



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.

This plan outlines Upper Adams School District's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. It serves as a guide for the safe reopening of the schools in the Upper Adams School District (UASD) and to maintain the reopening of our schools. **This is a fluid document, based on federal, state, and local guidelines, that will continue to develop over time.**

This document contains and considers supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (AAP), Aramark (Maintenance, Custodial, Grounds) and Chartwells (Food Services).

Likely Realities and Constraints

Our current situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to be on the same page about what is likely so we can focus most of our effort on the most likely circumstances, while still ensuring that we plan for the various "what if" scenarios.

1. **The virus will not disappear by September, but its level of spread may change.** Covid-19 will be present throughout the summer and fall, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the District will remain committed to adjusting its approach based on the reality of the virus' spread in the region. We will monitor our region and the number of cases by using resources provided to us by the state Department of Health (DOH) and Pennsylvania Department of Education (PDE).
2. **Schools will open for in-person learning in August.** Students will begin returning to school on August 26 and in-person instruction will be offered in schools. It is likely that schedules, classroom spaces, and day-to-day operations could be adjusted to allow for social distancing and smaller groupings as needed during the academic year.

3. **Online instruction will be an option.** Even with schools reopening in August for in-person instruction, Upper Adams School District will continue to offer the Upper Adams Cyber School (Canner Cyber Connection) to students K-12.

4. **Definitions of instructional delivery options at Upper Adams School District:**

- a. **In-Person Learning:** As normal or similar to a traditional school day as possible. Students attending school with guidelines implemented while students are physically at school during the scheduled times.

- b. **Remote Learning:** This will occur as a method of providing instruction periodically for various reasons. Some reasons include the need for professional development/training, allowing flexibility for deep cleaning, if a classroom gets quarantined, the school is mandated to be closed, or another unpredictable situation occurs. If in quarantine students need to be educated at their homes for 10 - 14 days (or a period of time as otherwise determined). Remote Learning could include utilizing Zoom, Google Meet or other options to provide instruction. Additional instructional resources could include Google Classroom or Online Apps being utilized to drive instructional planning and lessons.

- c. **Online Learning:** This term is defined as being educated off site through Edgenuity. Edgenuity is what the district utilizes for the Upper Adams Cyber School (Canner Cyber Connection). This term is used for parents who request their child not attend school physically, but wish to remain an Upper Adams School District student who can continue to participate in district events and activities and also receive a Biglerville High School diploma.

5. Funding is limited. Revenue to address all the guidelines related to COVID-19 is extremely limited. The 2020-2021 Upper Adams School District budget was passed on June 16, 2020 without any tax increases. Additional federal revenue to address COVID-19 planning was reduced from the original amount communicated to UASD. The Administrative Team and School Board anticipate that COVID-19 will have short-term to medium-term budget impacts over the next two years. Upper Adams School District will use over \$750,000 in reserve funds, along with state and federal stimulus funds to balance the budget in order not to make massive and instructionally damaging programmatic changes. We should be clear that funding is, at best, lower than usual while the demand for new supplies, school programming preparation, and instructional needs continue to be necessary for the 2020-2021 school year. Currently, the administrative team is working within the funding approved in the 2020-2021 UASD Budget and any additional funding related to COVID-19. In addition, we are maximizing our district resources and working with our current contractors to address any COVID-19 related issues.

SCOPE

The scope of this Health and Safety Plan covers district reopening as it pertains to COVID-19 (Coronavirus).

COVID-19 (Coronavirus) - Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact, via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission.

People with these symptoms may have COVID-19

(listing of symptoms continued on the next page)

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

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Health and Safety Plan: Upper Adams 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. The Upper Adams School District plan was developed on a more cautious Yellow Phase plan, which is also utilized in the Green Phase.

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 online learning out of safety/health concern). **Kindergarten - Grade 6 students attend everyday with precaution measures in place.**
- 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). **Students in Grades 7-12 attend alternating days in-person (students are to be assigned to an "A day" (in-person Monday and Wednesday) or "B day" (in-person Tuesday and Thursday) determined by the student's last name. Friday is utilized as a Remote Learning Day with teachers in school building classrooms and students learning remotely. Special Education, EL, and other At-Risk students attend daily Monday-Friday as needed.**

- 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):

Pilot with ESY July 13, 2020 (selected students)

District-wide August 26, 2020 (opening of the 2020-2021 Academic School Year)

Pandemic Coordinator/Team

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

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

- **Both (Plan Development and Response Team):** 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. Wesley Doll	Superintendent	Plan Development & Response Team
Mr. Joseph Albin	Director of Curriculum & Instruction	Plan Development & Response Team
Dr. Anne Corwell	Director of Student Services	Plan Development & Response Team
Mr. Jim Van Dyke	Director of Technology & Transportation	Plan Development & Response Team
Mrs. Shelley Hobbs	Business Administrator	Plan Development & Response Team
Mr. Anthony Graham	Director of Facilities and Athletics	Plan Development & Response Team

Ms. Heather Then	School Nurse (K-3) Supervises (4-6)	Plan Development & Response Team
Ms. Sally Jones	School Nurse (7-12)	Plan Development & Response Team
Mrs. Sue Crouse	UASD Board Member	Plan Development
Ms. Michelle Miller	UAEA Representative	Plan Development
Ms. Barbara Eppley	UAEA Representative	Plan Development
Ms. Ellie Hollabaugh Vranich	Parent/Business Representative	Plan Development

****Additional individuals could be utilized to provide feedback during the revision process of this document or matters related to our plan.***

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 information below was provided in conjunction with resources from the Aramark (Facilities Contractor) and Chartwells (Food Service Contractor) Corporations, which provide food and maintenance/custodial services to the Upper Adams School District.

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, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,	<p>Increased frequency of cleaning and disinfecting high touch surfaces and objects within the school daily including door handles, sink handles, restroom fixtures, tables and desks.</p> <p>Increase social distancing and hygiene practices</p>	<p>Increased frequency of cleaning and disinfecting high touch surfaces and objects within the school daily including door handles, sink handles, restroom fixtures, tables and desks.</p> <p>Increase social distancing and hygiene practices</p>	<p>Aramark - Custodial/Maintenance/ Grounds</p> <p>Director of Facilities and Athletics</p> <p>Chartwells - Cafeteria</p>	<p>Virex II 256</p> <p>Oxivir TB Wipes</p> <p>Kalvac</p> <p>Other approved COVID19 supplies</p> <p>Gloves</p> <p>Goggles</p>	Y

hallways, and transportation)	<p>Increase use or mandate use of PPE equipment (face masks, gloves.</p> <p>Communal water fountains will be restricted. Water filling stations and in-class sinks where a handle can be used to control sanitation.</p> <p>Increased Ventilation and circulation efficiency will be programmed and monitored for all classrooms and common areas.</p>	<p>Increase of or mandate use of PPE equipment (face masks, gloves.</p> <p>Communal water fountains will be restricted. Water filling stations and in-class sinks where a handle can be used to control sanitation.</p> <p>Increased ventilation and circulation efficiency will be programmed and monitored for all classrooms and common areas</p>	<p>Aramark/Person overseeing the use of the in-class sink</p> <p>McClure, Aramark, Nexgen</p>	<p>Spartan HDQ Neutral Disinfectant</p>	
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>See Attached PPT</p>	<p>See Attached PPT</p>	<p>Aramark</p>	<p>See Attached PPT</p>	<p>Y</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs? Students will
- 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:

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 strives for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Rooms will be arranged in a way that allows for social distancing to take place to the greatest extent possible.</p> <p>Students will have an assigned seat to minimize cross contamination.</p>	<p>Rooms will be arranged in a way that allows for social distancing to take place to the greatest extent possible.</p> <p>Students will have an assigned seat to minimize cross contamination.</p>	Building Principal, Teacher	floor markers	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Stagger the use of the cafeteria and other congregate settings.</p> <p>If unable to use the cafeteria, serve meals within the classroom.</p>	<p>Stagger the use of the cafeteria and other congregate settings.</p> <p>If unable to use the cafeteria, serve meals within the classroom.</p>	Building Principal, Food Service Coordinator	Plans created to address the needs at each building level	N
* Hygiene practices for students and staff including the manner and	Frequent handwashing and use of sanitizer (ex. morning, before lunch, after lunch, and after restroom use)	Frequent handwashing and use of sanitizer (ex. morning, before lunch, after lunch, and after restroom use)	Building Principal, Teachers, Nurse	hand sanitizer soap	N

frequency of hand-washing and other best practices	Teach students to cover cough and sneezes with elbow. Verbally reinforce proper hygiene.	Teach students to cover cough and sneezes with elbow. Verbally reinforce proper hygiene.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Post student friendly signs in the office, restrooms, hallways and classrooms.	Post student friendly signs in the office, restrooms, hallways and classrooms.	Building Principal	Signs	N
* Identifying and restricting non-essential visitors and volunteers	All visitors and volunteers will remain in the office or restricted area.	All visitors and volunteers will remain in the office or restricted area.	Building Principal		Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Recess will be structured in such a way as to limit the number of students on the playground at one time. Students will be required to wear masks when not socially distanced from others. Students will also be washing hands before and after recess time. P.E. classes need to be structured to maintain for social distancing. Equipment needs to be limited and sanitized between use. CDC guidelines will be utilized.	Recess will be structured in such a way as to limit the number of students on the playground at one time. Students will be required to wear masks when not socially distanced from others. Students will also be washing hands before and after recess time. P.E. classes need to be structured to maintain for social distancing. Equipment needs to be limited and sanitized between use. CDC guidelines will be utilized.	Building Principal, P.E. Teacher	sanitizer	Y

Limiting the sharing of materials among students	Students will be issued their own supplies.	Students will be issued their own supplies.	Teacher		N
Staggering the use of communal spaces and hallways	Within the schedule, plan to reduce the number of students in one area. Reduce the number of times students will need to enter the hallways.	Within the schedule, plan to reduce the number of students in one area. Reduce the number of times students will need to enter the hallways.	Building Principal, Teacher	Plans created to address the needs at each building level	N
Adjusting transportation schedules and practices to create social distance between students	Transportation Coordinator will provide social distancing guidelines and sanitation procedures as needed and appropriate per any released State guidance.	Transportation Coordinator will provide social distancing guidelines and sanitation procedures as needed and appropriate per any released State guidance.	Transportation Coordinator		Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Create schedules that reduce the number of transitions students have between learning spaces and teachers.	Create schedules that reduce the number of transitions students have between learning spaces and teachers.	Building Principal	Plans created to address the needs at each building level	
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified	Coordinate State guidance & procedures with local childcare entities as needed.	Coordinate State guidance & procedures with local childcare entities as needed.	Building Principal & Childcare Entity Contact		Depends on what the entity requires

school-year calendars					
Other social distancing and safety practices	Limit the number of assemblies or special events that involve large groups.	Limit the number of assemblies or special events that involve large groups.	Building Principal		N

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: See table below

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Family history of exposure: Parents/guardians contact school nurse. Email or phone.</p> <p>Daily Monitoring by classroom teachers: if a teacher/student has a concern the teacher will refer to the checklist provided by nurses. If a student has symptoms on the list, please call the nurse's office prior to sending a student out of class.</p>	<p>Family history of exposure: Parents/guardians contact school nurse. Email or phone.</p> <p>Daily Monitoring by classroom teachers: if a teacher/student has a concern the teacher will refer to the checklist provided by nurses. If a student has symptoms on the list, please call the nurse's office prior to sending a student out of class.</p>	<p>School Nurse</p> <p>School Nurses</p>	<p>Provide parents and staff with this information.</p> <p>Nurses will communicate with teachers regarding symptoms.</p>	<p>N</p> <p>Monitoring: Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If a student demonstrates symptoms: Call the nurse's office. Send the student masked to isolation. Nurse verifies student symptoms. Immediate call to parents/guardian as needed. Teacher contacts the custodian for cleaning.</p> <p>If staff demonstrates symptoms: Staff member is immediately sent home.</p> <p>Establish secondary isolation rooms (ex. middle school science lab), coverage will be identified when needed.</p>	<p>If a student demonstrates symptoms: Call the nurse's office. Send the student masked to isolation. Nurse verifies student symptoms. Immediate call to parents/guardians as needed. Teacher contacts the custodian for cleaning.</p> <p>If staff demonstrates symptoms: Staff member is immediately sent home.</p> <p>Establish secondary isolation rooms (ex. middle school science lab), coverage will be identified when needed.</p>	<p>Principal/Nurse</p>	<p>Ensure that parent emergency contacts are up to date.</p> <p>Nurses will identify an area at each building.</p>	<p>Y</p>

	Visitor protocol: Send visitor home immediately.	Visitor protocol: Send visitor home immediately.		Visitors will be limited to the office areas at each building.	
* Returning isolated or quarantined staff, students, or visitors to school	<p>We will follow the measures provided by the DOH if someone is diagnosed with COVID-19. The nurse will request a doctor's note to return to school (student)/work (staff).</p> <p>In the case of an individual who was diagnosed with COVID-19, the individual may return to the school program when all three of the following criteria are met:</p> <ol style="list-style-type: none"> 1. at least 24 hours have passed since recovery (resolution of fever without the use of fever reducing medications); 2. and the individual has improvement in symptoms (e.g., cough, shortness of breath); 3. and at least ten days have passed since symptoms first appeared; or - <p>In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is</p>	<p>We will follow the measures provided by the DOH if someone is diagnosed with COVID-19. The nurse will request a doctor's note to return to school (student)/work (staff).</p> <p>In the case of an individual who was diagnosed with COVID-19, the individual may return to the school program when all three of the following criteria are met:</p> <ol style="list-style-type: none"> 4. at least 24 hours have passed since recovery (resolution of fever without the use of fever reducing medications); 5. and the individual has improvement in symptoms (e.g., cough, shortness of breath); 6. and at least ten days have passed since symptoms first appeared; or - <p>In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is</p>	Principal/Nurse	Parent/Staff member provide school with doctor's note	N

	assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above	assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	An email and notification through Blackboard will be sent to staff and families. With confirmed cases, letters will be sent home to families based on Department of Health recommendations.	An email and notification through Blackboard will be sent to staff and families. With confirmed cases, letters will be sent home to families based on Department of Health recommendations.	Director of Curriculum and Director of Technology	Blackboard, email Nurses shared procedures with a presumed case of COVID coming from DOH	N
Other monitoring and screening practices	Nurses will communicate with teachers and staff regarding symptoms of Covid 19.	Nurses will communicate with teachers and staff regarding symptoms of Covid 19.	Nurses, Principals		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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The District will share the health and safety plan with faculty/staff as it will be located on our district website. Faculty/Staff members will contact the HR Coordinator if they have any health needs or concerns related to the plan. Administrators and teachers/staff will work with our HR Coordinator.</p> <p>Health records will be reviewed by nurses to determine if there are students with severe health issues.</p> <p>Meet with staff members/parents of students who have severe health concerns to determine what accommodations need to be implemented.</p> <p>Ensure that teachers have been trained on the needs/accommodations for students with severe health needs.</p>	<p>The District will share the health and safety plan with faculty/staff as it will be located on our district website. Faculty/Staff members will contact the HR Coordinator if they have any health needs or concerns related to the plan. Administrators and teachers/staff will work with our HR Coordinator.</p> <p>Health records will be reviewed by nurses to determine if there are students with severe health issues.</p> <p>Meet with staff members/parents of students who have severe health concerns to determine what accommodations need to be implemented.</p> <p>Ensure that teachers have been trained on the needs/accommodations for students with severe health needs.</p>	<p>School Nurses/Human Resources Coordinator</p>	<p>Health Records, Physical Barriers, Disinfectant Product</p>	<p>Y</p>

<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>District will comply with all current guidelines communicated by State Officials regarding the use of Face coverings: masks/shields.</p> <p>All staff should have a mask on at all times except when:</p> <ul style="list-style-type: none"> ● Eating or drinking when spaced at least 6 feet apart; or ● When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or ● At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. ● When in a room alone 	<p>District will comply with all current guidelines communicated by State Officials regarding the use of Face coverings: masks/shields.</p> <p>All staff should have a mask on at all times except when:</p> <ul style="list-style-type: none"> ● Eating or drinking when spaced at least 6 feet apart; or ● When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or ● At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. ● When in a room alone 			
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>District will comply with all current guidelines communicated by State Officials regarding the use of Face coverings masks/shields.</p> <p>Students will be required to wear face coverings: masks. There will be specific times students will not wear masks during the day as outlined by the DOH:</p>	<p>District will comply with all current guidelines communicated by State Officials regarding the use of Face coverings masks/shields.</p> <p>Students will be required to wear face coverings: masks. There will be specific times students will not wear masks during the day as outlined by the DOH:</p>	<p>Principals/Teachers</p>	<p>Masks</p>	<p>Y</p>

	<p>Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Communicate the benefit of wearing a face covering to students.</p> <p>Staff should educate students on the proper time and way to be wearing a mask.</p> <p>The District will be providing extra masks to each classroom for student use.</p> <p>If a student is not medically able to wear a face covering the parent/guardian should contact the building principal regarding a potential 504 plan.</p>	<p>Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Communicate the benefit of wearing a face covering to students.</p> <p>Staff should educate students on the proper time and way to be wearing a mask.</p> <p>The District will be providing extra masks to each classroom for student use.</p> <p>If a student is not medically able to wear a face covering the parent/guardian should contact the building principal regarding a potential 504 plan.</p>			
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<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>The District will share the health and safety plan with staff. Staff members will contact the administration if they have any health needs or concerns related to the plan.</p> <p>Health records will be reviewed by nurses to determine if there are students with severe health issues.</p> <p>Meet with staff members/parents of students who have severe health concerns to determine what accommodations need to be implemented.</p> <p>Ensure that teachers have been trained on the needs/accommodations for students with severe health needs.</p>	<p>The District will share the health and safety plan with staff. Staff members will contact the administration if they have any health needs or concerns related to the plan.</p> <p>Health records will be reviewed by nurses to determine if there are students with severe health issues.</p> <p>Meet with staff members/parents of students who have severe health concerns to determine what accommodations need to be implemented.</p> <p>Ensure that teachers have been trained on the needs/accommodations for students with severe health needs.</p>	<p>School Nurses/Human Resources Coordinator</p>	<p>Survey, Health Records, Physical Barriers, Disinfectant Product</p>	<p>Y</p>
<p>Strategic deployment of staff</p>	<p>Determine specific needs of staff and make adjustments to their assigned duties as necessary.</p> <p>Determine specific needs of students and assign staff to assist them as necessary.</p>	<p>Determine specific needs of staff and make adjustments to their assigned duties as necessary.</p> <p>Determine specific needs of students and assign staff to assist them as necessary.</p>	<p>Principals/Human Resources Coordinator</p>		<p>Y</p>

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
General COVID Health Precautions	UASD Employees	School Nurses	Live Or Virtual	Face Masks / Thermal Scanners / COVID-19 Literature	3/23/2020	Ongoing
General COVID Health Precautions	Families	School Nurses	COVID-19 District Website	COVID-19 Literature	3/23/2020	Ongoing
Building Protocols & Procedures Related To COVID-19	Teachers/Staff	Building Principals	Live Or Virtual	Materials Dependents Upon Individual Building Protocols & Procedures	3/23/2020	Ongoing
Breaking The Chain Of Infection Training	Aramark Employees	Aramark Supervisor(s)	Live or Virtual	Materials Dependent Upon Training Equipment Used	3/23/2020	Ongoing

District Substitute COVID-19 Precaution Training	District Substitutes	ESS Supervisor(s)	Live or Virtual	COVID-19 Literature	08/01/2020	Ongoing
Volunteers/Student Teachers COVID-19 Precaution Training	Volunteers/ Student Teachers	Volunteers - HR Students Teachers - Curriculum Director / Colleges & Universities	Live or Virtual	Materials Dependents Upon Individual Building Protocols & Procedures	08/01/2020	Ongoing
General COVID Health Precautions / Breaking The Chain Of Infection Training	Chartwells Employees	Chartwell Employees	Live or Virtual	Materials Dependent Upon Training Equipment Used	08/01/2020	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
Family Intention Survey	Parents/Students -English Version -Spanish Version	Director of Curriculum, Instruction, & Assessment	Phone call- informative, emails- survey attached, paper copies to pick up at buildings. Possibly utilize PTOs and Migrant Education contact to assist with communicating with the cross-section of the community	6-15-2020	7-10-2020
Board Communication On Survey Option Percentages	Board Members	Superintendent	Board Report / Presentation	7-21-2020	7-21-2020
Updates to the School Community- Specific to a district building	Parents/Students -English Version -Spanish Version	Principals	Phone call- informative emails, letters, or messages on our Website..	3/23/2020	Ongoing
District COVID-19 Web Page	All Stakeholders -English Version -Spanish Version	Cabinet Members	Monthly Updates On COVID-19 Implications / Sanitation / Guidelines / Practices / Policies/ Procedures	3/23/2020	Ongoing
Mitigation Communication	Superintendent	School Nurses	Written and/or Verbal Communication With Superintendent	3/23/2020	Ongoing
Posting of Health & Safety Plan	All Stakeholders -English Version	Cabinet Members	Website	7/22/2020	Ongoing

	-Spanish Version				
Updates & Communications As Needed	All Stakeholders -English Version -Spanish Version	Cabinet Members	Electronic Communication / Phone Calls	3/23/2020	Ongoing

Health and Safety Plan Summary: Upper Adams School District

Anticipated Launch Date: 6/17/2020 (Revisions To Be Approved 7/21/2020)

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>On-going high touch areas using in conjunction with Aramark and Chartwells</p> <p>Virex II 256</p> <p>Oxivir TB Wipes</p> <p>Kalvac</p> <p>Other approved COVID19 supplies</p> <p>Gloves</p> <p>Goggles</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Rooms will be arranged in a way that allows for social distancing to take place to the greatest extent possible.</p>

<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Students will have an assigned seat to minimize cross contamination.</p> <p>Stagger the use of the cafeteria and other congregate settings.</p> <p>If unable to use the cafeteria, serve meals within the classroom with Instructional Assistants monitoring.</p> <p>Frequent handwashing and use of sanitizer (ex. morning, before lunch, after lunch, and after restroom use)</p> <p>Teach students to cover cough and sneezes with elbow.</p> <p>Verbally reinforce proper hygiene.</p> <p>Post student friendly signs in the office, restrooms, hallways and classrooms..</p> <p>All visitors and volunteers will remain in the office or restricted area.</p> <p>Recess will be structured in such a way as to limit the number of students on the playground at one time. Students will be required to wear masks when not socially distanced from others. Students will also be washing hands before and after recess time.</p> <p>P.E. classes need to be structured to maintain for social distancing. Equipment needs to be limited and sanitized between use.</p> <p>Students will be seated two per bus seat while wearing masks. There could be situations where more than two could be in a seat.</p> <p>Students will be issued their own supplies.</p> <p>Within the schedule, plan to reduce the number of students in one area.</p>
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<p>Other social distancing and safety practices</p>	<p>Reduce the number of times students will need to enter the hallways and/or stagger dismissals from one class to another.</p> <p>Create schedules that reduce the number of transitions students have between learning spaces and teachers.</p> <p>Limit the number of assemblies or special events that involve large groups.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>If a person is showing any signs of sickness including fever, coughing, or shortness of breath, those individuals should not enter the school or school bus. Parents, students, and staff are required to report COVID cases and exposure to their school building nurses. Teachers will report student health concerns to the nurse as they arise during the school day.</p> <p>The school will request a doctor's note to return to school (student)/work (staff) if after a student is sent home with possible COVID symptoms. All students that are either COVID positive or presumed COVID positive (meaning their child was sent home with COVID-like symptoms, but the parent/guardian chose not to have a doctor evaluate their child) will report to the health room upon returning to school with their doctor's excuse (if they have one). The nurses will screen each student to be sure they have met all three criteria listed below to return (and/or) have a doctor's excuse allowing them to return. If they have not met the criteria below they will be immediately dismissed to a parent/guardian. Students who were sent home and evaluated by their doctor for any reason and did not have COVID-19 may return when their doctor tells them it's permissible.</p>

	<p>In the case of an individual who was diagnosed with COVID-19, the individual may return to the school program when all three of the following criteria are met:</p> <ol style="list-style-type: none"> 1. at least 24 hours have passed since recovery (resolution of fever without the use of fever reducing medications); 2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and 3. at least ten days have passed since symptoms first appeared; <p>or -</p> <p>*In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above.</p> <p>An email and notification through Blackboard will be sent to staff and families about school closures and within-school-year changes in safety protocols. With confirmed COVID cases, letters will be sent home to families based on Department of Health recommendations.</p>
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Communications about the Health and Safety Reopening Plans will be shared with students and staff members. They will be encouraged to contact principals (students) or the district HR Coordinator (staff) to determine who may be at a high risk for severe illness.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Health records will be reviewed by nurses to determine if there are students with severe health issues.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>The Administration will meet with staff members/parents of students who have severe health concerns to determine what accommodations need to be implemented.</p>

Strategic deployment of staff

Ensure that teachers have been trained on the needs/accommodations for students with severe health needs.

Communicate the benefit of wearing a face mask to students.
Ensure that students know the proper protocol for using a face mask (cover mouth and nose).

Staff will be assigned to assist students who may need special accommodations due to severe health concerns.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Upper Adams School District** has reviewed and approved the Phased School Reopening Health and Safety Plan on **01/19/2021 (New Revisions To Be Updated and Board Approved)**

The plan was approved by a vote of:

 8 **Yes**

 0 **No**

 1 **Absent**

Affirmed on: **01/19/2021 (Future Revisions To Be Updated as needed after January 19, 2021)**

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.

ATTACHMENTS:

Reopening Plan - Client Site: Aramark Facilities Services