



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: Lampeter-Strasburg 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. The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

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

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 26, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Kevin Peart, Superintendent	District Administration	Both
Dr. Andrew Godfrey, Asst. Superintendent	District Administration	Both
Mr. Keith Stoltzfus, Business Manager	District Administration	Health & Safety Plan Development

Mrs. Karen Staub, Director of Special Services	District Administration	Health & Safety Plan Development
Mr. William Griscom, Director of Technology	District Administration	Health & Safety Plan Development
Mr. Glenn Davis, Director of Buildings and Grounds	Director	Health & Safety Plan Development
Mr. Jeff Landis, Transportation Coordinator	Coordinator	Health & Safety Plan Development
Mrs. Cheryl Schmidt, Director of Food Services	Director	Health & Safety Plan Development
Ms. Sarah Stuart, K-12 Nursing Coordinator	Coordinator	Both
Dr. Benjamin Feeney, High School Principal	Administration	Both
Mr. Jamie Raum, Middle School Principal	Administration	Both
Dr. Jeffrey Smecker, Elementary Principal	Administration	Both
Dr. Michele Westphal, Elementary Principal	Administration	Both
Dr. Zachary Geidel, School Physician	Local Health Official	Both
District Families (via survey)	Students and Families	Health & Safety Plan Development
District Staff- building level	Staff	Health & Safety Plan Development

Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of

the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

The custodial and maintenance staff has worked hard all summer to clean and sanitize all buildings to prepare for the safe and successful return of students and staff. Cleaning, sanitizing, and disinfecting procedures have been updated and reviewed with the staff and all assigned areas in each building are accounted for to be cleaned throughout each day. Currently, all disinfection supplies meeting OSHA or CDC requirements for COVID-19 are on hand and additional supplies have been ordered. CDC guidelines for cleaning, sanitizing, and disinfecting each building will continue to be followed. Staff have been assigned to ensure high touch points are cleaned to the extent possible throughout each school day. All custodial and maintenance staff personnel have been trained in the process and proper cleaning products and most effective cleaning methods. Supervisors will conduct regular area checks to ensure all assigned areas are cleaned to the specific guidelines.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, and disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	- All buildings will be cleaned with an approved disinfectant cleaner. - High touch points will be cleaned and disinfected several times a day. - Outside air dampers in occupied areas of the building will be opened to bring in fresh air while still being able to maintain a comfortable temperature. - Classrooms will be systematically treated the using an electrostatic sprayer with a hospital grade disinfectant. - Hallways, restrooms, main and guidance offices will be treated with an electrostatic sprayer and hospital grade disinfectant daily.	- All buildings will be cleaned with an approved disinfectant cleaner. - High touch points will be cleaned and disinfected daily. - Outside air dampers in occupied areas of the building will be opened to bring in fresh air while still being able to maintain a comfortable temperature. - Classrooms will be systematically treated the using an electrostatic sprayer with a hospital grade disinfectant. - Hallways, restrooms, main and guidance offices will be treated with an electrostatic sprayer and hospital grade disinfectant.	Director of Buildings and Grounds		Y
Other cleaning, sanitizing, disinfecting, and ventilation practices					

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

All classrooms and learning spaces throughout the District will be evaluated and reorganized, to the maximum extent feasible, to provide students and staff with the maximum social distancing to mitigate the spread of COVID-19. Building schedules and routines (student movement within a building, change of classes, recess, lunch schedules, etc.) will be assessed to minimize contact between individuals throughout the school day. The use of communal spaces will be evaluated and safe and appropriate usage will be communicated based on current color stage of the county. Staff will be encouraged to utilize outdoor space for learning activities when possible and appropriate for increased engagement as well as social distancing. Traditional transportation schedules will continue to be provided daily to all students with updated procedures in place for the possibility of an increase in student drop-off and pick-up if parents choose not to access District transportation. All staff will be provided additional training on appropriate hygiene to mitigate the spread of COVID-19. All staff will work collaboratively to ensure students are using appropriate hygiene while attending school. The education of hygiene practices will include, but not limited to, increased hand washing and/or sanitizing, appropriate utilization of face masks, minimizing touch points and the sharing of materials will be provided to all students and staff. Face masks will be strongly encouraged, but not required, for students and staff when physical distancing is not entirely possible (ex. school vehicles, common areas, etc.). School visitations will be limited to essential support school personnel only and all classroom visitors will need prior approval of building administration. Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. All social distancing and safety protocols will be evaluated at each building and will be designed to appropriately meet the age group of the students in attendance. All staff and students will be provided training on social distancing and other safety protocols. Training will be provided through the most effective process available at the time (online, small group, individual, etc.)

Parents and the community will be made aware of these protocols. Safety protocols will be continuously evaluated by staff to ensure fidelity of implementation.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	- All District classrooms/learning spaces will be evaluated based on the number of students assigned to each location. - Classrooms/learning spaces will be redesigned as appropriate to ensure to the maximum extent feasible social distancing among students and staff throughout the day. - Group learning spaces will be minimized or removed to provide additional space if needed for social distancing. - To the extent possible, safety screens may be provided to staff for one-on-one conferencing with students. - Learning areas used for academic support will also be evaluated based on the number of students assigned and redesigned to the extent feasible to ensure separation of students and staff.	- All District classrooms/learning spaces will be evaluated based on the number of students assigned to each location. - Classrooms/learning spaces will be redesigned as appropriate to ensure to the maximum extent feasible social distancing among students and staff throughout the day. - Group learning spaces will be minimized or removed to provide additional space if needed for social distancing. - To the extent possible, safety screens may be provided to staff for one-on-one conferencing with students. - Learning areas used for academic support will also be evaluated based on the number of students assigned and redesigned to the extent feasible to ensure separation of students and staff.	Building Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	- The use of cafeterias and other congregate settings will be restricted within the Yellow Phases. - Schedules will be developed in each building to provide students with lunch and congregate activities in alternative settings including, but not limited to, classrooms or outdoor areas.	- Within the Green Phase, cafeterias and other congregate settings may be used to the extent possible. - District cafeterias and other congregate settings will be evaluated and scheduled based on student numbers that can provide appropriate social distancing to the extent possible. - New seating plans may be developed and additional seating may be added in additional locations (foyer, gym, etc.) to ensure appropriate student/staff distancing. - Schedules will be evaluated to alleviate multiple groups of students/staff from moving through cafeteria food lines at the same time. - Schedules will be evaluated to alleviate multiple groups of students entering and exiting cafeterias and other congregate spaces at the same time. - Playground schedules will be evaluated to minimize the number of students outside at one time and activities will be assessed to minimize student contact.	Building Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	- Procedures for hygiene practices will be developed, shared, and implemented in collaboration with the School Physician, school nursing staff, and local, state, and federal guidelines. - Training will be provided to all staff and students as appropriate to ensure hygiene practices/procedures are implemented and followed to the extent possible. Hygiene practices/procedures will be communicated to parents and the community.	- Procedures for hygiene practices will be developed, shared, and implemented in collaboration with the District Physician, school nursing staff, and local, state, and federal guidelines. - Training will be provided to all staff and students as appropriate to ensure hygiene practices/procedures are implemented and followed to the extent possible. Hygiene practices/procedures will be communicated to parents and the community.	K-12 Nursing Coordinator/School Nurses		Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	As procedures aligned with the appropriate age/development of each building are finalized, appropriate signs, in highly visible locations (halls, classrooms, digital boards, etc.) will be displayed. Procedures will also be posted on each building/district webpage.	As procedures aligned with the appropriate age/development of each building are finalized, appropriate signs, in highly visible locations (halls, classrooms, digital boards, etc.) will be displayed. Procedures will also be posted on each building/district webpage.	Building Principals		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Identifying and restricting non-essential visitors and volunteers	- School visitations will be limited to essential school personnel only. - All visitors will need approval of building administration prior to entering the building and must follow all pre-established safety protocols. - Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. - Any visitor approved to enter the building will need to follow all health/safety procedures established by the building and/or district.	- School visitations will be limited to essential school personnel only. - All visitors will need approval of building administration prior to entering the building and must follow all pre-established safety protocols. - Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. - Any visitor approved to enter the building will need to follow all health/safety procedures established by the building and/or district.	Building Principals		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	• CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible. • Physical Education and Recess schedules and activities will be evaluated to maximize to the extent possible social distancing. • All physical education and recess activities will be assessed to minimize student contact and promote social distancing.	• CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible. • Physical Education and Recess schedules and activities will be evaluated to maximize to the extent possible social distancing. • All physical education and recess activities will be assessed to minimize student contact and promote social distancing.	Building Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	- Daily lessons will be evaluated in each building to ensure materials needed can be provided individually to each student. - In the event that materials cannot be provided to each individual student, procedures will be developed to ensure proper cleaning between uses within the classroom period or between class periods. - All students, K-12, will be issued a one-to-one iPad or Chromebook for use at school and home starting with the first day of school.	- Daily lessons will be evaluated in each building to ensure materials needed can be provided individually to each student. - In the event that materials cannot be provided to each individual student, procedures will be developed to ensure proper cleaning between uses within the classroom period or between class periods. - All students, K-12, will be issued a one-to-one iPad or Chromebook for use at school and home starting with the first day of school.	Building Principals/Staff		Y
Staggering the use of communal spaces and hallways	All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.	All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.	Building Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	- Traditional daily transportation schedules will continue to be provided to all students. Students will be strongly encouraged to wear a mask while on the bus, as social distancing may not be possible. - Parents will be provided the option to drive their child to and from school each day. - Procedures will be established if necessary to accommodate an increased number of car riders at each building.	- Traditional daily transportation schedules will continue to be provided to all students. Students will be strongly encouraged to wear a mask while on the bus, as social distancing may not be possible. - Parents will be provided the option to drive their child to and from school each day. - Procedures will be established if necessary to accommodate an increased number of car riders at each building.	Transportation Coordinator		Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	- Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible. - Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.	- Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible. - Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.	Building Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).	Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).	Community Relations Coordinator		N
Other social distancing and safety practices	Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.	Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.	Building Principals		Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

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

Summary of Responses to Key Questions:

Student screening for symptoms must be completed by all parents/guardians at home each morning before the start of the school day. Students exhibiting symptoms or exposed to COVID-19 must not be sent on a District bus or brought to school. All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Per established procedures, students, staff, and parents will consistently be made aware of the signs and symptoms of COVID-19. If it is known that any student or staff member within a school community becomes ill or has been exposed to an individual confirmed positive for COVID-19, they will be immediately sent home and required to quarantine as appropriate. The school nurse, in consultation with the School Physician and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Conditions for a student or staff member to return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines. The determination of students/staff returning to school will be made in accordance with state and federal guidelines. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines. Training for staff and students on protocols for monitoring health will be established and communicated. Consistent evaluation of the implementation of protocols will be completed and protocols may be adjusted as appropriate.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	- Student screening for symptoms will be completed by all parents/guardians at home each morning before the start of the school day. - Students exhibiting symptoms must not be sent on a District bus or brought to school. - All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. - If any individual exhibits symptoms while in a school building, a screening will be completed by the school nurse. - All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.	- Student screening for symptoms will be completed by all parents/guardians at home each morning before the start of the school day. - Students exhibiting symptoms must not be sent on a District bus or brought to school. - All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. - If any individual exhibits symptoms while in a school building, a screening will be completed by the school nurse. - All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.	K-12 Nursing Coordinator/School Nurses		Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	- Procedures will be established to address quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure. - Any individual that becomes sick or demonstrates a history of exposure may be sent home immediately.	- Procedures will be established to address quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure. - Any individual that becomes sick or demonstrates a history of exposure may be sent home immediately.	K-12 Nursing Coordinator/School Nurses		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	K-12 Nursing Coordinator/School Nurses		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The district will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: the District webpage, Blackboard Connect (phone, text, and e-mail messaging), social media, and letters.	The district will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: the District webpage, Blackboard Connect (phone, text, and e-mail messaging), social media, and letters.	Superintendent		N
Other monitoring and screening practices	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	K-12 Nursing Coordinator/School Nurses		Y

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

Following the education of effective hygiene practices for all students and staff as previously referenced (including the proper use of face masks). Face coverings for students and staff will be strongly encouraged, but not required, when social distancing is not feasible (ex. school vehicles, common areas, etc.). It is acknowledged that some students and staff members may choose to regularly wear face coverings. This is a personal choice and will be strongly encouraged and supported, but not required. Students and staff at higher risk for severe illness will be addressed on an individual basis to accommodate any specific needs. The district will work closely with current substitute teachers to ensure availability and continue to recruit new substitute teachers to build the strongest pool possible. Professional development will be provided to all staff related to strategies to ensure all students have access to quality learning opportunities and supports while at school or at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Procedures will be established to address the individual needs of students and staff at higher risk for severe illness.	Procedures will be established to address the individual needs of students and staff at higher risk for severe illness.	K-12 Nursing Coordinator/School Nurses / Director of Special Services		Y
* Use of face coverings (masks or face shields) by all staff	The use of face coverings for staff will be strongly encouraged, as appropriate.	The use of face coverings for staff will be strongly encouraged, as appropriate.	All Staff		Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	The use of face coverings for students on the bus and in the building will be strongly encouraged, as appropriate.	The use of face coverings for students on the bus and in the building will be strongly encouraged, as appropriate.	All Staff		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	- Unique safety protocols for students with complex needs or other vulnerable individuals will be determined on a case by case basis depending on the specifics of an individual's situation. - Appropriate plans will be developed to address specific needs.	- Unique safety protocols for students with complex needs or other vulnerable individuals will be determined on a case by case basis depending on the specifics of an individual's situation. - Appropriate plans will be developed to address specific needs.	K-12 Nursing Coordinator/School Nurses / Director of Special Services		Y
Strategic deployment of staff	Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.	Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.	Building Principals		Y

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Signs/Symptoms of COVID-19	All staff and students	District Nurse/District Physician	TBA	TBA	Summer 2020	Fall 2020
Vertical Curriculum Articulation (closure)	Instructional Staff	Assistant Superintendent	Grade Level / Department Teams	TBA	Summer 2020	August 2020
Instructional Strategies (Building and online)	Instructional Staff	Assistant Superintendent	Grade Level / Department Teams	TBA	Summer 2020	August 2020
Addressing academic challenges as a result of the school closure	Instructional Staff	Assistant Superintendent /Special Services Director	TBA	TBA	Ongoing	Ongoing
Addressing the social/emotional needs of students as a result of the school closure	Instructional Staff	Assistant Superintendent /Special Services Director	TBA	TBA	Ongoing	Ongoing

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan Guidance and Parent Survey	All Families/Staff	Superintendent	AlertNow message, letter and survey posted on website	6/18/20	6/23/20
Communication of Approved Health and Safety Plan	All Families/Staff	Superintendent	AlertNow and posted on website	6/30/20	6/30/20
Development of Building Procedures in Alignment with Approved Health and Safety Plan	All Families/Staff	Building Principals	Additional parent surveys, staff collaboration including local health professional(s)	July 2020	
Communication of Finalized Building Procedures	All Families/Staff	Building Principals	AlertNow message, posted on website		August 2020

Health and Safety Plan Summary: Lampeter-Strasburg School District

Anticipated Launch Date: August 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The custodial and maintenance staff has worked hard all summer to clean and sanitize all buildings to prepare for the safe and successful return of students and staff. Cleaning, sanitizing, and disinfecting procedures have been updated and reviewed with the staff and all assigned areas in each building are accounted for to be cleaned throughout each day. Currently, all disinfection supplies meeting OSHA or CDC requirements for COVID-19 are on hand and additional supplies have been ordered. CDC guidelines for cleaning, sanitizing, and disinfecting each building will continue to be followed. Staff have been assigned to ensure high touch points are cleaned to the extent possible throughout each school day. All custodial and maintenance staff personnel have been trained in the process and proper cleaning products and most effective cleaning methods. Supervisors will conduct regular area checks to ensure all assigned areas are cleaned to the specific guidelines.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All classrooms and learning spaces throughout the District will be evaluated and reorganized, to the maximum extent feasible, to provide students and staff with the maximum social distancing to mitigate the spread of COVID-19. Building schedules and routines (student movement within a building, change of classes, recess,

Requirement(s)	Strategies, Policies and Procedures
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	lunch schedules, etc.) will be assessed to minimize contact between individuals throughout the school day. The use of communal spaces will be evaluated and safe and appropriate usage will be communicated based on current color stage of the county. Staff will be encouraged to utilize outdoor space for learning activities when possible and appropriate for increased engagement as well as social distancing. Traditional transportation schedules will continue to be provided daily to all students with updated procedures in place for the possibility of an increase in student drop-off and pick-up if parents choose not to access District transportation. All staff will be provided additional training on appropriate hygiene to mitigate the spread of COVID-19. All staff will work collaboratively to ensure students are using appropriate hygiene while attending school. The education of hygiene practices will include, but not limited to, increased hand washing and/or sanitizing, appropriate utilization of face masks, minimizing touch points and the sharing of materials will be provided to all students and staff. Face masks will be strongly encouraged, but not required, for students and staff when physical distancing is not entirely possible (ex. school vehicles, common areas, etc.). School visitations will be limited to essential support school personnel only and all classroom visitors will need prior approval of building administration. Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. All social distancing and safety protocols will be evaluated at each building and will be designed to appropriately meet the age group of the students in attendance. All staff and students will be provided training on social distancing and other safety protocols. Training will be provided through the most effective process available at the time (online, small group, individual, etc.) Parents and the community will be made aware of these protocols. Safety protocols will be continuously evaluated by staff to ensure fidelity of implementation.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school	Student screening for symptoms must be completed by all parents/guardians at home each morning before the start of the school day. Students exhibiting symptoms or exposed to COVID-19 must not be sent on a District bus or brought to school. All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Per established procedures, students, staff, and parents will consistently be made aware of the signs and symptoms of COVID-19. If it is known that any student or staff member within a school community becomes ill or has been exposed to an individual confirmed positive for COVID-19, they will be immediately sent home and required to quarantine as appropriate. The school nurse, in consultation with the School Physician and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Conditions for a student or staff member to return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines. The determination of students/staff returning to school will be made in accordance with state and federal guidelines. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines. Training for staff and students on protocols for monitoring health will be established and communicated. Consistent evaluation of the implementation of protocols will be completed and protocols may be adjusted as appropriate.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate)	Following the education of effective hygiene practices for all students and staff as previously referenced (including the proper use of face masks). Face coverings for students and staff will be strongly encouraged, but not required, when social distancing is not feasible (ex. school vehicles, common areas, etc.). It is acknowledged that some students and staff members may choose to regularly wear face coverings. This is a personal choice and will be strongly encouraged and supported, but not required. Students and staff at higher risk for severe illness will be addressed on an individual basis to

Requirement(s)	Strategies, Policies and Procedures
Unique safety protocols for students with complex needs or other vulnerable individuals	The district will work closely with current substitute teachers to ensure availability and continue to recruit new substitute teachers to build the strongest pool possible. Professional development will be provided to all staff related to strategies to ensure all students have access to quality learning opportunities and supports while at school or at home.
Strategic deployment of staff	

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Lampeter-Strasburg School District reviewed and approved the Phased School Reopening Health and Safety Plan on **June 29, 2020**.

The plan was approved by a vote of:

5 Yes

0 No

Affirmed on: **June 29, 2020**

By:



(Signature* of Board President)



(Print Name of Board President)

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

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

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