



# Phased School Reopening Health and Safety Plan Template

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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: **CENTRAL YORK 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, congregated 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): August 19, 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)
Michael Snell	Administrator	Pandemic Coordinator
Robert Grove	Administrator	Learning Committee Facilitator
Ryan Billet	Administrator	School Operations Committee Facilitator
Brent Kessler	Administrator	Facilities Committee Facilitator
Julie Romig	Administrator	Communications Committee Facilitator
Bobbi Billman	Administrator	Wellness Committee Facilitator
Kim Ansell	Administrator	Health / Food Service Committee Facilitator

## Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

**Summary of Responses to Key Questions: Central York will provide a comprehensive approach to the issues of cleaning, sanitizing, disinfecting and ventilation in all building throughout the District as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms,</b>	Complete ongoing cleaning/disinfectant of high touch point areas and high traffic areas throughout the day (door handles, restrooms, etc.) Consider propping of doors when able to minimize cross contamination.	Complete ongoing cleaning/disinfectant of high touch point areas and high traffic areas throughout the day (door handles, restrooms, etc.) Consider propping of doors when able to minimize cross contamination.	Brent Kessler, Business Manager and Matt Shields, Director of Buildings & Grounds.	Non-Acid Restroom Disinfectant/Cleaner Suprox- Glass & Floor Liquid Gum-Go Citrus-Scrub Suprox- Heavy Duty Crème Cleanser Green Select Glass Cleaner	N

<p><b>drinking fountains, hallways, and transportation)</b></p>	<p>Close off all water fountains from public use and provide other means for hydration.  Provide ongoing cleaning within office spaces with deep cleaning daily in evenings.  Complete ongoing cleaning during the day with deep cleaning/disinfecting/sanitizing outside of school hours.  Ensure cleaning and disinfecting of all desk, countertops, chairs daily.  Remove trash and mop/vacuum all floors daily.  Clean windows on a as needed/weekly basis.  Follow all CDC guidance for cleaning PPE and protocols.  Perform all disinfecting/sanitizing tasks with EPA registered approved (Q.T.-TB, Non-Acid Restroom Cleaner, Pot &amp; Pan Sanitizer 21, etc.)  Run HVAC systems for a minimum 2 hours after occupied in all spaces per ASHRAE, EPA, and CDC guidance.  Increase outside air when air quality allows. Secure at least one additional custodial staff member for day time operational hours.</p>	<p>Close off all water fountains from public use and provide other means for hydration.  Provide ongoing cleaning within office spaces with deep cleaning daily in evenings.  Complete ongoing cleaning during the day with deep cleaning/disinfecting/sanitizing outside of school hours.  Ensure cleaning and disinfecting of all desk, countertops, chairs daily.  Remove trash and mop/vacuum all floors daily.  Clean windows on a as needed/weekly basis.  Follow all CDC guidance for cleaning PPE and protocols.  Perform all disinfecting/sanitizing tasks with EPA registered approved (Q.T.-TB, Non-Acid Restroom Cleaner, Pot &amp; Pan Sanitizer 21, etc.)  Run HVAC systems for a minimum 2 hours after occupied in all spaces per ASHRAE, EPA, and CDC guidance.  Increase outside air when air quality allows. Secure at least one additional custodial staff member for day time operational hours.</p>		<p>Liquid Swabby II Bowl Cleaner  Super Shine-all  Spray Clean HD  Take Down  Quick and Clean  Germicidal  Disinfectant Wipes  Oxygen Bleach 68  Pot and Pan Detergent 10  Pot and Pan Sanitizer 21  Hand Sanitizer  Nitrile Gloves in various sizes  Spray bottles  Microfiber rags</p>	
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Same as above.</p>	<p>Same as above.</p>	<p>Same as above.</p>	<p>Same chemicals and supplies as above.</p>	<p>N</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><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>In an effort to maintain the minimum 6 feet social distance guidelines. The classroom desks were rearranged to have all desks facing the same direction. Desks were placed 7 feet in front of one another and with 12-14 feet between them. This accounted for an aisle for students, regardless of where they are sitting in the room to exit without coming into any other person's 6-foot area. A minimum of 7 feet was also provided in front of all white board areas to allow for a safe teaching space. Classrooms using this arrangement only seat 6-8 students. If smaller space in between rows and desks is changed, maybe up to 10 - 12 desks maximum could fit in a room.</p>	<p>In an effort to maintain the minimum 6 feet social distance guidelines. The classroom desks were rearranged to have all desks facing the same direction. Desks were placed 7 feet in front of one another and with 12-14 feet between them. This accounted for an aisle for students, regardless of where they are sitting in the room to exit without coming into any other person's 6-foot area. A minimum of 7 feet was also provided in front of all white board areas to allow for a safe teaching space. Classrooms using this arrangement only seat 6-8 students. If smaller space in between rows and desks is changed, maybe up to 10 - 12 desks maximum could fit in a room.</p>	<p>Brent Kessler, Business Manager and Matt Shields, Buildings &amp; Grounds Director.</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>	<ul style="list-style-type: none"> <li>● Use alternate areas including the gym and classrooms</li> <li>● Provide pre-packaged meals for easy transport</li> <li>● Distribute a grab and go breakfast to eat in the classroom</li> </ul>	<p>Same as Yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>● Durable tape for floor markings</li> <li>● Garbage cans</li> <li>● Retractable belt tape blockade barriers</li> </ul>	<p>No</p>

	<ul style="list-style-type: none"> <li>● Stagger lunch periods</li> <li>● Eliminate seating availability to keep social distancing</li> <li>● Determine and enforce entrance and exit locations and flow paths</li> <li>● Use floor markings to keep students 6' apart while waiting for meals</li> <li>● Address food allergy concerns</li> </ul>				
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>● Schedule designated hand washing with soap and water (preferred) or provide hand sanitizer containing 60% alcohol when hand washing is not feasible. <ul style="list-style-type: none"> <li>○ Arrival</li> <li>○ Before eating</li> <li>○ After recess</li> <li>○ Dismissal time</li> </ul> </li> <li>● Younger children will be supervised in the safe use of</li> </ul>	Same as Yellow	Kim Ansell (Assistant Business Manager)	<ul style="list-style-type: none"> <li>● Soap</li> <li>● Paper towels</li> <li>● Hand Sanitizer</li> <li>● Disinfectant wipes</li> <li>● Tissues</li> <li>● Trash cans</li> </ul>	No

	<p>hand sanitizer as needed.</p> <ul style="list-style-type: none"><li>● Persons with skin reactions or contraindications to hand sanitizer will be ensured the use of soap and water.</li><li>● Incorporate frequent hand washing and sanitation practices into classroom activities as needed.<ul style="list-style-type: none"><li>○ After using the bathroom</li><li>○ Moving from one learning environment to another</li><li>○ Touching an item or surface frequently touched by other people.</li><li>○ Blowing the nose/coughing/sneezing</li><li>○ When hands are</li></ul></li></ul>				
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visibly  
dirty

- When using soap, scrub for at least 20 seconds – including backs of hands, between fingers, and under the fingernails. Reminder – 20 seconds is about the length of time it takes to sing the happy birthday song twice.
- If using hand sanitizer, spread the sanitizer evenly and entirely over both hands and rub until your hands are dry.
- Cover coughs and sneezes with tissues, discard the tissue and wash hands or use hand sanitizer. If a tissue is not readily available cover coughs and sneezes with your elbow.
- Avoid touching your face (eyes, nose and mouth).
- The district will provide adequate

	supplies including soap, hand sanitizer containing 60% alcohol, tissues, disinfectant wipes and face coverings (as feasible)				
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>• Signs will be displayed at eye level in strategic, high traffic areas (building entrances, main offices, classrooms, bathrooms, hallway intersections, faculty rooms, copy machine areas, cafeterias and kitchens)</li> <li>• Signs will be procured from evidence-based resources developed by the Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (DOH)</li> <li>• Signage will promote hand</li> </ul>	Same as Yellow	Kim Ansell (Assistant Business Manager) Brent Kessler (Business Manager)	<ul style="list-style-type: none"> <li>• White paper or card stock</li> <li>• Color printer/copy machines</li> <li>• Lamination</li> <li>• Tape</li> </ul>	No

	<p>washing/sanitizing , cover coughs and sneezes, social distancing and face coverings</p> <ul style="list-style-type: none"> <li>• Signs will be posted in common languages spoken at school and easily understandable for children and adults.</li> </ul>				
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>• Essential visits include, but are not limited to, dropping off/picking up a child, dropping off supplies for the nurse, returning school property, registration not able to be completed online, and/or scheduled meeting with a school employee.</li> <li>• Visitors and volunteers must use one entrance (main entrance) and answer screening questions:</li> </ul>	<ul style="list-style-type: none"> <li>• Essential visits include, but are not limited to, dropping off/picking up a child, dropping off supplies for the nurse, returning school property, registration not able to be completed online, and/or scheduled meeting with a school employee.</li> <li>• Visitors and volunteers must use one entrance (main entrance) and sign log indicating they meet the self screening requirements (same screening questions in Yellow Phase including verification of no temperature above 100.4). Multiple pens</li> </ul>	<p>Ryan Billet (Assistant to Superintendent)</p> <p>Steve Butler (Director of Safety and Security)</p>	<ul style="list-style-type: none"> <li>• Thermal thermometers</li> <li>• Question lists</li> <li>• Signage</li> <li>• Advanced communication</li> </ul>	<p>Yes</p>

	<ul style="list-style-type: none"><li>○ Have you exhibited any of the symptoms of COVID-19 in the past 48 hours?</li><li>○ Have you been around anyone in the past 48 hours who has either exhibited symptoms of COVID-19 or has a known case of COVID-19?</li><li>○ If no to both questions, proceed to temperature check station.</li></ul> <ul style="list-style-type: none"><li>● A temperature check will be administered before entering the building. Any temperature above 100.4 will prohibit entry.</li></ul>	<p>will be provided with hand sanitizer and wipes to clean off common use items. The district is considering no touch options using technology (QR Code check in with a personal phone).</p> <ul style="list-style-type: none"><li>● If permitted to enter, the visitor/volunteer must wear a mask at all times.</li><li>● Gloves are optional depending on the tasks performed while in the building.</li><li>● Maintain 6 ft. social distancing at all times.</li></ul>			
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	<ul style="list-style-type: none"> <li>• If permitted to enter, the visitor/volunteer must wear a mask at all times.</li> <li>• Gloves are optional depending on the tasks performed while in the building.</li> <li>• Maintain 6 ft. social distancing at all times</li> <li>• All “high touch” areas will be wiped down</li> </ul>				
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>• See attached “Central York Athletic Department 2020-21 Re-Entry Plan for Inter-Scholastic Sports”</li> <li>• Key principles, guidelines, and protocols defined in the plan include: <ul style="list-style-type: none"> <li>a. Promote Healthy Hygiene Practices</li> <li>b. Social Distancing /Contact regulation</li> </ul> </li> </ul>	Same as Yellow Phase	<p>Ryan Blilet (Assistant to Superintendent)</p> <p>Marty Trimmer (Athletic Director)</p> <p>Building Principals</p> <p>Physical Education teachers</p> <p>Recess Assistants</p>	<ul style="list-style-type: none"> <li>• Coaches, Physical Education teachers, and recess assistants training</li> <li>• Pre-Screening Information forms</li> <li>• Practice Schedules with facility requests</li> <li>• Cleaning schedule and supplies</li> <li>• List of activities for recess and PE</li> </ul>	Yes

	<ul style="list-style-type: none"><li>c. Cleaning and Sanitization</li><li>d. Safe Access to Facilities</li><li>e. Screening Procedures for Student/Athletes</li><li>f. Pre-Screening Information Sheet</li></ul> <ul style="list-style-type: none"><li>● Recess protocols will include, cleaning and sanitizing of playground equipment after each recess/activity, limit activities to avoid sharing of equipment (jump ropes/hula hoops/balls, etc), and planning and promoting games/activities that promote social distancing.</li><li>● After recess, PE class, or game activity, hand washing and/or hand sanitizing will be required.</li></ul>				
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	<ul style="list-style-type: none"> <li>Monitoring students for signs of illness and removal from the activity if symptoms are present.</li> <li>Schedules should be modified to limit the number of students on the playground and/or PE class at one time.</li> </ul>				
<b>Limiting the sharing of materials among students</b>					
<b>Staggering the use of communal spaces and hallways</b>					
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>Alternative transportation schedules are being considered to create social distancing between students on both regular bus and van routes.</li> <li>Similar consideration given to transportation related to field trips, sporting events, band trips, and activity run services.</li> <li>Enhanced cleaning and sanitization protocols including wiping down frequently touched surfaces on the</li> </ul>	<p>Ryan Billet (Assistant to Superintendent)</p> <p>Reliance Student Transportation</p>	<ul style="list-style-type: none"> <li>Alternative routing in Transfinder</li> <li>Screening checklist for drivers</li> <li>Cleaning supplies and equipment (Reliance)</li> <li>Thermal thermometers (Reliance)</li> <li>PPE provided to drivers (Reliance)</li> <li>Training for all drivers</li> </ul>	Yes

bus/van, sanitizing mist machines after every run, and daily deep cleaning of every vehicle by the transportation contractor.

- Bus/Van drivers must meet daily screening guidelines before starting a route (similar to the visitor screening outlined in this document) and will be provided with masks, gloves, and cleaning supplies to keep on each vehicle.
- Load the bus by filling seats from back to front to limit students walking past each other to find a seat.
- Do not seat students in the front row for distancing from the driver.
- Assign seats (same students sit together each day). Family will sit together.
- Open windows to allow air flow, weather permitting.
- Modified arrival and dismissal procedures to limit student contact before and after boarding. In addition, students will move

		directly to a homeroom at the beginning of the day to avoid large group congregations prior to the start of school.			
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>					
<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>	<ul style="list-style-type: none"> <li>Local child care centers not open during yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>Shared Google Doc with the LIU and all Child Care Centers within CYSD detailing hours of operation (normal or modified) and updated school calendar.</li> <li>Transportation schedules shared with child care centers in advance of the start of school.</li> <li>Transportation rosters with Bus/Van assignments and approximate pick up and drop off times.</li> </ul>	<p>Ryan Billet (Assistant to Superintendent)</p> <p>Reliance Student Transportation</p>	<ul style="list-style-type: none"> <li>Route assignments in Transfinder and Skyward</li> </ul>	No
<b>Other social distancing and safety practices</b>					

## 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: Central York will provide a comprehensive approach to the issues of social distancing and other safety protocols in all building throughout the District as outlined below.**

## **Monitoring Student and Staff Health**

### **Key Questions**

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Central York will provide a comprehensive approach to the issue of monitoring student and staff health in all building throughout the District as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>● Conduct routine daily health checks including symptoms, history of exposure and possibly taking temperatures upon arrival.</li> <li>● Consider/develop a system for home/self-screening and reporting procedures.</li> <li>● Address privacy concerns of monitoring practices, symptoms and positive cases.</li> <li>● Encourage staff to stay home when sick and parents to keep sick children home.</li> <li>● Adopt flexible attendance policies for students and staff.</li> </ul>	<p>Same as Yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>● Thermometers</li> <li>● Gloves</li> <li>● Face Masks</li> <li>● Hand Sanitizer</li> <li>● Face Shields</li> </ul>	<p>Yes</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>● Follow procedures for students and staff who may arrive at school with illness and send home as soon as possible to avoid spread of infection.</li> <li>● Develop a flowchart regarding when to isolate and send a student home.</li> <li>● Set up a separate area from the nurses office to isolate students exhibiting symptoms until they can be sent home.</li> <li>● Immediately isolate students exhibiting symptoms.</li> <li>● Limit staff and student contact with anyone exhibiting symptoms.</li> </ul>	<p>Same as yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>● Face Masks</li> <li>● Thermometers</li> <li>● Hand Sanitizer</li> <li>● Face shields for nurses</li> <li>● Gloves</li> <li>● Qualified Personnel for isolation area</li> </ul>	<p>Yes</p>

	<ul style="list-style-type: none"> <li>• Use facemasks for any student or staff member exhibiting fever and/or respiratory symptoms.</li> <li>• Develop a process for disinfection of isolation areas, equipment, surfaces, etc. that were impacted by an individual with symptoms.</li> <li>• Follow return to school protocols for isolated and quarantined students and staff.</li> <li>• Require students and staff to present a doctor's note prior to return to school.</li> <li>• Coordinate with the local health department to define procedures.</li> <li>• Train staff on safety protocols.</li> </ul>				
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• Isolated staff, students or visitors with a confirmed case of COVID 19 must have a doctor's note stating they are symptom free and are cleared to return to school.</li> <li>• For the next 2 weeks these isolated individuals will be checked for symptoms and will receive a temperature check before entering the building.</li> <li>• Staff, students or visitors that have been exposed to</li> </ul>	<p>Same as yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>• Thermometers</li> </ul>	<p>No</p>

	<p>someone with a confirmed case of COVID 19 must be quarantined for 14 days after coming into contact with that individual before returning to work OR after receiving 2 negative test results that are 24 hours apart.</p> <ul style="list-style-type: none"> <li>• For the next 2 weeks these quarantined individuals will be checked for symptoms and will receive a temperature check before entering the building.</li> </ul>				
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>					
<b>Other monitoring and screening practices</b>					

## 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 support for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: Central York will provide a comprehensive approach to other considerations for students and staff in all building throughout the District as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>● Wash hands often with soap and water for 20 seconds. If that is not possible, use hand sanitizer containing 60% alcohol, completely clean all surfaces of your hands and air dry.</li> <li>● Avoid touching eyes, nose and mouth.</li> <li>● Wear a face mask.</li> <li>● Cover mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Immediately wash your hands or use hand sanitizer.</li> <li>● Avoid close contact with people that are sick and keep at least 6' distance from others.</li> <li>● Do not gather in groups or crowded places. If feasible, stay with the same group of people during the day.</li> <li>● Ensure adequate supplies to avoid sharing high touch items such as pencils, scissors, etc.</li> <li>● Avoid sharing electronic devices, books, toys and other learning aids.</li> <li>● Clean and disinfect high touch surfaces frequently.</li> </ul>	<p>Same as Yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>● Hand Sanitizer</li> <li>● Face Masks</li> </ul>	<p>No</p>

	<p>This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, etc.</p> <ul style="list-style-type: none"> <li>• Monitor health by being alert for symptoms which include fever, cough, shortness of breath or other COVID-19 symptoms.</li> <li>• Take your temperature.</li> <li>• Stay home if sick or have symptoms.</li> <li>• Consider working from home if possible for high risk staff or online learning for high risk students.</li> <li>• Ensure the privacy of high-risk students and staff regarding underlying medical conditions.</li> <li>• Get permission from the doctor to return to work or school if high risk.</li> <li>• Guidelines have been established in both the yellow and green phase protocol for return to work.</li> </ul>				
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>• Use of face coverings or shields by all staff is required to prevent COVID-19.</li> <li>• Consider using face shields for staff to not obstruct the face and</li> </ul>	<p>Same as Yellow</p>	<p>Kim Ansell (Assistant Business Manager)</p>	<ul style="list-style-type: none"> <li>• Face coverings</li> <li>• Face shields</li> </ul>	<p>No</p>

	<p>voice during the learning process.</p> <ul style="list-style-type: none"> <li>• Face coverings will be required for van and bus drivers consistent with applicable Orders of the Department of Health and Department of Education.</li> </ul>				
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>• Educate parents and students on the importance of wearing face coverings to prevent the spread of COVID-19, even when they are not having symptoms.</li> <li>• Educate on how to properly wear face coverings per CDC guidelines.</li> <li>• Face coverings will be required for students consistent with applicable Orders of the Department of Health and Department of Education.</li> <li>• The district will provide cloth face coverings as needed.</li> </ul>	Same as Yellow	Kim Ansell (Assistant Business Manager)	<ul style="list-style-type: none"> <li>• Face coverings</li> <li>• Face shields</li> </ul>	No
<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 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
<b>Yellow/Green Phase Protocols</b>	Administration	Bobbi Billman (HR Director)	In-Person	Protocol documents	6/15/2020	6/24/2020
<b>Cleaning and Sanitizing Procedures</b>	Maintance and Custodial Services employees	Brent Kessler (Business Manager and Bobbi Billman (HR Director)	In-Person	Protocol Documents	6/15/2020	6/24/2020
<b>Transportation Plan Review</b>	Reliance Management Team, Building Administration,	Ryan Billet (Assistant to Superintendent)	In-Person	TBD	8/11/2020	8/11/2020

	Bus and Van Drivers					
<b>Social Distancing in the classroom and school</b>	Professional and Support Staff	Leadership Team	In-Person and Zoom	TBD	8/17/2020	8/19/2020

## 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
<p><b>Options for Return to School in Fall 2020 &amp; What These Look Like for Faculty, Staff, Students &amp; Families</b></p> <ul style="list-style-type: none"> <li>● Explanation of Possible Options <ul style="list-style-type: none"> <li>○ Total Reopen</li> <li>○ Scaffolded</li> <li>○ Blended</li> <li>○ Total Remote</li> </ul> </li> <li>● Timeline for Decision on Reopen Option Selected</li> <li>● Information for Families Who Elect Not to Return</li> <li>● Information for Faculty/Staff Concerned on Returning to Reopened Schools</li> <li>● Information for Enrollment of New Students K-12</li> <li>● Information for Families Interested in Cyber Options Offered Through District</li> <li>● How Distance Learning in Fall 2020 Compares to Distance Learning in Spring 2020</li> <li>● What Kindergarten Families Should Expect School to Be Under Reopening</li> <li>● Impact of Different Scenarios for Reopening on Finance/Operations of Central York School District</li> <li>● Technology Resources/Considerations During Reopening</li> </ul>	All Stakeholders	Julie Randal Romig, Director of Communications	Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	July 2020	August 2020
<p><b>Safety Protocols for Reopening</b></p> <ul style="list-style-type: none"> <li>● Social Distancing Guidelines for Classrooms,, Schools, Activities</li> <li>● Cleaning &amp; Disinfecting Practices for Buildings &amp; Facilities</li> </ul>	All Stakeholders	Julie Randal Romig, Director of Communications	Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	July 2020	Ongoing

<ul style="list-style-type: none"> <li>● Hygiene Practices/Routines for Faculty, Staff &amp; Students</li> <li>● Cafeteria &amp; Recess Protocols</li> <li>● Athletics &amp; Co-Curriculars</li> <li>● Volunteers &amp; Visitors</li> <li>● Transportation</li> <li>● Child Care</li> <li>● Meetings</li> <li>● Masks/Face Coverings</li> <li>● Training of faculty/staff, coaches, bus drivers, students &amp; families in how to adhere to hygiene practices/routines required under reopening plan</li> </ul>					
<p><b>Monitoring Health of Students, Faculty &amp; Staff</b></p> <ul style="list-style-type: none"> <li>● Procedure for monitoring student health</li> <li>● Procedure for monitoring faculty/staff health</li> <li>● Role of Parents/Guardians in monitoring/reporting student health</li> <li>● Protocol for suspected exposure outside of school</li> <li>● Protocol for suspected exposure in school</li> <li>● Protocol for communicating with families in the event of a school closure/schedule change for health/safety purposes</li> <li>● Training of faculty/staff, students &amp; families in adhering</li> </ul>	All Stakeholders	Julie Randal Romig, Director of Communications	Social Media, Letter/Email, Website, Automated Phone Calls, Video	July 2020	Ongoing

to agreed upon health protocols					
<p><b>Communication Protocols</b></p> <ul style="list-style-type: none"> <li>• Where to find updated information on COVID-19 and Central York School District.</li> <li>• How to share questions/concerns about COVID-19 and Central York School District with administration and/or School Board.</li> <li>• How often to expect updates from Central York School District during COVID-19.</li> <li>• What to expect in terms of notifications from Central York School District when a school closure or schedule change is necessary.</li> <li>• Who to call with concerns/questions about health or safety of students.</li> <li>• Who to call with concerns/questions about health and safety of faculty and staff.</li> <li>• Who to call with questions/concerns about community use/facilities rentals or usage during COVID-19.</li> <li>• How to participate in public School Board meetings, PTO meetings, parent/guardian meetings during COVID-19.</li> <li>• Who to contact with questions about distance learning, curriculum, options for students during COVID-19.</li> </ul>	All stakeholders	Julie Randall Romig, Director of Communications	Social Media, Letter/Email, Website, Automated Phone Calls, Video	July 2020	Ongoing

# Health and Safety Plan Summary: (CENTRAL YORK SCHOOL DISTRICT)

Anticipated Launch Date: (INSERT DATE)

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
<ul style="list-style-type: none"><li>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</li></ul>	

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"><li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li><li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li><li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li></ul>	

\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

## Monitoring Student and Staff Health

### Requirement(s)

\* 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

### Strategies, Policies and Procedures

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

## **Other Considerations for Students and Staff**

### **Requirement(s)**

### **Strategies, Policies and Procedures**

**\* Protecting students and staff at higher risk for severe illness**

**\* Use of face coverings (masks or face shields) by all staff**

**\* Use of face coverings (masks or face shields) by older students (as appropriate)**

**Unique safety protocols for students with complex needs or other vulnerable individuals**

**Strategic deployment of staff**

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

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

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

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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