



# **Mt. Lebanon School District**

## **Health and Safety Plan 3.0**

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.

To prepare for the safe return of our students and staff in the Fall, the Mt. Lebanon School District formed a Recovery Steering Committee to assist in this planning. The Steering Committee included representation from various stakeholders:

Parent/President, Board of School Directors - Sarah Olbrich  
Parent/Vice President, Board of School Directors - Dr. Stephen  
Strotmeyer Superintendent - Dr. Timothy Steinhauer  
Assistant Superintendent of Elementary Education - Dr. Marybeth Irvin  
Assistant Superintendent of Secondary Education - Dr. Ron Davis (Pandemic  
Coordinator) Director of Communications - Cissy Bowman  
Director of Human Resources - Tenecia Ross  
Director of Business - Rob Geletko  
Director of Facilities - Rick Marciniak  
Director of Technology - Chris Stengel  
Director of Special Education - Dr. Heather Doyle  
Director of Food Services - Nolen Fetchko  
Athletic Director - John Grogan  
Chairperson of Nursing Services - Deanna Hess  
Elementary Principal - Dr. Melissa Nelson  
Middle School Principal - Dr. Sarah Shaw  
Acting High School Principal - Joel Thompson  
Teacher/MLEA President - Val Brown  
School Counselor/Secondary Department Chair - Tara Leja  
School Counselor/Elementary Department Facilitator- Lori Morin  
School Psychologist - Heather Rehrig Peremba  
Elementary School Nurse - Do Sabol  
Human Resources Specialist - Maria Olivo  
Parent/PTA Council President - Bonnie Dougherty  
(2) Students, High School Student Government  
Parent and Staff Surveys

After reviewing a number of frameworks to guide the work of the Steering Committee, the [Readiness and Emergency Management for Schools \(REMS\)](#) framework was selected.



The District Recovery Steering Committee consulted a number of sources to inform its work:

- [Governor's Phased Re-opening Information](#)
- [Pennsylvania Department of Health's Coronavirus Information](#)
- [CDC Guidance regarding Cleaning & Disinfecting Public Spaces](#)
- [CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)
- [Department of Education Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#)
- [Pennsylvania School Reopening Task Force Report](#)
- [Considerations for K-12 Schools: Readiness and Planning Tool](#)

Following the work of the District Recovery Steering Committee, the additional sources informed the development of this plan:

- Review of the Plan by District Physician, Tonja DiCamillo, DO
- [Considerations for Reopening Pennsylvania Schools](#)
- [COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#)
- [CDC Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Determining Instructional Models During the COVID-19 Pandemic: Recommendations for Pre-K to 12 Schools](#)
- [COVID-19 Early Warning Monitoring System Dashboard](#)
- [Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#)
- [Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#)

- [Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#)
- [Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel.](#)
- [Amended Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel.](#)
- [Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols](#)
- [Attestation Ensuring Implementation of Mitigation Efforts](#)

The Mt. Lebanon School District will take the necessary precautions and recommendations from the Center for Disease Control, Allegheny County Health Department, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Governor's Office. We also realize that knowledge regarding COVID-19 is constantly changing as new information becomes available. The District will adjust these guidelines as needed to make the return to the classroom as safe as possible realizing that no environment can be completely risk free.

## **Table of Contents**

<b>Health and Safety Plan</b>	5
Type of Reopening	7
Pandemic Coordinator/Team	8
Key Strategies, Policies, and Procedures	10
Cleaning, Sanitizing, Disinfecting and Ventilation	12
Physical Distancing and Other Safety Protocols	16
Monitoring Student and Staff Health	29
Other Considerations for Students and Staff	36
Health and Safety Plan Professional Development	41
Health and Safety Plan Communications	43
<b>Health and Safety Plan Summary</b>	45
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	45
Physical Distancing and Other Safety Protocols	46
Monitoring Student and Staff Health	50
Other Considerations for Students and Staff	52
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	54
Appendix A - 24 P.S. § 5-520.1 Submittal	55

## Health and Safety Plan: Mt. Lebanon 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](#). Initially, the administration had categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

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

Subsequently, [Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#) guidance has been provided to Districts that categorizes ranges of community transmission into "low", "moderate", and "substantial". Should a case(s) be identified in a school, the following guidance is available to determine the impact on the instructional program:

When a case of COVID-19 is identified in a school setting, public health staff from DOH or the County or Municipal Health Department (CMHD) will work with school administrators to provide guidance and advice related to cleaning and disinfecting, contact tracing and quarantine recommendations, and closing certain areas of the school or entire school buildings if necessary. When entire school buildings are recommended to close, lengths of closure time will vary by level of community transmission and number of cases. Schools within a CMHD jurisdiction should work with their local health department when responding to cases of COVID-19 in a school setting. This allows public health staff the necessary time to complete case investigations and contact tracing, and to provide schools with other appropriate public health advice like cleaning and disinfecting.

The Pennsylvania Departments of Health and Education provided recommendations to Pre-K to 12 schools for use when making decisions related to the instructional models used during the 2020-21 school year. These recommendations are found in: [Determining Instructional Models During the COVID-19 Pandemic: Recommendations for Pre-K to 12 Schools](#). The recommendations contained in this guidance rely on two standard public health metrics: incidence rate and the percent positivity of diagnostic testing. These metrics are available for every county in Pennsylvania on the [COVID-19 Early Warning Monitoring System Dashboard](#).

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the

low, moderate, or substantial ranges. Some counties may not experience a straight path from a substantial designation, to a moderate, and then a low designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen.

## Type of Reopening

The Mt. Lebanon School District will take the necessary precautions and recommendations from the Center for Disease Control, Allegheny County Health Department, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Governor's Office. We also realize that knowledge regarding COVID-19 is constantly changing as new information becomes available. The District will adjust these guidelines as needed to make the return to the classroom as safe as possible.

The District's Recovery Steering Committee, and subsequent sub-committee membership, were instrumental in framing the elements included in the Plan.

The Health & Safety Plan, approved by the Board of School Directors, was placed on the District's web-site and communicated to all families via email.

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

Selection of the type of reopening to be made on or before August 17 by the School Board at a public meeting. Initial launch date for in-person learning, or whichever option is selected, is August 31, 2020. As of the date of this Plan Update, the District plans to move to Scaffolded Reopening and Blended Reopening on January 11, 2021 (elementary) and January 21, 2021 (secondary), subject to further Board action or return to remote in one or more buildings or programs where required under the circumstances.

**The Superintendent of Schools has the authority to take any required action and to amend this Health and Safety Plan in response to additional guidance or Orders received from the Governor's Office, Pennsylvania Departments of Education or Health, and/or the Allegheny County Health Department. The Superintendent also has authority to suspend in-person activity in one or more buildings, programs or activities, on a case by case basis, where circumstances warrant, for an amount of time determined to be advisable by the Superintendent.**

## 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, Local Education Agency (LEA) 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.

- **Health and Safety Plan Development:** Individual who played a role in drafting the Health and Safety Plan 1.0 (Subsequent revisions embedded State guidance and/or were minor in nature);
- **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 (Options Above)
<b>Mr. Jacob Wyland</b>	Board of School Directors - President	Both
<b>Ms. Valerie Fleisher</b>	Board of School Directors - Vice President	Both
<b>Dr. Timothy Steinhauer</b>	Superintendent of Schools	Both
<b>Dr. Marybeth Irvin</b>	Assistant Superintendent of Elementary Education	Both
<b>Dr. Ron Davis</b>	Assistant Superintendent of Secondary Education	Pandemic Coordinator
<b>Dr. Heather Doyle</b>	Director of Special Education	Both
<b>Ms. Tenecia Ross</b>	Director of Human Resources	Both
<b>Ms. Cissy Bowman</b>	Director of Communications	Both
<b>Ms. Deanna Hess</b>	Chairperson for District Nursing Services	Both



<b>Mr. Rick Marciniak</b>	Director of Facilities	Both
<b>Mr. Nolen Fetchko</b>	Director of Food Services	Both
<b>Mr. Chris Stengel</b>	Director of Technology	Both
<b>Ms. Val Brown</b>	MLEA President	Health & Safety Plan Development
<b>Ms. Bonnie Dougherty</b>	PTA Council President	Health & Safety Plan Development
<b>Mr. Joel Thompson (Principal), Ms. Janet McGeough (Nurse), Mr. Andrew Turton (Head Custodian)</b>	Mt. Lebanon High School	Pandemic Crisis Response Team
<b>Dr. Sarah Shaw (Principal), Ms. Lauren Suess (Nurse), Mr. Chris Swartzwelder (Head Custodian)</b>	Jefferson Middle School	Pandemic Crisis Response Team
<b>Mr. Chris Wolfson (Principal), Ms. Do Sabol (Nurse), Mr. John Hammer (Head Custodian)</b>	Mellon Middle School	Pandemic Crisis Response Team
<b>Mr. Jason Ramsey(Principal), Ms. Hilarie Bauer(Nurse), Mr. Jeff Brooks (Head Custodian)</b>	Foster Elementary School	Pandemic Crisis Response Team
<b>Ms. Nicci Giehl (Principal), Ms. Hilarie Bauer (Nurse), Mr. Gary Bell (Head Custodian)</b>	Hoover Elementary School	Pandemic Crisis Response Team
<b>Dr. Michelle Murray (Principal), Ms. Karli Gerhart (Nurse), Mr. Dale Smail (Head Custodian)</b>	Howe Elementary School	Pandemic Crisis Response Team
<b>Mr. Brett Bielewicz (Principal), Ms. Lauren Suess (Nurse), Mr. Chris Swartzwelder (Head Custodian)</b>	Jefferson Elementary School	Pandemic Crisis Response Team
<b>Mr. Ron Kitsko (Principal), Ms. Deanna Hess (Nurse), Mr. Chuck Mirt (Head Custodian)</b>	Lincoln Elementary School	Pandemic Crisis Response Team
<b>Ms. Jocelyn Artinger (Principal), Ms. Hilarie Bauer (Nurse), Mr. Tim Herzog (Head Custodian)</b>	Markham Elementary School	Pandemic Crisis Response Team
<b>Dr. Melissa Nelson (Principal), Ms. Do Sabol (Nurse), Mr. Jim Koveliski (Head Custodian)</b>	Washington Elementary School	Pandemic Crisis Response Team

## Key Strategies, Policies, and Procedures

In alignment with the REMS Framework, sub-committees of the District's Recovery Team were formed to provide key strategies, policies and procedures for Mt. Lebanon School District's Reopening. These key strategies, policies, and procedures include:

### Academic Sub-Committee:

- Revise and refine curriculum to support teaching and learning across multiple environments.
- Provide professional development to support best practice in teaching and learning across multiple environments.
- Design differentiated and flexible learning schedules for various student groups that ensure safety and adhere to physical distancing guidelines. (Low and Moderate ranges)
- Provide technology tools and supports for teachers, students, and families to support online teaching and learning outcomes.

### Physical & Structural Sub-Committee:

- Develop procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and on school busses at least daily, including equipment, door handles, sink handles, drinking fountains, etc.
- Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs.
- Develop protocols for physical distancing practices to the maximum extent feasible.
- Develop procedures for the use of cafeterias, as well as for serving meals in classrooms if needed.
- Develop methods of limiting the number of individuals in spaces.
- Create procedures to limit the sharing of materials among students, when possible.
- Develop protocols for adjusting transportation practices to create physical distance between students, as required.
- Procure the necessary PPE supplies to support the physical health and safety needs of students, staff, and visitors.

### Human Resources:

- Develop new workplace guidelines to ensure the safety and wellbeing of employees.
- Develop training tools to address new safety protocols.
- Provide resources to support the personal needs of employees.

### Social, Emotional, Behavior, and Physical Health

- **Create a system** of social, emotional, behavioral, and physical health supports to allow for students to successfully re-engage in the learning process and actively participate in their education throughout the course of the school year after a crisis.
- **Create a system** of social, emotional, behavioral, and physical health supports to mitigate barriers which impact effective work performance and which support employees to successfully work throughout the course of the school year.

All employees and students will be educated on the following using the CDC digital resources:

- [COVID-19 signs and symptoms](#)
  - Proper ways to limit exposure to COVID-19 (hand washing, cough in your elbow, disinfecting touched surfaces, physical distancing, etc.)
- [Universal masking](#)
- [CDC Handwashing Video](#)
- [Stop the Spread of Germs CDC Poster](#)

24 P.S. § 5-520.1 (Appendix A)

Section 520.1 of the School Code authorizes the Board to implement temporary provisions to provide flexibility in the event of an emergency that prevents the District from being able to provide for the attendance of all pupils or usual hours of classes. PDE considers the World Health Organization-declared Coronavirus disease (COVID-19) global pandemic an emergency as contemplated by section 520.1. Accordingly, upon making the necessary findings (as recorded in the official minutes), the Board has the authority to enact the following temporary provisions as set forth in section 520.1 during the period of the pandemic response:

1. Keep the District schools in session on such days and number of days per week that the Board deems desirable; provided that the minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level are satisfied; and
2. Reduce the length of time of daily instruction for various courses and classes

The temporary provisions may employ any combination of in-person, virtual, and distance learning and shall comply in full with the requirement of the applicable regulations of the State Board of Education and with the curriculum standards published in accordance therewith. Should one or more temporary provisions be enacted, the District will submit the required documentation to the Secretary of Education (Secretary) for approval. Upon receipt of any temporary provision, the Secretary will review to ensure that the Board approved the temporary provisions and that the temporary provisions account for at least 180 days and 990/900 hours of instruction.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

Mt. Lebanon School District will align its practices with the guidance provided in the Pennsylvania Department of Education's [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) and the Center for Disease Control (CDC) [Considerations for Schools](#) guidelines. Specifically,

- Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles and sinks, using [Peroxide Multi-Surface Cleaner & Disinfectant](#) (or similar product).
- [CDC Cleaning & Disinfecting your Facility](#) recommends outdoor areas, like playgrounds in schools, generally require normal routine cleaning.
- Increase routine cleaning and disinfecting of surfaces and other areas used by students to include an electrostatic discharge of the [Clorox Total 360 System](#), or comparable system.
- Increase the use of the Clorox Total 360 System in spaces where students may come into close contact with one another (locker rooms, wrestling room, etc.)
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into our systems.
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.
- Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.
- Increase the amount of fresh air as part of the ventilation system from a minimum 10% to 30%. Open windows and doors when possible.
- Hand-sanitizer dispensers exist at each of the building's utilized entrances and are strategically placed at high traffic areas in each building.
- Classrooms without sinks will have hand-sanitizing dispensers available.
- Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.
- Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional fountain to a water bottle filling station.
- A touchless Point of Sale system will be implemented in the cafeterias.
- Clean and disinfect bathrooms frequently throughout the day.
- Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Limit the use of shared equipment when possible.

Mt. Lebanon School District will use available grant funds and local resources to procure adequate cleaning, sanitizing, and disinfectant supplies meeting OSHA and CDC requirements for COVID-19.

Training on cleaning, sanitizing, disinfecting, and ventilation protocols will be provided to all employees, especially custodial and maintenance staff - [CDC Cleaning & Disinfecting Community Facilities](#), [CDC Cleaning & Disinfecting Your Facility](#).

Requirements	Action Steps Under Substantial Phase	Action Steps Under Low or Moderate Phase(s)	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><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles, and sinks, using <a href="#">Peroxide Multi-Surface Cleaner &amp; Disinfectant</a> (or similar product).</p> <p>Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the weekly (or more frequently as needed) use of the <a href="#">Clorox Total 360 System</a>, or comparable system, to include an electrostatic discharge.</p> <p><a href="#">Cleaning Disinfecting your Facility</a> recommends outdoor areas, like playgrounds in schools, generally require normal routine Cleaning.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into our systems.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School</p>	<p>Rick Marciniak, Director of Facilities</p>	<p>Peroxide Multi-Surface Cleaner &amp; Disinfectant</p> <p>Hand-sanitizer dispensers</p> <p>Disinfecting wipes</p> <p>Retrofit kit to change a water fountain into a water bottle filling station</p> <p>Clorox Total 360 System</p>	<p>Yes</p>

		<p>Rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.</p> <p>Increase the amount of fresh air as part of the ventilation system from 10% to 30%. Open windows and doors when possible.</p> <p>Hand-sanitizer dispensers exist at each of the building's utilized entrances and strategically placed at high traffic areas in each building.</p> <p>Classrooms without sinks will have hand-sanitizer dispensers available.</p> <p>Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.</p> <p>Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional</p>			
--	--	---	--	--	--

		<p>fountain to a water bottle filling station.</p> <p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Clean and disinfect bathrooms frequently throughout the day.</p> <p>Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Limit the use of shared equipment when possible.</p> <p>Any space that was occupied by an individual who tests positive for COVID-19 will be closed off from use until thoroughly cleaned.</p>			
--	--	---	--	--	--

## Physical Distancing and Other Safety Protocols

Physical distancing means keeping a safe space between yourself and other people who are not from your household. Physical distancing is fundamental to lowering the risk of spread of COVID-19, as the primary mode of transmission is through respiratory droplets by persons in close proximity. Protocols are outlined for distancing practices that allow at least 6 feet of separation among students and staff throughout the day to the maximum extent feasible.

Mt. Lebanon School District will offer the *Mt. Lebanon Cyber Learning Academy* (full day) for those students and families that have safety and health concerns about returning to school. Students/families will be able to self-select into this option.

The master schedule for each building will be designed to maximize space, including outdoor space, to the greatest extent feasible; 6' of physical distancing will be accomplished where feasible. Additionally, [UltraBoard Barriers](#) will be utilized where 6' of physical distancing can not be maintained between students. To the extent possible and based on age and developmental level of the students, classrooms and learning spaces will have student and staff groupings as static as possible. Desks will face in the same direction. Students will sit on the same side of tables in classrooms; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students.

Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body. Group meetings such as parent-teacher conferences and staff meetings will be held virtually.

Masks/Face Coverings are required to be worn by students and employees in accordance with the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#).

- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
- School employees and visitors must wear a face covering (Alternative to a Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.



Schools should provide face covering breaks throughout the day that last no longer than 10 minutes. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

[CDC Guidelines on Face Coverings](#) will be provided to staff and students. [CDC Guidance on Handwashing](#) will be provided to staff and students. [CDC Guidelines on How to Stop the Spread of Germs](#) will be provided to staff and students. Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.

A touchless Point of Sale system will be implemented in the cafeteria. Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to. Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.). If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food. Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking. Grab & Go meals will be made available to students. Individually plated meals will be served to students. Buffet style service will not be utilized until further notice.

Alternate entrances, as well as staggered arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings. Directional signage for one-way student traffic will be placed in hallways as appropriate. Staggered class ending periods will be employed to reduce congregate settings at lockers. Where feasible, students will be kept in classrooms and teachers rotated to the students. A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes. Building administration will limit the number of assemblies happening during the school day.

For transportation on busses, load the bus by filling seats from back to front to limit students walking past students to find a seat. Do not seat students in the front row of the bus. Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both. Disinfect buses after each run. Thoroughly clean and disinfect buses daily.

Visitors, volunteers, presenters, and family visitors will be restricted when feasible. Only in emergency circumstances should forgotten items be brought to the school building by family. Virtual meetings with families will be conducted when possible.

The Mt. Lebanon Extended Day program will be required submitted a Health & Safety Plan to the District that aligned with the Pennsylvania Department of Education's

Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.

Requirements	Action Steps Under Substantial Phase	Action Steps Under Low or Moderate Phase(s)	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><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p> <p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for students and families that have safety and health concerns about returning to school.</p>	<p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for students and families that have safety and health concerns about returning to school.</p> <p>For in person instruction, desks will face in the same direction.</p> <p>Students will sit on the same side of tables; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students.</p> <p><a href="#">UltraBoard Barriers</a> will be utilized where 6' of physical distancing can not be maintained between students.</p> <p>Masks/Face Coverings are required to be worn by students and employees in accordance with the</p>	<p>Ron Davis, Assistant Superintendent for Secondary Education</p> <p>Marybeth Irvin, Assistant Superintendent for Elementary Education</p> <p>Building Principals</p> <p>Faculty</p>	<p>Development of the Mt. Lebanon Cyber Learning Academy</p> <p>Clear, plastic table dividers.</p>	<p>No</p>

Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (or Alternative to a Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the

		<p>wearing of a face covering in school.</p> <p>Face covering breaks should be employed as allowed for no longer than 10 minutes.</p> <p>Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>Limit the number of assemblies happening during the school day in an effort to avoid large congregations of people.</p>			
--	--	--	--	--	--

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to.</p> <p>If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.</p> <p>Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.).</p> <p>Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking.</p> <p>Grab &amp; Go meals will be made available to students.</p> <p>Individually plated meals will be served to students.</p> <p>Buffet style meals will not be utilized until further notice.</p>	<p>Nolen Fetchko, Director of Food Services</p> <p>Principals</p>	<p>Touchless Point of Sale System</p>	<p>No</p>
---	--	--	---	---------------------------------------	-----------

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p> <p><a href="#">CDC Guidance on Handwashing</a> will be provided to staff.</p> <p><a href="#">CDC Guidelines on Face Coverings</a> will be provided to staff.</p> <p><a href="#">CDC Guidelines on How to Stop the Spread of Germs</a> will be provided to staff.</p> <p>Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for employee use.</p>	<p><a href="#">CDC Guidance on Handwashing</a> will be provided to staff and students.</p> <p><a href="#">CDC Guidelines on Face Coverings</a> will be provided to staff and students.</p> <p><a href="#">CDC Guidelines on How to Stop the Spread of Germs</a> will be provided to staff and students.</p> <p>Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.</p>	<p>Building Principals</p>	<p>CDC Guidelines</p>	<p>Yes</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>A <a href="#">comprehensive signage plan</a> has been developed for the District.</p> <p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>A <a href="#">comprehensive signage plan</a> has been developed for the District.</p> <p>Messaging about behaviors that promote everyday protective measures &amp; how to stop the spread of germs will be included on principal &amp; morning announcements.</p> <p>School-based web-sites will include information/ videos that promote everyday protective measures &amp; how to stop the spread of germs.</p>	<p>Cissy Bowman, Director of Communications</p> <p>Building Principals</p> <p>Building-based web managers</p>	<p>Signage as listed</p>	<p>No</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Visitors, volunteers, presenters, and family visitors will be restricted when feasible.</p> <p>Group meetings such as parent-teacher conferences and staff meetings will be held virtually.</p> <p>Only in emergency circumstances should forgotten items be brought to the school building by a family.</p> <p>Virtual meetings with families will be conducted when possible.</p>	<p>Building Principals</p> <p>Virtual meetings - School administration, Case managers, School Counselors</p>	<p>N/A</p>	<p>No</p>

		<p>Athletic and Extracurricular Activities occur as permitted by applicable laws and guidance and in accordance with the District's Athletics and Activities Health &amp; Safety Plan.</p> <p>Refrain from large group activities, like field trips.</p>			
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Promote behaviors that reduce the spread and maintain healthy environments in accordance with <a href="#">CDC Youth Sports Guidelines</a>.</p> <p>Select &amp; provide safe opportunities for exercise and recreational sporting events that consider: 1) Physical proximity of students and length of time that students are close to each other or employees; 2) Amount of necessary touching of shared equipment; 3) Ability to engage in physical distancing while not actively engaged in play; 4) Engagement of students at higher risk of developing serious disease; and 5) Size of team.</p> <p>Use outdoor spaces as much as possible, weather permitting.</p>	<p>Building Principals Faculty</p>	<p>CDC Youth Sports Guidelines.</p>	<p>Yes</p>



<p><b>Limiting the sharing of materials among students</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>BYOT will be supported for students to use their own devices.</p> <p>Students are provided individual lockers to store their personal possessions.</p> <p>Elementary students will be provided with individual storage bins to secure their personal instructional items.</p> <p>Where possible, students will be provided with their own textbook. When not possible, students will be provided with supplemental text resources and/or disinfectant wipes to clean the text after use.</p> <p>Where available, students should be provided with personal instructional materials and/or disinfectant wipes (or soap/water as appropriate) to clean after use.</p>	<p>Chris Stengel, Director of Technology</p> <p>Building Principals</p> <p>Faculty</p>	<p>Storage bins</p> <p>Disinfectant wipes</p>	<p>No</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Alternate entrances, as well as arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings.</p> <p>Directional signage for one-way student traffic will be placed in hallways as appropriate.</p> <p>Staggered class ending periods will be employed to reduce congregate settings at lockers.</p> <p>Building administration will limit the number of</p>	<p>Principals</p>	<p>Directional Signage</p>	<p>Yes</p>

		assemblies happening during the school day.			
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Create physical distancing seating expectations consistent with relevant guidance.</p> <p>Driver and passengers are required to wear face covering in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.</a></p> <p>Load the bus by filling seats from back to front to limit students walking past students to find a seat.</p> <p>Do not seat students in the front row of the bus.</p> <p>Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.</p> <p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</p> <p>Assign 1 student/seat</p>	<p>Create physical distancing seating expectations consistent with relevant guidance.</p> <p>Driver and passengers are required to wear face covering in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.</a></p> <p>Load the bus by filling seats from back to front to limit students walking past students to find a seat.</p> <p>Do not seat students in the front row of the bus.</p> <p>Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.</p> <p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</p>	<p>Rick Marciniak - Director of Facilities</p> <p>Principals</p>	<p><a href="#">Masks/Face Coverings -_CDC Guidelines on Face Coverings</a></p>	<p>Yes -</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>The Mt. Lebanon Extended Day program will be required to submit a Health &amp; Safety Plan to the District that aligns with the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.</p>	<p>The Mt. Lebanon Extended Day program will be required to submit a Health &amp; Safety Plan to the District that aligns with the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.</p>	<p>Daryl Lucke - Executive Director</p>	<p>As required by MLEDP Plan.</p>	<p>Yes</p>
<p><b>Other social distancing and safety practices</b></p>	<p>Face coverings are required to be worn by employees in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools, and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.</a></p> <p>School employees and visitors must wear a face covering (or Alternative to Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face</p>	<p>Face coverings are required to be worn by students and employees in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools, and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.</a></p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>	<p>Principals Faculty</p>	<p>N/A</p>	<p>No</p>

	<p>covering in school.</p> <p>Face covering breaks should be employed as allowed for no longer than 10 minutes.</p>	<p>School employees and visitors must wear a face covering (or Alternative to Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <p>Face covering breaks should be employed as allowed for no longer than 10 minutes.</p> <p>Where feasible, students will be kept in classrooms and teachers rotated to the students.</p> <p>A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes.</p>			
--	---	--	--	--	--

## Monitoring Student and Staff Health

According to the 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

**Employees and children should not come to school and are to notify school officials if they become sick with COVID-19 symptoms, are awaiting a COVID-19 test result, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.**

### Self-Screening:

All employees and students will be educated on the [COVID-19 signs and symptoms](#), provided the [Stop the Spread of Germs CDC Poster](#), and are to daily self-assess at home for signs/symptoms of COVID-19 prior to reporting to school. Students and employees should stay home when sick. All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described:

- Employees will follow the [Instructions for Using the Daily COVID-19 Self Screen Google Form](#).
- At the onset of screening implementation, a District nurse will conduct random screening checks of students and employees, including taking of temperature.

A positive screen that would warrant further investigation would be a temperature greater than 100.4 degrees or a “yes” response questions these questions. \*\*#4 - On November 25, 2020, The Pennsylvania Department of Health provided an [Amended Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel](#). Individuals over the age of 11 traveling into and returning to the Commonwealth from any location outside of the Commonwealth (including international locations) must produce evidence of a negative COVID-19 test or place themselves in travel quarantine for 10 days after entering the Commonwealth, subject to the conditions specified in Section 3 or the Order, unless they qualify for one of the exemptions specified in Section 4 of the Order.

1. Do you have a temperature of 100.4 or greater?
2. Do you have a new onset cough, new loss of taste or smell, or shortness of breath?
3. Have you traveled out of the United States?
4. Have you traveled out of Pennsylvania? \*\*
5. Have you had known exposure to a COVID-19-positive individual?

### **Isolation Protocol**

- Employees and children should not come to school and are to notify school officials if they become sick with COVID-19 symptoms, are awaiting COVID-19 test results, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.
- Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.
- The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.
- Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their healthcare provider prior to being permitted to return, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.

### **Responding to a Confirmed or Probable Case**

Should a case(s) emerge in a school building, we will follow the Pennsylvania Department of Education's [Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), as well as any recommendation from the Allegheny County Health Department.

When a case of COVID-19 is identified in a school setting, public health staff from DOH or the County or Municipal Health Department (CMHD) will work with school administrators to provide guidance and advice related to cleaning and disinfecting, contact tracing and quarantine recommendations, and closing certain areas of the school or entire school buildings if necessary. When entire school buildings are recommended to close, lengths of closure time will vary by level of community transmission and number of cases. Schools within a CMHD jurisdiction should work with their local health department when responding to cases of COVID-19 in a school setting. This allows public health staff the necessary time to complete case investigations and contact tracing, and to provide schools with other appropriate public health advice like cleaning and disinfecting.

Appropriately trained Mt. Lebanon School District employees can assist public health staff who are responsible for case investigation and contact tracing for every case of COVID-19, regardless of level of community transmission or number of cases identified in a school setting. Refer to DOH's [Contact Tracing Frequently Asked Questions](#) for a complete overview of the case investigation and contact tracing process.

Public health staff will work with school administrators to determine whether entire classrooms or other cohort groups need to be quarantined. Based on these discussions, public health staff will direct close contacts to quarantine for 14 days from the last exposure to the case; this includes household contacts (like siblings and parents/guardians/caregivers) who attend or work in other schools.

On December 4, 2020, the Department of Health notified health care providers that, effective immediately, it has aligned its quarantine guidance for people exposed to COVID-19 with the new [guidance from the Centers for Disease Control and Prevention \(CDC\)](#) that provides an option for a 10-day quarantine without testing or a seven-day quarantine with a negative test on or after day-five of quarantine.

If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).

- Establish procedures for safely transporting home sick individuals.
- Contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.
- The entire building does not need to be evacuated.
- Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.
- Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow CDC Guidance on Cleaning and Disinfecting protocols.
- Create a communication system to self-report symptoms and for notifying staff and families of exposures and closures. Schools should, however, take every measure to maintain the confidentiality of the affected individual.who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.

## **Employee Accommodations**

- Personal Protective Equipment (face coverings [masks/face shields with mask underneath]) will be available to employees that are not able to maintain physical distancing protocols.
- Develop Return to Work Guidelines and Frequently Asked Questions (FAQ) document
  - Review online training options that exist related to returning to work and recommended mitigation programs
  - Develop online training specific to MTLSD return to work protocols, safety measures, and proper use of protective equipment
- Identify tiered internal and external resources to support employee recovery
  - Review all resources provided in the current benefit package including the EAP and other Highmark programs.

- Review available external programs as well as statutory entitlements afforded to employees during this period.
- Create a Covid-19 Resources tab on the staff Home Page to include Highmark covered related programs and local, state and national resources.

### **Student Accommodations**

- Mt. Lebanon School District will offer the Mt. Lebanon Cyber Learning Academy for those students and families that have safety and health concerns about returning to school. Students/families will be able to self-select into this option during the Fall of 2020.

### **CDC Guidance on Reducing Stigma:**

Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths.

No single person or group of people are more likely than others to spread COVID-19. Public health emergencies, such as this pandemic, are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things. Stigma can lead to labeling, stereotyping, [discrimination](#), and other negative behaviors toward others. For example, stigma and discrimination can occur when people link a disease, such as COVID-19, with a population, community, or nationality. Stigma can also happen after a person has recovered from COVID-19 or been released from home isolation or quarantine.

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Thanking healthcare workers, responders, and others working on the front lines.
- Suggesting virtual resources for mental health or other social support services for people who have experienced stigma or discrimination.

### **Communication Protocol**

- A District communication (email and posting on the District web-site) would occur to the school community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety



Plan would be included in that communication.

Requirements	Action Steps Under Substantial Phase	Action Steps Under Low or Moderate Phase(s)	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>All employees, in their daily self-assessment at home for signs/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment.</p> <p>Employees will follow the <a href="#">Instructions for Using the Daily COVID-19 Self Screen Google Form</a>.</p>	<p>All employees and students should self-assess daily at home for signs/symptoms of COVID-19 prior to reporting to School.</p> <p>Students and employees should stay home when sick.</p> <p>All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described: Employees will follow the <a href="#">Instructions for Using the Daily COVID-19 Self Screen Google Form</a></p>	<p>Tenecia Ross, Director of Human Resources</p> <p>Deanna Hess, Chairperson for Nursing Services</p> <p>Principals</p> <p>Nurses</p>	<p>Employees will follow the <a href="#">Instructions for Using the Daily COVID-19 Self Screen Google Form</a></p> <p>Professional Development - <a href="#">COVID-19 signs and symptoms</a></p> <p><a href="#">Stop the Spread of Germs CDC Poster</a></p>	<p>Yes</p>

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Should an individual, employee or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.</p> <p>The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p>	<p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.</p> <p>The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p>	<p>Deanna Hess, Chairperson for District Nursing Services</p>	<p>N/A</p>	<p>No</p>
---	---	--	---	------------	-----------

	Should a case(s) emerge in a school building, we will follow the Pennsylvania Department of Education's <a href="#">Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19</a> , as well as any recommendation from the Allegheny County Health Department.	Should a case(s) emerge in a school building, we will follow the Pennsylvania Department of Education's <a href="#">Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19</a> , as well as any recommendation from the Allegheny County Health Department.			
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	Employees who demonstrate COVID-19 symptoms will be required to have a release from their health care provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.	Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health care provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.	Deanna Hess, Chairperson for District Nursing Services	N/A	No
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	A District communication (email and posting on the District web-site) would occur to the school community should an employee be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.	A District communication (email and posting on the District web-site) would occur to the school community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication	Timothy Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications  Principals	N/A	No

## Other Considerations for Students and Staff

Mt. Lebanon School District will offer the *Mt. Lebanon Cyber Learning Academy* (full day) for those students and families that have safety and health concerns about returning to school; maintain communication with local and state authorities to determine current mitigation levels in the community; and provide reasonable accommodations as permitted under applicable law(s).

### Face Coverings

Face coverings are required to be worn by students and employees in accordance with the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#).

- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
- School employees and visitors must wear a face covering (or Alternative to Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Schools should provide face covering breaks throughout the day for up to 10 minutes. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Disposable masks will be available to visitors, as they will be expected to properly wear it.

### Travel

The Mt. Lebanon School District will evaluate each event, field trip request, athletic competition, and any other request for transportation and follow all local/state guidelines regarding regional, state, and national travel, on a case-by-case basis. Every consideration will be made as to not expose students and employees to unnecessary or potential high-risk situations.

On November 25, 2020, The Pennsylvania Department of Health provided an [Amended Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel](#). Individuals over the age of 11 traveling into and returning to the Commonwealth from any location outside of the Commonwealth (including international locations) must produce evidence of a negative COVID-19 test or place themselves in travel quarantine for 10 days after entering the Commonwealth, subject to the conditions specified in Section 3 or the Order, unless they qualify for one of the exemptions specified in Section 4 of the Order.

Requirements	Action Steps Under Substantial Phase	Action Steps Under Low or Moderate Phase(s)	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school.</p> <p>Maintain communication with local and state authorities to determine current mitigation levels in the community.</p> <p>Providing reasonable accommodations as permitted under applicable law(s).</p> <p>Utilize available substitute employees, classroom monitors, and guest substitute teachers in the case of an employee illness.</p>	<p>Deanna Hess, Chairperson for Nursing Services</p> <p>Tenecia Ross, Director of Human Resources</p> <p>Principals</p>	<p>Mt. Lebanon Cyber Learning Academy</p>	<p>Yes</p>

<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face coverings are required to be worn by employees in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings</a>.</p> <p>School employees and visitors must wear a face covering (or Alternative to Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>	<p>Face coverings are required to be worn by employees in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings</a>.</p> <p>School employees and visitors must wear a face covering (or Alternative to Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p>	<p>Tenecia Ross, Director of Human Resources</p>	<p><a href="#">CDC Guidelines on Face Coverings</a></p>	<p>Yes</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p>	<p>Face coverings are required to be worn by students in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of</a></p>	<p>Principals</p>	<p><a href="#">CDC Guidelines on Face Coverings</a></p>	<p>Yes</p>

		<p>the Pennsylvania Department of Health Requiring Universal Face Coverings.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>Face covering breaks for no longer than 10 minutes should be employed as allowed.</p>			
--	--	---	--	--	--

<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Protocols will be determined on a case-by-case basis using appropriate and reasonable accommodations to fully support a safe teaching and learning environment.</p>	<p>Protocols will be determined on a case-by-case basis using appropriate and reasonable accommodations applicable under the law to fully support a safe teaching and learning environment.</p> <p>Medically fragile and high-risk students and the</p>	<p>Deanna Hess, Chairperson for Nursing Services</p> <p>Tenecia Ross, Director of Human Resources</p> <p>Heather Doyle, Director of Special Education</p> <p>Principals</p> <p>Teachers</p>	<p>N/A</p>	<p>No</p>
---	--	---	---	------------	-----------

		staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.			
--	--	---	--	--	--



## Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
<a href="#">CDC guidance on cleaning and disinfecting</a>	Custodial & maintenance Staff	Rick Marciniak, Director of Facilities.	Document Review	<a href="#">CDC guidance on cleaning and disinfecting</a>  <a href="#">CDC Cleaning &amp; Disinfecting Your Facility.</a>	July 1, 2020	August 10, 2020
<a href="#">COVID-19 signs and symptoms</a>	Students, Employees, and Parents	Building Principal  School Nurse	Document Review	<a href="#">COVID-19 signs and symptoms</a>  <a href="#">Symptoms of Coronavirus CDC video</a>	August 17, 2020	August 31, 2020
<a href="#">CDC Guidelines on Face Coverings</a>	Students, Employees, and Parents	Building Principal  School Nurse	Document Review	<a href="#">Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings.</a>  <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</a>  <a href="#">CDC Guidelines on Face Coverings</a>	August 17, 2020	August 31, 2020

<b>Mt. Lebanon Cyber Learning Academy</b>	Impacted Employees and Students	Dr. Ron Davis, Assistant Superintendent of Secondary Education  Dr. Marybeth Irvin, Assistant Superintendent of Elementary Education  MtL Faculty Instructing in the Cyber Academy	Virtual Training Sessions		August 1, 2020 (Employees)  August 24, 2020 (students)	August 31, 2020
<a href="#">CDC Guidance on Handwashing</a>	Students, Employees, and Parents	Building Principal  School Nurse	Document Review	<a href="#">CDC Guidance on Handwashing</a>	August 17, 2020	August 31, 2020
<a href="#">CDC Guidelines on How to Stop the Spread of Germs</a>	Students, Employees, and Parents	Building Principal  School Nurse	Document Review	<a href="#">CDC Guidelines on How to Stop the Spread of Germs</a>	August 17, 2020	August 31, 2020
<a href="#">CDC Youth Sports Guidelines.</a>	H&PE Teachers, Recess Supervisors	Department Chair  Elementary Facilitator  Building Principal	Document Review	<a href="#">CDC Youth Sports Guidelines.</a>	August 17, 2020	August 31, 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 Communication	Start Date	Completion Date
<b>MTLSD Health &amp; Safety Plan</b>	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications	Web-site  Email	August 1, 2020	August 24, 2020
<b>Signs &amp; Symptoms of COVID-19</b>	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications  Principals	Web-site  Email  Signage	August 1, 2020	August 24, 2020
<b>Face Coverings</b>	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications  Principals	Web-site  Email  Signage	August 1, 2020	August 24, 2020
<b>Handwashing</b>	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications  Principals	Web-site  Email  Signage	August 1, 2020	August 24, 2020

<b>Stop the Spread of Germs</b>	Students, Parents, & Employees	Dr. Tim Steinhauer, Superintendent of Schools  Cissy Bowman, Director of Communications  Principals	Web-site  Email  Signage	August 1, 2020	August 24, 2020
---------------------------------	--------------------------------	---	--------------------------------------	----------------	-----------------

<a href="#">Instructions for Using the Daily COVID-19 Self Screen Google Form</a>	Employees	Ms. Tenecia Ross, Director of Human Resources	Email  Employee Dashboard Tab	July 7, 2020 (12 monthly employees)  August 17, 2020	August 17, 2020
Student Screening Questionnaire	Students & Families	Principal(s)  Cissy Bowman, Director of Communications	Email  Web-site	Students will self-screen before entering a school building while the Health & Safety Plan is implemented.	End of Phase

# Health and Safety Plan Summary: Mt. Lebanon School

**District Initial Launch Date: August 31, 2020**

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

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s) Strategies, Policies and Procedures	
<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>Clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles, and sinks, using <a href="#">Peroxide Multi-Surface Cleaner &amp; Disinfectant</a> (or similar product).</p> <p>Increase routine cleaning and disinfecting of surfaces and other areas used by students to include the weekly (or more frequently as needed) use of the <a href="#">Clorox Total 360 System</a>, or comparable system, to include an electrostatic discharge.</p> <p><a href="#">Cleaning &amp; Disinfecting your Facility</a> recommends outdoor areas, like playgrounds in schools, generally require normal routine cleaning.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into our systems.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School Rooftop unit air filters to 13, which can only fit into the high school's rooftop unit.</p> <p>Increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13.</p> <p>Increase the amount of fresh air as part of the ventilation system from a minimum 10% to 30%. Open windows and doors when possible.</p> <p>Classrooms without sinks will have hand-sanitizing dispensers available.</p> <p>Hand-sanitizer dispensers exist at each of the building's utilized entrances and strategically placed at high traffic areas in each building.</p>

	<p>Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed.</p> <p>Limit the use of communal water fountains to water bottle filling stations only. In addition to existing water bottle filling stations in each school, the District will minimally retrofit one water fountain in each school from a traditional fountain to a water bottle filling station.</p> <p>A touchless Point of Sale system will be implemented in the cafeteria.</p> <p>Clean and disinfect bathrooms frequently throughout the day.</p> <p>Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Consider obtaining extra supplies and materials to limit the need for sharing. Limit the use of shared equipment when possible.</p> <p>Any space that was occupied by an individual who tests positive for COVID-19 will be closed off from use until thoroughly cleaned.</p>
--	--

## Physical Distancing and Other Safety Protocols

Requirement(s) Strategies, Policies and Procedures	
<ul style="list-style-type: none"> <li>* <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></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> </ul>	<p>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school.</p> <p><a href="#">Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols</a></p> <p>For in person instruction, desks will face in the same direction.</p> <p>Students will sit on the same side of tables; where circumstances do not allow for this strategy, a clear, plastic divider will be placed between the students. <a href="#">UltraBoard Barriers</a> will be utilized where 6' of physical distancing can not be maintained between students.</p>

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports for recess and physical education classes](#)**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

**Adjusting transportation schedules and practices to create social distance between students**

**Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**

**Other social distancing and safety practices**

Face coverings are required to be worn by students and employees in accordance with the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#).

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

School employees and visitors must wear a face covering (or Alternative to a Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Face covering breaks for no longer than 10 minutes should be employed as allowed.

Gatherings, events, and extracurricular activities will be limited to those which maintain guidelines established by the Pennsylvania Department of Education and/or other governing body.

Limit the number of assemblies happening during the school day in an effort to avoid large congregations of people.

Athletic and Extracurricular Activities occur as permitted by applicable laws and guidance and in accordance with the District's Athletics and Activities Health & Safety Plan.

Refrain from large group activities, like field trips.

A touchless Point of Sale system will be implemented in the cafeteria.

Reduced occupancy limits for cafeteria seating as established by governing authorities will be adhered to.

If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.

Alternative locations for cafeteria seating will be used when needed (gyms, classrooms, etc.).

Students and employees are to wash their hands (or use hand sanitizer) before and after lunch periods and to wear masks/face coverings when not eating or drinking.

Grab & Go meals will be made available to students.

Individually plated meals will be served to students.

Buffet style meals will not be utilized until further notice.

[CDC Guidance on Handwashing](#) will be provided to staff and students.

[CDC Guidelines on Face Coverings](#) will be provided to staff and students.

[CDC Guidelines on How to Stop the Spread of Germs](#) will be provided to staff and students.

Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.

A [comprehensive signage plan](#) has been developed for the District.

Messaging about behaviors that promote everyday protective measures & how to stop the spread of germs will be included on principal & morning announcements.

School-based web-sites will include information/ videos that promote everyday protective measures & how to stop the spread of germs.

Visitors, volunteers, presenters, and family visitors will be restricted when feasible.

Only in emergency circumstances should forgotten items be brought to the school building by a family.

Virtual meetings with families will be conducted when possible.

Promote behaviors that reduce the spread and maintain healthy environments in accordance with [CDC Youth Sports Guidelines](#).



Select & provide safe opportunities for exercise and recreational sporting events that consider: 1) Physical proximity of students and length of time that students are close to each other or employees; 2) Amount of necessary touching of shared equipment; 3) Ability to engage in physical distancing while not actively engaged in play; 4) Engagement of students at higher risk of developing serious disease; and 5) Size of team.

Use outdoor spaces as much as possible, weather permitting.

BYOT will be supported for students to use their own devices.

Students are provided individual lockers to store their personal possessions.

Elementary students will be provided with individual storage bins to secure their personal instructional items.

Where possible, students will be provided with their own textbook. When not possible, students will be provided with supplemental text resources and/or disinfectant wipes to clean the text after use.

Where available, students should be provided with personal instructional materials and/or disinfectant wipes (or soap/water as appropriate) to clean after use.

Alternate entrances, as well as arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings.

Directional signage for one-way student traffic will be placed in hallways as appropriate.

Staggered class ending periods will be employed if possible to reduce congregate settings at lockers.

Building administration will limit the number of assemblies happening during the school day.

Create physical distancing seating expectations on school busses consistent with relevant guidance.

Driver and passengers are required to wear face covering in accordance with the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#)

	<p>Load the bus by filling seats from back to front to limit students walking past students to find a seat.</p> <p>Do not seat students in the front row of the bus.</p> <p>Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.</p> <p>Disinfect buses after each run. Thoroughly clean and disinfect buses daily.</p> <p>Assign 1 student per seat on the school bus. (Substantial range)</p> <p>The Mt. Lebanon Extended Day program will be required to submit a Health &amp; Safety Plan to the District that aligns with the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools</p> <p>Where feasible, students will be kept in classrooms and teachers rotated to the students.</p> <p>A teacher's classroom assignment may be adjusted to reduce the amount of travel needed by students when changing classes.</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>All employees and students should self-assess daily at home for signs/ symptoms of COVID-19 prior to reporting to school.</p> <p>Students and employees should stay home when sick.</p> <p>All employees, in their daily self-assessment at home for sign/symptoms of COVID-19 prior to reporting to school, will report the results of the self-assessment as described: Employees will follow the <a href="#">Instructions for Using the Daily COVID-19 Self Screen Google Form</a></p> <p>Employees and children should not come to school and are to notify school officials if they become sick with <a href="#">COVID-19 symptoms</a>, are awaiting a COVID-19 test result, test positive for COVID-19, or are <a href="#">exposed</a> to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.</p>

Should a case(s) emerge in a school building, we will follow the Pennsylvania Department of Education's [Updated - Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), as well as any recommendation from the Allegheny County Health Department.

Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.

The Chairperson of Nursing Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.

Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.

Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health provider, which will be reviewed by the District Chairperson for Nursing Services and the Allegheny County Health Department.

A District communication (email and posting on the District web-site) would occur to the school community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.

On November 25, 2020, The Pennsylvania Department of Health provided an [Amended Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel](#). Individuals over the age of 11 traveling into and returning to the Commonwealth from any location outside of the Commonwealth (including international locations) must produce evidence of a negative COVID-19 test or place themselves in travel quarantine for 10 days after entering the Commonwealth, subject to the conditions specified in Section 3 or the Order, unless they qualify for one of the exemptions specified in Section 4 of the Order.

## 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>Mt. Lebanon School District will offer the <i>Mt. Lebanon Cyber Learning Academy</i> (full day) for those students and families that have safety and health concerns about returning to school.</p> <p>Maintain communication with local and state authorities to determine current mitigation levels in the community.</p> <p>Providing reasonable accommodations as permitted under applicable law(s).</p> <p>Utilize available substitute employees and guest substitute teachers in the case of an employee illness.</p> <p>Face coverings are required to be worn by students and employees in accordance with the <a href="#">Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools and Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings</a>.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>School employees and visitors must wear a face covering (or Alternative to a Face Covering) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <p>Face covering breaks for no longer than 10 minutes should be employed as allowed.</p> <p>Protocols will be determined on a case-by-case basis for students and employees with complex needs using appropriate and reasonable accommodations applicable under the law to fully support a safe teaching and learning environment.</p> <p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the</p>

symptom screening required prior to arriving at school.

[Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols](#)

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Mt. Lebanon School District** reviewed and approved the Phased School Reopening Health and Safety Plan 3.0 on **December 16, 2020**.

The plan was approved by a vote of:

9 Yes

0 No

Affirmed on: December 16, 2020

By:



*(Signature\* of Board President)*

Mr. Jacob Wyland

*(Print Name of Board President)*

Appendix A  
24 P.S. § 5-520.1 Submittal

**Section 520.1**

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

**1. Mt. Lebanon School District's Calendar and Schedule(s) for SY**

**2020-21 a. School Year Calendar**

School Year Start Date: August 24, 2020

School Year End Date: June 4, 2021

Total Number of Instructional Days (Must Meet Minimum 180 Days)

184\* \*August 24 - August 28, 2020 are Act 80 days.

b. A sample weekly academic schedule as approved by the LEA's governing body. [Mt. Lebanon Cyber Academy K-5](#)

[Mt. Lebanon Hybrid Instruction K-5](#)

[Mt. Lebanon Remote Instruction K-5](#)

[Middle School Schedules](#)

[High School Schedules](#)

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

Mt. Lebanon School District is offering the Mt. Lebanon Cyber Learning Academy to those students and families who have a safety/health concern of returning to the school building at the onset of the 2020-2021 school year. Additionally should there be a need to reduce the density inside of the school buildings, the Mt. Lebanon School District will provide a hybrid model of instructional delivery. In both instances, remote learning will occur.

To ensure access to this remote learning, the Mt. Lebanon School District will provide to students who express a need for a device a Chromebook. The District has made

information available to families about Internet resources from commercial providers. Furthermore, the District will explore purchasing a number of MiFi devices should there be a family in need of Internet services. Finally, the District partnered with the Allegheny Intermediate Unit's Waterfront Learning to use AcceleratedEd (K-5) and Edgenuity (6-12) as the learning management system that will provide instructional access for all students to the curriculum.

3. The Chief School Administrator and Board President affirm the following:

The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.

The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.

The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)

Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.

The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.

The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.

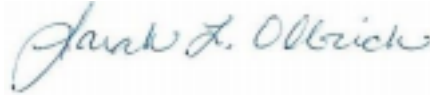
Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Mt. Lebanon School District





Signature of Chief School Administrator \_\_\_\_\_ Date 07/30/20



Signature of Governing Body President \_\_\_\_\_ Date 07/30/20

Date Approved at Board Meeting: July 29, 2020

*Please submit this signed form to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov) along with the following attachments: The proposed weekly schedule and a copy of the board minutes at which such schedule was approved.*