



Phased School Reopening Health and Safety Plan

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

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

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

Health and Safety Plan: **Souderton 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: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

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

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

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

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): (9/1/2020)

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Frank Gallagher	Pandemic Coordinator	Both
Megan Zweiback	Pupil Services	Both
Dr. Christopher Hey	Human Resources	Both
Dr. Katie Kennedy-Reilly	Curriculum, Instruction, Assessment	Development

Bonnie Miller	Nursing Services	Both
Frank Ball	Facilities & Operations	Both
Jane Natali	Food Service	Development
Building Principals	Administration	Both
Dennis Stanton	Athletic Director	Both
Glenn Godshall	Transportation Services	Both
School Nurses	Nursing Services	Response
Building Facility Managers	Maintenance and Custodial	Response
Carol Luciani	Teachers' Association President	Development
Carter Wilson	Student Representative	Development
Superintendent Parent Advisor Council	Parent Representatives	Development
Cierra Gomez	Montgomery County Dept. Of Health	Development
Stephen Nelson	School Board Representative	Development

Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary

should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

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)
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<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>	<ul style="list-style-type: none"> • All high-touch surfaces will be cleaned/disinfected at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA / CDC / manufacturer guidelines. • All desks will be cleaned on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible. • All individuals will be required to sanitize / wash hands on a frequent basis. Hand sanitizer will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available. • Single-use water bottles will be permitted, and students and staff will be permitted to use water bottles from home. • Water fountains will be turned off and not used. • School buses and other transportation vehicles will be disinfected between each run • Common meal areas will be disinfected between each meal service 	<ul style="list-style-type: none"> • Same as Yellow 	<p>Supervisor of Facilities & Operations</p> <p>Buidling Managers</p>	<p>Flexible daytime custodial schedules Additional paper towel dispensers and hand sanitizing stations Additional disinfectant and related materials</p>	<p>Yes, for custodians</p>
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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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> Classrooms and common areas will be ventilated when available/possible using windows. Increase preventive maintenance and filter changes on HVAC units Additional ventilation will be utilized in isolation spaces 	<ul style="list-style-type: none"> Same as Yellow 	Supervisor of Facilities & Operations	Increased operational/settings visits from HVAC contractors to ensure proper mixture of outside airflow.	Yes, for custodial and maintenance staff

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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> • Classroom seating will be configured in staggered rows facing the same direction where feasible to achieve a social distance of 6 feet when feasible. • Unnecessary furniture removed 	<ul style="list-style-type: none"> • Same as Yellow 	Supervisor of Facilities & Operations	Physical reconfiguration of teaching and learning spaces	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> Meal schedules and seating areas will be modified to maximize social distancing All students and staff will wash/sanitize hands before and after eating All Food Service staff will be trained in ServSafe® Food Service Solutions through the National Restaurant Association Faculty rooms and other congregate areas will operate on restricted capacity levels 	<ul style="list-style-type: none"> Same as Yellow 	<p>Director of Pupil Services & Supervisor of Facilities & Operations</p> <p>Building Principals</p>	Physical reconfiguration of cafeteria space and large group rooms; addition of outdoor tents where feasible	Yes, for food service staff
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> All students, staff, visitors and volunteers educated on the manner and frequency of hand-washing, cough/sneeze etiquette, and other best practices for preventing disease transmission All students, staff, visitors, and volunteers required to wash/sanitize hands upon entrance and regularly throughout the school day Morning announcements will include regular reminders on proper hygiene practices 	Same as Yellow	<p>Director of Pupil Services</p> <p>Building Principals School Nurses</p>	Video created by School Nurses. Signs sourced from CDC and/or PA Department of Health	Yes, for students, staff, and volunteers

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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Signs (English & Spanish) will be posted on all exterior doors depicting requirements for mask-wearing and restrictions for individuals exhibiting signs/symptoms of COVID-19 • Posters and signs will be posted throughout buildings, including classrooms, and bathrooms to encourage and remind individuals of hygiene practices. 	<p>Same as Yellow</p>	<p>Director of Pupil Services Building Mangers</p>	<p>Video created by School Nurses. Signs sourced from CDC and/or PA Department of Health</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Non-essential visitors will be restricted from school buildings (e.g. parent picking up a child will meet child at school entryway; parent meetings will be held virtually where feasible; guest speakers will present virtually where feasible) • Essential volunteers will follow the monitoring, face covering, and hygiene guidelines established for staff • Essential visitor/volunteer logs will be utilized to facilitate contact tracing as needed 	<p>Same as Yellow</p>	<p>Director of Human Resources Building Principals</p>		<p>Yes, for volunteers</p>

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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> Essential visitor/volunteer logs will be utilized to facilitate contact tracing as needed Recess/playground equipment is sanitized at the end of day. Students wash/sanitize hands after lunch and PE class. <ul style="list-style-type: none"> Recess and physical education activities will continue as long as those activities limit physical contact and touching, when feasible. Materials and equipment used in recess and physical education class will be sanitized on a daily or more frequent basis, when feasible. 	<p>Same as Yellow</p>	<p>Director of Pupil Services, Supervisor of Facilities and Operations</p> <p>Building Principals</p>		<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Communal or shared school supplies, including special areas materials, will be sanitized on a daily basis. When needed, students will carry their own materials to the special areas. When library books are checked back in there will be a 3 day wait time after books are wiped down until they are returned to the shelves. Food should not be shared in the classrooms or cafeterias. FOODS class AND LABS Musical instruments will be taken home and cleaned per instructor guidelines.	Same as Yellow	Director of Pupil Services Building Principals	Cleaning guidelines for instruments	No
Staggering the use of communal spaces and hallways	Schedules and hallway traffic patterns will be adjusted to maximize social distancing during high-traffic where feasible Bus arrival/dismissal schedules will be modified to maximize social distancing where feasible	Same as Yellow	Director of Pupil Services Building Principals		No
Staggering the use of the Health/Nurse offices	Limit nurse visits to students feeling ill. Nebulizer treatments should be done at home.	Same as Yellow	Director of Pupil Services Building Principals School Nurses		Yes, for classroom teachers, parents

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<p>Students on school buses and vans will be limited to two (2) students to a seat. Siblings will be required to sit together. All students required to wear masks/shields while riding the bus. All drivers required to wear masks/shields when students are entering or exiting the bus.</p> <p>Students and drivers will be educated on the importance of passengers facing forward on the bus (not sideways or backwards).</p> <p>Bus windows and roof hatch will be opened when feasible Buses will be disinfected after the morning run (elementary/secondary) and after the afternoon run.</p>	Same as Yellow	Supervisor of Facilities & Operations		Yes, for drivers and students
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Instructional practices modified to maximize social distancing Assigned seating utilized in classrooms, congregate settings, and buses, where feasible</p>	Same as Yellow	Director of Pupil Services Building Principals		Yes, for instructional staff

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Indian Valley YMCA and childcare providers will meet with district administration staff to coordinate efforts in conjunction with the building and transportation plans pick up and drop off plans. Souderton Area Community Education will offer classes that are able to be socially distanced. Teachers and attendees will wear masks when able to during class time. Materials should not be shared.	Same as Yellow	Director of Pupil Services	Indian Valley YMCA Kids Kare will be held to all the same standards and requirements that the District is required to meet.	No
Other social distancing and safety practices	No field trips or Job experience programs (STARR).	Small group field trips for college/career readiness and instruction are allowable. Job mentorships, job shadows, and job experience (STARR) are allowable following the social distancing guidelines of the job site. District vans should be used at half capacity and students/staff will wear masks on district vans. District Office vans are reserved for job experience program (STARR).	Director of Pupil Services Building Principals		No

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?

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>All students, staff, parents/guardians, visitors and volunteers educated on the signs and symptoms of COVID-19 and instructed to stay home when sick/symptomatic/recently exposed All parents/guardians instructed to perform symptom screening with students prior to sending students to school/bus stop</p> <p>All students regularly reminded at start of school day of the signs and symptoms of COVID-19 and requirement for visiting the school nurse if symptoms develop All staff educated on how to identify signs and symptoms of COVID-19 and procedures for reporting suspected cases Morning announcements will include regular reminders on signs and symptoms of COVID-19 and requirement for visiting the nurse if symptoms develop</p>	<p>Same as Yellow</p>	<p>Director of Pupil Services Assistant Superintendent</p>	<p>Professional development resources</p>	<p>Yes, for students, parents/guardians, volunteers, and staff</p>

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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Any individual who feels sick or exhibits symptoms required to wear a mask/shield and report immediately to school nurse</p> <p>Following triage by school nurse, any individual presumed positive for COVID-19 isolated, mask applied if symptoms allow,, treated, and sent home. Parent pick up should be within 30 minutes. Nurse reports case to Dir. Of Pupil Services, principal and county health department. Isolation space is disinfected.</p> <p>The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19</p>	<p>Same as Yellow</p>	<p>Director of Pupil Services</p> <p>Building Principals School Nurses</p>	<p>Professional development resources</p>	<p>Yes, for students and staff</p>

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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized to inform the return to school timelines for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19</p> <p>The Montgomery County Office of Public Health will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.</p>	<p>Same as Yellow</p>	<p>Director of Pupil Services</p>	<p>The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements</p>	<p>Yes, for nurses, principals, and office staff</p>

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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>The District will consult with the Montgomery County Office of Public Health on any decision related to the closure of classrooms, schools, or districts.</p> <p>The District will only recommend closure of a classroom, school, and/or district if the Montgomery County Office of Public Health indicates to the District the necessity or requirement to do so.</p> <p>In collaboration with the Montgomery County Office of Public Health , the District will implement strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19. In the event of a school closure or within-school-year change in safety protocols, the District will utilize all of its communication platforms to provide notification to staff, families, and the public</p>	<ul style="list-style-type: none"> • Same as Yellow 	<p>Superintendent Assistant Superintendent</p>	<p>District Web site, School Messenger®, District e-mail system</p>	<p>No</p>

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)
Other monitoring and screening practices	The District will collaborate with the Montgomery County Office of Public Health to provide contract tracing and any mandated isolations or quarantines, in the event of a confirmed case. The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Montgomery County Office of Public Health specific to the public release of such protected information.	<ul style="list-style-type: none"> Same as Yellow 	Director of Pupil Services		No

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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Student-specific plan will be developed by nurse, in consultation with doctor that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. Staff who are at high risk should wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.	Same as Yellow	Director of Pupil Services Assistant Superintendent	Shields, masks, district doctor consultation	NO

<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff always required to possess/carry face masks and/or face shields.</p> <p>All staff required to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings</p> <p>All staff required to wear face masks/shields when interacting with others in close spaces, including:</p> <ul style="list-style-type: none"> ○ School buses and other transportation vehicles when students embarking or disembarking ○ Meal serving lines and registers when serving meals ○ Offices & Nurse's Suites when students are present ○ Bathrooms & Locker Rooms when others are present ○ Any instance when social distance of 6 feet or more cannot be maintained <ul style="list-style-type: none"> ● Any staff member with a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act that precludes the wearing of a face covering 	<ul style="list-style-type: none"> ● Same as Yellow 	<p>Director of Human Resources Building Principals</p>	<p>Masks, shields, signs</p>	<p>Yes, for staff</p>
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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)
	in school may be excepted from this rule				

<p>* Use of face coverings (masks or face shields) by all students</p>	<p>All students always required to possess/carry face masks and/or face shields; masks/shields provided to students as needed</p> <p>All students required to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings (masks/shields) at all times except when:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; • Seated at desks or assigned workspaces at least 6 feet apart; • Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. <p>All students required to wear face masks/shields in specific circumstances, including:</p> <ul style="list-style-type: none"> ○ School buses and other transportation vehicles ○ Nurse's suites ○ Gang bathrooms and locker rooms ○ When passing between classes 	<p>Same as Yellow</p>	<p>Director of Pupil Services Building Principals</p>	<p>Masks, shields, signs</p>	<p>Yes, for students, parents/guardians, and staff</p>
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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)
	<ul style="list-style-type: none"> ○ Whenever instructed by staff to do so because social distance of 6 feet or more cannot be maintained • Any student with a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA may be excepted from this rule. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. 				
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> • IEPs or 504 Service Plans in collaboration with medical plans, will provide health and safety provisions for students with complex needs/vulnerable individuals. 	<ul style="list-style-type: none"> • IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. 	<p>Director of Pupil Services</p> <p>Supervisors of Special Education</p>	Individualized input, IEP/504 meetings	Yes, for special education staff
Strategic deployment of staff	Staff deployed as needed to support academic, social, and emotional learning	Same as yellow	Building Principals	Additional or reassigned staff	No

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
COVID-19 Prevention	All staff, all students, essential visitors, essential volunteers	Director of Pupil Services, Director of Human Resources	Videos, fliers, posters	Videos, fliers, posters	July 1	ongoing
SASD Health & Safety Plan	All staff, students, essential visitors, essential volunteers	Director of Pupil Services, Director of Human Resources	Video	All staff will receive the plan in their email and be placed on The HUB.	August 1	ongoing
Cleaning, sanitizing, and disinfecting facilities	Custodial and maintenance staff	Supervisor of Facilities and Operations	In person	MSDS sheets, posters, manufacturer recommendations	March 1	ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
ServSafe® food handling	Food Service staff	Supervisor of Food Services	In person and/or virtual	ServSafe® training materials	August 1	September 1
Hygeine	All staff, students, essential visitors, essential volunteers	Director of Pupil Services	Video, fliers, posters, in-class instruction	Video, fliers, poster	August 26	Ongoing
Nurse suite procedures modifications	All staff, parents/guardians	Director of Pupil Services	Faculty meeting, parent email	Documented procedures	August 26	September 30
Bus transportation procedures modifications	Bus drivers, administrators	Supervisor of Facilities and Operations	In person, posters	Documented procedures, posters	August 26	Ongoing
Social Distancing	All students, staff, parents/guardians, visitors, volunteers	Director of Pupil Services, Director of Human Resources	Video, fliers, posters, in-class instruction	Video, fliers, posters	August 26	Ongoing
Symptom Screening	All students, staff, parents/guardians	Director of Pupil Services	Faculty meeting, parent email	Symptom screening tool	August 26	Ongoing
Isolation and quarantine procedures for sick students or staff	All students and staff	Director of Pupil Services, Director of Human Resources	Faculty meeting, parent email, in-class instruction	Documented procedures	August 26	Ongoing
School exclusion procedures for sick students or staff	All staff, parents/guardians	Director of Pupil Services, Director of Human Resources	Faculty meeting, parent email, nurse meeting	Documented procedures	August 26	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Use of face coverings	All students, staff, parents/guardians, visitors, volunteers	Director of Pupil Services, Director of Human Resources	Video, fliers, posters, in-class instruction	Video, fliers, posters	August 26	Ongoing
Unique safety protocols for students with complex needs	All special education staff, parents/guardians	Director of Pupil Services	Special education staff meeting, parent communication	Documented procedures	August 26	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
Process for symptom screening/monitoring	All staff, parents/guardians	Director of Pupil Services, Director of Human Resources	Email	Mid-August	September 1, then ongoing
Hygiene	All students, staff, parents/guardians, visitors, volunteers	Director of Pupil Services, Director of Human Resources	Faculty meetings, in-class instruction, fliers, posters, email	Mid-August	September 1, then ongoing
Face coverings	All students, staff, parents/guardians, visitors, volunteers	Director of Pupil Services, Director of Human Resources	Faculty meetings, in-class instruction, fliers, posters, email	Mid-August	September 1, then ongoing
Social distancing	All students, staff, parents/guardians, visitors, volunteers	Director of Pupil Services, Director of Human Resources	Faculty meetings, in-class instruction, fliers, posters, email	Mid-August	September 1, then ongoing
Cleaning/sanitizing	Building Facility Managers, custodians, maintenance	Supervisor of Facilities and Operations	Staff meetings, email	March	September 1, then ongoing
Protecting high risk students and staff	All staff, parents/guardians	Director of Pupil Services, Director of Human Resources	Email	Mid-August	September 1, then ongoing
Procedure for isolation/quarantine of student/staff	Administrators, nurses, parents/guardians	Director of Pupil Services	Nurse staff meeting, Email	Mid-August	September 1, then ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School exclusion requirements for sick students or staff	Administrators, nurses, parents/guardians, county health department officials	Director of Pupil Services	Nurse staff meeting, Email	Mid-August	September 1, then ongoing

Health and Safety Plan Summary: SOUDERTON AREA SCHOOL DISTRICT

Anticipated Launch Date: JULY 23, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none">• All high-touch surfaces will be cleaned/disinfected at least twice a day (door handles, light switches, etc.) following posted EPA / CDC / manufacturer guidelines.• All desks will be cleaned on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible.• All individuals will be required to sanitize / wash hands on a frequent basis. Hand sanitizer will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.• Single-use water bottles will be permitted, and students and staff will be permitted to use water bottles from home.• Water fountains will be turned off and not used.• School buses and other transportation vehicles will be disinfected between each run• Common meal areas will be disinfected between each meal service• Classrooms and common areas will be ventilated when available/possible using windows.• Increase preventive maintenance and filter changes on HVAC units• Additional ventilation will be utilized in isolation spaces

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>* 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>	<ul style="list-style-type: none"> • Classroom seating will be configured in staggered rows facing the same direction where feasible to achieve a social distance of 6 feet when feasible. • Unnecessary furniture removed • Meal schedules and seating areas will be modified to maximize social distancing • All students and staff will wash/sanitize hands before and after eating • All Food Service staff will be trained in ServSafe® Food Service Solutions through the National Restaurant Association • Faculty rooms and other congregate areas will operate on restricted capacity levels • All students, staff, visitors and volunteers educated on the manner and frequency of handwashing, cough/sneeze etiquette, and other best practices for preventing disease transmission • All students, staff, visitors, and volunteers required to wash/sanitize hands upon entrance and regularly throughout the school day • Morning announcements will include regular reminders on proper hygiene practices • Signs (English & Spanish) will be posted on all exterior doors depicting requirements for mask-wearing and restrictions for individuals exhibiting signs/symptoms of COVID-19 • Posters and signs will be posted throughout buildings, including classrooms, and bathrooms to encourage and remind individuals of hygiene practices. • Non-essential visitors will be restricted from school buildings (e.g. parent picking up a child will meet child at school entryway; parent meetings will be held virtually where feasible; guest speakers will present virtually where feasible) • Essential volunteers will follow the monitoring, face covering, and hygiene guidelines established for staff
<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,</p>	

Requirement(s)	Strategies, Policies and Procedures
<p>revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Essential visitor/volunteer logs will be utilized to facilitate contact tracing as needed • Essential visitor/volunteer logs will be utilized to facilitate contact tracing as needed • Recess/playground equipment is sanitized at the end of day. Students wash/sanitize hands after lunch and PE class. • Recess and physical education activities will continue as long as those activities limit physical contact and touching, when feasible. • Materials and equipment used in recess and physical education class will be sanitized on a daily or more frequent basis, when feasible. • Communal or shared school supplies, including special areas materials, will be sanitized on a daily basis. When needed, students will carry their own materials to the special areas. • When library books are checked back in there will be a 3 day wait time after books are wiped down until they are returned to the shelves. • Food should not be shared in the classrooms or cafeterias. • FOODS class AND LABS • Musical instruments will be taken home and cleaned per instructor guidelines. • Schedules and hallway traffic patterns will be adjusted to maximize social distancing during high-traffic where feasible • Bus arrival/dismissal schedules will be modified to maximize social distancing where feasible • Limit nurse visits to students feeling ill. • Nebulizer treatments should be done at home. • Students on school buses and vans will be limited to two (2) students to a seat. Siblings will be required to sit together. • All students required to wear masks/shields while riding the bus. • All drivers required to wear masks/shields when students are entering or exiting the bus. • Students and drivers will be educated on the importance of passengers facing forward on the bus (not sideways or backwards). • Bus windows and roof hatch will be opened when feasible

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Buses will be disinfected after the morning run and after the afternoon run. • Instructional practices modified to maximize social distancing • Assigned seating utilized in classrooms, congregate settings, and buses, where feasible • Indian Valley YMCA and childcare providers will meet with district administration staff to coordinate efforts in conjunction with the building and transportation plans pick up and drop off plans. • Souderton Area Community Education will offer classes that are able to be socially distanced. Teachers and attendees will wear masks when able to during class time. Materials should not be shared. • No field trips or Job experience programs (STARR).

Monitoring Student and Staff Health

Requirement(s)

Strategies, Policies and Procedures

*** Monitoring students and staff for symptoms and history of exposure**

*** Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**

*** Returning isolated or quarantined staff, students, or visitors to school**

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

Any individual who feels sick or exhibits symptoms required to wear a mask/shield and report immediately to school nurse

Following triage by school nurse, any individual presumed positive for COVID-19 isolated, mask applied if symptoms allow,, treated, and sent home. Parent pick up should be within 30 minutes. Nurse reports case to Dir. Of Pupil Services, principal and county health department. Isolation space is disinfected.

The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19

The Montgomery County Office of Public Health's COVID-19 School Exclusion Requirements will be utilized to inform the return to school timelines for any individual who either: (a) exhibits COVID-19 symptoms; (b) receives a confirmed positive COVID-19 test; or is confirmed to have had close contact with an individual with COVID-19 The Montgomery County Office of Public Health will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.

The District will consult with the Montgomery County Office of Public Health on any decision related to the closure of classrooms, schools, or districts.

The District will only recommend closure of a classroom, school, and/or district if the Montgomery County Office of Public Health indicates to the District the necessity or requirement to do so.

In collaboration with the Montgomery County Office of Public Health , the District will implement strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19.

In the event of a school closure or within-school-year change in safety protocols, the District will utilize all of its communication platforms to

provide notification to staff, families, and the public

The District will collaborate with the Montgomery County Office of Public Health to provide contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.

The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Montgomery County Office of Public Health specific to the public release of such protected information.

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>* 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>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Student-specific plan will be developed by nurse, in consultation with doctor that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. Staff who are at high risk should wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. All staff always required to possess/carry face masks and/or face shields.</p> <p>All staff required to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings All staff required to wear face masks/shields when interacting with others in close spaces, including:</p> <ul style="list-style-type: none"> ○ School buses and other transportation vehicles when students embarking or disembarking ○ Meal serving lines and registers when serving meals ○ Offices & Nurse's Suites when students are present ○ Bathrooms & Locker Rooms when others are present ○ Any instance when social distance of 6 feet or more cannot be maintained <p>Any staff member with a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act that precludes the wearing of a face covering in school may be exempted from this rule</p> <p>All students always required to possess/carry face masks and/or face shields; masks/shields provided to students as needed All students required to comply with the PA Secretary of Health's July 1, 2020 order requiring the use of face coverings All students required to wear face masks/shields when physical distancing is not feasible and in specific circumstances, including:</p> <ul style="list-style-type: none"> ○ School buses and other transportation vehicles ○ Nurse's suites ○ Gang bathrooms and locker rooms

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> ○ When passing between classes ○ Whenever instructed by staff to do so because social distance of 6 feet or more cannot be maintained <p>Any student with a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA may be excepted from this rule. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>IEPs or 504 Service Plans in collaboration with medical plans, will provide health and safety provisions for students with complex needs/vulnerable individuals.</p> <p>Staff deployed as needed to support academic, social, and emotional learning</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Souderton Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 23, 2020**

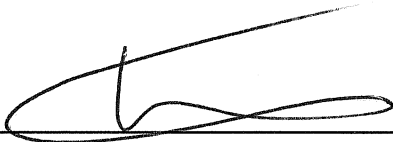
The plan was approved by a vote of:

9 Yes

0 No

Affirmed on: **July 23, 2020**

By:



(Signature of Board President)*

Kenneth R. Keith

(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.