education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing.	(Same as Yellow)	Assistant Superintendent: Andrea J. Farina Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Certified and Staff Nurses	Document Procedures Standardized Communication Plan District Website Skyward: Skylert District email system	YES Training will need to be provided on protocols and the notification process

| Other monitoring and screening practices | The District will collaborate with the Montgomery County Office of Public Health to provide contract tracing and any mandated isolations or quarantines, in the event of a confirmed case.

The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Montgomery County Office of Public Health specific to the public release of such protected information. | (Same as Yellow) | Assistant Superintendent: Andrea J. Farina

Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter

Certified and Staff Nurses | | NO |

Other Considerations for Students and Staff

Key Questions

➔ How will you determine which staff are willing/able to return? Teachers will receive their assignment letters and notify the district if there is a documented reason for not returning to work. How will you accommodate staff who are unable or uncomfortable to return? Our Human Resources department will work with employees to find appropriate placement if possible.

➔ How will you determine which students are willing/able to return? A parent survey was conducted, along with a parent declaration to identify which students would like to learn via virtual learning vs. in the physical school building when that opportunity arises. Phone calls to families of children with complex needs will be conducted, along with IEP meetings to determine best placements for students. How will you accommodate students who are unable or uncomfortable to return? We will offer virtual instruction. On July 28, 2020 the UPSD School Board approved our plan to begin the School Year Fully Virtual, through at least November 20, 2020.

➔ What is the local policy/procedure regarding face coverings for staff? We are following Montgomery County Guidance for face coverings in school by staff, which at this time (7/30/20) indicate that masks must be worn in hallways, on busses, and common areas where 6 feet cannot be maintained. What is the policy/procedure for students? We are following Montgomery County Guidance for face coverings in school by students, which at this time (7/30/20) indicate that masks must be worn in hallways, on busses, and common areas where 6 feet cannot be maintained.

➔ What special protocols will you implement to protect students and staff at higher risk for severe illness? School based teams will work with families reviewing current plans (Individual Healthcare Plan, 504, Individual Education Plan) to revise, make modifications and/or accommodations for students with special health care needs or students at higher risk for illness.

➔ How will you address staff who are ill, or who have family members who have become ill? Any staff member that tests positive or has a close family contact that tests positive for COVID-19, will be required to adhere to the exclusion criteria.

➔ How will you ensure enough substitute teachers are prepared in the event of staff illness? We are working to ensure we have consistent building substitutes for each school building. We are also considering a guest teacher program to increase our substitute pool.

➔ How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home? Instructional and non-instructional staff will be deployed with job specific responsibilities to best support students in the virtual classroom and when students return to school. We are devoting resources to ensure time for students to connect with teachers and peers, as well as to attend to the emotional well being of all of our students.

Summary of Responses to Key Questions:

REQUIREMENTS	ACTION STEPS UNDER YELLOW PHASE	ACTION STEPS UNDER GREEN PHASE	LEAD INDIVIDUALS AND POSITION	MATERIAL, RESOURCES, AND OR SUPPORTS NEEDED	PD REQUIRED Y/N
* Use of face coverings (masks or face shields) by all staff	All students, staff, and visitors are **required** to wear a face covering at all times during the school day. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face, including a plastic face shield that covers the nose and mouth. Individuals who are	All students, staff, and visitors are **required** to wear a face covering at all times during the school day. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face, including a plastic face shield that covers the nose and mouth. Individuals who are	The Director of Facilities and Operations: Doug Kenwood is purchasing PPE, enforcement by building principals.	Personal Protective Equipment for Staff: 3-Ply Masks Reusable Cloth Masks Face Shields	YES Teach and reinforce the use of face coverings for students and staff. Include training on how to safely wear and take off a face covering.

	communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask but should consider using a face shield. Mask Exemption Eligibility Form must be utilized to document mask exemptions.	communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask but should consider using a face shield. Mask Exemption Eligibility Form must be utilized to document mask exemptions.			
* Use of face coverings (masks or face shields) students	All students, staff, and visitors are **required** to wear a face covering at all times during the school day. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face, including a plastic face shield that covers the nose and mouth. Students may remove their face covering when they are outdoors and able to maintain a distant of 6 feet from individuals who are not members of their household, eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart or engaged	All students, staff, and visitors are **required** to wear a face covering at all times during the school day. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face, including a plastic face shield that covers the nose and mouth. Students may remove their face covering when they are outdoors and able to maintain a distant of 6 feet from individuals who are not members of their household, eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart or engaged	Director of Facilities and Operations, Doug Kenwood is purchasing PPE, enforcement by building principals, teachers.	Personal Protective Equipment for Students: Disposable masks for students who forget (all will be expected to come to school with their own face covering) Face Shields	YES Teach and reinforce the use of face coverings for students and staff. Include training on how to safely wear and take off a face covering.

	in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear a face covering. Exclusions will be allowed if a parent provides a doctor note and or the 504 or IEP outlines the exception in the child's individual plan. Failure to conform without a doctor note or documented in a student's 504 or IEP will result in the imposition of school discipline. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask but should consider using a face shield.	in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear a face covering. Exclusions will be allowed if a parent provides a doctor note and or the 504 or IEP outlines the exception in the child's individual plan. Failure to conform without a doctor note or documented in a student's 504 or IEP will result in the imposition of school discipline. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask but should consider using a face shield.		

Strategic deployment of staff	District staff deployed as needed to support academic, social, and emotional learning. **School nurses will be deemed as essential workers/medical health care workers.**	(Same as yellow)	District Administrative team and Building Principals	Organizational charts reviewed and revised as needed, training.	YES If "new duties" assigned. PD will be provided on supporting students virtually.
*Protecting students and staff at higher risk for severe illness	Create a process for students/families and staff to self-identify as high risk for illness due to COVID-19. School-based team will work with families to develop a plan to address requests for alternative learning arrangements. School-based teams will evaluate all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19. Distance learning in the form of the Upper Perkiomen Virtual Academy will be offered to enrolled students who may be medically vulnerable or otherwise unwilling to return to the in-person learning environment	Create a process for students/families and staff to self-identify as high risk for illness due to COVID-19. School-based team will work with families to develop a plan to address requests for alternative learning arrangements. School-based teams will evaluate all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19. Distance learning in the form of the Upper Perkiomen Virtual Academy will be offered to enrolled students who may be medically vulnerable or otherwise unwilling to return to the in-person learning environment	Building Principals School Nurses Assistant Director of Special Education Assistant Superintendent	Contact to known families with children with current health plans, 504s, and IEPs. Virtual Academy Informational Video Virtual Academy Enrollment Process Family Declaration Process (Skyward)	NO

Unique safety protocols for students with complex needs or other vulnerable individuals	School-based teams will work with families for students with medical complexity or who may be at increased risk for exposure to COVID-19, reviewing student plans based upon individual needs (504 Plans, Individual Education Plans, Individual Healthcare Plans) Limit interactions with other individuals as much as possible throughout school day, limiting travel within building (cafeteria, hallways, offices, classrooms) Revisions, modifications and/or accommodations will be made by school-based teams and families, as needed and written into student plans Ongoing and open dialog will occur with school-based teams and families on educational opportunities through the UPSD Online Academy, including related services (OT, PT, Speech, Vision, Hearing, Orientation & Mobility)	School-based teams will work with families for students with medical complexity or who may be at increased risk for exposure to COVID-19, reviewing student plans based upon individual needs (504 Plans, Individual Education Plans, Individual Healthcare Plans) Limit interactions with other individuals as much as possible throughout school day, limiting travel within building (cafeteria, hallways, offices, classrooms) Revisions, modifications and/or accommodations will be made by school-based teams and families, as needed and written into student plans. Ongoing and open dialog will occur with school-based teams and families on educational opportunities through the UPSD Online Academy, including related services (OT, PT, Speech, Vision, Hearing, Orientation & Mobility)	Special Education Teachers Guidance Counselors Nurses Building Principals Supervisor of Special Education Assistant Director of Special Education Assistant Superintendent	Contact to known families with children with current health plans, 504s, and IEPs Virtual Academy Informational Video Virtual Academy Enrollment Process Family Declaration Process (Skyward)	NO

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 & POSITION	MODE OF COMMUNICATION	START DATE	COMPLETION DATE
COVID-19 – UPSD Safety Procedures/ Personal Hygiene Safety/Hygiene Practices Social Distancing Ventilation/Outdoors Hand and respiratory hygiene	All Students, Staff, Parents/ Guardians	Student Services Director Building Administration Certified School Nurses	District – Communication: Providing Notice of Updates from Follow Montgomery County Department of Health & CDC Online Presentation – 1st Week of School	August 13, 2020	Ongoing
COVID-19 – Online Workplace: FERPA, HIPAA, Virtual IEPs, 504 Service Plans Supporting Students Virtually with IEP, 504, etc.	Administration, Professional & Support Staff	Assistant Director of Special Education Supervisor of Special Education Director of Human Resources	Online Training Modules Building Staff Development Session Virtual Presentation(s)	August 13, 2020	August 31, 2020

Boundaries: PSBA Guidance: Policy 824 Maintaining Professional Adult/Student Boundaries – Considerations for a Digital Learning Environment Liability Security Confidentiality					
COVID-19 – Reporting Procedures: Reporting Document/Process Reporting Directions/Flowchart Followup/Monitoring Process Recordkeeping Process	Student Services Administration Certified School Nurses Professional Staff	Montgomery County Health Director UPSD Pandemic Coordinator	Building Staff Development Session Virtual Presentation(s)	August 13, 2020	Ongoing
Technology Orientation: Digital Citizenship Device Features Technology Support Access	Professional Staff	Technology & Curriculum Departments	District Website Instructional Videos In-Service Time	August 13, 2020	September 10, 2020
Technology Orientation Digital Citizenship Device Features Technology Support Access	Students Parents/Caregivers	Technology & Curriculum Departments	District Website Instructional Videos	August 13, 2020	September 10, 2020
COVID-19 – General Knowledge, Safety	All Custodial/Maintenance	Director of Facilities and Operations	In-person demonstrations and	August 13, 2020	August 31, 2020

Training & Cleaning	Staff	Industrial Hygienist Building Administrators	training		
Student Safety, Welfare & Child Abuse Reporting: Safe Schools Training Virtual Suicide Risk Response and Assessment Flow Chart Mandated Reporter	All administrative, professional and support staff	Assistant Superintendent Building Administration	Online Presentation Building Staff Development Session(s) New Teacher Induction Session	August 13, 2020	Ongoing
SocialEmotional Health Resources	All UPSD administrative, professional and support staff Students Parents/Guardians	Building Administration Professional Staff Counselor/Psychologists Certified and Staff Nurses	Online Presentation Recording Posted on website SEL Class Lessons	August 13, 2020	Ongoing
SocialEmotional Health: QPR Training Review & Resources SAP Review Safe2Say Review Employee Assistance Programs (EAP Resources) PA Mandated Reporting System	All UPSD administrative, professional and support staff	Assistant Superintendent Building Administration Counselors/ Psychologists Certified and Staff Nurses	Online Training Module Building Staff Development Session Virtual Suicide Risk Response and Assessment Flow Chart	August 13, 2020	Ongoing
Teach and reinforce <u>washing hands</u> and covering coughs and sneezes among students and staff.	All UPSD administrative, professional and support staff. All Students	Building Administration All Professional and Support Staff	In-person instruction and modeling Posters, fliers, verbal reminders	August 13, 2020	September 10, 2020 and ongoing

Teach and reinforce use of <u>face coverings</u> among all staff.					
Accessing Nursing and Procedures Symptoms Screening Scheduled Visits	All UPSD administrative, professional and support staff. All Students Parents/Guardians	Assistant Superintendent Certified and Staff Nurses Building Administration	Documented Procedures Virtual/In-Person Review	August 13, 2020	August 3, 2020
Understanding Exclusion and Quarantine Requirements	All UPSD administrative, professional and support staff. All Students Parents/Guardians	Assistant Superintendent Certified and Staff Nurses Building Administration	Documented Procedures Virtual/In-Person Review	August 13, 2020	August 3, 2020

Health and Safety Plan Communications

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

TOPIC	AUDIENCE	LEAD PERSON & POSITION	MODE OF COMMUNICATION	START DATE	COMPLETION DATE
2020-2021 Reopening Plan – Community and Communicate Results: Program Feedback and Priorities for Reopening: May 2020	All UPSD administrative, professional and support staff. Parents/Guardians	Superintendent Communications Specialist	Email Skylert		
UPSD Board Workshop June 25, 2020: Health and Safety Plan Update	All UPSD Community Members All UPSD Staff	District Administration School Board	Zoom YouTube Access	June 25, 2020	June 25, 2020
2020-2021 Reopening Plan Options for Reopening Communication: July 3, 2020	All UPSD administrative, professional and support staff. Parents/Guardians	Superintendent Communications Specialist	Email Skylert	June 26, 2020	June 26, 2020
2020-2021 Reopening Plan – Family Declaration July 3-17, 2020	Parents/Guardians	Superintendent Communications Specialist	Email Skylert	July 3, 2020	July 17, 2020
Return-to-School FAQ and Information	All UPSD administrative, professional and support staff. Parents/Guardians	Superintendent Communications Specialist	Email Skylert	July 10, 2020	July 10, 2020

UPSD Special Board Meeting July 13, 2020: Health and Safety Plan Update	All UPSD Students and Families All UPSD Staff	District Administration School Board	Zoom YouTube Access	July 13, 2020	July 13, 2020
Parent Declaration Reminder	Parents/Guardians	Superintendent Communications Specialist	Email Skylert	July 15, 2020	July 15, 2020
UPSD Special Board Meeting July 28, 2020: Health and Safety Plan Update- Board Recommendation	All UPSD Students and Families All UPSD Staff	District Administration School Board	Zoom YouTube Access	July 28, 2020	July 28, 2020
UPSD Health and Safety Plan Public Review	All UPSD Students and Families All UPSD Staff	Superintendent Communications Specialist	Email Skylert District Website	August 6, 2020	August 13, 2020
UPSD Special Board Meeting August, 2020: Health and Safety Plan Board Approval	All UPSD Students and Families All UPSD Staff	District Administration School Board	Zoom YouTube Access	August 13, 2020	August 13, 2020
General Knowledge and Safety Precautions	All UPSD Students and Families All UPSD Staff	Superintendent Communications Specialist	UPSD Website, Board Meetings, Facebook, Twitter, Email/Text Blasts, Building Websites, Newsletters Frequently Asked Questions Resource	August 13, 2020	Ongoing
2020 Reopening Plan – General Information and Updates	All UPSD Students and Families All UPSD Staff	Superintendent Communications Specialist	UPSD Website, Board Meetings, Facebook, Twitter, Email/Text Blasts, Building Websites, Newsletters Frequently Asked	August 13, 2020	August 31, 2020

			Questions Resource		
Universal Precautions: Hygiene Face Covering Social Distancing Recognizing Symptoms	All UPSD Students and Families All UPSD Staff	Assistant Superintendent: Andrea J. Farina Communications Specialist: Nikki Gum Building Administration Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter	UPSD Website, Board Meetings, Facebook, Twitter, Email/Text Blasts, Building Websites, Newsletters Frequently Asked Questions Resource	August 13, 2020	Ongoing
Broadcast regular announcements on reducing the spread of COVID-19. Include messages (e.g., videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts). 6 Ways to Protect Yourself Against COVID-19	All UPSD Students and Families All UPSD Staff	Assistant Superintendent: Andrea J. Farina Building Administration: Mo Zavadel Allie Stephens Art Vigilante Chris Siegfried Rob Carpenter Certified and Staff Nurses	District intercom, broadcasting resources UPSD Website, Board Meetings, Facebook, Twitter, Email/Text Blasts, Building Websites, Newsletters Frequently Asked Questions Resource	August 13, 2020	Ongoing

[Why it's important to wash your hands properly - UV experiment](#) [Hand Washing 101](#) [CDC: Why Handwashing is So Important](#) [6 Steps to Prevent COVID-19](#)					
School Exclusion Requirements	All UPSD Students and Families All UPSD Staff	Assistant Superintendent: Andrea J. Farina Communications Specialist: Nikki Gum Building Administration	UPSD Website, Board Meetings, Facebook, Twitter, Email/Text Blasts, Building Websites, Newsletters Frequently Asked Questions Resource	August 13, 2020	Ongoing

Health and Safety Plan Summary: UPPER PERKIOMEN SCHOOL DISTRICT

Anticipated Launch Date: August 13, 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

REQUIREMENTS	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 high-touch surfaces will be cleaned/disinfected at least twice a day (door handles, light switches, etc.) following posted EPA/CDC/manufacturer guidelines. All desks will be cleaned on a frequent basis following posted EPA/CDC/manufacturer guidelines, as feasible. All individuals will be required to sanitize/wash hands on a frequent basis. Hand sanitizer will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Single-use water bottles will be permitted, and students and staff will be permitted to use water bottles from home. Water fountains will be turned off and not used. School buses and other transportation vehicles will be disinfected between each run Common meal areas will be disinfected between each meal service Classrooms and common areas will be ventilated when available/possible using windows. Increase preventive maintenance and filter changes on HVAC units Additional ventilation will be utilized in isolation spaces

Social Distancing and Other Safety Protocols

REQUIREMENTS	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 * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	**Classroom/Instructional** Classroom seating will be configured in staggered rows facing the same direction with 6 feet spacing between seats Unnecessary furniture removed Instructional practices modified to maximize social distancing Assigned seating utilized in classrooms, congregate settings, and buses, where feasible Faculty rooms and other congregate areas will operate on restricted capacity levels All students, staff, visitors and volunteers educated on the manner and frequency of handwashing, cough/sneeze etiquette, and other best practices for preventing disease transmission All students, staff, visitors, and volunteers required to wash/sanitize hands upon entrance and regularly throughout the school day Morning announcements will include regular reminders on proper hygiene practices Signs (English & Spanish) will be posted on all exterior doors depicting requirements for mask-wearing and restrictions for individuals exhibiting signs/symptoms of COVID-19 Posters and signs will be posted throughout buildings, including classrooms, and bathrooms to encourage and remind individuals of hygiene practices. Recess/playground equipment is sanitized at the end of day. Students wash/sanitize hands after lunch and PE class. Recess and physical education activities will continue as long as those activities limit physical contact and touching, when feasible. Materials and equipment used in recess and physical education class will be sanitized on a daily or more frequent basis, when feasible.

Communal or shared school supplies, including special areas materials, will be sanitized on a daily basis. When needed, students will carry their own materials to the special areas.

If/When library books are checked back in there will be a 3 day wait time after books are wiped down until they are returned to the shelves.

Food should not be shared in the classrooms or cafeterias.

Schedules and hallway traffic patterns will be adjusted to maximize social distancing during high-traffic where feasible

Bus arrival/dismissal schedules will be modified to maximize social distancing where feasible

Outdoor spaces may be used for instructional purposes.

Each student's belongings separated from others' and in individually labeled containers or cubbies at the elementary level.

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, art supplies, equipment etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

Health Room
Limit nurse visits to students feeling ill. Nurse visits should be scheduled and/mobile nursing will be utilized to limit student transition through the building

Isolation Rooms will be utilized for sick students/staff

Strict enforcement of the the exclusion criteria provided by Montgomery County

Transportation
Students on school buses and vans will be limited to two (2) students to a seat. Siblings will be required to sit together. A seating chart will be made once rosters are completed.

All students required to wear masks/shields while riding the bus.

All drivers required to wear masks/shields when students are entering or exiting the bus.

Students and drivers will be educated on the importance of passengers facing forward

on the bus (not sideways or backwards).

Bus windows and roof hatch will be opened when feasible

Buses will be disinfected after the morning run and after the afternoon run.

Food Service
Meal schedules and seating areas will be modified to maximize social distancing
All students and staff will wash/sanitize hands before and after eating

Visitors
Non-essential visitors will be restricted from school buildings (e.g.parent picking up a child will meet child at school entryway; parent meetings will be held virtually where feasible; guest speakers will present virtually where feasible)

Essential volunteers will follow the monitoring, face covering, and hygiene guidelines established for staff tracing as needed

Monitoring Student and Staff Health

REQUIREMENTS	STRATEGIES, POLICIES AND PROCEDURES
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Staff and parents will be given guidelines about signs and symptoms of COVID19. It will be expected that staff, students/parents will self-monitor prior to arrival at school. High risk students will have temperature checks upon arrival to school. Any individual who feels sick or exhibits symptoms required to wear a mask/shield and report immediately to school nurse Following triage by school nurse, any individual presumed positive for COVID-19 isolated, mask applied if symptoms allow,, treated, and sent home. Parent pick up should be within 30-45 minutes. Nurse reports case to Assistant Superintendent, principal and county health department. Isolation space is disinfected. The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19 The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized to inform the return to school timelines for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19 The Montgomery County Office of Public Health will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine. The District will consult with the Montgomery County Office of Public Health on any decision related to the closure of classrooms, schools, or districts. The District will only recommend closure of a classroom, school, and/or district if the Montgomery County Office of Public Health indicates to the District the necessity or requirement to do so. In collaboration with the Montgomery County Office of Public Health , the District will implement strategies similar to those used with measles, pertussis, and other infectious

	diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19.
	In the event of a school closure or within-school-year change in safety protocols, the District will utilize all of its communication platforms to provide notification to staff, families, and the public.
	The District will collaborate with the Montgomery County Office of Public Health to provide contract tracing and any mandated isolations or quarantines, in the event of a confirmed case. The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Montgomery County Office of Public Health specific to the public release of such protected information.

Other Considerations for Students and Staff

REQUIREMENTS	STRATEGIES, POLICIES AND PROCEDURES
*Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	Student-specific plan will be developed by nurse, in consultation with doctor that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. Staff who are at high risk should wear clear face shields, in addition to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings. All staff are **required** to possess/carry face masks and/or face shields. All staff **required** to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings. **All** staff required to wear face masks/shields when interacting with others in close spaces, including: - School buses and other transportation vehicles when students embarking or disembarking - Meal serving lines and registers when serving meals - Offices & Nurse's Suites when students are present - Bathrooms & Locker Rooms when others are present - Any instance when social distance of 6 feet or more cannot - be maintained Any staff member with a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act that precludes the wearing of a face covering in school may be exempt from this rule. All students always **required** to possess/carry face masks and/or face shields; masks/shields provided to students as needed. All students are **required** to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings. **All** students required to wear face masks/shields when physical distancing is not feasible and in specific circumstances, including:

	- School buses and other transportation vehicles - Nurse's suites - Gang bathrooms and locker rooms - When passing between classes - Whenever instructed by staff to do so because social distance of 6 feet or more cannot be maintained The only exemption to this order is a student with a medical or mental health condition or disability,documented in accordance with Section 504 of the Rehabilitation Act or IDEA may be exempt from this rule. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. IEPs or 504 Service Plans in collaboration with medical plans, will provide health and safety provisions for students with complex needs/vulnerable individuals. Staff deployed as needed to support academic, social, and emotional learning.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the Upper Perkiomen School District reviewed and approved the Phased School Reopening Health and Safety Plan on August 13, 2020

The plan was approved by a vote of:

_____ Yes   _____ No

Affirmed on: August 13, 2020

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.The use of actual signatures is encouraged whenever possible.

STAFF AND STUDENT TRAINING AND RESOURCES	
Schedules for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students	Conduct training online to limit the size of gatherings. Stagger in-person training schedules based on plan implementation timelines. Disseminate and update training documents as a reference for staff.
General Information Resources	**Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website** **Occupational Safety and Health Administration (OSHA) COVID-19 Website** **CDC: How COVID-19 Spreads** **CDC: Taking Care of Your Daily Health During Covd-19**
Workplace Guidance Resources	**CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019** **OSHA Guidance on Preparing Workplaces for COVID-19**
Personal Protective Equipment Guidance Resources	**DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees** **OSHA Personal Protective Equipment** **CDC: How to Wear Cloth Face Coverings** **Demonstration of Donning (Putting On) Personal Protective Equipment (PPE): Video** **CDC: Wear a Mask to Protect You and Your Friends - For Young Adults: Video**
Screening and Testing Guidance Resources	**DOH COVID-19 Testing** **CDC COVID-19 Symptoms**