



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;

3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:
  - a. Universal and correct wearing of [masks](#);
  - b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
  - c. [Handwashing and respiratory etiquette](#);
  - d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
  - e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
  - f. [Diagnostic](#) and screening testing;
  - g. Efforts to provide COVID-19 [vaccinations to school communities](#);
  - h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
  - i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

## Health and Safety Plan Summary: Burrell School District

**Initial Effective Date: August 4, 2020 (20-21 Plan)**

**Date of Last Review: July 27, 2021, October 18, 2022**

**Date of Last Revision: July 30, 2021, December 7, 2021, April 19, 2022**

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

During the 2020-2021 school year, Burrell School District provided 5 day a week face to face learning for all families who wanted to be in person. Seventy percent of our students attended school each day with 30% choosing our 5 day a week virtual option. The District successfully implemented prevention and mitigation strategies that kept our school buildings open and safe. Moving into the 2021-2022 school year, the District will continue many of the strategies and procedures that helped us serve students and families last school year. In addition, the District will continue to review guidelines presented by the Pennsylvania Department of Health and Pennsylvania Department of Education which have included monitoring staff and student health, facilities cleaning, sanitizing and ventilation, and social distancing. Other guidelines from organizations such as the World Health Organization, the Centers for Disease Control and the American Academy of Pediatrics will continue to be considered as well. Federal and state mandates will be followed as required.

In July of 2021, the pandemic committee consisting of parents, employees and board members reviewed the District's 2021-2022 plan and provided feedback. The Health and Safety Plan revisions will be posted on the website prior to board approval with a link to ask questions and provide feedback. The information gathered will then be used to finalize the plan and generate an FAQ that will be available on the District website in early August. The Board of Directors will review and approve the final revisions of the plan on August 17, 2021. After approval, the plan will be posted on the website. The District will continue to add to the FAQ document as new inquiries arise. In February of 2022, the Health and Safety Plan will be reviewed and revised as needed.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

Our academic approach in the 2020-2021 school year enabled the District to shift between virtual and face to face instructional settings as appropriate without a disruption to the academic delivery. This instructional approach along with providing families technology devices, internet access, food resources, etc., enabled the District to provide continuity of academics and services. Our planning for the 2021-2022 school included a survey to parents regarding their intent to send their children back to face to face learning versus remaining in the virtual setting. Ninety-six percent of our students intend to return to the brick and mortar setting while 4% prefer to remain in an all virtual setting. District faculty will continue using Google

Classroom and Tools to deliver instruction to students in the virtual and face to face environment. However, virtual students will participate asynchronously rather than synchronously this year. Furthermore, the use of ESSERs funds will assist the District in the full implementation of our academic and social emotional/behavioral multi-tiered system of support to maximize our efforts to ensure the continuity of services in the Burrell School District.

To build capacity in our academic tier one, the District will designate personalized learning coaches from our faculty who will work with our current coaches to streamline our adult and student learning by name and by need. Embedded professional development will assist faculty as they implement professional learning communities. Within the professional learning communities, teachers will address learning loss and lack of growth and/or achievement in student groups. Our established Comprehensive Plan Goals include these needs and the funding enables us to strategically address these areas of improvement within in our system. Likewise, the ESSERs funds will enable us to address our social emotional/behavioral tiers two and three of our multi-tiered system of support through the hiring of a social worker and a licensed professional counselor. The strengthening of the District multi-tiered system of support will ensure the continuity of services across the system.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC. **The following strategies will be implemented when the local level of community spread is substantial or high per the CDC measures/guidelines.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p><b>a. Universal and correct wearing of masks;</b></p>	<p>For the 2021-2022 school year, Burrell School District will make masks optional. Staff and students wishing to wear masks will be encouraged to do so. Masks will be available in every classroom. If the state or federal government issue a mask mandate in schools, the district will require masks as well. Additionally, the District will monitor the level of community spread in making any mask requirement changes.</p> <p>Per current Federal mandate, masks are required on public transportation which includes school buses. Students will wear masks while entering, riding and exiting all school-provided transportation.</p>
<p><b>b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</b></p>	<p>The District will continue to provide for social distancing to the greatest extent feasible in the educational settings. Students, parents, and staff need to be mindful and respectful of the health and safety of all individuals.</p> <ul style="list-style-type: none"> <li>● Students and staff will be reminded to social distance in communications both written and oral.</li> <li>● Student desks will be at least 3 feet apart if not further.</li> <li>● When singing or playing an instrument, students will be spaced to meet the 6-foot recommendation. Larger spaces and outdoor spaces will be used whenever possible. (Trumpets and trombones will use bell covers to limit spray.)</li> <li>● When students are eating, additional spaces to increase social distancing to the greatest extent feasible.</li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p>Students and staff will be trained on preventative measures for infectious disease control. Training will include proper handwashing, coughing/sneezing into the elbow followed by proper cleaning/washing, social distancing to the greatest extent possible, not touching one’s face or others, limit sharing of equipment/materials, COVID-19 symptoms, etc.</p> <p>Hand sanitizer is located in cafeteria, hallways and classrooms. Students will be encouraged to wash their hands with soap and water often. Hand sanitizer will be used when soap and water are not an option.</p> <p>Signs from the Center for Disease Control posted in cafeterias, restrooms and high traffic areas. Periodic oral communication will remind staff and students of these mitigation efforts.</p>
<p>d. <a href="#">Cleaning and maintaining healthy facilities, including improving ventilation</a>;</p>	<p>The District will continue the modifications made to our cleaning procedures in 2020-2021 such as focusing on high touch areas at least three times a day, routine disinfection, following the Hillyard task cards, etc.</p> <p>Target areas for reducing number of high touch areas</p> <ul style="list-style-type: none"> <li>● When able, prop doors open to prevent touching handles and doorknobs.</li> <li>● Close drinking fountains. One touch water bottle filling fountains will be used instead.</li> <li>● Touch free paper towel dispensers.</li> </ul> <p>Target area for focused efforts on daily sanitizing</p> <ul style="list-style-type: none"> <li>● Custodial staff will disinfect all high touch areas at least three times daily.</li> <li>● Each staff member will have access to a bottle of disinfectant/wipes to clean high touch areas in the classroom as needed.</li> <li>● Restroom high touch areas will be sanitized at least three times daily.</li> <li>● Lunch tables will be sanitized between student groups.</li> <li>● Schools will be sanitized each evening with a focus on high touch surfaces.</li> </ul> <p>Our ventilation systems will continue to allow for the greatest air exchange possible without losing efficiency. Faculty will be encouraged to open windows when feasible.</p> <p>Students in grades 4 to 12 will continue to clean their desk surfaces each time they change work areas. K-3 staff will ensure student work areas are cleaned between cohorts of students.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Staff and students will be encouraged to carry their own water bottle. Adequate supplies of soap, paper towels, hand sanitizer, tissue, etc. to support healthy hygiene practices will be provided.</p> <p>Shared materials and equipment will be cleaned between cohorts of students.</p> <p>Signs will be posted in halls, classrooms, and highly visible areas to reinforce measures to stop the spread of COVID-19 such as hand washing, coughing into your elbow, etc.</p> <p>Fans in classrooms will be used to pull fresh air into the room. Heating and cooling systems are adjusted to bring in as much fresh air as is feasible.</p> <p>No volunteers will be permitted in the school during the day. The district will reconsider this decision for the second semester.</p> <p>Use of the facilities will be approved on a case by case basis and in the best interest of our students.</p> <p>Buses will be disinfected daily per W.L. Roenigk’s cleaning and sanitizing plan. Buses will be disinfected daily. Common areas on the bus will be disinfected between runs.</p>
<p>e. <b><u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with the State and local health departments;</b></p>	<p>The district will continue to work with the Department of Health to complete contact tracing for individuals diagnosed or exposed to COVID-19. The Department of Health will notify the school immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. Department of Health staff will assist the school with risk assessment, isolation and quarantine recommendations and other infection control recommendations. The District is required to and will take every measure to maintain the confidentiality of the individual.</p> <p>An isolation area, separate from the nurse’s office, will be identified in each building to isolate anyone who has potential COVID-19 symptoms until a family member can pick up the student or employee. The isolation area will be cleaned and disinfected regularly. School nurses will use standard transmission-based precautions when caring for sick people.</p> <p>A close contact is someone who was within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more over a 24-hour period. The CDC has added the following exception to the definition of a close contact for students. In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both students were engaged in consistent and correct use of a well-fitting face mask and other K-12 school prevention strategies were in place in the K-12 setting.</p> <p>Students and staff identified as a close contact will be so notified. Close contacts must monitor for symptoms and stay home if symptoms arise. Contact health care provider for care as needed.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>f. <b>Diagnostic and screening testing;</b></p>	<p>Students or staff should stay home when they have signs of any infectious illness with no other medical explanation. They should contact their healthcare provider for testing and care.</p> <p>Parents and staff should communicate directly with the school nurse via email of any changing medical conditions. Families keeping their child home for symptoms must communicate with the school nurse for attendance purposes. The schools will continue to monitor absenteeism.</p>
<p>g. <b>Efforts to provide vaccinations to school communities;</b></p>	<p>The District will continue to provide space when asked to administer vaccines to staff and families who wish to have the vaccine.</p>
<p>h. <b>Appropriate accommodations for students with disabilities with respect to health and safety policies; and</b></p>	<p>If a mask mandate is issued, students and staff will be required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 or 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 provided, school nurse and IEP/504 team. Staff who has a medical or mental health condition or disability, documented in accordance with the Rehabilitation Act that precludes the wearing of a face covering in school, will be accommodated as necessary. These concerns are handled on a case by case basis by the Director of Student Services.</p>
<p>i. <b>Coordination with state and local health officials.</b></p>	<p>The District will continue to coordinate with the Pennsylvania Department of Education and the Pennsylvania Department of Health in response to the pandemic and in the recovery of our community from the pandemic.</p>
<p>j. <b>Academic Approach</b></p>	<p>The District will offer two options to families during the 2021-2022 school year.</p> <p><b>Option A:</b> Face to Face instruction in our school buildings 5 days/week.</p> <p><b>Option B:</b> Virtual instruction 5 days/week. Virtual instruction will be mostly asynchronous. Families who choose the virtual option will be required to sign a virtual agreement which will include maintaining a "C" average in all coursework, logging in for attendance each school day, completing all assignments in a timely manner, participating in required Google meets with staff, etc. The virtual option may include a combination of Google Classroom Courses and established eAcademy Courses provided through the Westmoreland Intermediate Unit.</p>



ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>The District will provide a Chromebook for every student.</p> <p>Faculty will continue to use Google Classroom for all classroom materials, assignments, etc.</p> <p>Paper exchange will occur but be limited to protect staff and students.</p> <p>Materials that are shared will be cleaned between cohorts of students.</p> <p>Face to face students who are in quarantine may be counted present as long as their parent/guardian communicates with the school nurse and the student logs on to their courses. Ill students will be counted absent, as in a normal school year.</p>
<p><b>k. Sports and Extracurricular Activities, Recess, and HPE</b></p>	<p>Shared equipment will be cleaned between cohorts of students.</p> <p>Practices and/or classes will be outside whenever feasible.</p> <p>Students must bring their own water bottles. Water bottles must not be shared.</p> <p>The District will continue to hold sports and extracurricular activities as possible. Spectators/Guests for events may be limited for indoor events depending on the level of community spread.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Burrell School District** reviewed and approved the Health and Safety Plan on **August 17, 2021**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **August 17, 2021**

By:

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*(Signature\* of Board President)*

Pamela Key

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*(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.