



## **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. This is a fluid document, based on the educational needs of students as well as local, state and federal guidelines that will continue to develop over time. State and Federal mandates will be followed and may contradict parts of this Plan as the pandemic continues to evolve. The Superintendent is authorized to update this Plan as necessary based on new guidance and requirements and to immediately implement any updates. The updated Plan shall be re-approved by the Board at its next meeting, and the updated Plan shall be provided to PDE.

The District will also provide online options for students. Any such instruction must be under the direction of a certified school employee unless otherwise permitted, and the District must implement a system that accurately tracks out of school instructional time similar to attendance in the school building. This Plan is intended to mitigate the risk of COVID-19 exposure. However, the District cannot eliminate the risk or ensure that a student will not be exposed to COVID-19 while attending school in person. Parents/Guardians must consider their child's, and their family's, unique circumstances (medical and otherwise) and make a determination as to whether or not their child will attend school in person or participate in the District's online options.

Parents/Guardians are also advised that, in order to protect the health and safety of all students and staff members, each student attending school in person plays an important role by complying with this Plan. Further, parents play an important role in screening their children for symptoms each day before school (which is required); not sending their children to school if they are ill; and educating their children about the importance of adherence to this Plan, practicing good hygiene habits, and practicing habits to prevent the spread of viruses and diseases; and informing the building principal and school nurse if their child is at high risk for severe illness from COVID-19 so that any reasonable accommodations can be put in place based on the recommendations of the student's physician or other medical provider.

Students, staff, and visitors shall comply with the Updated Order Requiring Universal Face Coverings issued on November 18, 2020, and the associated FAQ's/guidance. For purposes of this Plan, the term "face covering" means a covering of the nose and mouth with material that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen. A "face covering" may be factory-made, sewn by hand, or be improvised from household items, including, but not limited to, scarfs, bandanas, t-shirts, sweatshirts, or towels.

For purposes of this Plan, the term an "alternative to a face covering" may include may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears, and leaves no exposed gap between the forehead and the shield's headpiece.

Students are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. The District's Mask/Face Covering Waiver Request and associated medical documentation must be submitted for any request to waive the face covering requirement. Any student this is not required to wear a face covering and that attends school in person shall be socially distanced by 6 feet from others while in the classroom to the greatest extent feasible and physical barriers (such as plexiglass) may also be used for the student.

## Health and Safety Plan: FOREST AREA 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: substantial, moderate, or low. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

*Substantial Phase: In making closing decisions and pursuant to the "Attestation Ensuring Implementation of Mitigation Efforts," during the time that a county within the District's boundaries meets the requirements to be identified as having substantial disease transmission, the District shall comply with the "Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19 " that pertain to time periods of substantial transmission. The Attestation and Recommendations are attached hereto as Appendices to this Plan.*

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

Recently the Commonwealth of PA has updated its designations to include areas of Low, Moderate, or Substantial transmission. These designations are based on specific data and have generally replaced the terms Low, Moderate, and Substantial.

## 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? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for remote 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):** The regular school year will begin for staff on August 24, 2020 and students will arrive on August 31, 2020.

While a total reopen for all students and staff is the District's objective, the Board also understands the importance of providing the Superintendent with the flexibility needed to instruct the students of the District during the COVID-19 pandemic as authorized by:

1. Section 520.1 of the School Code, which allows the District to request the use of "temporary provisions" to allow for greater flexibility in the prescribed length of school days, number of days per week or usual hours of classes in times of emergency;
2. Section 1504 of the School Code authorizes the Secretary of Education to approve a school district's request to shift from 180 days of instruction to 990 hours (secondary) and 900 hours (elementary) of instruction per school year in order to accommodate the implementation of a "meritorious educational program;" and
3. Section 1505 of the School Code authorizes the Secretary of Education, upon his issuance of a health-related emergency declaration, to approve a school district meeting the 180 day of instruction requirement established in Section 1501 of the School Code through the provision of 990 hours of instruction at the secondary level and 900 hours of instruction at the elementary level.

At its July 15, 2020, meeting, the Board approved a Resolution to allow for such flexibility, as deemed necessary by the Superintendent.

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, 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)
Luke Alex	Parent, teacher	HSPD
Deb Arner	Administrator	HSPD/PCRT
John Atkin	Board Member, community representative	HSPD/PCRT
Lori Beatty	Parent, teacher	HSPD

<b>Staci Blair</b>	Teacher	HSPD
<b>Robin Cornecki</b>	Teacher	HSPD
<b>Michael Cradduck</b>	School Counselor, Athletic Director	HSPD
<b>Cassie Harle</b>	Cafeteria Director	HSPD/PCRT
<b>Misty Hartle</b>	Teacher, Athletic Director	HSPD
<b>Amanda Hetrick</b>	Pandemic Coordinator Superintendent	HSPD/PCRT
<b>Andy Wheeling</b>	Administrator	HSPD/PCRT
<b>Michelle Mazur</b>	Teacher	HSPD
<b>Angie McFarland</b>	Head Custodian, community member	HSPD/PCRT
<b>Chris Pappas</b>	Teacher	HSPD
<b>Jane Parrett</b>	Board Member, community member	HSPD/PCRT
<b>Elisha Pospisil</b>	Administrator	HSPD/PCRT
<b>Shawn Reichart</b>	Head Custodian, community member	HSPD/PCRT
<b>Shenessa Rossetti</b>	School Nurse	HSPD/PCRT
<b>Sara Sawtelle</b>	Teacher	HSPD
<b>Leann Sharrar</b>	Teacher	HSPD
<b>Jill Smail</b>	Teacher	HSPD
<b>Katherine Wells</b>	Transportation Coordinator, community member	HSPD/PCRT
<b>Krista Wright</b>	School Nurse	HSPD/PCRT

## 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 Moderate Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in moderate. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Low Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as low. If implementation of the requirement will be the same regardless of county designation, then type “same as Moderate” 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?

## 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:**

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>If there is a return to the moderate phase or if we move to the moderate designation, we will need to evaluate our situation at that time. It is possible that we will be able to maintain full attendance with more stringent masking requirements and other precautions, but it may necessitate an alternating day schedule for students with some remote learning occurring.</p>	<p>Classes will be scheduled to allow for social distancing of six feet to the greatest extent feasible.</p> <p>Some classes may be assigned to larger spaces.</p> <p>Classrooms with tables may have those replaced by desks to provide for better options for social distancing.</p> <p>Limit physical interaction through partner or group work.</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>None</p>	<p>N</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students may be required to eat in classrooms to further reduce the number of students in the cafeteria. 6 feet of social distancing shall occur so that face coverings are not required at any location while eating and drinking.</p>	<p>Additional lunch periods will be scheduled to allow for students to eat in the cafeteria with 6 feet of social distancing so that face coverings are not required while eating and drinking.</p> <p>Encourage the non-sharing of food, beverages, and utensils.</p> <p>Install physical barrier between the register and service line.</p>	<p>Debra Arner and Andy Wheeling, Principals and Cassie Harle, Food Service Director</p>	<p>Custodial time for cleaning between lunch periods and necessary supplies.</p>	<p>N</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Same as the low phase</p>	<p>Classroom teachers will work with students to establish a routine for regular times to wash their hands, especially prior to meals.</p> <p>Hand sanitizer will be placed throughout the buildings.</p>	<p>Angie McFarland and Shawn Reichart, Head Custodians</p>	<p>Hand sanitizer, soap and cleaning supplies</p>	<p>N</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Same as the low phase</p>	<p>Signage will be posted as required by the CDC including hand washing reminders and social distancing reminders.</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>Signs</p>	<p>N</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>No visitors to the building will be permitted without permission being granted by the principal. We will assist parents and service providers in scheduling video or phone conferences to conduct necessary business.</p>	<p>Visitors will be admitted to the building entrance lobby. If there is a need for them to move beyond that area, and they will answer the COVID screening questions, participate in temperature and security checks.</p> <p>Outside professionals (such as CYS, Beacon Light and other counseling services) will be admitted to provide services to students or to make repairs to district equipment.</p> <p>Parents will be permitted to enter the office area to conduct business and participate in conferences with school staff.</p> <p>Other visitors, guest speakers and volunteers will be restricted unless permission is granted by the principal for a specific purpose.</p> <p>All visitors shall be required to comply with the face covering requirements</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>Signs posted with the expectations depending upon the phase.</p>	<p>Y – Building secretaries and other staff will need to be familiar with ways to protect students while still providing good customer service to our students, families and the public.</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Same as low phase</p>	<p>Students will be separated by classroom groups for recess. Different classes will be assigned to different areas of the playground on a rotating basis.</p> <p>Playground and physical education equipment will be sanitized between uses. Teachers will be encouraged to help students focus on individual sports and activities that naturally promote social distancing.</p> <p>Implement pertinent provisions of the District's Athletic Health &amp; Safety Plan when recess involves physical activity.</p>	<p>Debra Arner and Andy Wheeling, Principals</p> <p>And</p> <p>Misty Hartle, Michael Wright and Joe Mays, Classroom Teachers</p>	<p>None</p>	<p>N</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Limiting the sharing of materials among students</b></p>	<p>Same as low phase.</p>	<p>Students will have their own materials whenever possible including individual art kits for elementary students and Chromebooks and individually assigned textbooks for all students.</p> <p>Lockers will be assigned to high school students for individual storage.</p> <p>Elementary students will use bags or totes to store all of their materials in the classroom and keep them separate.</p> <p>Items that are shared will be placed in the designated location for defogging prior to use by the next student or wiped down with disinfectant wipes prior to use by the next student.</p>	<p>Classroom Teachers</p>	<p>Disinfecting wipes, cleaning procedures for technology, bags, totes</p>	<p>Y</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Same as low phases. Alternating day attendance for students may be necessary to reduce risks of communal spaces.</p>	<p>Every attempt will be made to allow for six feet between student locker assignments.</p> <p>Hallway traffic will be one way whenever possible.</p> <p>Students will be dismissed by class or grade level to move between classrooms when movement is necessary. Elementary specials will be provided in classrooms when feasible.</p> <p>Other high traffic areas or communal spaces in the buildings will be identified by principals or teachers in each building and plans will be developed and implemented to minimize the number of students accessing the area at one time.</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>Signs, carts for movement of materials from classroom to classroom</p>	<p>Y – Staff members and students will need to be informed about new expectations</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>More restrictive social distancing may be required</p>	<p>The following shall be implemented by the District's transportation contractor and its employees, who are independent contractors and not employees of the District:</p> <ul style="list-style-type: none"> <li>- Require use of face coverings on District transportation at all times unless a person in the vehicle qualifies for an exemption to the face covering requirement. Any such person shall be socially distanced 6 feet from other students (except members of the same household) to the greatest extent feasible.</li> <li>- No more than 2 occupants per seat when the students do not reside in the same household. Up to 3 occupants per seat if all 3 students do reside in the same household.</li> <li>- When the size of the vehicle and the number of occupants permits, social distancing of 6 feet is to occur.</li> <li>- Opening windows when feasible to improve air circulation.</li> <li>- Drivers shall adhere to the face coverings requirements while on the vehicle</li> <li>- Students will not be permitted to sit in the front row of the bus.</li> <li>- Parents/Guardians have the option of arranging for non-District</li> </ul>	<p>Amanda Hetrick</p>	<p>Schedules, cleaning supplies</p>	<p>N</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>FASD would likely implement an alternating day schedule with some students attending and others learning at home each day.</p> <p>School activities and gatherings not related to educational instruction that are held indoors or outdoors are governed by the Governor's Order for Mitigation Enforcement and Immunity Protections issued on November 23, 2020</p>	<p>Classes that have more students than can safely be accommodated in their assigned space will have a larger location assigned to them.</p> <p>Assemblies, class meetings or other student gatherings will be handled through Google Meet or by having additional sessions.</p> <p>School activities and gatherings not related to educational instruction that are held indoors or outdoors are governed by the Governor's Order for Mitigation Enforcement and Immunity Protections issued on November 23, 2020</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>Schedules</p>	<p>NA</p>
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>NA – No local child care centers exist</p>	<p>NA – No local child care centers exist</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<b>Other social distancing and safety practices</b>	<p>No field trips</p>	<p>Field Trips will be avoided. Trips will not be approved unless they are deemed essential to the curriculum and cannot be replicated in any virtual format.</p>	<p>Debra Arner and Andy Wheeling, Principals</p>	<p>NA</p>	<p>NA</p>

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Staff conferences and meetings will be avoided. Travel will not be approved unless deemed essential.	Staff conferences and meetings will be avoided. Travel will not be approved unless deemed essential.	Debra Arner and Andy Wheeling, Principals	NA	NA
	<p>Family/Education Field Trips.</p> <p>The COVID 19 pandemic continues to affect areas differently. IF you have travelled or plan to travel with your family to a place where there are high amounts of COVID 19 cases please plan to stay at home for 14 days upon your return. The school nurse and Pandemic Coordinator will answer questions and make a final determination.</p>	<p>Family/Education Field Trips.</p> <p>The COVID 19 pandemic continues to affect areas differently. IF you have travelled or plan to travel with your family to a place where there are high amounts of COVID 19 cases please plan to stay at home for 14 days upon your return. The school nurse and Pandemic Coordinator will answer questions and make a final determination.</p>	Amanda Hetrick, Pandemic Coordinator; Shenessa Rossetti, East Forest School Nurse; Krista Wright, West Forest School Nurse	NA	NA

## 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?
  - DOCS Health Works contact-free temperature check kiosk
  - Screenings and monitoring by CSN and/or pandemic team
  - Brief online homeroom screenings
- 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)?
  - Monitoring will occur daily at the building entrance, and will be done by the CSN and/or pandemic team.

- 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?
  - Exposure- Quarantine as mandated by the Department of Health; return after any Department of Health mandated quarantine has expired and the person is cleared by his/her appropriately licensed healthcare provider. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
  - Illness
    - Persons with COVID-19 who have symptoms and were directed to care for themselves at home may return to school under the following conditions:
      - When cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
  - Travel to other states – For any person who is returning from a state or other location that the Pennsylvania Department of Health recommends (but does not require) a 14 day quarantine period, the District also recommends, but does not require, a quarantine for this time period. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
  - **Persons who have COVID-19 who have symptoms** may discontinue isolation and return to school under the following conditions:
    - When any Department of Health mandated quarantine has expired and the person is cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
  - Administration, CSN’s and pandemic team; quarantine determinations shall be made by the Department of Health
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school?

- When any Department of Health mandated quarantine has expired and the person is cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
  - **Persons who have COVID-19 who have symptoms** may discontinue isolation and return to school under the following conditions:
    - When any Department of Health mandated quarantine has expired and the person is cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District’s online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
  - Parent Survey
  - Distance Learning
- 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?
  - Automated calls, Facebook, FASD website
- 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?
  - CSN, Pandemic team, delegated faculty and staff.
- When and how will the training be provided?
  - Hands on training on site and/or distance learning.
- How will preparedness to implement as a result of the training be measured?
  - Successful demonstration and proper usage of screening equipment.

**Summary of Responses to Key Questions:**

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	DOCS Health Works contact-free temperature check kiosk, screenings	DOCS Health Works contact-free temperature check kiosk, screenings	Shenessa Rossetti and Krista Wright, Certified School Nurses	Temperature Kiosk Thermometers Screening questions	Y
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Isolate in designated area in Health Office. Student, Staff or Visitor will mask and isolate for history of exposure and/or any symptoms on the lists from the PA Department of Health and/or the CDC. Quarantines shall occur as mandated by the Pennsylvania Department of Health.	Isolate in designated area in Health Office. Student, Staff, Visitor will mask and isolate for history of exposure and/or symptoms on the lists from the PA Department of Health and/or the CDC. Quarantines shall occur as mandated by the Pennsylvania Department of Health.	Shenessa Rossetti and Krista Wright, Certified School Nurses	Face Coverings, PPE	N
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	The person may return when any Department of Health mandated quarantine has expired and the person is cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District's online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.	The person may return when any Department of Health mandated quarantine has expired and the person is cleared to return by his/her appropriately licensed healthcare provider. Students will be educated through the District's online education options, with continued Section 504 and IEP implementation for student that receive Section 504 or special education services, during any absence from the school building.	Shenessa Rossetti and Krista Wright, Certified School Nurses	Guidance and support from CDC and Department of Health  PCP as needed and deemed necessary	N

Requirements	Action Steps under Moderate Phase	Action Steps under Low Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Automated calls, Facebook, Website, Letters sent home as deemed necessary.	Automated calls, Facebook, Website, Letters sent home as deemed necessary	Debra Arner and Andy Wheeling, Principals  Shenessa Rossetti and Krista Wright, Certified School Nurses	Guidance and support from CDC and Department of Health	N
<b>Other monitoring and screening practices</b>	Brief Homeroom Screening  All Visitors/Vendors etc. will have temperature checks and health screening questions.  All Visitors/Vendors etc. must wear a face covering to enter the school building. The District will provide reasonable accommodations to visitors who have a medical condition, mental health condition, or disability that makes it unreasonable for the person to wear a face covering. Such reasonable Accommodations could include an alternative to a face covering, such as use of a face shield.	Brief Homeroom Screening  All Visitors/Vendors etc. will have temperature checks and health screening questions.  All Visitors/Vendors etc. must wear a face covering to enter the school building. The District will provide reasonable accommodations to visitors who have a medical condition, mental health condition, or disability that makes it unreasonable for the person to wear a face covering. Such reasonable Accommodations could include an alternative to a face covering, such as use of a face shield.	Debra Arner and Andy Wheeling, Principals	Temperature Kiosk Thermometers Screening questions	N

**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?

Students, faculty and staff will be supplied face coverings to wear during school hours per the governor's order

What special protocols will you implement to protect students and staff at higher risk for severe illness? DOCS Health Works contact-free temperature check kiosks, Automatic Hands-Free Liquid Gel Hand Sanitizer Dispenser with Floor Stand placed around building, face coverings on all faculty and staff, no non-essential visitors, no mask no entry policy, option for distance learning as deemed appropriate.

- How will you ensure enough substitute teachers are prepared in the event of staff illness? If able, teacher may virtually teach via distance learning. Discuss with Kelly Services how prepared they are to help staff during pandemic.
- 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? In house or virtually any employee concerned for any social, emotional or physical wellness consults any member of the SAP teams, principal, guidance counselor, social worker and/or CSN.

<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Temperature checks, hand sanitizer and access to locations for frequent hand-washing, face coverings required for all faculty and staff.</p> <p>Encourage students to stay home if any symptoms present.</p> <p>Follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act.</p> <p>Parent/guardians are to screen their children for symptoms each day before school; keep their children home when they are ill; and consult with their healthcare provider when they are ill.</p> <p>Provide all parents with alternate online options so that a student is not required to attend school in person if his/her parents/guardians do not want him/her to attend school in person due to COVID-19 concerns.</p> <p>Provide access to appropriate PPE equipment and adhere to face covering requirements for students, staff, and visitors.</p> <p>Work with the parents/guardians of higher risk students and higher risk staff to provide requested reasonable accommodations when warranted, such as 6 feet of social distancing (even though 6 feet of social distancing may not be feasible for others due to classroom size, etc.), the use of physical barriers, etc.</p> <p>Encourage parents/guardians to inform the building principal and school nurse if their child is at high</p>	<p>Temperature checks, hand sanitizer and access to locations for frequent hand-washing, masks and/or face coverings required for all faculty and staff.</p> <p>Encourage students to stay home if any symptoms present.</p> <p>Follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act.</p> <p>Parent/guardians are to screen their children for symptoms each day before school; keep their children home when they are ill; and consult with their healthcare provider when they are ill.</p> <p>Provide all parents with alternate online options so that a student is not required to attend school in person if his/her parents/guardians do not want him/her to attend school in person due to COVID-19 concerns.</p> <p>Provide access to appropriate PPE equipment and adhere to face covering requirements for students, staff, and visitors.</p> <p>Work with the parents/guardians of higher risk students and higher risk staff to provide requested reasonable accommodations when warranted, such as 6 feet of social distancing (even though 6 feet of social distancing may not be feasible for others due to classroom size, etc.), the use of physical barriers, etc.</p> <p>Encourage parents/guardians to inform the building principal and school nurse if their child is at high</p>	<p>Shenessa Rossetti and Krista Wright, Certified School Nurses</p>	<p>Temperature Kiosk</p> <p>Sanitizer Dispensers</p> <p>Face Coverings</p> <p>Chromebooks</p>	<p>N</p>
---	---	--	---	---	----------

<p><b>* Use of face coverings by all staff</b></p>	<p>All faculty, staff, and administration will be supplied and wear a face covering during school hours unless wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; the District is required to grant an exemption; or the staff member is eating or drinking and spaced 6 feet apart from others, outside with consistent 6 feet of social distancing from others, or participating in a 10 minute face covering break with 6 feet of social distancing from others.</p> <p>The District will provide reasonable accommodations to staff members who have a medical condition, mental health condition, or disability that makes it unreasonable for the person to wear a face covering. Such reasonable Accommodations could include an alternative to a face covering, such as use of a face shield.</p>	<p>All faculty, staff, and administration will be supplied and wear a face covering during school hours unless wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; the District is required to grant an exemption; or the staff member is eating or drinking and spaced 6 feet apart from others, outside with consistent 6 feet of social distancing from others, or participating in a 10 minute face covering break with 6 feet of social distancing from others.</p> <p>The District will provide reasonable accommodations to staff members who have a medical condition, mental health condition, or disability that makes it unreasonable for the person to wear a face covering. Such reasonable Accommodations could include an alternative to a face covering, such as use of a face shield.</p>	<p>Amanda Hetrick, Superintendent</p>	<p>Face Coverings</p>	<p>N</p>
--	---	---	---	-----------------------	----------

<p><b>* Use of face coverings by students</b></p>	<p>Provide all students with access to appropriate PPE equipment and require face coverings at all times unless:</p> <ol style="list-style-type: none"> <li>1. The student is eating or drinking and spaced 6 feet apart from others;</li> <li>2. During 10 minute face covering breaks and with 6 feet of social distancing from others;</li> <li>3. The student is actively engaged in a workout or sports competition during physical education class <u>and</u> wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition or a disability. All alternatives to wearing a face covering, including the use of a face shield, should be exhausted before exempting a student. The District will consult with appropriate medical professionals as necessary to determine whether an exemption is warranted.</li> <li>4. While outside during recess or otherwise, with consistent 6 feet of social distancing from individuals who are not a part of their household;</li> <li>5. The student qualifies for an exemption to the face covering requirement. In such case, the student shall be socially distanced 6 feet from others while in the classroom to the greatest extent feasible.</li> </ol> <p>The District's Mask/Face Covering</p>	<p>Provide all students with access to appropriate PPE equipment and require face coverings at all times unless:</p> <ol style="list-style-type: none"> <li>1. The student is eating or drinking and spaced 6 feet apart from others;</li> <li>2. During 10 minute face covering breaks and with 6 feet of social distancing from others;</li> <li>3. The student is actively engaged in a workout or sports competition during physical education class <u>and</u> wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition or a disability. All alternatives to wearing a face covering, including the use of a face shield, should be exhausted before exempting a student. The District will consult with appropriate medical professionals as necessary to determine whether an exemption is warranted.</li> <li>4. While outside during recess or otherwise, with consistent 6 feet of social distancing from individuals who are not a part of their household;</li> <li>5. The student qualifies for an exemption to the face covering requirement. In such case, the student shall be socially distanced 6 feet from others while in the classroom to the greatest extent feasible.</li> </ol> <p>The District's Mask/Face Covering</p>	<p>Classroom Teachers</p>	<p>Face Coverings</p>	<p>N</p>
---	--	--	---------------------------	-----------------------	----------

<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Individual plans will be discussed at IEP and 504 meetings as deemed necessary and/or as requested by a parent.	Individual plans will be discussed at IEP and 504 meetings as deemed necessary and/or as requested by a parent.	Debra Arner and Andy Wheeling, Principals	Supplies and resources that will meet the students needs per IEP/504 meeting	N
<b>Strategic deployment of staff</b>	Staff will be deployed and used in the most efficient way to ensure the health, mental health, wellness, safety, physical and emotional well-being of students.	Staff will be deployed and used in the most efficient way to ensure the health, mental health, wellness, safety, physical and emotional well-being of students	Debra Arner and Andy Wheeling, Principals	Individualized	N

## Travel Outside of Pennsylvania

*Any student or staff member that leaves Pennsylvania and returns to Pennsylvania for a non-exempt reason shall be required provide a negative COVID-19 test or quarantine before returning to a school building pursuant to “Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel.”*

## 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
Restricting Visitors	School Secretaries	Elisha Pospisil, Director of Curriculum and Technology	Meeting	NA	TBD	Ongoing
Procedures for the Plan, Sharing Materials, Communal Spaces, Monitoring Students for symptoms and exposure	Classroom Teachers, Paraprofessionals, Secretaries, Custodians	Debra Arner and Andy Wheeling, Principals	Faculty Meeting	NA	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 Plans	EMA, State and Local Authorities, Staff Members, Parents and Students	Amanda Hetrick, Superintendent	Meetings, automated calls, letters, website, Facebook, emails	Ongoing	Ongoing

## Health and Safety Plan Summary: Forest Area School District

**Anticipated Launch Date: July 20, 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
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Shut off water fountains and use the sanitized bottle fillers only.</p> <p>Regular cleaning/disinfecting daily in compliance with CDC guidelines; disinfection with the fogger for high touch areas during the school day.</p> <p>Students/staff will wipe down areas and equipment prior to using them.</p> <p>Windows will be opened as weather permits and rooms with only one</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>window will have fans or portable AC units.</p> <p>Restroom use will be limited by classroom teachers as necessary to ensure that there is a limited number of students at any one time.</p> <p>Transition times in the hallways will be regulated using one-way traffic and staggered dismissals.</p> <p>CDC required notifications will be posted.</p> <p>School buses and vehicles will be cleaned and disinfected between each run by the District's transportation contractor, focusing on high touch areas such as seatbacks, handrails, and windows.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> <li>* <b>Handling sporting activities consistent with the <u>CDC</u></b></li> </ul>	<p>Classes will be scheduled to allow for social distancing of six feet to the greatest extent feasible.</p> <p>Some classes may be assigned to larger spaces.</p> <p>Classrooms with tables may have those replaced by desks to provide for better options for social distancing.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b><u>Considerations for Youth Sports</u> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings by all staff</b></p> <p><b>* Use of face coverings by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Forest Area School District** authorized this Health & Safety Plan on January 13, 2021.

The plan was approved by a vote of:

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

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

Affirmed on: January 13, 2021

By:

---

(Signature\* of Board President)

Timothy Korchak

---

(Print Name of Board President)

ATTEST:

---

(Signature of Board Secretary)

---

(Printed Name of Board Secretary)

\*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.