K-6 REOPENING PLAN

HOME AND SCHOOL REOPENING TOGETHER

IN PERSON + VIRTUAL LEARNING: 2020-2021

REOPENING TIMELINE + GOALS

TIMELINE
- **September 30, 2020:** Complete Reopening Plans will be shared including this presentation
- **September 30, 2020:** Commitment Survey Opens for K-6
- **October 8, 2020:** Commitment Survey Closes for K-6
- **October 7, 2020:** 7-12 Complete Reopening Plans will be shared including this presentation
- **October 7, 2020:** Commitment Survey Opens
- **October 8, 2020:** K-6 Commitment Survey Closes
- **October 14, 2020:** 7-12 Commitment Survey Closes
- **October 26, 2020:** All Faculty/Staff to return to work onsite
- **October 5-29, 2020:** Develop Elementary Schedules
- **October 26, 2020:** All Faculty/Staff to return to work onsite
- **October 30, 2020:** All class changes will be posted to Skyward
- **November 11, 2020**: End of MP1
- **November 12, 2020:** Students return to In Person Learning or Virtual
- **February 1, 2021:** End of MP2
- **February 2, 2020:** Based on metrics, all students return to In Person learning *or* transition to Spring-Ford Cyber Learning

GOALS
- SFASD will use the guidance of the state and federal government as well as support from the Montgomery County Office of Public Health in planning to reopen schools In Person.
- SFASD will propose a virtual option for families who desire a home learning option through the second marking period.
- SFASD will prioritize the physical and emotional health of more than 8,000 students, 1,100 employees, 5,400 families, and 50,000 residents over all other concerns.
- SFASD will continue to be the district that every parent would choose as their child's educational provider.

UNDERSTANDING COVID-19

GOAL: *SFASD will prioritize the physical and emotional health of more than 8,000 students, 1,100 employees, 5,400 families, and 50,000 residents over all other concerns.*

UNDERSTANDING COVID-19:
TERMS AND DEFINITIONS

- **Asymptomatic:** when an individual is a carrier of an illness but does not show symptoms.

- **Close Contact:** any individual within 6 feet of an infected person for at least 15 minutes with or without a mask

- **Contact Tracing:** An attempt by public health officials to identify situations in which an infected person is transmitting the coronavirus, and then warn others who may have been exposed through that person.

- **Confirmed Case:** Someone tested and confirmed to have COVID-19.

- **Isolation:** separates sick people with a contagious disease from people who are **<u>not</u>** sick.

- **PPE:** PPE Stands for **P**ersonal **P**rotective **E**quipment. This includes masks, face shields, gloves, gowns and other coverings used to prevent the spread of infection to themselves and others.

- **Quarantine:** quarantines keep people away from each other to prevent the spread of disease.

- **Self Quarantine:** choosing to separate yourself when you're sick from healthy individuals to prevent spreading illness.

- **Social Distancing:** putting space between yourself and other people. Ideal Social Distancing is 6'.

- **Symptomatic:** When a person shows signs of illness. For COVID-19, that includes cough, fever, loss of taste/smell, or shortness of breath.

- **In Person:** Students and employees return to full day, in person school.

- **Virtual Instruction:** Instruction that is taking place from home/outside of the school building.

- **Livestream:** Students access synchronous instruction from home by listening to and watching their classroom.

- **Cyber:** **c**yber learning offers individualized instruction and flexibility so that students and families can find a schedule that works best for them.

UNDERSTANDING COVID-19:
SPRING-FORD TASK FORCE

Spring-Ford's COVID Task Force reports required information to the Montgomery County Office of Public Health and the Superintendent.

- Dr. David Goodin, Superintendent (Pandemic Coordinator)
- Bob Rizzo, Assistant Superintendent (Administration)
- Beth Leiss, Director of Human Resources
- Bob Hunter, Director of Planning, Operations, and Facilities
- David Boyer, Coordinator of Safety, Security, and Emergency Preparedness
- Trisha Smith, School Nurse: Secondary Department Chair
- Laura Murphy, School Nurse: Elementary Department Chair
- Erin Crew, Director of Communications, Marketing, and Media
- Lora Sanderson, Coordinator of Transportation
- All School Principals

TASK FORCE TRAINING

- Measuring and Maximizing Impact of COVID-19 Contact Tracing, Johns Hopkins University
- Best Practice During Pandemic, American Nurse Association
- Report from the COVID Front Lines, ICU Management
- COVID and Asthma in the Schools (4), Asthma and Allergy Network Webinar Series
- COVID the New Normal for Asthma, Asthma and Allergy Network Webinar Series
- Managing Infectious Diseases at School, University of Pitt Medical Center
- Coronavirus Training Courses (6), Safe Schools
- Psychosocial Impact and Interventions During the COVID Crisis, CDC
- COVID Psychological Effects, Health Advocate
- COVID 19 Establishing Emotional Balance, Health Advocate
- COVID 19 Conversations Webinar Series (6), American Public Health Association and National Academy of Sciences
- Why Immunity to the Coronavirus is Complicated, Smithsonian
- Stress Burnout and Self Care in the Face of COVID, Elite Learning
- Zoom Meetings with Dr. Rachel Levine, Secretary of the Pennsylvania Department of Health
- Meetings with Michele Masters and Sierra Gomez, Montgomery County Office of Public Health
- Weekly Updates form Montgomery County Office of Public Health
- Zoom Meetings with Montgomery County School Nurse Association
- Zoom Meetings with Pennsylvania Association of School Nurses
- Additional resources: CDC website, PA DOH website, MCDOH website, COVID 19 resources from nurse.com
- In addition we have read a reviewed hundreds of journal articles regarding COVID

RETURN TO
IN PERSON LEARNING:
GRADES K-6

GOAL: *SFASD will use the guidance of the state and federal government as well as support from the Montgomery County Office of Public Health in planning to reopen schools in person.*

IN PERSON LEARNING: MASKS

- **Masks**: students and employees will wear mask at all times, except during lunch and during mask breaks. Masks will be worn:
  - On the bus
  - In the classroom
  - In the hallways
  - In the bathroom and locker rooms

- **Mask Breaks**: to the extent feasible, mask breaks will be provided when students can maintain a minimum of 6' social distancing.
- **What type of mask is allowed?** According to PDE, "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. A "face covering" can be made of a variety of synthetic or natural fabrics and can _include_ a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made or sewn by hand. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.
- **How will mask wearing be enforced?** Students will be offered a mask if they do not have one. If they fail or refuse to wear a mask, they will be sent home.
- **What if a student forgets a mask?** Students are expected to attend school wearing a mask when they are dropped off or when they load a bus. If a student forgets a mask one will be provided.

- **Are there exemptions?** Students that have a medical exemption must go through an Individualized Health Plan or 504 Service Agreement process or have a documented disability that precludes them from wearing a mask.

IN PERSON LEARNING: CLASSROOMS

- **How far apart are desks?** Students will be distanced to the extent feasible. We will not be able to maintain a 6' space between students throughout the school day. This will largely be determined by the number of students in each class/room. All desks will face the same direction.

- **How many students per class?** K-4 classrooms are capped at 24 students; grades 5 and 6 will be capped at 30 students

IN PERSON LEARNING: ELEMENTARY CLASSROOM

IN PERSON LEARNING: CAFETERIA

- **How will students eat lunch?** Grab and Go bagged lunch will be offered to students. Depending on the school:
  - Students will eat at desks placed 6' apart
  - OR students will eat at opposite ends of 6' tables.

IN PERSON LEARNING: ELEMENTARY CAFETERIA

IN PERSON LEARNING: RECESS, BREAKS, AND CLASS CHANGES

- **Will recess take place?** Yes, recess will still take place. Outdoor recess will take place whenever possible. Students who participate in outside recess are not required to wear face coverings as long as the 6' social distancing guideline is followed. <u>If students are within 6' of each other wearing a face covering becomes necessary, even outdoors</u>. If outdoor recess is not possible, recess will take place in the classroom. Students and employees will be required to wear masks during indoor recess. To maintain Contact Tracing, students in 5th and 6th grade will not have outdoor recess.
  - **Recess and Play Best Practices:** students will wash hands or use sanitation stations before and after recess and any time equipment is shared. Equipment (toys, balls, hoola hoops, etc.) will be cleaned daily, but may not be cleaned between each use.
  - **Will students receive "mask breaks?"** Yes, scheduled mask breaks will be built into the day. Mask breaks will take place when students are at least 6' apart to last no longer than 10 minutes.
    - **Elementary Example**: classrooms may have a designated mask break area for students to take individual breaks as needed.

- **How many kids will be in the hallway at once?** Transitions will occur normally, and masks will be worn at all times. Students in grades K-6 travel with classes and will coordinate around other classes.
- Where possible, one-way hallways *may* be considered.
  - **K-4 Class Changes**
    - Specials (Phys Ed, Art, Ram QUEST, etc.) will take place in the homeroom eliminating the need to move throughout the building.
    - All students with special needs will change as needed
  - **Grades 5 and 6 Class Changes**
    - 5 and 6 switch teachers will change their rooms, students will not change
    - Specials (Phys Ed, Art, Ram QUEST, etc.) will take place in their assigned rooms. These limited class changes will be coordinated at the building level.
    - All students with special needs will change as needed

Source: PDE, Answers to FAQs: Universal Face Coverings Order

IN PERSON LEARNING: BUSSES

- **How will children social distance on a bus?** Students will not be socially distanced on school district conveyance. Drivers and students will wear face coverings at all times when on the bus. To maintain contact tracing, all students will have assigned seats.

- **Does the transportation survey completed this summer still stand?** No. Transportation will run normal routes regardless of the number of students utilizing district-provided transportation.
  - **How will busses be cleaned between runs?**
    - Busses will be wiped down between each run
    - Deep cleaning will be conducted mid-day
    - Busses will be wiped down again each evening allowing chemicals time to "sit" overnight
  - **Will fresh air circulate during the bus ride?**
    - Yes, windows will remain open or "cracked" throughout the ride.

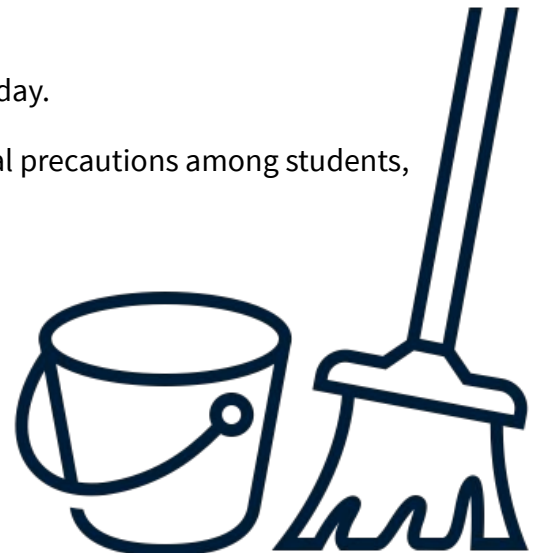# SCHOOL BUS SEATING: NO MORE THAN 3 TO A SEAT

IN PERSON LEARNING: DAILY CLEANING

SFASD will utilize EPA approved disinfectants against COVID-19.

- All frequently touched surfaces will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance.

- All classrooms will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance.

- All bathrooms and locker rooms will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance.

- Day custodians will sanitize high touch areas at least once a school day.

- Disinfecting wipes will be provided to all occupied areas in each building.

- Hand sanitizing stations will be installed in every classroom, building primary entrances and office areas.

- All drinking fountains will shut off. Bottle fillers will be in use where available. Students are encouraged to bring refillable water bottles.

- HVAC operation will follow ASHRAE Reopening of Schools recommendations 2020 where attainable

- SFASD has increased the hours of our custodial staff

- **Classrooms**: All desk surfaces are cleaned and disinfected; all sinks, water filling stations, and counters are cleaned and disinfected; door handles and light switches are cleaned and disinfected; trash cans are emptied and spray with disinfectant; and lightly sprayed a mist of disinfectant through the room when leaving

- **Bathrooms/Locker Rooms**: Clean toilets and urinals with disinfectant; clean and disinfect bathroom floors; spray toilets and sinks with disinfecting mist and allow to dry; and clean and disinfect bathroom door handles

- **Hallways and Stairwells**: Clean and disinfect handrails; clean and disinfect door handles; and clean and disinfect water fountains

- **Cafeteria**: Clean all floors with disinfectant floor cleaner; clean and disinfect door handles. Tables and chairs will be wiped down between lunches.

- Day custodians will sanitize high touch areas at least once a school day.

- In addition, our school community is reminded to promote universal precautions among students, including frequent hand washing.

IN PERSON LEARNING:
PARENT EXPECTATIONS

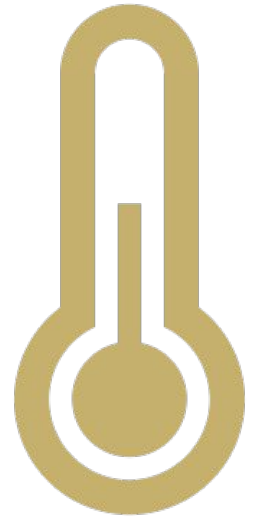**All parents must review the following checklist prior to departing for a district building each morning. If ONE of the following symptoms are detected, the parent should not send their child to school:**

- Fever of 100.4 or higher
- Cough
- Shortness of breath
- Difficult breathing
- New loss of taste or smell

All parents must review the following checklist prior to departing for a district building each morning. If TWO of the following symptoms are detected, the parent should not send their child to school:

- Chills
- Fatigue
- Myalgia
- Headache
- Sore throat
- Congestion
- Nausea
- Vomiting
- Diarrhea

Employees will follow the same daily checklist as parents and will continue to complete required daily Return to Work forms.

LEARNING WHILE QUARANTINED

How will students continue learning while quarantined?

- **Quarantined and Ill:** if a student is out of school with any illness – COVID, standard flu, sinus infections, etc. – their parent/guardian should call the school's Attendance Line to report their student absent. As with any other year, they will be expected to make up work and should do so by working directly with their teacher.

- **Quarantined/Self Quarantined and Not Ill:** if a student is quarantined or self quarantined, but the student is not ill, they should complete their school work from home

  - Secondary students will continue to follow online through Canvas

  - Elementary students can be assigned to a virtual classroom until they return to school

Source: COVID-19 School Exclusion Requirements

DAILY COVID CHECKLIST

Has your child had close contact (within 6' for at least 15 minutes with or without a mask) in the last 14 days with someone diagnosed with COVID-19, or has any health department been in contact with you advising you to quarantine?

YES Your child(ren) should not attend school. Your child(ren) can return 14 days after the last time they had close contact with someone with COVID-19, and are symptom free.

NO Your child(ren) can attend school, as long as they are symptom-free. Please check the symptom list below.

Does your child have ONE of the symptoms below:
- Fever of 100.4 or higher
- Shortness of breath
- Cough
- Difficult breathing
- New loss of taste or smell

YES If you child(ren) has ONE of these symptoms, they should stay home, isolate from other people, and you should contact your healthcare provider.

NO Your child(ren) can attend school, as long as they are symptom-free.

Does your child have TWO of the symptoms below:
- Chills
- Fatigue
- Diarrhea
- Congestion
- Vomiting
- Headache
- Nausea
- Sore throat
- Muscle Aches

YES If you child(ren) has TWO of these symptoms, they should stay home, isolate from other people, and you should contact your healthcare provider.

NO Your child(ren) can attend school, as long as they are symptom-free.

The PA Department of Health has issued a recommendation that any person who has traveled to, or will travel to, certain states self-quarantine for 14 days following their return to PA. Has your family traveled to a "hot-spot" state in the past 14 days?

YES It is recommended that your family quarantines for 14 days upon return.

NO Your child(ren) can attend school, as long as they are symptom-free.

X If you answered YES to any question, it is recommended that your family quarantines.

✓ If you answered NO, your child(ren) can attend school, as long as they are symptom-free.

If you have any questions or are unsure if your child should be in school, please don't hesitate to call your school's nurse.
QUARANTINED AND ILL: if a student is out of school with any illness – COVID, standard flu, sinus infections, etc. – their parent/guardian should call the school's Attendance Line to report their student absent.
QUARANTINED/SELF QUARANTINED AND NOT ILL: if a student is quarantined or self quarantined, but the student is not ill, they should complete their school work from home

UNDERSTANDING COVID-19:
SPRING-FORD TASK FORCE

Task Force members were trained by Michel Masters, Montgomery County Office of Public Health Division Director of Communicable Diseases Control and Prevention Department.

SFASD COVID liaison

- Notifies the Montgomery County Office of Public Health of positive student or employee case during the school day
- Isolates positive case
- Gathers information on close contacts in school/bus for OPH
- Track isolation and quarantine periods for cases and close contacts

Montgomery County Office of Public Health

- Determines infectious period of positive case and close contacts
- Determines end date for all isolations/quarantines
- Works with positive case to contact trace outside of school community

What happens when SFASD learns of a confirmed case (timeline)

- Task Force will obtain as much of the following information as possible:
    - Person's name and phone number
    - Last date person attended Spring-Ford class or activity
    - Their building/teacher(s)/bus number/activity or team(s)
    - Known close contacts at Spring-Ford

This information will be reported to:

- **Elementary**: COVID Liaison, Erin Lewandoski OR
- **Secondary**: COVID Liaison, Jaclyn Gospodarek
- **Extracurricular:** Mickey McDaniel

COVID liaisons will follow up with the Montgomery County Office of Public Health or the Chester County Health Department.

IN PERSON LEARNING: ASSESSING AN ILLNESS IN SCHOOL

Spring-Ford's School Nurses will refer to the COVID-19 School Exclusion Recommendation chart when determining if/when to send an individual home.

Student or Staff Ill at School:

1. Triage for symptoms of COVID by school nurse
2. If Symptomatic of COVID per MCOPH Exclusion Guidelines (COVID-19 Symptoms as listed below)
   a. Escort student to Health Annex to separate from the general public
   b. Educate on quarantine and medical follow-up
      i. COVID testing
      ii. Exclusion From and Return to School Recommendations (below)
      iii. Differential Diagnosis
3. Student quarantined from school
4. No notification unless a positive case is confirmed

Montgomery County Office of Public Health

COVID-19 School Exclusion Recommendations

	Exclusion From and Return to School Recommendations	

COVID-19 Symptoms
• <u>Two</u> of the following symptoms: fever (measured or subjective), chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, or diarrhea
OR
• <u>One</u> of the following symptoms: cough, shortness of breath, difficulty breathing, or new loss of taste or smell
	Individual should be tested for COVID-19.
	• If test result is negative **OR** doctor's note with differential diagnosis, return to school after 24 hours afebrile **and** improved respiratory symptoms
	• If test result is positive or individual is unable/refuses to get tested, may return to school after:
	  ➢ 24 hours with no fever **and**
	  ➢ Improvement in symptoms **and**
	  ➢ 10 days since symptoms first appeared	

Positive COVID-19 PCR Test	**WITH SYMPTOMS** May return to school after: • 24 hours with no fever **and** • improvement in symptoms **and** • 10 days since symptoms first appeared	**WITHOUT SYMPTOMS** May return to school after: • 10 days after PCR test was collected *If symptoms develop during the 10 days, follow return to school guidance for positive PCR <u>with</u> symptoms
Close Contact to Positive • **Within 6ft for 15 minutes or more** • **Household contact**	**WITH SYMPTOMS** Individual should be tested for COVID-19. • If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved • If test result is positive, follow return to school guidance for positive <u>PCR</u> with symptoms	**WITHOUT SYMPTOMS** Excluded 14 days after last date of exposure to the person with COVID-19 • Household contacts are in quarantine until 14 days <u>after</u> household positive is released from isolation *If symptoms develop during the 14 days, follow return to school guidance for Close Contact <u>with</u> symptoms
Travel to States with High COVID-19 Rates • **Critical workers are encouraged to wear both a face shield and mask and social distance, if unable to quarantine	**WITH SYMPTOMS** If symptoms develop during the recommended 14 day quarantine upon return to PA, follow return to school guidance for COVID-19 symptoms	**WITHOUT SYMPTOMS** Self-quarantine for 14 days from when they return to PA

2020 – PAHAN – 517 –07-18-UPD: Discontinuation of Transmission-Based Precautions for Patients with COVID-19

**PADOH COVID 19 Information for Travelers

Designated Contact Information for Schools
Phone: 610-278-6211
Email: MCSchoolsCOVID19@montcopa.org

IN PERSON LEARNING: ASSESSING AN ILLNESS IN SCHOOL

Spring-Ford's School Nurses will refer to the COVID-19 School Exclusion Recommendation chart when determining if/when to send an individual home.

Confirmed COVID Case of SF Student or Staff - Positive COVID-19 PCR Test:

1. COVID Liaisons collect information on positive case:
   a. Positive Case Name & Primary Phone Number
   b. Building/Teacher(s)/Activities at SF/Bus #
   c. Last date Positive Case was on SF property
   d. Date when positive case became symptomatic
   e. Known 'close contacts' at SF
2. Collaborate with MCDOH to confirm timeline for isolation
   a. Dependent on start of symptoms (if symptomatic)
   b. Dependent on COVID test date (if asymptomatic)
3. 3. Confirmed COVID Case may be contacted
   a. By COVID liaison
   b. By principal
   c. By local health department

COVID-19 School Exclusion Recommendations

Montgomery County Office of Public Health

Exclusion From and Return to School Recommendations

COVID-19 Symptoms	Individual should be tested for COVID-19.
• <u>Two</u> of the following symptoms: fever (measured or subjective), chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, or diarrhea **OR** • <u>One</u> of the following symptoms: cough, shortness of breath, difficulty breathing, or new loss of taste or smell	• If test result is negative **OR** doctor's note with differential diagnosis, return to school after 24 hours afebrile **and** improved respiratory symptoms • If test result is positive or individual is unable/refuses to get tested, may return to school after: ➢ 24 hours with no fever **and** ➢ Improvement in symptoms **and** ➢ 10 days since symptoms first appeared

	WITH SYMPTOMS	WITHOUT SYMPTOMS
Positive COVID-19 PCR Test	May return to school after: • 24 hours with no fever **and** • improvement in symptoms **and** • 10 days since symptoms first appeared	May return to school after: • 10 days after PCR test was collected *If symptoms develop during the 10 days, follow return to school guidance for positive PCR with symptoms
Close Contact to Positive • **Within 6ft for 15 minutes or more** • **Household contact**	WITH SYMPTOMS Individual should be tested for COVID-19. • If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved • If test result is positive, follow return to school guidance for positive <u>PCR</u> with symptoms	WITHOUT SYMPTOMS Excluded 14 days after last date of exposure to the person with COVID-19 • Household contacts are in quarantine until 14 days <u>after</u> household positive is released from isolation *If symptoms develop during the 14 days, follow return to school guidance for Close Contact <u>with</u> symptoms
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IN PERSON LEARNING: ASSESSING AN ILLNESS IN SCHOOL

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Close Contacts: within 6 feet for more than 15 minutes within 48 hours of start of positive case symptoms (with or without use of mask)

1. Determined by SFASD COVID liaison based on:
   a. Seating charts for classes, lunch rooms, buses
   b. Spring-Ford extracurricular activities
   c. Report from positive case
2. Required to Quarantine
   a. Time period determined by COVID liaison and MCDOH
   b. Dependent on last day of exposure to positive case
3. Recommended to take COVID test (2-5 days after exposure)
   a. Negative test **does not** shorten the period of quarantine due to incubation period of COVID19
4. Close Contacts may be notified
   a. By COVID liaison
   b. By principal
   c. By local health department

Montgomery County
Office of Public Health

COVID-19 School Exclusion Recommendations

Exclusion From and Return to School Recommendations		

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Travel to States with High COVID-19 Rates • Critical workers are encouraged to wear both a face shield and mask and social distance, if unable to quarantine	If symptoms develop during the recommended 14 day quarantine upon return to PA, follow return to school guidance for COVID-19 symptoms	Self-quarantine for 14 days from when they return to PA

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Email: MCSchoolsCOVID19@montcopa.org

IN PERSON LEARNING: FERPA + HIPAA

Spring-Ford is committed to honoring all FERPA and HIPPA laws and standards. Only the positive individual and Direct Contacts will be notified with each diagnosed case.

	Who must comply?	Protected information	Permitted disclosures[1]

FERPA
 	
The **Family Educational Rights and Privacy Act (FERPA)** is a federal law enacted in 1974 that protects the privacy of **student education records**.
 	
The Act serves two primary purposes:
1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing "personally identifiable information in education records" without written consent
	• Any public or private school:
	  – Elementary
	  – Secondary
	  – Post-secondary
	
	• Any state or local education agency
	
	Any of the above must receive funds under an applicable program of the US Department of Education
		Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution	• School officials
			• Schools to which a student is transferring
			• Specified officials for audit or evaluation purposes
			• Appropriate parties in connection with financial aid to a student
			• Organizations conducting certain studies for or on behalf of the school
			• Accrediting organizations
			• Appropriate officials in cases of health and safety emergencies
			• State and local authorities, within a juvenile justice system, pursuant to specific state law
			• To comply with a judicial order or lawfully issued subpoena

HIPAA The **Health Insurance Portability and Accountability Act (HIPAA)** is a national standard that protects sensitive **patient health information** from being disclosed without the patient's consent or knowledge. Via the Privacy Rule, the main goal is to • Ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being.	• Every healthcare provider who electronically transmits health information in connection with certain transactions • Health plans • Healthcare clearinghouses • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing	**Protected Health Information[2]:** Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records	• To the individual • Treatment, payment, and healthcare operations • Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object • Incident to an otherwise permitted use and disclosure • Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) • Limited dataset for the purposes of research, public health, or healthcare operations

1. Permitted disclosures mean the information can be, but is not required to be, shared without individual authorization.

2. Protected health information or individually identifiable health information includes demographic information collected from an individual and 1) is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse and 2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of healthcare to an individual; and
   (i) That identifies the individual, or
   (ii) With respect to which there is a reasonable basis to believe the information can be used to identify the individual.

For more information, please visit the Department of Health and Human Services' HIPAA website and the Department of Education's FERPA website.

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

What is HIPAA? The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. The US Department of Health and Human Services (HHS) issued the HIPAA Privacy Rule to implement the requirements of HIPAA. The HIPAA Security Rule protects a subset of information covered by the Privacy Rule

WEEKLY COVID COMMUNICATION

Each week all families and employees will receive an update with:

- Level of Community Transmission Table Update
- Montgomery County COVID Dashboard Trends, SFASD Footprint
- Number of Confirmed Cases in SFASD
    - COVID Education Pieces:
        - Understanding Direct Contact
        - SFASD Cleaning Processes
        - Symptom List
        - What to Do If You Are Sick

Only the positive individual and Close Contacts will be notified with each diagnosed case.

PDE Level of Community Transmission Table Update: In response to school leaders' need for additional guidance as to the risk of COVID-19 transmission in their communities, the Pennsylvania Departments of Health and Education are providing recommendations to Pre-K to 12 schools for use when making decisions related to the instructional models used during the 2020-21 school year. For ease of use, once per week, the Department of Education will publish a list identifying the level of community transmission in each county over the most recent 7-day reporting period. Click the section called: Level of Community Transmission Table to view this week's update.

Montgomery County: Moderate
Chester County: Moderate

Number of Confirmed Cases in SFASD: Through these updates, SFASD will share COVID related information and educational resources.

Spring-Ford Area School District 7 Day Update - Confirmed Cases: 2

This 7-day update includes all numbers of confirmed cases of COVID in the Spring-Ford schools.

Please note, the district will continue to share district-wide data each week. Parents/guardians will receive notification from a school nurse only if their child has been exposed to COVID through direct contact. Direct Contact is identified as being in contact with any individual within 6 feet for at least 15 minutes. As a reminder our schools are thoroughly cleaned each evening. SFASD utilizes the United States Environmental Protection Agency (EPA) approved disinfectants against COVID-19.

- All frequently touched surfaces will be cleaned & disinfected at least 1x/day 5 days per week per CDC Guidance.
- All classrooms will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance.
- All bathrooms and locker rooms will be cleaned, sanitized & disinfected at least 1x/day 5 days per week per CDC Guidance.
- Day custodians will sanitize high touch areas at least once during the school day.
- Disinfecting wipes will be provided to all occupied areas in each building.
- Hand sanitizing stations will be installed in every classroom, building primary entrances and office areas.
- All drinking fountains will shut off. Bottle fillers will be in use where applicable.
- HVAC operation will follow ASHRAE Reopening of Schools recommendations 2020 where attainable

Please click here to familiarize yourself with the Spring-Ford Reopening Plan.

COVID INFORMATION FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC): People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Click here for more information about COVID symptoms.

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community. Stay home except to get medical care:

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

Click here for information about preventing the spread of COVID.

Montgomery County COVID Dashboard Trends: Montgomery County officials are committed to the health and safety of all of the county residents. The County has compiled data pertaining to COVID-19 into an easy to use dashboard. On the dashboard, you can explore a collection of maps, data and charts that show the number of daily cases related to COVID-19. There is also information on age, gender and race. The information only pertains to those individuals that have been verified as Montgomery County residents and received a positive test.

Click here to view the full Montgomery County dashboard.
Click here to view the full Chester County dashboard.

Spring-Ford Footprint* 7 Day Update: Confirmed Cases
Limerick Township: 188
Royersford Borough: 53
Upper Providence Township: 292
Spring City Borough: 19
This 7-day update includes all numbers in the district footprint. This update is not specific to Spring-Ford schools.

SAMPLE COMMUNICATION: CLOSE CONTACT

Communication will be sent to individuals who have been in Close Contact with a confirmed COVID case. Close Contact means within 6 feet for more than 15 minutes within 48 hours of start of positive case symptoms, with or without use of mask.

Good Afternoon,

Yesterday afternoon, [DATE], we were informed by the Montgomery County Office of Public Health that a member of our school community tested positive for COVID-19.

You are receiving this notification because your student was in direct contact with this individual. Direct Contact is identified as being in contact with any individual within 6 feet for at least 15 minutes. According to the Montgomery County Office of Public Health Guidelines, your child will be required to self-quarantine and not return to school for a period of 14 days. This quarantine is in effect from [DATE PERSON WAS TESTED TO 14 DAYS AFTER] as long as your child remains symptom free. During this time, please be mindful if your child experiences any symptoms that may be COVID-19 related. In the event that your child becomes symptomatic, please consult with a medical professional.

In addition, Montgomery County Office of Public Health may be in contact to conduct Contract Tracing. We encourage you to work with the County to provide as much information as possible.

Testing before the return to school is recommended. Please click here for COVID test information from the Montgomery County Office of Public Health.

During this period of quarantine your child should:
- **Quarantined and Ill:** if a student is out of school with any illness – COVID, standard flu, sinus infections, etc. – their parent/guardian should call the school's Attendance Line to report their student absent. As with any other year, they will be expected to make up work and should do so by working directly with their teacher.

Please click here to familiarize yourself with the Spring-Ford Reopening Plan.

COVID INFORMATION FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC):
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Click here for more information about COVID symptoms.

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.
Stay home except to get medical care:
- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.

Click here for information about preventing the spread of COVID.

IN PERSON AND VIRTUAL LEARNING: NOVEMBER 12 - FEBRUARY 1 *GRADES K-6*

GOAL: *SFASD will propose a virtual option for families who desire a home learning option through the second marking period.*

VIRTUAL LEARNING: Attendance

Attendance
- The expectation for all students is that they participate in virtual learning 5 days a week from 9:00 am until 3:30.
- Students should follow the designated series of live and synchronous activities that make up the instructional day.
- **PDE Guidance**
- We must account for both student's daily access to and completion of assigned learning activities.
- In order for a student to be marked present, they must participate (be seen and participate in the "Live" sessions) and also show an effort to complete the assigned classwork for the instructional block.
- In order to be marked present for the school day, students must participate at the level of the above expectation in Class Meeting, ELA, Science/SS, Math, Specials, and Checkout.
- Students who participate in some of these blocks, but not all blocks must provide a reason as to why they missed their daily instruction. Based on these circumstances, the student may be excused on a one-time basis or marked absent for .5 or the full day.
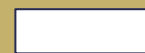
Support
- Special Education Services (for identified students)
- Related Services (for qualifying students with an IEP or 504)
- School Counselor
- Reading Specialist
- Title I (Qualifying Schools)
- ELL
- Instructional Support Team

DEDICATED VIRTUAL TEACHERS:
K-6 PROS AND CONS

PROS
- Families have an option in addition to In Person and Spring-Ford Cyber Learning
- Familiar model
- Most engaging approach for BOTH the in person and virtual learner.
- Teacher can focus on one set of learners.

CONS
- Students should not expect to have the same teacher and classmates as they do right now (both in person and virtually).
- Priority will be to keep teachers consistent, however this may not be possible as we look at each school, class and student need.
- Additional personnel cost
- Transition back to in person learning

VIRTUAL LEARNING SCHEDULE

This timing does not reflect the time spent on a computer, but rather the duration of the school day. Students will be required to participate in both online and offline components throughout the dedicated synchronous school day. Students will attend school each day of the cycle in a synchronous environment.

Morning Meeting Conducted Live Each Day: connect as a classroom community and to engage in social-emotional learning activities.

English Language Arts (Daily): Students will follow Journeys Reading Series at a comparable pace to their peers in-person. Daily ELA Block:
- ◼ Whole Group Direct Instruction - "Live" or Video
- ◼ Small Group Instruction - "Live"
- ◼ Independent Work - "Live" or offline (work products will be collected)
- ◼ Guided reading groups will also occur "Live" with the purpose of providing small group instruction at the correct level of difficulty.

Math (Daily): Students will follow the Everyday Math Program at a comparable pace to their peers in-person. Daily Math Block:
- ◼ Whole Group Direct Instruction - "Live" or Video
- ◼ Small Group Instruction - "Live"
- ◼ Independent Work - "Live" or offline (work products will be collected)
- ◼ Guided math groups will also occur :"Live" with the purpose of providing small group instruction at the correct level of difficulty
- ◼ ST Math along with other technology driven math support programs will be used as part of the math program (progress will be monitored by the teacher)

Science (Daily):
- ◼ K-2 - Integrated through thematic units.
- ◼ 3-4 - Marking Period 2 and 3
- ◼ Instruction will involve whole group "live" instruction, small group instruction, and independent synchronous work.

Social Studies (Daily):
- ◼ K-2 - Integrated through thematic units.
- ◼ 3-4 - Marking Period 4
- ◼ Instruction will involve whole group "live" instruction, small group instruction, and independent synchronous work.

Afternoon Check-In: connect with as a classroom community at the end of day and provide opportunities for teachers to get feedback on learning from students.

Specialists (home school instruction):
- ◼ Art, Music, Physical Education, Library (Grades 1-4), Ram Quest (Grades 1-4)
- ◼ Class will have a different special each day rotating on a 6-day cycle (one special will be duplicated)
- ◼ Special Instruction will be "live" with independent work components.
- ◼ 40 Minutes each day.

FULL IN PERSON LEARNING:
FEBRUARY 1 – JUNE 17
GRADES K-6

GOAL: *SFASD will continue to be the district that every parent would choose as their child's educational provider*

PLAN TO RETURN TO FULL IN PERSON LEARNING: MP3 + MP4

Starting November 12, 2020: SFASD will remain Virtual or In Person only if Montgomery County remains Low or Moderate. SFASD will move back to full Virtual for all students if the County moves to Substantial.

November 12, 2020 through February 1, 2021: SFASD will monitor the Level of Community Transmission Table and will provide updates to Spring-Ford families, employees, and board members each Monday

Starting February 2, 2021: If SFASD remains in Low for the final four weeks of MP2 the district would propose the elimination of Virtual in MP3
- Must remain in Low from January 4-January 29
- Board approval requested, January 25, 2021 meeting

PROPOSED TIMELINE
- **September 30, 2020:** Family Commitment Survey for Grades K-6 Opens
- **September 30, 2020:** Staff Commitment Survey Opens
- **October 4, 2020**: Family Commitment Survey for Grades K-6 Closes
- **October 4, 2020:** Staff Commitment Survey Closes
- **October 26, 2020:** All Faculty/Staff to return to work onsite
- **October 30, 2020:** All class changes will be posted to Skyward
- **November 5, 2020:** Updated bus schedules will be posted in Skyward
- **November 12, 2020:** Students return to In Person Learning
- **February 1, 2021:** Last day of MP2
- **February 2, 2021**: As long as SFASD remains in Low for a minimum of four weeks, students return to In Person Learning *or* transition to Spring-Ford Cyber Learning

FAQ's

Q: If we opt for In Person, but have a change of mind, can we change to Virtual after November 12?
A: Due to the need to ensure the safety and efficiency of the delivery of the district's in person, virtual and cyber programs, the selection you make shall be viewed by the Spring-Ford Area School District as a commitment for you and your child to the selected form of education delivery until the end of the Second Marking Period at the earliest. At the Administration's sole discretion, review of current enrollments in all program options will be reviewed and modifications may be made during the course of the 2020-2021 school year as events present or allow.

Q: If we visit family out of state for the holidays and it is a state designated for quarantine would we need to keep our child home for 14 days upon return?
A: Yes, according to the Pennsylvania Department of Health if you have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, it is recommended that you stay at home for 14 days upon return to Pennsylvania. Click here for an updated No Travel State list.

Q: My child has seasonal allergies and/or asthma. How will you determine if they have allergies, asthma, or a COVID symptom?
A: Our School Nurses are trained to assess cases based on a differential diagnosis process. For instance, seasonal allergies do not usually cause shortness of breath or difficulty breathing, unless a person has a respiratory condition such as asthma that can be triggered by exposure to pollen. Symptoms vary from person to person and range from mild to severe. Because some of the symptoms of COVID-19 and seasonal allergies are similar, it may be difficult to tell the difference between them, and you may need to get a test to confirm your diagnosis. You can have symptoms of both COVID-19 and seasonal allergies at the same time. Your child's school nurse will work with your family during the differential diagnosis process.

Q: Will my child have a different teacher in person than they have now?
A: Teacher reassignment for both in person and virtual is a possibility. Kindergarten through 6th grade students may be assigned new teachers, both in the virtual and in person environment.

Q: If for some reason my child's teacher remains a virtual teacher, would it be possible for my child to remain in their virtual class?
A: Kindergarten through 6th grade students who choose to attend school virtually will be assigned to virtual only classrooms, but not necessarily their current teacher if their teacher remains virtual. This will require that many students will be taken out of their current classroom assignments and re-assigned classrooms. This is the only way that an in person AND virtual option can be provided. Families should not made a decision based on what they think their current teacher assignment might be.

Q: If my family selects virtual, and the entire district is forced to return to virtual at some point, which teacher will my teacher have - the teacher they started with or their virtual teacher?
A: If the district is forced to return to virtual at some point, all students will remain their new class, they will not return to their start of year class.