



**pennsylvania**  
DEPARTMENT OF EDUCATION

## **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: Northgate School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions. **This plan will also follow guidance provided by the Pennsylvania Department of Education Determining Instructional Models During the COVID-19 Pandemic Recommendations for Pre-K to 12 Schools.**

Based on your county's current **conditions** 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). Each school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

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

**Due to conditions in Allegheny County, the district had a fully remote opening. The Board of Directors voted to have students online through the end of September at a minimum while local conditions were monitored. If conditions are conducive to returning to in-person learning, the district will begin the process of phasing in a hybrid plan. This decision will be made utilizing the guidance provided by PDE's Determining Instructional Models During the COVID-19 Pandemic Recommendations for Pre-K to 12 Schools. The Board of Directors will make the final determination about the start date for the phased reopening.**

Under the hybrid plan, students will be divided into two cohorts in grades preK-12. The in-person student day will be shortened to allow extra time for cleaning and online learning instruction.

A committee was convened to begin initial planning for reopening. This committee was composed of representatives from administration, custodial/maintenance, and school nurses. A parent survey was also conducted to gauge the impact the different scenarios would have on families as well as comfort levels in returning to school. Once an initial draft was completed a student representative was asked to review and provide input.

After completion of the initial plan, subcommittees were formed in the areas of Maintenance/Custodial (Cleaning & Disinfecting), Health, Food Service, Curriculum & Instruction, Social Emotional, Building Operations, Technology and Professional Development/Inservice. These developed more detailed, internal plans during the month of July and finalized those plans in early August.

On July 24th, another parent survey was completed as well as a survey of staff.

We will continue to communicate through various sources including our districts website, robo calls, letters to families and social media.

For the duration of the 2020-2021 school year, the decision to close school or significantly modify operations will be made based on input from the federal, state and local levels, including the Allegheny County Health Department.

**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).

**X** 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).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 11/5/20**

**Phase 1:**

**The Northgate School District reopened with remote learning on August 31st for all students due to conditions in Allegheny County. We are planning to have remote learning through the end of October. We will continue to monitor local conditions and, should current numbers remain in the "moderate" phase, we will work towards a phased reopening at the end of October as described in the section outlining Phase 2.**

**Phase 2:**

As conditions permit, the Northgate School District will reopen under a hybrid model. Under this model, all students will be divided into two cohorts. Cohort A will attend school in-person on Monday and Thursday. Cohort B will attend school on Tuesday and Friday. On days when students are not physically present in school they will work virtually.

Students who choose not to attend in-person have the option for full virtual learning.

The school day will be shortened to allow time for teachers to instruct and interact with students in the virtual environment.

**Once in-person instruction resumes, the district recommends that students follow the Pennsylvania Department of Health recommendations in regards to quarantining for 2 weeks following travel to an area identified as having a high level of COVID-19.**

**The target start date for resuming in-person learning under a hybrid model is the beginning of November. The Board of Directors does retain the ability to decide to continue with or return to remote learning if county conditions should deteriorate at any point during the school year.**

## **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.

Individual (s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Caroline Johns	Administration	Both
Chris Caton	Administration	Both
Francesca Lattari	Administration	Both
Rob King	Technology	Plan Development
Scott Kelly	Technology	Plan Development
Renee Crosby- Skinner	Teacher/School Nurse	Both
Malla Mizikowski	Teacher/School Nurse	Both
Christina Garczewski	Administration	Both
Julianne Griffin	Food Service	Both
Bob Metz	Custodial/Maintenance	Both
Joe Peacock	Principal	Both
John Primrose	Principal	Both
Bryan Kyle	Principal	Both
Nicole Smith	Principal	Both
Gage Watson	Student	Plan Development
Stephanie Francis	Teacher	Plan Development
Susan Rusnak	Teacher	Plan Development
Missy Stone	Teacher	Plan Development
Jessica Haberman	Teacher	Plan Development
Mike Bichko	Teacher	Plan Development
Robb Craycraft	Teacher	Plan Development
Shelby Szakeylhidi	Parent	Plan Development

Todd Goble	Teacher	Plan Development
Lanae Lumsden	Board Director	Both
Shannon Smithey	Board Director	Both
Michael Rajakovic	Board Director	Both



## 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:** While there is no way to completely mitigate the risk of COVID-19, the district will put in place procedures designed to reduce the risk of transmission. A detailed plan for cleaning and sanitizing buildings will be created specifying routes, procedures, times and person responsible for each area. Particular attention will be given to increased daily cleaning and sanitizing of all buildings and spaces with EPA-approved disinfectants, paying special attention to high-traffic areas including restrooms and hallways, and frequently-touched surfaces such as desks and doorknobs

The custodial/maintenance staff will receive training prior to the start of the school year on cleaning, sanitizing, and disinfecting. This will be provided by Buckeye International. During the school year, custodial supervisors will do random checks on a weekly basis to ensure cleaning/disinfecting is occurring per the district plan and to identify any issues.

Administration and faculty will receive training on cleaning, sanitizing, disinfecting and proper hygiene procedures. This training will occur on the inservice days prior to the start of school. In addition, effective hygiene practices and hand washing techniques will be covered. These will then be taught to the students on the first day of school. Time will be scheduled throughout the day for hand washing and sanitizing. In classrooms, teachers will wipe down student areas with antibacterial wipes. This will occur throughout the day. Students will be provided with a set of needed classroom materials as no sharing will be permitted. Wall-mounted hand sanitizer units will be available in all learning spaces.

Where possible, interior doors and exterior windows will be left open to increase ventilation. Due to safety, all exterior doors will remain closed and locked. School buses and vans will be cleaned and sanitized frequently and no less than once daily when in use for the 2020-21 school year. **All ventilation systems have been inspected by the district's HVAC contractor and any needed equipment repairs/replacements have been completed.**

Building principals will meet with the head custodians on a weekly basis, more frequently if needed, to identify any issues or additional needed supports.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>-Increased daily cleaning and sanitizing of all buildings and spaces with EPA-approved disinfectants, paying special attention to high-traffic areas including restrooms and hallways, and frequently-touched surfaces such as desks and doorknobs.</p> <p>-Communication to reinforce good hygiene practices and handwashing techniques; added time and/or breaks during the day for handwashing and hand sanitizing.</p> <p>-Increased classroom ventilation and encouraged opening of windows when possible to increase fresh air circulation.</p> <p>-Wiping of desks/tables and classroom materials throughout the day by teachers and students.</p> <p>-Leave interior school doors to classroom and common spaces open.</p> <p>-Electrostatic sprayers have been purchased for all buildings. These devices use a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at. Therefore surfaces and classrooms can be cleaned at a faster rate. Even if a surface is dusty, the dust would be sealed.</p> <p>-School buses and vans will be cleaned and sanitized frequently and no less than once daily when in use for the 2020-21 school year.</p> <p>-The custodial supervisor will inspect and grade each custodian's performance.</p>	<p>Same as Yellow Phase.</p>	<p>Custodial Supervisor &amp; Building Principals</p>	<p>Buckeye International Training</p> <p>Cleaning and sanitizing supplies</p>	<p>Yes</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:** When in classroom spaces, students will be seated at individual desks, with all desks facing the same direction, where they will maintain their own supplies.

Until conditions change, we will limit having students assemble in large groups. For the foreseeable future, we will not be holding assemblies or large group activities. We are also not having field trips in an effort to limit time students spend on a bus in close contact and to limit exposure in public places. Extra spaces have been identified for serving lunch and breakfast in order to maintain smaller groups of students in any given area. PE classes and recess will be held outside weather permitting.

Wall-mounted hand sanitizer units are being placed in every learning space. Students will be directed to sanitize their hands upon entering the classroom and leaving the classroom. At the elementary level, time will be built into the schedule for hand washing.

Because we are a walking district, we provide limited transportation. For the students we do transport, we will adjust transportation schedules and practices to create social distance between students when possible. Students will sit one student per seat, to the maximum extent feasible. Students, drivers and aides will wear face masks while being transported.

Specialized Transportation: We will adjust student start/end times as deemed necessary to reduce the number of students on the bus/van. Students will sit one student per seat, to the maximum extent possible. Students, drivers and aides will wear face masks while being transported. Parents who are able to transport their child and indicated that they elect to do so will be compensated by the district with a gas card.

Only essential visitors will be admitted to the buildings. At the start of the school year, all buildings will have newly constructed secured entryways. Unless there is a specific need for a parent/visitor to enter the building, they will be instructed to wait outside.

Visitors will utilize the secured vestibule, and they will be screened if they require entry into the office area. All visitors will be required to sanitize their hands prior to entering the office.

Non-essential volunteers will not be utilized until conditions change.

Students will wash or sanitize their hands prior to PE classes and recess. All PE classes/recess will be held outdoors when possible. PE classes will focus on conditioning activities and games that allows students to remain socially distanced and do not require sharing of equipment. If students are not able to socially distance, they will wear masks.

All faculty, staff and students will be trained at the start of the year. School employees will be trained during the inservice days at the start of the school year. Students and families will receive written instructions prior to the start of school. Students will receive additional training on the first day of school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>-MS/HS students will be directed to enter in different entrances. Students in grades 7, 8, and 9 will enter through the gymnasium doors and remain in the gym until the bell rings. Students in grades 10, 11, and 12 will enter through the main entrance and proceed to the auditorium until the bell rings. Students will sit 6 feet apart, to the maximum extent feasible.</p> <p>-Elementary Students will utilize different entrances/exits within the school buildings.</p> <p>-In the classrooms, student desks will be spaced apart to the maximum extent Feasible. They will face one direction.</p> <p>-Each elementary student will have their own supplies on their desks. These supplies will not be shared with other students.</p> <p>-Secondary students will carry their own classroom supplies. No sharing of supplies will be allowed. Teachers will maintain extra supplies in the classroom.</p>	<p>Same as Yellow Phase.</p>	<p>Classroom Teachers &amp; Building Principals</p>	<p>Student supplies, containers for supplies</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>-MS/HS students who wish to eat breakfast will enter through the cafeteria door by the football field, get their food, and go directly upstairs past the music and tech ed rooms to their holding location. We will limit the number of students using the cafeterias and other congregate settings.</p> <p>-We will offer two lunch locations to keep 6 ft of distance, to the most extent feasible. The cafeteria will be used for eating, and the auditorium and bleacher areas will be used as a staging area so that tables can be cleaned.</p> <p>(*Students with food allergies and other fragile medical conditions will be provided the option to eat in a separate location)</p> <p>-Bathrooms will be limited to three occupants at a time in order to allow for 6 feet of separation among students.</p>	<p>Same as Yellow Phase.</p>	<p>Building Principals, Food Service Director</p>	<p>Packaging materials to pre-package food items</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>-Faculty will provide direct instruction of hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.</p> <p>-Students will wash using sanitizer on their way in and out of classrooms.</p> <p>-Sanitizing wipes will also be available for students to self-clean their desks.</p>	Same as Yellow Phase.	Teachers	Wall-mounted hand sanitizer units will be placed in every classroom.	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<p>-Signs will be posted in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs: Each entry, stairwells, communal spaces, inside restrooms, hallways and classrooms.</p> <p>-Direct Instruction for diverse learners: Developing a hand washing routine and schedule (e.g. attending to the temperature of the water, the height of the sink, the texture/ smell of the soap), how to cough/sneeze.</p> <p>-Accessible Signage for Diverse Learners: consider including visuals, braille, high contrast print, attention to the word choice and language level.</p>	Same as Yellow Phase.	Bob Metz, Francesca Lattari	Signage	No



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>-Only essentials visitors will be admitted to the buildings. At the start of the school year, all buildings will have newly constructed secured entryways. Unless there is a specific need for a parent/visitor to enter the building, they will be instructed to wait outside.</p> <p>-Visitors will utilize the secured vestibule, and they will be screened if they require entry into the office area. All visitors will be required to sanitize their hands prior to entering the office.</p> <p>-Non-essential volunteers will not be utilized until conditions change.</p>	<p>Same as Yellow Phase.</p>	<p>Building Secretaries &amp; Principals</p>	<p>N/A</p>	<p>No</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>-Students will wash or sanitize their hands prior to PE classes and recess.</p> <p>-All PE classes/recess will be held outdoors when possible.</p> <p>-PE classes will focus on conditioning activities and games that allow students to remain socially distanced and do not require sharing of equipment.</p> <p>-If students are not able to socially distance, they will wear masks.</p>	<p>Same as Yellow Phase.</p>	<p>Building Principals, Teachers</p>	<p>Face masks</p>	<p>N/A</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<p>-Secondary students will be required to bring their own materials to class. Teachers will keep a supply of extra materials to deter student sharing of materials. Elementary students will keep their materials at their desks in a storage bin.</p> <p>-Dedicated student specific technology and materials: limit shared resources and establish protocol for cleaning devices between use (e.g. ACC Devices, slant boards, Hearing Assistive Technology Microphones and Transmitters)</p>	Same as Yellow Phase	Building Principals, Teachers and Technology Coordinators	Student materials, storage containers	No
<b>Staggering the use of communal spaces and hallways</b>	<p>-Schedules will be staggered to limit the number of people in a hallway at any given time.</p> <p>-Hallway traffic patterns will be in place to decrease interaction.</p>	Same as Yellow Phase	Building Principals	Signage	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>-We will adjust transportation schedules and practices to create social distance between students when possible.</p> <p>-Students will sit one student per seat, to the maximum extent feasible. Students, drivers and aides will wear face masks while being transported.</p> <p>-Busses/vans will be cleaned and disinfected after each run.</p>	Same as Yellow Phase	Special Services Coordinator, Athletic Director	Face masks	No
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	We will limit the number of individuals in classrooms and other learning spaces, and interactions between groups of students, to the maximum extent feasible.	Same as Yellow Phase	Building Principals	N/A	No
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	The district has one childcare provider that utilizes building space after school. This provider will be provided a copy of the district plan and will be expected to adhere to it to the maximum extent feasible. Spaces utilized by the provider will be cleaned and disinfected after each use.	Same as Yellow Phase	Superintendent and Building Principals	N/A	No
<b>Other social distancing and safety practices</b>	Depending on conditions in the community, the District is prepared to run a hybrid schedule to decrease the number of students in the buildings. The District is also prepared to operate virtually.	Same as Yellow Phase			

## **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 or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** The school nurse will monitor students and staff for symptoms and history of exposure

Staff will be expected to perform self monitoring at home prior to entering school. If a staff member has any Covid-19 related symptoms, he/she should notify the CSN and stay home.

At the beginning of each school day, classroom teachers will be provided with a daily standardized questionnaire for students to verbalize current wellness status. If a student verbalizes any signs and symptoms of Covid-19, the student should be sent to the school nurse.

Students arriving late to school will be asked the standardized Covid-19 questionnaire by the secretaries prior to obtaining tardy slip. If a student verbalizes any signs and symptoms of Covid-19, the student to school nurse.

All information will be verified with parent/guardian if sent to the school nurse

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure will be based on the state health official and Allegheny County Department of Health recommendations.

Isolation Plans/Dedicated Space: a space will be dedicated for students who may need to be quarantined, taking into consideration sensory needs, supervision by personnel familiar with the student and appropriate ventilation

Returning isolated or quarantined staff, students, or visitors to the school will be based on state health officials and Allegheny County Department of Health recommendations as well as CDC Guidelines.

Any changes or modifications to the plan or school year will be communicated to all stakeholders via multiple methods of communication including rob calls, letters home, district website and social media.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>-The school nurse will monitor students and staff for symptoms and history of exposure.</p> <p>-Staff will be expected to perform self monitoring at home prior to entering school daily. If a staff member has any Covid-19 related symptoms, he/she should notify CSN and stay home.</p> <p>-At the beginning of each school day, Classroom teachers will be provided with a daily standardized questionnaire for students to verbalize current wellness status. If a student verbalizes any signs and symptoms of Covid-19, the student should be sent to the school nurse.</p> <p>-Students arriving late to school will be asked the standardized Covid-19 questionnaire by the secretaries prior to obtaining tardy slip. If a student verbalizes any signs and symptoms of Covid-19, the student to school nurse.</p> <p>-All information will be verified with parent/ guardian if sent to the school nurse.</p>	<p>Same as Yellow Phase</p>	<p>School Nurse</p>	<p>PPE, Thermometers</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<p>-Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure will be based on the state health official and Allegheny County Department of Health recommendations.</p> <p>-Isolation Plans/ Dedicated Space: a space will be dedicated for students who may need to be quarantined, taking into consideration sensory needs, supervision by personnel familiar with the student and appropriate ventilation.</p>	Same as Yellow Phase	Superintendent, School Nurses, Building Principals	N/A	No
<b>Returning isolated or quarantined staff, students, or visitors to school</b>	Returning isolated or quarantined staff, students, or visitors to the school will be based on state health officials and Allegheny County Department of Health recommendations as well as CDC Guidelines.	Same as Yellow Phase	Superintendent, School Nurses, Building Principal	N/A	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	-All stakeholders will be notified via multiple methods of communication including rob calls, letters home, district website and social media.	Same as Yellow Phase	Superintendent	N/A	No
<b>Other monitoring and screening practices</b>					

## 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: All staff and students are required to wear a face mask when in the building. Face shields will be provided to faculty but remain optional and must be used in conjunction with a mask. Mask breaks will be provided to students/staff when they are outdoors.** The school nurses will have additional PPE.

For students with health needs, individual plans will be developed that may include a hybrid of in-person and virtual learning or complete virtual learning. The plans will be tailored to the specific needs of the student and family.



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	-The district will offer a virtual option.	Same as Yellow Phase	Director of Curriculum, Special Services Coordinator, School Counselors	Edgenuity	Yes
<b>* Use of face coverings (masks or face shields) by all staff</b>	- All staff and students are required to wear a face mask when in the building. Face shields will be provided to faculty but remain optional and must be used in conjunction with a mask. Mask breaks will be provided to students/staff when they are outdoors. The school nurses will have additional PPE.	Same as Yellow Phase	Building Principals	Face Masks, Face Shields	No
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	- All staff and students are required to wear a face mask when in the building. Face shields will be provided to faculty but remain optional and must be used in conjunction with a mask. Mask breaks will be provided to students/staff when they are outdoors. The school nurses will have additional PPE.	Same as Yellow Phase	Building Principals, Classroom Teachers	Face Masks, Face Shields	No
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	-Individual plans will be developed that may include a hybrid of in-person and virtual learning.	Same as Yellow Phase	Director of Curriculum, Special Services Coordinator, School Counselors	Per individual plan	No
<b>Strategic deployment of staff</b>	-The school day will be shortened to allow time for virtual instruction for students who are unable to attend for health reasons or have been ordered to quarantine by the Allegheny Health Department.	Same as Yellow Phase	Superintendent, Director of Curriculum, Building Principals	N/A	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 and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Cleaning/ Disinfecting Practices	Maintenance/ Custodial	Scott Smith & Bob Metz	Online	Buckeye International Training	8/25/2020	9/4/2020
COVID-19 Background, Safety, Management, etc.	All Faculty & Staff	Francesca Lattari	Online	Back to School: You've Got This! By Allegheny Health Network	8/25/2020	9/4/2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Reopening Plan</b>	Parents, Community	Superintendent	Website, Social Media, Robocall, Email, Written letters	8/1/2020	On-going as revisions and updates are made
<b>Health &amp; Safety Updates From Local &amp; State Officials</b>	Superintendent	AIU3	County Superintendent Meetings, Email	Current	On-going as revisions and updates are made

# Health and Safety Plan Summary: Northgate School District

**Anticipated Launch Date: 8/25/20**

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

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>While there is no way to completely mitigate the risk of COVID-19, the district will put in place procedures designed to reduce the risk of transmission. A detailed plan for cleaning and sanitizing buildings will be created specifying routes, procedures, times and person responsible for each area. Particular attention will be given to increased daily cleaning and sanitizing of all buildings and spaces with EPA-approved disinfectants, paying special attention to high-traffic areas including restrooms and hallways, and frequently-touched surfaces such as desks and doorknobs</p> <p>The custodial/maintenance staff will receive training prior to the start of the school year on cleaning, sanitizing, and disinfecting. This will be provided by Buckeye International. During the school year, custodial supervisors will do random checks on a weekly basis to ensure cleaning/disinfecting is occurring per the district plan and to identify any issues.</p> <p>Administration and faculty will receive training on cleaning, sanitizing, disinfecting and proper hygiene procedures. This training will occur on the inservice days prior to the start of school. In addition, effective hygiene practices and hand washing techniques will be covered. These will then be taught to the students on the first day of school.</p> <p>Time will be scheduled throughout the day for hand washing and sanitizing. In classrooms, teachers will wipe down student areas with antibacterial wipes. This will occur throughout the day. Students will be provided with a set of needed classroom materials as no sharing will be permitted. Wall-mounted hand sanitizer units will be available in all learning spaces.</p> <p>Where possible, interior doors and exterior windows will be left open to increase ventilation. Due to safety, all exterior doors will remain closed and locked.</p> <p>School buses and vans will be cleaned and sanitized frequently and no less than once daily when in use for the 2020-21 school year Building principals will meet with the head custodians on a weekly basis, more frequently if needed, to identify any issues or additional needed supports.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>When in classroom spaces, students will be seated at individual desks, facing the same direction, where they will maintain their own supplies.</p> <p>Until conditions change, we will limit having students assemble in large groups. For the foreseeable future, we will not be holding assemblies or large group activities. We are also not having field trips in an effort to limit time students spend on a bus in close contact and to limit exposure in public places.</p> <p>Extra spaces have been identified for serving lunch and breakfast in order to maintain smaller groups of students in any given area. PE classes and recess will be held outside weather permitting.</p> <p>Wall-mounted hand sanitizer units are being placed in every learning space. Students will be directed to sanitize their hands up entering the classroom and leaving the classroom. At the elementary level, time will be built into the schedule for hand washing.</p> <p>Because we are a walking district, we provide limited transportation. For the students we do transport, we will adjust transportation schedules and practices to create social distance between students when possible. Students will sit one student per seat, to the maximum extent feasible. Students, drivers and aides will wear face masks while being transported.</p> <p>Specialized Transportation: We will adjust student start/end times as deemed necessary to reduce the number of students on the bus/van. Students will sit one student per seat, to the maximum extent possible. Students, drivers and aides will wear face masks while being transported. Parents who are able to transport their child and indicated that they elect to do so will be compensated by the district with a gas card.</p> <p>Only essentials visitors will be admitted to the buildings. At the start of the school year, all buildings will have newly constructed secured entryways. Unless there is a specific need for a parent/visitor to enter the building, they will be instructed to wait outside. Visitors will utilize the secured vestibule, and they will be screened if they require entry into the office area. All visitors will be required to sanitize their hands prior to entering the office.</p> <p>Students will wash or sanitize their hands prior to PE classes and recess. All PE classes/recess will be held outdoors when possible. PE classes will focus on conditioning activities and games that allow students to remain socially distanced and do not require sharing of equipment. If students are not able to socially distance, they will wear masks.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>The school nurse will monitor students and staff for symptoms and history of exposure. Staff will be expected to perform self monitoring at home prior to entering school. If a staff member has any Covid-19 related symptoms, he/she should notify the CSN and stay home.</p> <p>At the beginning of each school day, classroom teachers will be provided with a daily standardized questionnaire for students to verbalize current wellness status. If a student verbalizes any signs and symptoms of Covid-19, the student should be sent to the school nurse. Students arriving late to school will be asked the standardized Covid-19 questionnaire by the secretaries prior to obtaining tardy slip. If a student verbalizes any signs and symptoms of Covid-19, the student to school nurse. All information will be verified with parent/guardian if sent to the school nurse.</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure will be based on the state health official and Allegheny County Department of Health recommendations.</p> <p>Isolation Plans/Dedicated Space: a space will be dedicated for students who may need to be quarantined, taking into consideration sensory needs, supervision by personnel familiar with the student and appropriate ventilation</p> <p>Returning isolated or quarantined staff, students, or visitors to the school will be based on state health officials and Allegheny County Department of Health recommendations as well as CDC Guidelines.</p> <p>Any changes or modifications to the plan or school year will be communicated to all stakeholders via multiple methods of communication including rob calls, letters home, district website and social media.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>All staff and students are required to wear a face mask when in the building. Face shields will be provided to faculty but remain optional and must be used in conjunction with a mask. Mask breaks will be provided to students/staff when they are outdoors. The school nurses will have additional PPE.</p> <p>For students with health needs, individual plans will be developed that may include a hybrid of in-person and virtual learning or complete virtual learning. The plans will be tailored to the specific needs of the student and family.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Northgate School District** have reviewed and approved the Phased School Reopening Health and Safety Plan on **9/21/20**.

The plan was approved by a vote of:

  7   Yes (Unanimous Voice Vote X - X and X Absent)  
  2   No

Affirmed on: September 21, 2020

By: \_\_\_\_\_  
(Signature of Board President)

Amy Robinson  
(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.