



**Reopening of Schools
2020**

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Team Members

Steering Committee	
Mr. Michael Bromirski	Superintendent
Dr. Tab Musser	Assistant Superintendent
Mrs. Maria Hoover	Assistant Superintendent
Mr. Mark Brooks	Chief Financial & Operations Officer
Mr. Michael Graham	Chief Information Officer
Mrs. Shannon Zimmerman	Director of Communications
Mr. Anthony Jannotta	HEA Representative
Ms. Stacy Kain	Building Administrator (Elementary)
Dr. Doug Dandridge	Building Administrator (Middle School)
Dr. Bill Brossman	Building Administrator (High School)
Mr. Patrick Wagner	HSD Board Member (Safety & Security Committee Chair)
Mrs. Diane Garber	East Hempfield Emergency Management
Dr. Scott Snyder	District Physician
Mr. Ryan Jones	District Safety & Security Coordinator

Sub-Committees

Facility & Logistics	<p>Team Leader: Kim James</p> <p>Sub Group Members: Mark Brooks, Dan Clawser, Brian Rathgeb, Bill Brossman, Doug Dandridge, Stacy Kain, Trisha Pearson, Clint Willman, Anthony Jannotta, Lisa Mumma, Joseph Nichisti</p>
Staffing & Personnel	<p>Team Leader: Karen Hall</p> <p>Sub Group Members: Tab Musser, Doug Dandridge, Stacy Kain, Trisha Pearson, Jodi Harrington, Kathy Swantner</p>
Instruction	<p>Team Leader: Joseph Nichisti</p> <p>Sub Group Members: Maria Hoover, Jeremy Paul Tab Musser, Rachel Fried, Stephanie Fitzgerald, Cathy Falci, Doug Dandridge, Mark Reinhardt, Matt Wagaman, Cynthia Green, Jen Wallace, Kathy Swantner</p>
Transportation	<p>Team Leader: Derrick Frank</p> <p>Sub Group Members: Ryan Jones</p>
Special Education	<p>Team Leader: Denise Galen</p> <p>Sub Group Members: Jen Norton, Jeremy Paul, Tom Kramer, Kim Rauscher</p>
Extra Curriculars	<p>Team Leader: Steve Polonus</p> <p>Sub Group Members: Joshua Tawney, Jennifer Wettig, Matthew Ceresini, Dennis Vicidomini, Brett Hamm, Jim Dague</p>
Health & Safety	<p>Team Leader: Jen Norton</p> <p>Sub Group Members: Nursing Staff, Beth Becker</p>
Communication & Outreach	<p>Team Leader: Shannon Zimmerman</p> <p>Sub Group Members: Kimberly Synder, Ian Daecher</p>
Resources	<p>Team Leader: Sheryl Pursel</p> <p>Sub Group Members: Karen Hall, Amy Slutter, Clint Willman, Anthony Jannotta, Bill Ackerman</p>
Community & Mental Health	<p>Team Leader: Shaunte DePaso</p> <p>Sub Group Members: Melvin Frye, Candice Highfield, Bridget Martin, Ron Swantner,</p>
Technology	<p>Team Leader: Mike Graham</p> <p>Sub Group Members: Jeremy Paul, Susan Allen</p>
Security & Safety	<p>Team Leader: Ryan Jones</p> <p>Sub Group Members: Brett Hamm, Brendan Cregan, Bill Brossman</p>

Timeline

April 28	Mike Bromirski & Ryan Jones met to begin outlining plan to develop a "Reopening Of Schools" plan
May 6	Provided an overview to a group of district staff members about what we need to do moving forward & we spent time reviewing documents collected around reopening of schools
May 19	An expanded district team met to review documents that were collected surrounding the reopening of schools. We also began talking about how to go about planning for unknown mandates that might be forced upon us.
May 28	District team meet to outline next steps for the steering committee and each subgroup
May 29 - June 26	Sub groups meet to research, discuss, and develop their plans - By June 26, sub group plans need to be in their Google Folder **Ryan Jones will monitor this.**
June 29 – July 10	Steering Committee meets to review draft plans and develops PPT for board meeting & follow up with sub groups, as needed
July 14	Initial presentation to board (public meeting)
July 15 - July 24	Based on initial feedback, sub groups meet to update/revise plans
July 27 - July 31	Steering committee reviews updated plans and meets with sub groups as needed. Also, Steering Committee updates PPT for Board meeting
August 4	Present plan to the board (public meeting)
August 5-7	Formal communication to community
August 5 - TBD	Continue refining plan and preparing for the opening of school

Parent group meetings occurred during July to discuss the district's plan. This group was used as a sounding board to discuss thoughts/ideas and to garner feedback on the overall plan.

Overview

The Hempfield School District's Reopening of Schools Plan was developed in accordance with guidance and recommendations from the Center for Disease Control (CDC), the PA Department of Education, and the PA Department of Health.

A district team worked throughout the summer of 2020 to develop this plan to ensure, to the best of our ability, the safety of our students and staff. It is important to note that while safety is always an important factor, we took strides to focus on the necessary steps that the Hempfield School District would take to mitigate the risk of contracting an infectious disease, particularly COVID-19. In addition, we have taken steps to put measures in place to hopefully further reduce the risk of students and staff who have underlying conditions.

Students in schools have many close, social interactions. As a result, schools must be prepared and maintain a high level of flexibility as any plan developed could instantly change based on many factors. The Hempfield School District has four instructional options for parents to consider, based on the COVID-19 impact, for the 2020-2021 school year. Our ultimate goal is to focus on safely reuniting.

Reopening of Schools Page (district's website): <https://www.hempfieldsd.org/domain/361>



Recommendations/Guidance

The Center for Disease Control

- Reopening schools (May 2020)
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Reopening schools (July 2020)
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

Governor Wolf's Office

- Guidance for All Sports Permitted to Operate During COVID19
 - <https://www.governor.pa.gov/covid-19/sports-guidance/>

The PA Department of Education

- Preliminary Guidance for a Phased Reopening of Schools
 - <https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Pre-K%20to%2012%20Reopening%20Guidance.pdf>
- Updated guidance
 - <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

PA Department of Health

- Facial covering order
 - <https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf>
- Facial covering order update
 - <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

Pennsylvania Interscholastic Athletic Association (PIAA)

- Return to Competition Guidelines
 - http://www.piaa.org/assets/web/documents/Return_to_Competition.pdf
- Fall Sports Update
 - http://www.piaa.org/assets/web/documents/Press_Release_July_29_2020.pdf
- Spectators at Athletic Events
 - http://www.piaa.org/assets/web/documents/Information_Item_Spectators_Athletic_Events.pdf

Instructional Options

CHOOSE **YOUR** PATHWAY



Students will attend Hempfield classes in our school buildings with increased health/safety protocols.



Students will virtually participate in their scheduled Hempfield classes from their home using Google Meet. Classes are taught in real time by Hempfield School District teachers.



Students will attend online classes through HAVEN, Hempfield's independent and flexible, full-time cyber learning program. Classes may or may not be taught by Hempfield School District teachers.



The family establishes the learning goals and objectives and uses a curriculum of their choosing while adhering to Department of Education parameters. Not affiliated with Hempfield School District.




PATHWAYS TO SUCCESS

General Learning FAQ: <https://www.hempfieldsd.org/Page/830>

Option 1: In Person

Students will attend Hempfield classes in our school buildings with increased health/safety protocols

CHOOSE YOUR PATHWAY

Option 1: In Person 

Students will attend Hempfield classes in our school buildings with increased health/safety protocols.

- Adhere to facial covering order
- Social distancing
- Increased sanitization
- Transportation to/from school from bus or parents/guardians or walking
- Consistent daily schedule
- Hempfield classroom teacher providing instruction to students both in person and virtually
- Schoology used to access learning materials/assignments
- All day learning
- Committed to Option 1 per marking period/trimester
- District iPad provided

District FAQ for In-Person Learning: <https://www.hempfieldsd.org/Page/831>

■ Symptoms

Group A 1 or more symptoms (stay home)	Group B 2 or more symptoms (stay home)
<ul style="list-style-type: none">•Fever (100.4 or higher)•Cough•Shortness of breath•Difficulty breathing	<ul style="list-style-type: none">•Sore throat•Runny nose/congestion•Chills•New lack of smell or taste•Muscle pain•Headache
<p>**As always, if your child is experiencing other symptoms/illnesses (such as vomiting, diarrhea, etc.), please keep them home from school.**</p>	

■ Screening for symptoms

- For students: parent(s)/guardian(s) will conduct symptom screening at home prior to coming to school
 - If a student exhibits COVID-19 symptoms, the student must stay home.
 - Parent(s)/guardian(s) should contact the school nurse.
- For staff: conduct COVID-19 symptom screening at home, prior to coming to school
 - If a staff member exhibits COVID-19 symptoms, the staff member must stay home.
 - The staff member should contact their supervisor.
- Any parent/guardian/staff member who is unable to conduct the symptom screening at

home must contact the school nurse to discuss an alternative plan.

■ Facial Coverings

- Per the Governor/Department of Health:
 - Face coverings are required for students and staff unless they meet an “exception” as outlined by the Governor/Department of Health
 - Hempfield School District will adhere to the orders as currently written.
 - Resurvey parents/guardians
 - Identify number of students who meet the exception provision

■ Exceptions for Face Coverings

- Individuals who cannot wear a mask due to a medical condition
- Individuals for whom wearing a mask while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines
- Individuals who would be unable to remove a mask without assistance
- Individuals who are under the age of 2 years of age
- Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication

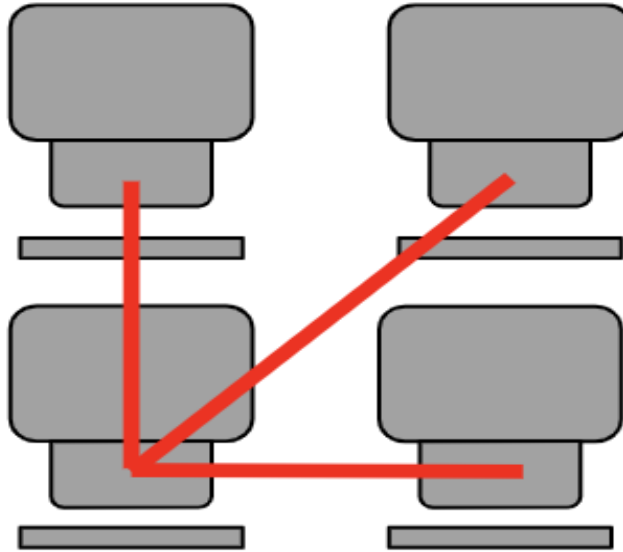
■ Busing

- Must adhere to face covering order, no exceptions

- Assigned seating to help with contact tracing, if needed
- Fill the bus from the back to the front
- Household members sit together
- Windows open for ventilation; weather dependent
- Drivers will wear PPE (as provided by STA)
- Increased cleaning procedures
- STA to sanitize seats and high touch areas twice daily
 - Once after morning runs
 - Once after afternoon runs

Classrooms

- When possible, at least six feet of separation is the goal
 - Recognizing this isn't always possible, **strive for 3 feet, seat to seat** (minimum)



- Desks facing the same direction
- Desks cleaned throughout the day, when possible, and every night
- Students bring their own water bottles (water fountains will not be used)

Attendance

- After 10 days, student must provide a doctor's note (per school code)
- If a student is absent due to being asked by a medical professional to quarantine or isolate due to COVID, these days will not count against the 10 days students are allotted.
- If a student needs to quarantine or isolate and they are able to join their classes virtually, they will not be marked absent.

Cafeteria (General information)

- Individually wrapped spork kits
- Condiment packets replacing self-serve condiment stations
- Dividers in the serving line area
- Cafeteria staff serving all food items to students
- Continuous cleaning and sanitizing of the serving areas inside the cafeteria

Cafeteria: K-12 Breakfast

- Use Breakfast in the Classroom program
 - Set cycle menu will be developed using one fixed entree for the week, along with an alternate entree that will change daily
- Meals will be pre-packed with all meal components
- Students enter serving line area and a food service employee will hand a meal to each student
- Cashiers will use a roster to check the name of the student

Cafeteria: Elementary Lunch

- Hand sanitation upon entry to cafeteria
- Due to space, half of grade level eats in the classroom and half of grade level eats in the cafeteria (only in some buildings)
 - Supervision - Enough staff to cover two classrooms, cafeteria, and playground?

- Utilize the lobby and stage/large group areas to separate students
- Utilize more space
- Different doors/recess lunch (specific route)
- Considering extending the lunch period, as needed
- Increased sanitation after each lunch period
- 3 students, 6 feet apart
 - Pre-COVID - 16 students per table
- LIC example: 90 students in the cafeteria at one time with current tables available in the building
- PE class space will need to be reduced

Cafeteria: Middle Schools Lunch

- Maximum of 4 students/table (normally 7 or 8)
- Hand sanitation upon entry & exit of cafeteria
- Distancing in line (one table at a time)
- Assigned seats & structured dismissal
- Increased sanitation of tables/chairs after each lunch
- Utilize space outside of cafeteria & outside tables when weather permits

Cafeteria: High School

- 215 students, 6-feet apart in the cafeteria
- 200 students, Buchanan Gym (100 students on each side)
- 100 students, outside tent
- 40 students, packers (LG1)
- 32 students, packers (LG2)
- Students choose eating locations - documentation will be kept of selected location
- Each area will be monitored by staff
- Hand sanitation upon entry & exit of cafeteria and eating areas

Recess: Elementary Level

- Recess will occur daily and be held outdoors (weather dependent)
- Playground equipment (climbing & swings)
 - Outside UV light eliminates viruses
- Playground equipment (kickballs, jump ropes, etc.)
 - Equipment issued by grade level
 - Equipment cleaned after each recess period

Lockers: Elementary Level

- one student per side instead of two students per side
- Half the class will need to keep backpack/coats at their seats or in the hallway

Lockers: Secondary Level

- With face covering order, locker usage can occur
- HS is exploring options for locker usage
- At both CMS/LMS
 - No locker visits during passing time between periods
 - Locker visits will be limited to designated times
 - Beginning of day
 - Lunch
 - End of day
- Staggering homeroom locker assignments, when possible

Transitions: Elementary Hallways

- Prototype & LPC buildings - center stairwell up only, down the side stairwells
- CES: center stairwell down, side stairwells up
- Staggered hallway times per class

- Adhere to face covering order

Transitions: Secondary Hallways

- Limited use of directional stairwells at HHS
- Reinforce right side of hallway walking
- Staff in hallways to assist in monitoring social distancing
- Students will move directly to their classes
 - No congregating in hallways
- Adhere to face covering order

Special Areas:

- Physical Education
 - Classes outside, when possible
 - Students need to dress appropriately for changing temperatures
 - Increased focus on personal fitness
 - Additional cleaning of equipment for team sports
 - Locker rooms - must socially distance and adhere to face coverings
 - Hydration - students bring own water bottles with their name on it
 - Hand sanitation upon entry & exit of gym

■ Art

- Classes outside, when possible
- Increased social distancing in the art room
- Increased cleaning of art tools
- Individual supplies, when necessary
- Hand sanitation upon entry & exit of art classroom

■ Library

- Students spread out in the library
- Books returned and not reshelfed for several days
- Use eBooks downloaded onto iPads as much as possible
- Librarian travels to classroom/LGI for lessons (at elementary)
- Book selection - social distancing required
- Hand sanitation upon entry & exit of library

■ Music (vocal & instrumental)

- Cleaning of music equipment between classes
- Increased social distancing in the music room
- Hand sanitation upon entry & exit of music classroom
- Waiting on additional guidance from international research study focused on:

- *Aerosol Generation from Playing Band Instruments, Singing and Performing and Risk of Infectious Disease Transmission*

■ Family & Consumer Sciences

- Cooking - adhering to food industry guidelines
- Pre-packaged food and supplies, when possible
- Hand sanitation upon entry & exit of FCS classroom
- Additional cleaning of cooking equipment & supplies
- Increase social distancing in kitchen areas (assigned tasks)
- Taste testing - limited only to prepackaged final product (take home)
 - In school only if at least 6 feet apart
- Child development program - follows CDC guidelines for child-care facilities

■ Technology Education

- Additional cleaning of equipment/tools
- Individual tools need to be cleaned after each use
- Face shields/goggles provides
- Hand sanitation upon entry & exit of Tech Ed classrooms
- Increase social distancing in work areas, when possible

- Computer Classes
 - Additional cleaning of equipment/devices
 - Plastic barriers between workstations
 - Hand sanitation upon entry & exit of computer labs

Visitors to Buildings:

- Limited to essential visitors only
- Visitors must adhere to state orders
- Individual building procedures for dropping off items at school that a student may have forgotten

iPads:

- Eliminating early iPad pickup
- iPads ready first day for grades receiving new ones
 - Will be in homerooms (1st period at HHS)
 - Setup will occur in the classroom
- iPads should go home every day (all students)
 - Ensure all devices are readily available to students in the event schools are forced to close
- New students - from first day of school and beyond, provided within one week

Cleaning Protocols:

- In addition to daily cleaning of buildings/classrooms:
 - High touch surfaces disinfected regularly throughout the day
 - Provide disinfection spray in classrooms
 - Provide hand sanitizer in classrooms and around buildings
 - Atomizing disinfection spray
 - UV-C light disinfection for toys and manipulatives

Ventilation Protocols:

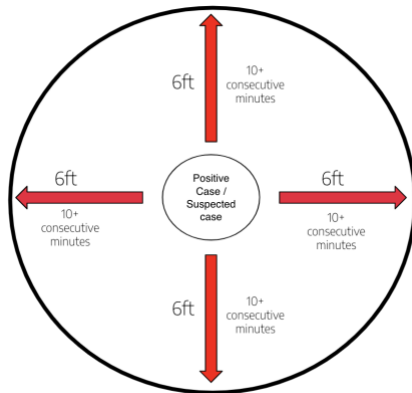
- Increase amount of fresh air through HVAC & open windows, where/when possible
- Increase ventilation
- Upgrade HVAC filters
- Bypass energy recovery ventilation systems
- Keeping interior doors locked but open to increase air flow

Quarantining/Exclusion from School

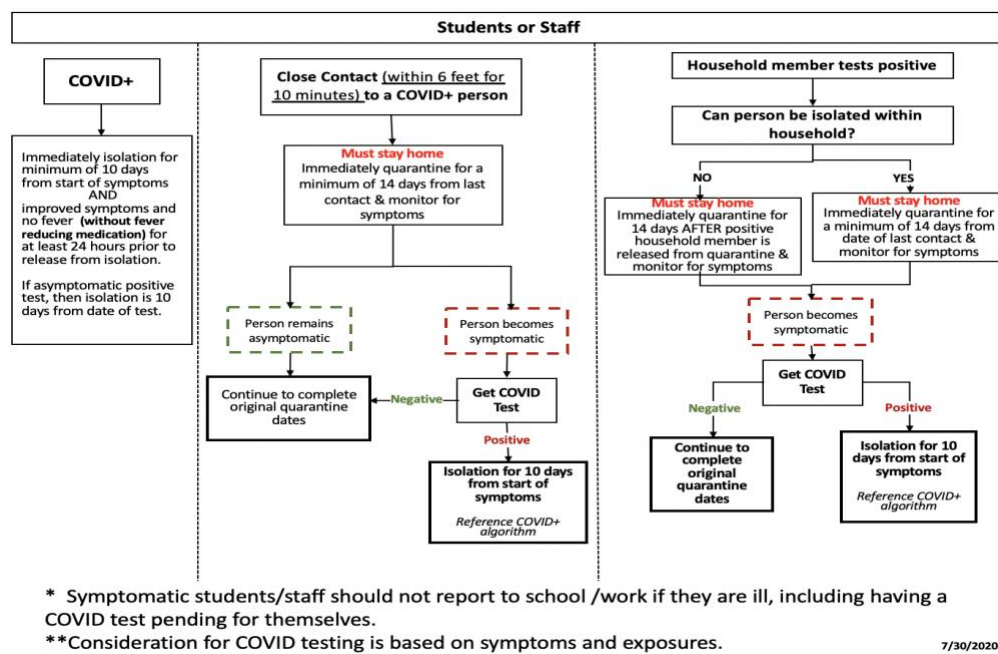
- Contact with someone who has COVID-19 or believed to have COVID-19
 - Stay home for 14 days after last contact with a person who has COVID-19
 - Watch for fever (100.4 °F), cough, shortness of breath, or other symptoms of COVID-19
 - Contact medical professional(s), as needed
- Working with county leaders and medical professionals to get additional direction and supports for schools to accomplish this
 - Many questions on this topic
- Waiting on direction/guidance from Department of Health to schools on this topic
- See CDC quarantine information

Contact Tracing

- In Lancaster County, Penn Medicine Lancaster General Health has the contract to do this work
 - Under direction of the Department of Health
 - PM LGH will work with the DOH and schools (as needed) to conduct the tracing
 - Primary contact(s):



• Decision Tree:



Option 2: Virtual Learning

Students will virtually participate in their scheduled Hempfield classes from their home using Google Meet. Classes are taught in real time by Hempfield School District Teachers

CHOOSE **YOUR** PATHWAY

Option 2: Virtual Learning



Students will virtually participate in their scheduled Hempfield classes from their home using Google Meet. Classes are taught in real time by Hempfield School District teachers.

- Consistent daily schedule
- All day learning
- Hempfield classroom teacher(s) providing instruction both in person and virtually
- Schoology used to access learning materials/assignments
- Learning materials will be provided by the school for parent/guardian pick up
- Committed to Option 2 per marking period/trimester
- District iPad provided
- May use own personal device

District FAQ for Virtual Learning: <https://www.hempfieldsd.org/Page/832>

Option 3: Haven Online Learning

Students will attend online classes through HAVEN, Hempfield's independent and flexible full-time cyberlearning program. Classes may or may not be taught by Hempfield School District teachers.

CHOOSE **YOUR** PATHWAY

Option 3: HAVEN Online Learning



Students will attend online classes through HAVEN, Hempfield's independent and flexible full-time cyber learning program. Classes may or may not be taught by Hempfield School District teachers.

- Flexible daily schedule
- PA Certified teacher providing instruction
 - May or may not be a Hempfield teacher
- Instruction provided virtually
- K-6 platform: Accelerate Education; 7-12 platform: Edgenuity
- Committed to Option 3 per semester
- District iPad provided
- May use own personal device
- If you have a question about our online learning program, please e-mail Brendan Cregan, HAVEN Coordinator, brendan_cregan@hempfieldsd.org.

District FAQ for HAVEN: <https://www.hempfieldsd.org/domain/370>

Option 4: Home Education

The family establishes the learning goals and objectives and uses a curriculum of their choosing while adhering to District of Education parameters. Not affiliated with Hempfield School District

CHOOSE **YOUR** PATHWAY

Option 4: Home Education



The family establishes the learning goals and objectives and uses a curriculum of their choosing while adhering to Department of Education parameters. Not affiliated with Hempfield School District.

Please contact the Student Services office at 717-459-9009 if interested in pursuing this learning option.

District FAQ for Home Education: <https://www.hempfieldsd.org/Page/829>

Schools Forced to Close

If we are forced to close, we will immediately move to Option 2 for all students who elected Option 1 and option 2.

Students in HAVEN (option 3) would continue in that program.

Students in Home Education (option 4) would continue with their schooling unless the parents/guardians chose to enroll the students in the Hempfield School District. If enrolled, the student would begin as a Hempfield student within 5 days of a completed enrollment.

Closing Schools Due to COVID-19 Spread in Hempfield SD

- Working with county leaders and medical professionals to get additional direction and supports for schools to accomplish this
- Waiting on direction/guidance from Dept. of Health and PDE to schools on this topic
- Many questions on this topic

Food Services (Breakfast)

- Food Services would pre-package a breakfast meal that meets required components
- One meal option used to keep costs low
- Breakfast bag would contain: entree, fruit or fruit juice, milk, and spork kit
- Utilize shelf stable food items such as cereal bars, individually wrapped muffins, and other breakfast foods
- Could look at each school having a pickup location or establishing key school locations for a centralized pickup

Food Services (Lunch)

- Food Services would pre-package a meal that meets the required components
- Two meal options would be used, one entree consisting of PB&J

- Each container would contain: entree, vegetable, fruit or fruit juice, milk, and spork kit.
- Some lunches may utilize frozen food items, such as chicken nuggets or pizza. Packaged with cooking instructions. No raw foods would be used, only flash fried or pre-cooked foods.
- Could look at each school having a pickup location or establishing key school locations for a centralized pickup

Health and Safety & Next Steps

- Asking students and staff to provide masks & wear them to school
- In the event a student/staff member does not have a mask, district will provide one
- Staff will be provided with a face shield
- Students will be provided with a face shield, if needed
- Staff members in specific areas will be provided with enhanced PPE
- Hand sanitizer, wipes and disinfectant will be provided in classrooms and around buildings
- Office areas - plexiglass (or something comparable) will be utilized

APPENDIX A: School Plans

Centerville Elementary School

Centerville Elementary School Reentry Plan	
Building Aspect	Planning Steps
Custodial preparations prior to faculty/staff arrival- Entrance and Hallways	<ul style="list-style-type: none">• Office and hallways also marked for traffic pattern and social distancing• Hand sanitizer station in main lobby entrance
Professional Staff Arrival	<ul style="list-style-type: none">• Use swipe card to enter left side main entrance and then swipe again to enter lobby- hand sanitizer placed right inside the lobby• Go directly to their classrooms/office space - no need to enter office• Check mailbox during their special or lunch time to reduce the number of people in the office• If copies are needed use planning time to do this to promote social distancing• Encourage use of phone calls to ask questions instead of visiting the office

Non-Professional Staff Arrival	<ul style="list-style-type: none"> • Enter through main lobby doors • Enter office to use Veritime and use hand sanitizer or wash hands at the nearby sink • Check mailbox • Maintain social distancing
Office copier/work room	<ul style="list-style-type: none"> • Mark traffic pattern on carpet to facilitate one-way traffic into room through office and exit out back office door • Mark on tile with tape line to indicate 6 feet distance from the copier
Office access	<ul style="list-style-type: none"> • Enter main office door and exit by the adult restrooms • Hand sanitizer bottles entering office and near sink area
Classroom/Offices/Main Lobby to Office/Office to Kindergarten Wing	<ul style="list-style-type: none"> • Custodians will have doors unlocked and open to alleviate touching of doorknobs • Classroom doors left open to reduce faculty/staff/students touching door handles
Faculty Room	<ul style="list-style-type: none"> • Use refrigerator/freezer at own discretion • Use water cooler, microwave, and coffee maker at own discretion • Reduce the number of chairs at each table to promote social distancing

Meeting locations

- **Zoom meetings when possible**
- Office conference room for smaller groups of 4 or less
- LGI needed for meetings larger than 4 people
- Hand sanitizer in LGI, use hand sanitizer in the lobby
- Parents/guardians/outside agency will check in with the secretary; the visitor will insert their license but not touch the screen; the secretary will use laptop to access School Gate Guardian to generate a yellow visitor badge and then sign the visitor out as well
- Replace office upholstered chairs with metal folding chairs that can be wiped down
- Reduce the number of visitors in the office, separate chairs to promote social distancing

Office safety precautions	<ul style="list-style-type: none">● One-way traffic pattern for faculty/staff to enter/exit office● Encourage checking mailboxes and using copier during planning time and lunch to reduce the number of people in the office● Encourage phone calls to the office or emails instead of face-to-face contact● School Gate Guardian will be used by secretaries to check visitors in and out, instead of them touching the screen● Secretaries will maintain the signing in and out of students on the clipboard instead of having parents/guardians to do this● Limit the number of visitors given access to the office; some parents/guardians may need to wait patiently outside● Replace upholstered chairs with metal folding chairs that can be more easily sanitized; reduce the number of chairs● Add plexiglass in front of each secretary's workstation and School Gate Guardian● Hand sanitizer and wipes in the office to wipe down surfaces as needed
Student arrival - car riders	<ul style="list-style-type: none">● Students will remain in the car until they are parked by one of the dismissal cones● Students will exit car on their own, staff will not make contact with car door and follow social distancing while supervisor arrival● Starting at 8:40 these students will use the lobby doors in an orderly manner using hand sanitizer upon entry● Students will go directly to their classroom

<p>Student arrival - bus riders</p>	<ul style="list-style-type: none"> • Starting at 8:40 students will remain in the bus until a staff member informs the driver to dismiss students to the sidewalk • Students will exit the bus maintaining social distancing along the curb using markings on the sidewalk • One bus will be dismissed to enter the building at a time • Students will use the “Care” doors in an orderly manner using hand sanitizer upon entry • Students will go directly to their classroom
<p>Student arrival - late arrival</p>	<ul style="list-style-type: none"> • Parent/guardian will walk the student to the main entrance and be given access to the office by the secretary • The secretary will log the time in on the clipboard instead of the parent • The student will go directly to their classroom • The parent/guardian will exit the office door to go out of the building • Secretaries will need to monitor the number of • Parents/guardians in the office at one time and ask others to wait outside if necessary

<p>Student Breakfast</p>	<ul style="list-style-type: none">● Cafeteria staff will have prepared Grab N Go breakfast for students to take.● Students will enter cafeteria and follow markings on the floor – sanitizer at each entry to get food● Students will get breakfast and proceed to a seat with an X● When students are finished they will throw out their bags in a trash can and head directly to their classrooms
<p>Parent/Guardians volunteers/visitation</p>	<ul style="list-style-type: none">● At this time, we will not be asking parents/guardians to volunteer/visit the classroom

Classroom Set-Up

- Remove excess furniture (i.e. tables, desks and chairs not assigned to a student)
- Teacher desk moved to a spot that allows for the utilization of the most space in the classroom
- Separate student desks as far as possible. Facing forward in rows
- Limit movement around the room.
- Stretches and brain breaks at own desk area
- Class Meetings conducted at desks
- Folding chair for assigned PCA
- Wipes in the classroom to wipe down surfaces as needed
- Cover water fountains to prevent use
- Students should bring their own water bottle marked clearly with their first and last name
- As much as possible, students will not share supplies

<p>Small group instruction</p>	<ul style="list-style-type: none">● Small group instruction (Speech, Reading Support, OT, PT, LS, etc.) will happen in teacher offices or assigned spaces depending on group size● Teachers will meet students at classrooms when necessary to take them to groups● Spaces will be marked outside of offices for students to wait for teacher to bring them in● Teachers will sanitize in between meeting with new groups of students● Rooms will be set up with a minimum of three feet between student seats
<p>Hallways traffic pattern</p>	<ul style="list-style-type: none">● Whole class movements dictated by one-way hallways when possible● Use the right hand side of the hallway following arrows on the floor● Continual reminders to students to keep hands by their sides; do not touch the wall or railings● Main lobby stairwell will be designated to go downstairs only● Other stairwells will be used to come upstairs

<p>Bathroom</p>	<ul style="list-style-type: none"> ● Use grade level hallway bathrooms ● 3 students will be able to enter at a time ● If class bathroom break is given, students must maintain social distancing and follow markings ● Strict enforcement of number students using the restroom will need to be monitored by teachers
<p>Specials</p>	<ul style="list-style-type: none"> ● Library <ul style="list-style-type: none"> ○ Teacher goes to classroom ○ Main lesson delivered in classroom ○ Travel to select books ○ Classroom teachers pick up at Library ● PE <ul style="list-style-type: none"> ○ Classroom teacher takes students to gym ○ Outside whenever possible ○ Social distanced inside activities ● Art <ul style="list-style-type: none"> ○ Teacher goes to classroom ○ Outside if possible ○ Art room can be used if absolutely necessary by using social distancing ○ Students use individual materials ● Music <ul style="list-style-type: none"> ○ Teacher goes to classroom ○ Will go outside if possible ○ Will use music room or classroom when necessary

<p>Lunch</p>	<ul style="list-style-type: none"> • Students will enter the cafeteria from their classrooms • Students will be socially distanced in lunch lines • Students will use the hand sanitizer that is provided in the lunch rooms • Students will get lunch and proceed to seats that they are assigned • Seats to be used will be marked by an X • Students will remain at their seats and request assistance by raising their hands • Once lunch is over, students will be dismissed one table at a time, throwing out their items and then heading outside for recess • Once students are outside, tables will be disinfected
<p>Recess</p>	<ul style="list-style-type: none"> • Indoor recess activities are individual or a whole class game that does not require movement • Outdoor recess will be grass and blacktop only to start <ul style="list-style-type: none"> ○ Balls and Playground equipment will be introduced as students are back to school and can be instructed on new procedures • Wipe down walkie talkies used during recess supervision

Dismissal - car riders	<ul style="list-style-type: none"> • Car riders dismissed at 3:30 to front hallways • K-3 in front hallway, 4-6 in back hallway • Hallway tiles will be marked to indicate where students can sit • Students will be called to the colored cone that matches where their parents are parked
Dismissal - bus riders	<ul style="list-style-type: none"> • Students will remain in classrooms and wait for their bus to be called • One bus will be called at a time; timing will be important to ensure the previous bus has been loaded before the next one is called • Teachers will stand in the doorway to supervise students walking and social distancing in the hallways • Students will use the center stairwell for bus dismissal • Students will follow social distancing in hallway and on the sidewalk on their way to the bus
Faculty Meeting	<ul style="list-style-type: none"> • Staff will participate via Zoom from their individual classrooms
Upstairs Copier	<ul style="list-style-type: none"> • Door will be left open to allow staff to identify if anyone is in the room • One staff member at a time

Sneak-A-Peek/Back To School

- Both events will have the same format
- Virtual sessions will be held
- 3 sessions of 20 minutes each will be held so that parents can attend multiple sessions
- Teachers will present the same presentation at each session

East Petersburg Elementary School

East Petersburg Elementary School Reentry Plan	
Building Aspect	Planning Steps
REOPENING GOALS, GUIDELINES & FOCUS	<p>GOALS</p> <ul style="list-style-type: none">● Provide students the opportunity to receive direct instruction and assessment from highly qualified teachers.● Reduce the emotional, physical, intellectual, and health implications from not being in school.● Provide learning opportunities focused on healthy hygiene, respecting others personal space, and advocating for self care needs.● Mitigate risk, in a community setting, when physical distancing cannot be maintained. <p>GUIDELINES</p> <p><u>American Academy of Pediatrics (AAP)</u></p> <ul style="list-style-type: none">● School policies must be flexible and nimble, practical, feasible, and appropriate for the child and adolescent's developmental stage.● No child or adolescent should be excluded from school unless required in order to adhere to local public health mandates or because of unique medical needs.● COVID-19 policies are intended to mitigate, not eliminate, risk.● No single action or set of actions will completely eliminate the risk of COVID transmission, but implementation of several

	<p>coordinated intentions can greatly reduce that risk.</p> <p>FOCUS</p> <p>Re-entry focus:</p> <ul style="list-style-type: none">● Reconnecting with our students and families● Developing positive relationships● Developing a safe and supportive school climate● Fostering a growth mindset built on new learnings, flexibility, goal setting, and adaptability amidst change● Focus on communication and understanding perspectives● Address social and emotional needs● Presume positive intentions despite possibly experiencing some unintended consequences of COVID-19
<p>PREVENTION, HOME SCREENING & COMMUNICATION</p>	<p>Prevention</p> <p>STOP THE SPREAD OF GERMS (Posters)</p> <ul style="list-style-type: none">● Wash your hands often● Wear a cloth face cover● Cover your coughs and sneezes● Keep 6 feet of space between you and your friends● Stop, think, wash hands● Ask Yourself:<ul style="list-style-type: none">○ Did I just go to the bathroom○ Am I about to eat○ Did I just Eat○ Did I cough or sneeze○ Did I touch supplies or objects that other people have touched○ Did I touch garbage○ Did I touch my cloth face cover● If you can't wash your hands, ask your teacher or another adult for hand sanitizer <p>Home Screening</p>

- COVID-19 SYMPTOMS MAY DEVELOP WITHIN 14 DAYS OF EXPOSURE AND INCLUDE: (Posters)

- Cough
- Congestion or runny nose
- Sore throat
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Nausea or vomiting
- Fever or chills
- Headache
- Muscle or body aches
- Fatigue
- Diarrhea

COMMUNICATE

Home Screening

- For students: Parent(s)/Guardian(s) will conduct symptom screening, at home, prior to riding the school bus or coming directly to school.
 - If a student exhibits COVID-19 symptoms, the student must stay home.
 - If Parent(s)/Guardians determine symptoms are severe, and may feel medical care is needed, call before you go to the doctor's office, urgent care center, or emergency room. Describe symptoms over the phone.
 - Parent(s)/Guardian(s) should also contact the school nurse.
 - Any Parent/Guardian, who is unable to conduct the COVID-19 symptom screening, at home, must contact the school nurse to discuss an alternative plan.
- For Staff: Staff will conduct COVID-19 symptom screening at home, prior to coming directly to school.

- If a staff member exhibits COVID-19 symptoms, the staff member must stay home.
- If a staff member determines symptoms are severe, and may feel medical care is needed, call before you go to the doctor's office, urgent care center, or emergency room. Describe symptoms over the phone.
- The staff member should also contact the building administrator.
- Any staff member, who is unable to conduct the COVID-19 symptom screening, at home, must contact the school nurse to discuss an alternative plan.
- Any staff member having knowledge of possible COVID-19 concerns must report to the school nurse and building administrator.

COMMUNICATION TREE REVIEWED...

- UNLESS IT IS AN EMERGENCY, TO REDUCE THE RISK OF CATCHING OR SPREADING ILLNESS, STAY AT HOME IF YOU FEEL SICK, EVEN IF YOUR SYMPTOMS ARE MILD. DO NOT GO TO SCHOOL.
- PARENTS/GUARDIANS:
 - COMMUNICATE WITH THE DOCTOR
 - COMMUNICATE WITH THE SCHOOL NURSE
- STAFF:
 - COMMUNICATE WITH THE DOCTOR
 - COMMUNICATE WITH BUILDING ADMINISTRATOR

EPES SPECIFIC

LOGISTICS & PROCEDURES

FACE COVERINGS

*DEPARTMENT OF HEALTH ORDER - July 3, 2020:

- Requires the wearing of masks while on premises that serve the public within a building or defined area
- Any indoor location where members of the public are generally permitted
- Outdoors and unable to consistently maintain a distance of six feet from individuals who are not members of their household
- Waiting for, riding on, or in a ride sharing vehicle

Face Covering Defined:

- Covering of the nose and mouth that is secured to the head with ties, straps, or loops over ears or wrapped around the lower face.
- Synthetic or natural fabrics - including cotton, silk or linen
- Plastic Face Shield

Face Covering Exception:

- Cannot wear due to medical conditions, including those with respiratory issues that impede breathing, mental health condition, or disability
- Individual who would be unable to remove the mask without assistance
- Individuals communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential
- Per the Order, students are not required to show documentation that an exception applies.

Face Covering Removal:

- Schools may allow students to remove their face covering when students are:

- Eating or drinking when faced at least 6 feet apart;
- Seated at desks or assigned work spaces at least 6 feet apart;
- Engaged in activity at least 6 feet apart (face covering breaks, recess, etc.).

Face Covering Reviewed:

- STUDENTS:
 - Face Covering - covering the nose and mouth that is secured to the head.
 - Face Shield - Plastic face shield covering at minimum the nose and mouth
- STAFF:
 - Face Covering - covering the nose and mouth that is secured to the head.
 - Face Shield - Plastic face shield covering at minimum the nose and mouth

HALLWAY FLOW PATTERNS

*Entering the building

- All staff and students will enter the building through the main doors of the school on the left.
- Staff and students will sanitize their hands, prior to entering the building.
- Staff and students will go directly to their classroom upon entering the building, unless a student is participating in the breakfast program.
- If a student is participating in the breakfast program, he/she will go directly to the cafeteria. Belongings will be placed on the chair in the designated eating area. Eat breakfast. Sanitize hands. Report directly to his/her classroom.

*Moving throughout the building

- Staff and students will use the center staircase to access the second floor. Center staircase = up flow only!
- Staff and students will use the towers located throughout the building to access the main floor. Tower stairs = down flow only!
- Face coverings must be worn when traveling in the hallways.
- Staff and students should wash or sanitize their hands before moving to another community area.
- Solid or dashed blue lines mark the center of the hallway. Staff and students should always walk on the right side of the hallway. No wall touching, please!
- Circular EP logo signs are affixed to the walls to help staff and students monitor their social distancing.

***Moving to recess**

- Students will walk students out the left hand front doors of the school, walk along the sidewalk, and enter the playground by the Grade 6 tower.
- If it is lunch recess, the teacher must stay with the students until released to a building aide at the gate.
- If it is a teacher supervised recess, students may enter the playground upon the teacher's direction and guidance.

***Moving from the playground to indoors**

- Staff and students will enter the building from the playground using the main playground doors.
- Prior to entering the building, staff and students will sanitize their hands.
- Face coverings must be worn when traveling in the hallways.

OFFICE AREA

- Plexiglass will be installed in front of the secretaries work station.
- Phone calls and e-mail are the preferred communication with the Office.
- Supplies cannot be shared (ex: pens, staplers).
- Frequent wiping down of office surfaces and the copier is needed.
- Materials being delivered late to school by a parent/guardian will be placed on a desk, in the vestibule. A secretary will retrieve the item, once the adult has departed and get it to the correct individual.

*Office Procedures

- There will be a limit of only three additional adults (staff and/or parent) in the Office area (mailbox, copier, guidance area) at one time. Adults may need to wait patiently outside the Office area.
- Secretaries will manage visitor check-ins and late arrivals. Licences will be checked. Tracking of late arrivals and early pick-up will occur electronically and via phone calls.
- Students will be escorted to parent in the vestibule or outside, for early pick-up.
- Use of Mobile Veritime is encouraged.
- Students will no longer deliver items to the Office, as a class job (ex: Notes to School)

*Conference Rooms

- Conference rooms will have chairs positioned for 6 feet social distancing requirements.
- A maximum of 3 people should be in a conference at any one time. Mask wearing is preferable.
- Conference phones and Apple TV remotes must be sanitized following every use.
- Zoom meetings should be utilized, whenever possible.

NURSE SUITE

*School Nurse

- Specific daily protocols for staff and students will be outlined by the Hempfield School District Nursing Department.
- If a staff member or student is not feeling well, during the day, the school nurse must be notified immediately by phone.
- If a staff member or student needs to be seen by the nurse, the individual will stop at the exterior door to the nursing suite. Red tape marks the floor. Put on a face covering, if not already being worn. Sanitize hands. The individual will then enter the waiting room and be seated in one of three socially distanced chairs.
- There will be designated areas in the nurses suite for varying levels of care

WATER FOUNTAINS

- Water fountains throughout the building, unless touchless, will not be accessible to staff and students. The fountains will be shut-off and covered.
- Staff and students are encouraged to bring water bottles to school that are clearly labeled with each individual's name.

RESTROOMS

*Restroom Procedures

- Teachers should allow only one student, to leave the classroom, and use the restroom at any given time.
- A paperless sign-out system is preferred. Consider using a QR Code.
- No whole group restroom breaks are permissible.
- As an added precaution, teachers may require students to use hand sanitizer upon return.
- Face coverings must be worn when traveling in the hallways.

- Center sinks and urinals will be covered to adhere to social distancing.

ELEVATOR

*Elevator Procedures

- Only one student may ride the elevator at any given time. The buddy, who is assigned to assist the student, must walk and meet the rider on the second floor once he/she is safely onboard.
- Face coverings must be worn while riding the elevator.
- The individual riding the elevator must sanitize his or her hands prior to touching any exterior and interior buttons of the elevator.
- The custodial team will wipe down the elevator, at minimum, twice daily.

CLASSROOM LAYOUT

Classroom layout guidance

- PUBLIC HEALTH GUIDANCE (PDE) - JULY 16, 2020:
 - All schools should have protocols for distancing desks/seating and other social distancing practices that allow at least 6 feet of separation among students and staff throughout the day to the maximum extent possible.
- HEMPFIELD SCHOOL DISTRICT GUIDANCE:
 - Follow the guidance outlined above; however, if it cannot be accomplished due to class size and room constraints, face coverings must be worn at all times if less than 6 feet. Additionally, 3 feet is the minimum spacing distance.

Classroom layout/cleaning guidance

- Desks or tables should face in the same direction.

- Students should use the hook available on their desk or table to hang their mask if 6' feet social distancing is achieved.
- Desks should be cleaned throughout the day, and every night, if possible.
- All belongings should be removed from both the student and teacher desk each day to allow for appropriate cleaning.
- Chairs should be kept down at the end of each day.
- Teacher desks will remain in a set position, in each classroom. Dependent on allergy concerns, teachers may eat in the classroom.

Classroom/office dooors

- Classroom doors should be left open, and locked, to alleviate touching of doors knobs and increased air circulation.
- Office doors will remain locked, therefore the use of hand sanitizer, prior to entry, is essential.
- Staff may consider carrying hand sanitizer when using common doors throughout the building.

TEACHER DESKS

- Teacher desks will remain in a set position, in each classroom. Dependent on allergy concerns, teachers may eat in the classroom.
- All belongings should be removed from both the student and teacher desk each day to allow for appropriate cleaning.

CLASSROOM CUBBIES

- Only two students will be permitted to use a four person cubby space. One on each side.

- If class size is such, some students will be required to store their jacket and backpack on the back of their chair and/or desk coat hook.
- When using a shared cubby, teachers will be responsible for monitoring the release of students to allow for social distancing.

LEARNING TOOLS

- Each student will be provided with a classroom and art toolkit.

CLASSROOM LIBRARIES

- Teachers will provide students with one or two appropriately leveled books each week.
- At the end of each week, the teacher will make the professional decision if it is time to switch out books for each given student. If yes, the students will place the books in a "Do Not Touch Bin". This bin will sit for several days, prior to reuse.
- Do Not Touch Bins can be placed in a UV lighted room, if appropriate.

SMALL GROUP INSTRUCTION

- Small group instructor escorts students inside towers.
- Students use hand sanitizer upon entry and exit.
- Desks and/or tables are socially distanced at 6 feet
- Teachers will provide students with one or two appropriately leveled books each week.
- At the end of each week, the teacher will make the professional decision if it is time to switch out books for each given student. If yes, the students will place the books in a "Do Not Touch Bin". This bin will sit for several days, prior to reuse.
- Do Not Touch Bins can be placed in a UV lighted room, if appropriate.

SPECIALS AREAS

*Library

- The main classroom lesson (30 minutes) will take place in the regular education classroom. The librarian will go to the classroom.
- Book exchange (15 minutes) will take place in the library. Use hand sanitizer upon entry and exit.
- Exchanged books must sit for several days, prior to re-shelving.
- Students should be encouraged to take advantage of digital resources; however when selecting a book minimal touch is encouraged.
- Social distancing is required during book exchange.
- The classroom teacher will pick the students up from the library.

*Art

- The classroom teacher brings the students to the Art Room. Enter closest to the G2/3 restroom and exit at the doors closest to the main lobby.
- Use hand sanitizer upon entry and exit.
- Students should bring their individual learning kit to each Art class.
- Additionally, the art teacher will distribute a student specific art kit for use.
- Increased cleaning of art tools (consider an A/B supply schedule)
- When possible, hold classes outside. Amplification system with single use bluetooth headset is available.
- Desks are currently socially distanced, however still encourage mask wearing.

*Music

- The classroom teacher brings the students to Music room. Students enter on the top end of the hallway closest to G2/3 bathrooms and exit at the lower end closest to the instrumental hallway.
- Use hand sanitizer upon entry and exit.

- Students will sit on the carpet in the music room, appropriately socially distanced.
- Students should remain in their face coverings during music class.
- When possible the music teacher will take music class outside, exiting the building from the orchestra hallway. Amplification system with single use bluetooth headset is available.
- The classroom teacher will pick up the students from the music classroom.

***Instrumentals**

- Use hand sanitizer upon entry and exit.
- Students will sit on chairs in the instrumental room, appropriately socially distanced.
- Band and strings teacher will follow proper cleaning protocols as outlined by research studies and District Music Department guidelines.

OUTDOOR LEARNING SPACES

***PE**

- The classroom teacher brings the students to PE. Enter the doors closest to the cafe and exit at the lower end of the gym closer to Grade 1.
- Use hand sanitizer upon entry and exit.
- Students will enter the gym and sit appropriately socially distanced.
- Students should remain in their face coverings during PE class, activity dependent.
- When possible the PE teacher will take PE class outside, exiting the building from the main doors. Amplification system with single use bluetooth headset is available.
- The classroom teacher will pick up the students from the gymnasium.
- Additional cleaning will be required for team sports equipment.
- Hydration - students supply their own water bottle with name on it.

*Outdoor learning spaces

- There will be designated learning spaces for Physical Education and Music. Portable voice amplification systems will be available to support instruction .
- Additional outdoor learning spaces will also be available for Art and classroom teachers.
- Picnic tables with umbrellas or students sitting on their own towel in the grass will be permitted.
- 6 feet social distancing guidelines will be required.

CAFETERIA

*Cafeteria procedures

- The 6 feet social distancing guidelines are required in the cafeteria setting.
- Seating capacity for 120 students is available (with desks) using 6 feet social distancing guidelines.
- Students will enter the cafe through the main cafeteria doors and follow floor markings. Student lines will be separated using 60' stanchions.
- Packers will go first, carrying their lunch and going directly to their # assigned seats. Numbered and assigned seats will be used for contract tracing purposes.
- Packer milk buyers will go next, using the right side, center doors of the serving line. Once the purchase is made, he/she will go directly to his/her assigned seat.
- Option A - Peanut Butter and Jelly will go through the line next. This group will also use the right, center doors of the serving line. Once through the line, the student will go directly to his/her seat.
- Option B - Regular Lunch will use the left, center doors of the serving line. Once through the line, the student will go directly to his/her seat.

- When the student has received lunch and sits down at his/her assigned desk, he/she may remove his/her face covering and hang it on the desk hook before beginning to eat.
- At the conclusion of lunch, students will put their face covering back on, wait to be dismissed (row by row), discard trash, sanitize, return to class. Dismiss via the music hallway. A voice level of "0" is essential!

*Cafeteria cleaning procedures

- At the conclusion of every lunch rotation, desks are properly disinfected.
- Large food particles are removed from the floor.
- At the conclusion of all lunches, desks are sanitized and the floor is cleaned using the appropriate machine and mops.

LUNCHES

*Cafeteria changes

- Individually wrapped spork kits
- Dividers in the serving line area
- Condiment packers replacing self-serve condiment stations
- Continuous cleaning and sanitizing of the serving areas inside the cafeteria
- Cafeteria staff serving all food items to students

*Faculty lunches

- Faculty have three dining options for lunch - downstairs faculty room, upstairs work room, or individual classroom (dependent upon allergies).
- Staff may use the refrigerators/freezers, microwaves and coffee makers at their own discretion.
- Staff is encouraged to bring their own "refrigerated" lunch box.

- Whole staff breakfast or luncheons must be on hold, until further notice, unless single serving items, utensils, etc. can be used in a “grab and go” format.

PLAYGROUND

*Playground procedures

- Students will use hand sanitizer as they enter and exit the playground.
- Students will enter the playground from the gate closest to the G6 tower and exit the playground from the traditional playground doors.
- If students have recess prior to lunch, lunch boxes and water bottles will be lined up along the G1 wall closest to the re-entry doors - 3' apart
- If students have recess after lunch, lunch boxes and water bottles will be lined up along the G1 wall closest to the re-entry doors - 3' apart
- Face coverings must be in place during lining up. Adherence to social distancing is also essential.
- Tag and activities of catch are not permitted.
- Students will not be allowed to bring equipment from home.
- Permanent and sports equipment will be re-introduced at a later date.
- Students are to maintain social distancing or wear face coverings.
- Socially distanced activities may include: walk and talk, reading, drawing, line dancing, simon says...

DISMISSAL PROCEDURES

*Early dismissal procedures

- Students should take their iPad home daily, along with personal belongings (ex: sweatshirts, lunchbox, coat)
- Announcements at 3:30 PM

CAR RIDERS:

- Car Riders report to the gym. Siblings are called first followed by individual card riders. Siblings are seated together, in a socially distanced manner, with masks on.
- Parents have signs in car windows, ID's are checked, 10 students at a time are escorted at a time to the socially distanced cones on the sidewalk - in car order.

APPROVED WALKERS:

- Approved walkers are dismissed to the bottom of the G1/6 Tower. The teacher escorts students outside to the edge of the playground gate to ensure social distancing. Students are released to parents/guardians from this location.

BUS RIDERS:

- Under further review based on District released information

VISITORS & VOLUNTEERS

- At this time, we are asking that parents/guardians and other visitors are not to be permitted to the classroom, unless a special consideration is approved by the building principal.
- Visitors will need to comply with Board policy and COVID-19 safety guidelines for schools.

STUDENT PREPAREDNESS

- What might students bring to the school?
 - School iPad
 - Hand sanitizer that fits inside the desk
 - Water bottle labeled with student name
 - Towel to sit on outside
 - Headphones or earbuds that work with the school iPad

	<ul style="list-style-type: none"> ○ Sunscreen and/or hat, based on weather and outdoor learning opportunities ○ We encourage enrolling, your child, in My School Bucks to put money on a lunch account - cashless transaction
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Farmdale Elementary School

Farmdale Elementary School Reentry Plan	
Building Aspect	Planning Steps
Building Procedures and Protocols	<p>Entrance</p> <ul style="list-style-type: none"> ● All faculty, staff, and students will enter and exit the building using the main entrance. (see specific plans for arrival below) ● Front doors will have signage to indicate which doors different groups of students will use to enter the building. <ul style="list-style-type: none"> ○ Walkers and Car Riders will use the left main entrance doors. ○ Bus Riders will use the right main entrance doors. ● Hand sanitizer stations will be placed in the main lobby. ● Doors will be open for students at 8:40 with supervision by the Head Custodian. <p>Hallways and Stairwells</p> <ul style="list-style-type: none"> ● Hallways will be marked with traffic pattern directions to promote social distancing.

- Everyone will always walk on the right side of the hallway.
- The main center staircase will be used to go upstairs only.
- The side stairwells will be used to come downstairs only.
 - Classes will use the stairwell closest to their location (classroom or library) to come return to the first floor.
- Grade levels traveling to specials at similar times will create a plan to assure only one class in the hallway at a time.

Office

- The office will be marked with a one way traffic pattern to promote social distancing.
- Everyone will enter the office through the main lobby door.
- Everyone will exit the office through the back doors into the Kindergarten hallway.
- If they are using the copier/work room (Room 100I) they will exit into the hallway.
- Faculty and staff will be encouraged to check their mailbox upon arrival and again during their lunch period to promote social distancing.
- Faculty and staff will be encouraged to call or email the school office to speak with the secretaries instead of face to face contact.
- The upholstered chairs in the main office will be replaced with metal folding chairs that can be easily sanitized.
- The number of chairs will be reduced to promote social distancing.
- The secretaries will:
 - limit the number of visitors in the office at one time with some individuals possibly needing to wait outside.
 - maintain the signing in and out of students on the clipboard instead of having parents/guardians do this.

- check visitors in using a contactless system.
- walk around to each classroom to collect the notes (attendance and dismissal) instead of having students bring them to the office.
- Plexiglass will be added in front of each of the secretary's work-station and the center work-station used to check individuals in and out of the building.

Office Work Room

- The office work room for faculty and staff has been relocated to the Room 100I conference room which is larger, will allow for one way traffic, and social distancing.
- The room will be marked with a one way traffic pattern with the exit leading to the hallway.
- The carpet in the office work room and hallway will be marked with an X to promote 6 feet distance between each person.
- The copier, paper supply, and general office supplies have been placed in this room.
- Since the door cannot be propped open due to lockdown safety, we will place hand sanitizer by the door to be used after touching the door handle.

Office Staff Workroom

- The office staff (nurse, secretaries, and principal) will use the work room adjacent to the main office.
- The smaller copier will remain in this room for office use only.
- One person will access this room at a time.

Meeting Locations

- Meetings with four people or less will be held in the principal conference room.

- Meetings with more than four people will be held in the Distance Learning Lab (Room 203).
- When possible, meetings will be held using Zoom.
- Parents/Guardians/Outside Agency Staff will need to check in with the school secretary and then be taken to/from the meeting room.
- Hand sanitizer will be available in the meeting room.

Faculty Room

- Use of the refrigerator/freezer, microwave, and coffee maker will be at the discretion of each individual.
- Chairs will be marked to denote available six foot distancing.
- Faculty and staff will be encouraged to eat in their classroom or outside at the picnic table area.

All Doors

- All classroom doors will be opened each morning by the Head Custodian to alleviate touching door knobs.
- The doors will remain locked, but open at all times, throughout the day.
- In the case of an emergency, faculty can pull the door closed to secure the room quickly.

Healthroom

- Nightly thorough cleaning and sanitizing done by custodial staff.
- Mid-day sanitizing done by the school nurse.
- As throughout the building, masks must be worn in the health room unless directed by the school nurse.

- Waiting room will consist of chairs six feet apart.
- Medication area behind the nurse's desk.
- Treatment room to be used to see students and treat general health concerns.
- An isolation area will be created consisting of 1-2 cots, spaced six feet apart.
- A separate area will be used for students who are not suspected to have Covid 19 symptoms.
- Hand sanitizer station outside the health room.
- Plexiglass in front of the nurse's desk area.
- Students come to the healthroom on their own, not with a buddy as in past years. When medically necessary, the nurse will go to the student.
- The school nurse will locate health room supplies away from students to prevent contamination.
- Pre-made, single use ice packs will be used.
- The school nurse will spend faculty meeting time educating staff on what constitutes a non-urgent matter that can be attended to in the classroom. Classrooms will be given a bag with gloves and band aids.
- The school nurse will also spend faculty meeting time education staff on what constitutes a health room visit.
- If a non-urgent matter should arise that requires a nurse, the teacher will call the health room in advance. The nurse will provide a time for the student to be seen.
- Nurse Visits: medications, menstrual emergency, injury with head involved, injury with excessive blood, nosebleeds, injury with possible musculoskeletal involvement, tooth or teeth issue, foreign object in eye, treatments: ie diabetic students, inhaler use, and other nursing treatments, head lice or possible head lice, stomachache unrelieved by time and bathroom use,

fever, cough, shortness of breath, vomiting, diarrhea, lethargy that is unusual for student, headache unrelieved by time and fluids, accident in pants, eye problem, ear problem, sore throat.

Small Group Instruction

- Location of small group instruction:
 - Itinerant Learning Support Teachers will work with students during the intervention block in their classrooms spaced a minimum of three feet apart.
 - Reading Specialists
 - When working three or fewer students may use their small rooms.
 - When working with groups larger than three students, the common areas and empty classrooms in grades 2,3,4 should be used.
 - ESL Teacher and Aide
 - The ESL classroom can be used with students spaced a minimum of three feet apart.
 - The ESL small room may be used with three or fewer students.
 - The common areas and empty classrooms in grades 2,3,4 are also available for use.
 - Math Tutor, IST, and Building Aides can also use the common areas and empty classrooms in grades 2,3,4 to work with individual students and small groups.
- A schedule coordinating the use of the common areas and empty classrooms in grades 2,3,4 will be needed to assure social distancing.

	<ul style="list-style-type: none"> • Speech and Language services will be provided in Room 225 unless the group size will now allow a minimum of three feet between students. The common areas and empty classrooms in grades 2,3,4 are also available for use. <p>Student Bathrooms</p> <ul style="list-style-type: none"> • See procedures under Instructional Day
Procedures for Staff Arrival	<p>Professional Staff</p> <ul style="list-style-type: none"> • COVID-19 symptom screening will be conducted at home prior to school arrival. • If a staff member exhibits COVID-19 symptoms, the staff member must stay home. • The staff member should contact their supervisor. • Any staff member who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan • All staff must enter the building using the Main Lobby Entrance • Use swipe card to enter left side main entrance and then swipe again to enter lobby- hand sanitizer placed right inside the lobby • Go directly to their classrooms/office space • Avoid entering the office upon arrival. • Using planning time and lunch period to: <ul style="list-style-type: none"> ○ Check mailbox ○ Make copies <ul style="list-style-type: none"> ■ Use Print shop for paper copies; consider alternatives • Masks/face shields (PPE) to be worn throughout the school day except when six feet apart. • Contact the school office using phone calls and email. <p>Support Staff</p>

	<ul style="list-style-type: none">● COVID-19 symptom screening will be conducted at home prior to school arrival.● If a staff member exhibits COVID-19 symptoms, the staff member must stay home.● The staff member should contact their supervisor.● Any staff member who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan.● Enter through Main Lobby Entrance doors● Enter office to use Veritime, but encourage using Veritime online if possible.● Use hand sanitizer or wash hands at the nearby sink.● Check mailbox.● Walk on the right side of the hall.● Use the main/center stairwell to go to the second floor if needed.● Maintain social distancing.● Masks/face shields (PPE) throughout the school day except when six feet apart.● Contact the school office using phone calls and email.
Procedures for Student Arrival	<p>Student Arrival- Walkers/Bike Riders</p> <ul style="list-style-type: none">● Conduct COVID-19 symptom screening at home, prior to coming to school.<ul style="list-style-type: none">○ Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan.● Students will stand on a spot marked on the grass to the left of the main entrance and wait for a staff member to give permission to enter the building.● At 8:40 these students will enter the building using the left hand side of lobby doors in an orderly manner using hand sanitizer upon entry.● Students will go directly to their classroom unless they get breakfast.

- Students eating breakfast will follow breakfast procedures outlined below.
- Hallway/Stairwell procedures will be followed.
- Masks/face shields (PPE) to be worn throughout the day except when six feet apart.

Student Arrival- Car Riders

- Conduct COVID-19 symptom screening at home, prior to coming to school.
 - Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan.
- Students will remain in the car until they are parked by one of the dismissal cones.
- A building aide will supervise the arrival of the car riders.
- Students will exit the car on their own, staff will not make contact with the car door and follow social distancing upon entering the building.
- Starting at 8:40 these students will use the left hand side of lobby doors in an orderly manner using hand sanitizer upon entry.
- Students will go directly to their classroom unless they get breakfast.
- Students eating breakfast will follow breakfast procedures outlined below.
- Hallway/Stairwell procedures will be followed.
- Masks/face shields (PPE) to be worn throughout the day except when six feet apart.

Student Arrival- Bus Riders

- Conduct COVID-19 symptom screening at home, prior to coming to school.
 - Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan.

- Starting at 8:40, students will remain on the bus until a staff member informs the driver to dismiss students to the sidewalk
 - Students will exit the bus maintaining social distancing along the curb using markings on the sidewalk
 - One bus will be dismissed to enter the building at a time.
- Students will use the doors on the right hand side and enter the building in an orderly manner using hand sanitizer upon entry.
- Students will go directly to their classroom unless they get breakfast.
- Breakfast procedures will be followed if receiving a school breakfast.
- Hallway/Stairwell procedures will be followed
- Masks/face shields (PPE) to be worn throughout the day except when six feet apart.

Student Arrival- Late

- Parents/guardians will walk the student to the main entrance and be given access to the office by the secretary.
- The secretary will log the time in on the clipboard/electronically instead of the parent.
- The student will go directly to their classroom.
- The parent/guardian will exit the office door to go out of the building.
- Secretaries will need to monitor the number of parents/guardians in the office at one time and ask others to wait outside if necessary.

Student Breakfast

- Students getting a school breakfast will enter the building, hang their backpack/coat

	<p>on the hooks in the hallway in their grade level location, and enter the cafeteria.</p> <ul style="list-style-type: none">• The students will follow marked traffic patterns/social distancing.• Upon entering the cafeteria the students will use hand sanitizer.• Staff members will direct students to proceed to the breakfast line while maintaining social distancing.• Students will state their name, walk through the line in an orderly fashion, and take a breakfast.• A staff member will direct the student to a seat marked with a color. Seats will be six feet apart.• Masks can be taken off to eat and placed on the table since the tables have been cleaned/sanitized.• When finished eating, students will raise their hand and wait for an adult to dismiss them from the table to throw their trash away.• Students will follow the traffic patterns to exit the cafeteria, get their belongings, and go directly to their classroom using the hallway and stairwell traffic patterns.• Masks/face shields (PPE) must be worn during this time of transition in the hallway.
Parents/Guardians/Visitors	<p>Non Essential Visitation</p> <ul style="list-style-type: none">• At this time we are limiting the entry of parents/guardians/visitors.• Classroom help by parents/guardians and retirees will be put on hold for the time being. <p>Essential Visitation</p> <ul style="list-style-type: none">• Essential visitors include those picking up their child for an early dismissal, visiting the healthroom, attending a meeting with faculty, or newly enrolled families.

	<ul style="list-style-type: none"> • All visitors must comply with safety guidelines and abide by office protocol monitored by secretaries. • Visitors will need to comply with safety guidelines • If a parent/guardian drops off an item for a student, it will be placed on a desk inside the vestibule area. Secretary/staff member will retrieve the item and place notify the student/teacher that the item is in the office.
Instructional Day	<p>Classroom Set-Up</p> <ul style="list-style-type: none"> • All K-6 classrooms will consist of one desk/chair per student and a teacher desk. In addition, bookshelves will remain as space allows. • All other furniture will be removed to maximize space. • Student desks will be placed in rows, facing forward and spaced as far as possible with a minimum of three feet apart. • Tables originally in use in the classrooms will be placed in the common areas for small group instruction. • Student movement around the room will be limited.. • Students will be given stretch and brain breaks at their own desk area in the classroom.. • Students will remain at their desk for class meetings and instruction. • Folding chairs will be available for PCA. • Wipes will be available in the classroom to wipe down surfaces as needed. • Water fountains will be covered to prevent use. Sinks will be available to wash hands. • Each student should bring their own water bottle marked clearly with their first and last name for use throughout the school day. • Students will be given an individual set of supplies to limit/avoid sharing.

- When common items are needed, the teacher passes out and collects items (scissors, paper, etc.).
- Students/teachers will sanitize shared supplies with wipes before and after use.
- E-books are encouraged to limit contact.

Small group instruction (taught by Instructional Support Teachers or Staff)

- Use common areas and empty classrooms in grades 2,3,4 will be used for Title 1 reading instruction, IST, ESL, and other small group instruction by aides/paraeducators.
- Tables and chairs from classrooms will be moved to the common areas and the empty classrooms to accommodate the small groups.
- A schedule will be created to ensure shared use of the space and social distancing.

Use of hallway/stairwells

- Use the right hand side of the hallway following arrows on the floor.
- Continual reminders to students to keep hands by their sides; do not touch the wall or railings.
- The main lobby stairwell will be designated to go upstairs only.
- The outside stairwells will be designated to go downstairs only

Student Preparedness

- Encourage students to have a fully charged iPad to reduce use of common charger in the classroom.
- Encourage students to have clearly marked water bottle:
- Can be refilled at the classroom sink.
- Can be filled at bottle filling stations found on each floor.
- Should be taken to PE on assigned days.

- Encourage students to bring personal hand sanitizer that would fit in their desk.
- Encourage students to bring a towel to sit on when having class outside.
- Encourage students to bring their own headphones/earbuds.
- Encourage students/families to be aware of weather conditions (i.e. sunscreen, hats, sunglasses, coats) due to increased outdoor activity.
- Students will be given their own supplies to avoid sharing of items.

Arrival to the Classroom

- Use hand sanitizer or wash hands in the sink upon arrival.
- Student bookbags and lunches will be kept at their desk. (hooks on desks or back of chair)
- Lunch count will be done verbally or electronically per teacher.
- Cubbies/lockers will not be used unless necessary leaving space between students' items.

Morning Routines

- Lunch count will be taken by the teacher in a way that does not involve a shared pen or paper.
- The teacher will continue to send the class lunch count electronically to the cafeteria.
- The office/secretary will call the cafeteria with late lunch orders.
- A secretary will go around to all classrooms to collect the envelopes with early dismissal notes, attendance notes, and the clear lunch money envelope.
- The lunch money envelope will be delivered to the cafeteria.
- The 9:00 Morning Announcements will be done by the office staff and/or done through video sharing.

Bathroom

- Bathroom Break by Class
- Grade levels will create a schedule for designated class bathroom breaks to promote social distancing.
- 2-3 students will be able to enter at a time with supervision while the remainder of the class maintains appropriate social distancing.
- Strict enforcement of number students using the restroom will need to be monitored by teachers.
- Lessons and reminders about appropriate hand washing and hygiene will be needed.
- Individual Student Bathroom Breaks
- Students will ask permission to use the restroom. Students must use the designated grade level bathroom.
- One student will be excused to use the restroom at a time to limit the number of students in the hall/bathroom.
- PPE will be used when traveling.
- Hand sanitizer will be used upon return to the classroom.
- Strict enforcement of number students using the restroom will need to be monitored by teachers.

Specials

- Physical Education classes will be held outdoors when possible on the playground or grass areas.
- In the event of inclement weather, Physical Education classes will be conducted in the gym with social distancing. Personal Fitness will be the initial focus.
- Masks will be worn if students are not separated six feet apart.
- Teachers will take students and pick them up from the gym.
- Music classes will be held outdoors when possible. Music classes can be held on the grass area outside the Music classroom.

- Music classes can also be conducted in the Music Room with social distancing. Risers have been removed and “poly spots” have been placed at a minimum of three feet apart to promote social distancing.
- Initially, minimize use of music equipment.
- Masks will be worn during Music class to reduce aerosol disbursement.
- Teachers will take students and pick them up from Music class.
- Library will conduct lessons in the homeroom classroom.
- Library book exchange will occur in the library.
- The librarian will take the students to the library to exchange books teaching them procedures to follow with regard to traffic patterns, the selection of books, and signing out books.
- Teacher will pick up students from the Library.
- When books are returned, they must remain in the bin for 3 days with sanitation.
- Art classes will be held in the homeroom classroom.
- Art class can also be held outdoors weather permitting, with six feet social distancing. Classroom and Art room used depending on the activity.
- Each student will use their own assigned tools to complete tasks to limit sharing of materials
- Masks will be worn by students when walking through the hallway and teachers will monitor for social distancing.
- Masks will be worn if students are not separated six feet apart.

Lunch

- Teacher/Building Aide/Staff will walk students to the cafeteria or recess area depending on schedule.

- Students will carry their lunchbox with them from the classroom.
- Students will enter the cafeteria using one of the three assigned entrances.
- Students will line up in the following order: packers first, followed by those buying each specific entree item.
- Students will enter the cafeteria and use hand sanitizer.
- Students will sit at assigned tables by class and lunch choice.
- Seats will be marked to denote where students are permitted to sit. Markings show the seats that are six feet apart.
- Staff will call up one class at a time, by lunch entree, to gather their lunch.
- Students will follow traffic patterns and social distance while in line. Returning to their assigned table to eat.
- Students will remain seated throughout the lunch period.
- Masks can be placed on the table since the tables have been sanitized.
- Building Aides/Staff will push the trash can and milk bin around for students to throw away items to limit student movement.
- Once students have finished their lunch, masks will need to be put back on for transition.
- Teachers will pick up students at their assigned time, exit the cafeteria and use the main stairwell to return to their classroom for instruction.
- Traffic patterns and social distancing will be followed at all times.
- Tables will be wiped down in between each lunch period.

Recess

Outdoor Recess

- Each building aide or staff member supervisor lunch recess will use their own

walkie talkie. They are encouraged to sanitize this regularly.

- 1 vest will be assigned to each Building Aide and staff member supervising recess to avoid sharing of item.
- Teacher/Building Aide/Staff will pick up students from their classroom, exit using the nearest door, and walk students to their “recess zone”.
- Once students are six feet apart, students may remove their mask. Students will be required to social distance during recess.
- Beginning of the year rules and expectations will be reviewed. In addition, expectations regarding health and safety will be reviewed.
- Students who have packed a lunch will place their lunchbox in an assigned area in their recess area.
- Large group and individualized recess games/activities will be conducted/led by the adult assigned to each class.
- Each day the classes will rotate to a different “recess zone” with a different adult to experience a new large group or individualize recess game/activity.
- At the end of recess, students will line up and enter the building using an assigned entrance.
- Traffic patterns and social distancing will be followed at all times.
- Recess Sports equipment (balls, jump ropes, etc.) will be introduced at a future date.
- Hard/Permermant Recess equipment (climbing equipment and swings) will be introduced at a future date.
 - Toys/equipment from home are not permitted

Indoor Recess

- An adult will come to the classroom to monitor students.

	<ul style="list-style-type: none"> • Indoor recess activities are individual or a whole class game that does not require movement. Stretch or brain breaks at desks are also acceptable. • Masks must be worn. <p>Second Recess (K-3)</p> <ul style="list-style-type: none"> • 10 minute break times will be scheduled throughout the day to maintain social distancing. Classes may not be scheduled as a grade level. • If Physical Education classes are using the playground an alternate location will be assigned. • Each classroom teacher will supervise their own class closely monitoring for social distancing. <p>Fresh Air Breaks (K-6)</p> <ul style="list-style-type: none"> • 10 minute break times will be scheduled throughout the day to maintain social distancing. Classes may not be scheduled as a grade level. • Location will be designated to coordinate the use of outdoor space during break times. • Each classroom teacher will supervise their own class.
Student Dismissal	<p>Dismissal- Car Riders</p> <ul style="list-style-type: none"> • Prior to car rider dismissal, six colored cones will be placed along the curb showing students where to stand while waiting safely to enter their car. • Car Rider dismissal will occur in “waves”. Twenty five cars can enter the car rider line and be safely off on Prospect Road for each “wave”. • We will contact families by phone to assign students to a car rider dismissal “wave”/ time. • Students in the first “wave” will be called to the Car Rider hallway (Kdg hallway) using the office intercom.

- Students will use the center stairwell for car rider dismissal (throughout the day this stairwell is being used only to go upstairs).
- Students will be supervised by the Car Rider team each equipped with walkie talkies.
- One team member will be on the sidewalk calling names displayed on car tags inside the car window.
- Another team member will be standing outside by the door directing students to their colored cone.
- A third staff member will be inside making sure students hear their name called for car rider dismissal.
- To keep the line moving, the person calling names will always try to have another row of students, standing on the grass in line with their cone, waiting for their car to pull up.
- While in the hallway, students will sit quietly, with masks on, in a marked off seating area on the floor with other students in their carpool.
- Traffic patterns and social distancing will be followed.
- When the first wave is nearing completion, the second wave of car riders will be dismissed from their classroom, by office intercom, to the car rider hallway.
- It is possible a third wave of car rider dismissal may be needed.
- Adjustments to the plan will be made to ensure the safety of students.

Dismissal- Walkers/Bike Riders

- Students will use the center stairwell for walker dismissal (throughout the day this stairwell is being used only to go upstairs).
- Students will be dismissed in two “waves” by last name, A-L and then M-Z, to the first grade hallway.

- A staff member will check off the student's name on a clipboard and then the student will be dismissed from the doors at the end of the first grade hallway.
- Another staff member will be outdoors at the walker path supervising students as they walk on the path down the hill.
- Once students with last names starting with A-L are dismissed then M-Z will be called.
- Doing walker dismissal in waves will limit the number of students in the hallway.
- The bike rack will be moved to the wall adjacent to the first grade exit doors.
- Parents/guardians wishing to meet their child to walk home will need to remain on the grass on the other side of the walker path.

Dismissal- Bus Riders

- All students will get a bus tag the first day of school.
- Each bus will have a different colored tag containing the bus number.
- On the back of the tag will be room for the teacher to write the student's first name, grade-teacher initial, and AM/PM seating assignment. This will help the staff member at dismissal to help the child locate their seat.
- Students will remain in classrooms and wait for their bus to be called using the office intercom system.
 - One bus will be called to the lobby at a time to organize students in order according to the seating chart. A second bus will be notified they are "on deck" or next in line.
 - The lobby will be marked off with tape showing the location of numbered bus seats.
 - Staff members will be on hand to help students find their seating assignment.

	<ul style="list-style-type: none"> ○ A staff member will direct one seat at a time to walk to their bus, board and be seated. They will keep the dismissal process going to ensure social distancing. ○ Other staff members will be curbside supervising students. ○ Another staff member will monitor the loading process and notify the office to call the next bus for dismissal, as well as the next “on deck” bus, to keep the process moving. ○ Timing will be important to ensure the previous bus has been nearly loaded before the next one is called. ● Masks will be worn by everyone at dismissal time. ● Teachers will stand in the doorway to organize, supervise students walking and social distancing in the hallways. ● Students will use the center stairwell for bus dismissal (throughout the day this stairwell is being used only to go upstairs). ● Students will follow social distancing in the hallway and on the sidewalk on their way to the bus. ● Students will use each set of doors to exit the building as directed by the staff member.
Development and Communication of School Reopening Plan	<p>Development of Plan</p> <ul style="list-style-type: none"> ● Collaboration with Task Force Committees ● Collaboration with elementary principals ● Ongoing communication with custodial team and secretarial staff ● Seeking input for faculty and parents ● Remaining knowledgeable about PA guidelines, CDC guidelines, AAP guidance ● Remaining up to date on local and national news about Covid and school reopening plans ● Walkthrough with Board Member and Central Office personnel

Review of School Reopening Plan

- Ongoing communication with secretarial and custodial staff about district reopening plans as they pertain to their responsibilities
- Review the specific details of Farmdale's school reopening plan with all faculty and staff members
- Solicit input and support for implementation

Continued Ongoing Communication

- Reflect, revisit and revise the school reopening plan to be responsive to current needs
- Share reflections with elementary principal team
- Clearly communicate changes to all faculty and staff members

Schoolwide Events

Sneak-A-Peek

- We will conduct this event virtually.
- Teachers will create an email distribution list to share the following with their students and families:
 - Electronic welcome letter
 - Video of virtual sneak a peek

Kindergarten Opening Day- August 25th

- One parent/family member/guardian will be invited to join their Kindergarten child. Masks should be worn until they are seated at their table.
- Assigned 45 min shifts with 6 children
- Assigned by alphabetical order
- 15 minutes between session for sanitation
- We will use the outdoor picnic tables for our Kindergarten Opening Day.
- Children and their parent/guardian will meet us on the grass picnic area and be assigned to a table. (Tents will be placed over tables for sun and weather protection.)
- The Principal and Kindergarten teacher will welcome everyone. A get to know you activity will be completed by the parent and child as the staff members circulate to meet families. Six feet of distance will be maintained so masks can be removed.
- Halfway through the 45 minute session, the Kindergarten teacher and Reading Specialist will take the students, with masks on, into the building using the door they will typically enter upon arrival (main lobby for AM and side entrance for PM). The Kindergarten students will get to see the classroom with their teacher.
- The parents/guardians will remain outdoors for a brief presentation of information by the principal, school counselor, and IST teacher.
- The Kindergarten students will be brought back outside and reunited with their parent/guardian. Dismissal needs to occur

on schedule to allow for sanitation between sessions.

AM Sessions:

- 9:00-9:45
- 10-10:45
- 11-11:45

PM Sessions:

- 12:30-1:15
- 1:30-2:15
- 2:30-3:15

Back-To-School Night

- We will conduct this event virtually.

Preschool Connections

- An option for consideration is holding these events outdoors weather permitting.
- Otherwise, we will conduct these events virtually until deemed safe to bring incoming Kindergarten students and families into the building.

Landisville Intermediate Center

Landisville Intermediate Center Reentry Plan	
Building Aspect	Planning Steps
Arrival	<p>At home, students and families</p> <ul style="list-style-type: none"> • Screening for symptoms (list symptoms????) <ul style="list-style-type: none"> ○ For students: parent(s)/guardian(s) will conduct symptom screening at home prior to coming to school <ul style="list-style-type: none"> ■ If a student exhibits COVID-19 symptoms, the student must stay home. ■ Parent(s)/guardian(s) should contact the school nurse. • For staff: conduct COVID-19 symptom screening at home, prior to coming to school <ul style="list-style-type: none"> ○ If a staff member exhibits COVID-19 symptoms, the staff member must stay home. ○ The staff member should contact their supervisor. • Any parent/guardian/staff member who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan. <p>Before school</p> <ul style="list-style-type: none"> • Custodian prepares for faculty/staff/student arrival • Hand sanitizing stations checked and placed appropriately • Left side of front doors will be car riders • Right side of front doors will be bus riders • Cones or other marking to separate two lines

Faculty arrival

- Use main front doors to enter
- Go directly to the classroom
- Use the print shop for paper copies; consider alternatives
- Print shop orders will be delivered to the classroom
- Use planning time to make copies to promote physical distancing
- Masks/face shields (face coverings) to be worn when traveling
- Encourage phone/email use to communicate with the office

Staff arrival

- Use main front doors to enter
- Consider use of mobile Veritime
- Face coverings to be worn when traveling
- Hand sanitizer when using common items (i.e. copier)
- Encourage phone/email use to communicate with the office

Office/work rooms

- Face coverings when physical distancing is not possible (6 ft)
- Hand sanitizer when entering and exiting office
- Hand sanitizer when using common items (i.e. copier)
- Door closed for safety reasons

Doors

- Classroom and interior doors should be left open and locked to alleviate touching of door knobs
- Office doors will remain closed
- Front doors will be open for arrival and dismissal
- Consider carrying hand sanitizer when using common doors (office, work rooms, faculty room)

Faculty room

- Use refrigerator/freezer, water cooler, microwave, and coffee maker at own discretion; consider alternatives
- Mark off areas in faculty room for 6 ft distance
- Use both faculty rooms for lunch; consider alternatives

Meeting Rooms

- Use Zoom when applicable to hold meetings
- Mark conference rooms with 6 ft of physical distancing (maximum 3 per conference room)
- Essential visitors only

Office safety precautions

- Encourage checking mailboxes during 'down times'
- Secretaries will manage visitor check-ins and late arrivals
- Will check license and write/electronically track arrival/pickups
- Limit the number of visitors in the office; some may need to patiently wait outside
- Plexiglass in front of secretaries' work stations
- Frequent wipe down of office surfaces
- No shared pens/paper
- 'Late' material drop-offs (i.e. lunches and iPads) will be placed on a table in foyer

Student arrival - car riders, walkers, bike riders

- Encourage parents to arrive early (starting at 8:20 am)
- Parents will wait until staff communicates the child may exit their car (8:30 am)
- Students will use hand sanitizer prior to entering the building
- Students will enter the propped open doors on the left side of the building

- Students can begin entering with face coverings at 8:30 am and going directly to the cafeteria/gym (tables marked with 6 ft separation)
- Students will be dismissed in an orderly fashion by staff at 8:40 am
- Consider using library/LGI for 5th grade early arrivals

Student arrival - bus riders

- Students remain on the bus until directed by a staff member via radio to exit (8:40am)
- Students exit the bus with face coverings while maintaining physical distance and enter right side of the building
- Students in cafeteria are dismissed to classroom unless they are eating breakfast
- Students will use hand sanitizer upon entering the building
- Students eating breakfast will go to the cafeteria and follow physical distancing protocols
- All other students will go directly to their classroom

Breakfast

- 87 students may eat breakfast in the cafeteria using the physical distancing protocols put in place
- Markers for 6 ft of distance when in line
- Marked eating locations 6 ft apart
- Students will wear PPE when traveling
- Tables and chairs are sanitized after breakfast concludes
- Students go directly to their classrooms

Parent visitors/volunteers

- At this time we are asking that parents/guardians and other visitors to not be permitted to the classroom unless a special consideration is approved by the principal

	<ul style="list-style-type: none"> • Visitors will need to comply with safety guidelines
During the Day	<p>Student preparedness</p> <ul style="list-style-type: none"> • Encourage students to have fully charged iPad to reduce use of common charger • Encourage students to have clearly marked water bottle <ul style="list-style-type: none"> ○ Can be refilled at sink ○ Hand sanitizer at sink after use • Encourage students to bring personal hand sanitizer that would fit in a desk • ?Encourage students to bring a towel to sit on when having class outside? • Encourage students to bring a headphones/earbuds • Encourage students/families to be aware of weather conditions (i.e. sunscreen, hats, coats) due to increased outdoor activity <p>Arrival to the classroom</p> <ul style="list-style-type: none"> • Hand sanitizer upon arrival • Student bookbags and lunches kept at their desk (see desk hooks)/jackets on chairs • Lunch counts done virtually or verbally • Lockers are not used (unless organizational issue warrants single student use) <p>Classroom set-up</p> <ul style="list-style-type: none"> • Remove excess furniture

- Consider not having a teacher desk
- Limit movement around the room (face coverings when traveling)
- Separate desks at minimum 3 ft apart
- Cover water fountains to prevent use
- Students sanitize before and after using shared supplies
- As much as possible, students will not share supplies
 - White boards, wb markers, calculators in desks
 - When common items are needed, the teacher passes out and collects items (scissors, paper, etc.)
- Remove or face bookshelves forward; consider alternatives

Desk spacing

- When possible, at least six feet of separation is the goal
- Teachers would have a teaching space at the front of the room to ensure physical distancing during instruction
- When possible, at least six feet of separation is the goal
- Recognizing this isn't always possible, strive for 3 feet, seat to seat (minimum)
- Desks facing the same direction
- Desks cleaned throughout the day, when possible, and every night

Small-group instruction

- Classroom desks separated 6 ft apart for possible face covering removal
- Hand sanitizer upon arrival, exit
- Face covering until student is at desk and when student leaves desk
- Consider para escorting students, especially in side stairwells

When traveling

- Use the right side of the hallway

- Keep physical distancing based on floor stickers (2 dots between you and me)
- Face coverings worn during travel
- Do not touch walls (“2nd square” walking)
- Main lobby stairs are up; Side stairwells are down (same for staff)
- Hand sanitizer upon arrival

Breaks

- Face coverings when traveling
- Stretches (skip counts) and brain breaks (5 min) at own desk
- Consider fresh air brain breaks (per class/not grade-level) at appropriate times
 - Call the office for availability (limited based on space and 8 walkie-talkies)
 - Have a student helper get a walkie-talkie (sanitize)
 - Student hand sanitizer upon return to class

Bathroom

- Consider QR code for bathroom use (no sign-in/sign-out)
- Face coverings when traveling
- No whole class bathroom breaks
- Encourage physical distancing
- Hand sanitizer upon return to the classroom

Library

- Lessons in library with chairs physically distanced
- Physical distance when feasible
- Students spread out in the library- search for books digitally and only touch books they are checking out
- Book selection - physical distance or face coverings required
- Books returned and not reshelfed for several days
- Use eBooks downloaded onto iPads as much as possible

- Homeroom teacher gets students from library

Physical Education

- Teachers take students to gym
- Classes outside, when possible
- Students need to dress appropriately for changing temperatures
- Increased focus on personal fitness
- Additional cleaning of equipment for team sports
- Hydration - students bring own water bottles with their name on it
- Hand sanitation upon entry & exit of gym
- Homeroom teacher gets students from the gym or outside

Music

- Homeroom teacher brings student to music classroom
- Hand sanitation upon entry & exit of music classroom
- Classes outside, when possible
- Students need to dress appropriately for changing temperatures
- Students will physical distance when in music room
- Homeroom teacher gets students from music classroom

Art

- Tables would have a divider placed in the middle of each art table
- Individual art supplies would be purchased for every student and kept in the art room
- Sanitation of equipment between classes
- Teacher takes/gets students (communicate with art teacher)
- Increased cleaning of shared art tools if necessary

Instrumentals

- Lessons will take place in 4th grade science lab
- Students will sanitize in and out of rooms
- Sanitary protocols for distance and cleaning will be followed based on band and strings recommendations

Lunch

- Students will be walked to lunch with face coverings on
- Students and staff will use hand sanitizer before and after eating
- Packers will carry their lunch
- Students will sit 6 apart at marked spots (green dots for first lunch; pink for second lunch)
- Students purchasing lunch will walk through lunch lines at marked spots with face coverings
- Tables spots are cleaned between lunches
- First lunch- packers seated first at 6ft tables
- Students with allergies sit at tables on stage
- First lunch- packers dismissed first for table cleaning
- Will dismiss through hallway doors to playground doors
- Second lunch- packers arrive last for table cleaning
- Students eating the first lunch will sit in one colored spot (green)
- Students eating the second lunch will sit in a different colored spot (pink)
- Second lunch: Students buying lunch come in first
- Students arrive through gym doors
- Students with allergies are on the stage
- Students dismiss through music hallway

Cafeteria changes

- Individually wrapped spork kits
- Dividers in the serving line area
- Condiment packets replacing self-serve condiment stations

- Continuous cleaning and sanitizing of the serving areas inside the cafeteria
- Cafeteria staff serving all food items to students

Recess

- If students go to recess first, they bring their water bottle and lunches to recess.
- Teachers use side stairwell exits to go to recess
- Lunch bags placed on the wall nearest gym entrance, 6 ft apart.
- Students are to maintain physical distance or wear face coverings
- Hard/permanent equipment or sports equipment will be reintroduced at a later date
- No equipment from home
- Use playground and fields for walk and talks
- 'Tag' will not be permitted
- Hand sanitation upon entry & exit of gym entrance
- Students that will be going to the cafeteria will line up at dots; buyers go in first
- Students returning to class (2nd recess) will be picked up at the recess doors

Wellness concern

- Staff or student is feeling unwell during the school day:
 - Nurse is contacted
 - Separate illness and well treatment areas in health rooms
 - Staff to call nurse prior to sending a student to health room
 - Important to ensure there is enough space to physical distance
 - Hand sanitizer and individually packaged masks at the health room entrance for use prior to entrance, if

a student/ staff member is not already wearing a mask.

Dismissal

Dismissal

- Students begin packing up at 3:28pm (less time needed); no hallway seating arrangement
- Students help with floor clean-up since vacuuming may not occur as frequently
- Students to take iPad home
- Announcements at 3:30pm
- Car riders and busses called via loudspeaker
- Students go down side stairwells while maintaining 6 ft distance wearing face coverings
- Parents/guardians have signs on windows with students being picked up
- Staff will assist with radioing in bus numbers and car riders
- Staff will assist with stairwell and hallway duty
- Possible overflow in cafeteria/gym for busses/car riders after 3:50pm
- Consider bus line-ups outside

Bussing

77 Passenger Bus

- Bus seat measurement - 39 inches
- “Normal” bus actual ridership targets
 - Secondary - 48 to 54 students
 - Elementary - 70+ students
- Must adhere to face covering order
- Assigned seating to help with contact tracing, if needed
- Fill the bus from the back to the front

	<ul style="list-style-type: none">● Household members sit together● 2 to a seat
Other Considerations	<p>Face Coverings, exceptions</p> <ul style="list-style-type: none">● Exceptions for Face Coverings<ul style="list-style-type: none">○ Individuals who cannot wear a mask due to a medical condition○ Individuals for whom wearing a mask while working would create an unsafe condition in which to operate equipment or execute a tasks as determined by local, state, or federal regulators or workplace safety guidelines○ Individuals who would be unable remove a mask without assistance○ Individuals who are under the age of 2 years of age○ Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication <p>Cleaning Protocols</p> <ul style="list-style-type: none">● In addition to daily cleaning of buildings/classrooms:<ul style="list-style-type: none">○ High touch surfaces disinfected regularly throughout the day○ Provide disinfection spray in○ Provide hand sanitizer in classrooms and around buildings○ Atomizing disinfection spray○ UV-C light disinfection for toys and manipulatives <p>Ventilation Protocols</p>

- Increase amount of fresh air through HVAC & open windows, where/when possible
- Increase ventilation
- Upgrade HVAC filters
- Bypass energy recovery ventilation systems
- Keeping interior doors locked but open to increase air flow

Group Meetings

- Sneak-a-peek
- Scheduled 10 minute blocks of time via GoogleForm
- 1 parent/guardian per student (less than 24 total in room)
- Back-to-School Night(s)
- Multiple evening events per classroom/grade
- Field trips have been suspended
- Consideration for the spring (grades 4 and 6)

Safety Plans

- Fire Drills
 - Will be held once a month
 - For August and September, these will be held on specific days but will be done per class as part of a mask break
- Intruder Drill
 - Will be in the fall and spring; no evacuations to LMS are planned
- Severe Weather Drill
 - Will be held in the fall
 - Will be held on a specific day, but will be done per class

Identifying Primary Contacts

- Encouraged to not have students/staff interact within 6 feet of each other for 10 or more minutes.
- Not always possible

- Regardless of wearing PPE or not, any person within the circle is considered a primary contact.

Hempfield - Current Thinking (as of July 14, 2020)
Quarantining/Exclusion from School

- Contact with someone who has COVID-19 or believed to have COVID-19
 - Stay home for 14 days after last contact with a person who has COVID-19
 - Watch for fever (100.4 °F), cough, shortness of breath, or other symptoms of COVID-19
 - Contact medical professional(s), as needed
- Working with county leaders and medical professionals to get additional direction and supports for schools to accomplish this
 - Many questions on this topic
- Waiting on direction/guidance from Department of Health to schools on this topic
- See CDC quarantine information

Landisville Primary Center

Landisville Primary Center Reentry Plan	
Building Aspect	Planning Steps
Classroom Setup Management	<ul style="list-style-type: none">• Remove all furniture to make room for student desks• desks facing front at maximum distance spread apart to get all student desks in the room• hand sanitizer station at each door• cover water fountain & have students bring personal water bottles labeled with name• plan to avoid sharing of materials
Hallway Set Up	<ul style="list-style-type: none">• one way traffic on the right side marked by wall and floor signage or markers for physical distancing• Blue stairwell up only with green and yellow stairwells being down traffic• Constant reminders for hands together and not on rails or walls

Bathroom Set Up and Expectations	<ul style="list-style-type: none"> • 3 students per community bathroom • responsibility stressed as to expectations in the bathroom • cleaning to happen often • Students will be monitored in hand washing
Special Area Plans	<ul style="list-style-type: none"> • music & art in the homeroom or outdoors depending on the lesson and weather • library half hour lesson in homeroom and book exchange for fifteen minutes in library teacher picks up from library • PE outdoors when possible, in LGI, under bus depot area or in classroom if inclement weather conditions
Lunch Plan	<ul style="list-style-type: none"> • hand sanitizing (on way in and out) • due to 6 feet mandate, lunch must now happen in the cafeteria rather than the classroom; follow social distancing signage for six feet distance and sit at marked spots as directed by staff members • students sit at a numbered spot for consistency day to day
Recess Plan	<ul style="list-style-type: none"> • 22 minute lunch recess (see below chart) • Equipment to be introduced at a later date • Fresh Air Brain breaks largely replace lunch recess break by class or team (all fresh air – no equipment)
Break Plan	<ul style="list-style-type: none"> • brain breaks to TBD by classroom teacher – some in class stretch in personal space and some to walk outside when no one else is in the hallway to a destination allowing for spreading out and taking down mask while teacher shares more expectations & routines

	<ul style="list-style-type: none"> blocked break schedule to avoid too many teacher /classes happening at same time and overlapping
Nurse's Office	<ul style="list-style-type: none"> hand sanitizer stop at door social distancing marked back room for 'sick students' front room for meds and injuries clear shower curtain dividers constant cleaning
Needs in preparing to meet CDC and PDE along with District Expectations	<ul style="list-style-type: none"> effort to maintain 6 foot physical distancing or maximum distance feasible at all times as best as possible hand sanitizer in and out of classroom doors locked but propped open
Schedules	<p>LUNCHES:</p> <p>11:30 & 11:45: Cunningham and Kochel ***</p> <p>11:30 – 12:20: First grade swap with even and odd</p> <p>11:30 – 11:50: First recess & lunch</p> <p>11:55 – 12:15: Second recess & lunch</p> <hr/> <p>12:20 – 1:10: Third Grade Lunch and recess swap with even and odd</p> <p>12:20 -12:40: Third recess & lunch</p>

12:45 – 1:05: Third recess & lunch

1:10 – 2:00 Second Grade Lunch and recess swap
with even and odd

1:10 -1:30: First recess & lunch (Moore)

1:35 – 1:55: Second recess & lunch

BRAIN BREAKS: As needed at the DISCRETION
of TEACHER (10 minute AM/PM)

If outside for 1st Grade: 10:10-10:20-10:30

If outside for 3rd Grade: 10:40-10:50-11:00

If outside for 2nd Grade: 2:30-2:40-2:50

Special Adjustments:

1st Grade: 2:25 & 2:55

2nd Grade: 9:30 & 10:30

3rd Grade: 11:50 & 1:10 (Art 11:20 & 1:10) (Library
11:35 & 1:10)

Kindergarten: 11:10 & 1:55

<p>Custodial preparations prior to faculty/staff arrival- Entrance and Hallways</p> <p>Daily Staff Arrival</p>	<ul style="list-style-type: none"> • Walkways leading up to the entrance will have cones or other markings designating direction/traffic patterns and 6 feet distancing • office and hallways marked for traffic pattern and distancing • hand sanitizer stations
<p>CBA Staff Arrival</p>	<ul style="list-style-type: none"> • head directly to classroom upon arrival using middle stairwell to go up and end stairwells to come down • avoid office in AM and use phone or email for questions/needs • take temp and stay home if exhibiting symptoms and/or not feeling well (use Aesop to post)
<p>Support Staff Arrival</p>	<ul style="list-style-type: none"> • enter through main lobby front doors and scan in Veritime, check mail and maintain physical distance while heading to designated expectation / work area
<p>Copier /Workroom</p>	<ul style="list-style-type: none"> • try to use planning time to prepare copies and avoid long lines or several people in same workroom at one time • physical distance appropriately • move copier to area where allowing greater distancing

Office Safety Precautions	<ul style="list-style-type: none">• office staff signs students in/out and controls visitor information rather than public touching of machines and resources with each visit• replace chairs with metal folding• clean and sanitize constantly
Faculty Room	<ul style="list-style-type: none">• marked like cafeteria for social distancing• use of appliances at teacher discretion and should all be wiped down & cleaned often (refrigerators, microwave, coffee, water cooler, etc)

Meeting Locations	<ul style="list-style-type: none">● effort to maintain maximum physical distancing feasible at all times● hand sanitizer at all doors/lobby/bus● temp check daily & stay home if not feeling well● doors locked but propped open
All AM preparations	<ul style="list-style-type: none">● effort to maintain maximum physical distancing feasible at all times● hand sanitizer at all doors/lobby/bus● temp check daily & stay home if not feeling well● doors locked but propped open
Student Arrival (Car riders/walkers) Daily Student Arrival	<ul style="list-style-type: none">● Walkways leading up to the entrance will have cones or other markings designating direction/traffic patterns and 6 feet distancing● hallways marked for traffic pattern and distancing● hand sanitizer stations if available

<p>Student Arrival</p> <p>(Bus Un/Loading Zone)</p>	<ul style="list-style-type: none"> ● staff releases one bus at a time ● first seats exit and follow physical distance until last seats exit ● head directly to classroom upon arrival using middle stairwell to go up and end stairwells to come down ● K-1 in white downstairs entrance ● 2-3 up blue middle stairwell
<p>Student Arrival – Willing Students</p> <p>(After the bell)</p>	<ul style="list-style-type: none"> ● parent walks student(s) to door, rings bell, and communicates lunch choices from door; secretary sign in ● student enters without parent
<p>Student Arrival – Unwilling Students</p> <p>(After the bell)</p>	<ul style="list-style-type: none"> ● meet staff at back bus doors after calling front office to share they have an unwilling to come to school child ● parents walk students to the back door and in the building where staff assists in transfer to class if possible

Volunteers / Visitors	<ul style="list-style-type: none"> ● effort to not include volunteers / visitors at this time ● visitors drop off items on lobby table if needed
All AM preparations	<ul style="list-style-type: none"> ● effort to maintain 6 foot physical distancing at all times as best as possible ● hand sanitize ● temp check daily & stay home if not feeling well ● doors locked but propped open ● windows open ● one way traffic on the right ● constant reminders of expectations for safety and responsibility
Classroom Setup Instructional Day	<ul style="list-style-type: none"> ● desks separated to maximum distance feasible for all students and desks to fit ● floors marked in 3 feet intervals ● storage of rolling bookshelves and teacher desks around the perimeter ● desks face front board for modeling written lessons on the board ● limit movement and take stretch breaks after modeling near desk ● hand sanitizer station at door ● water bottles provided from home with student names ● backpack and coat will stay on student chair back ● classroom library books removed / use of ebooks

	<ul style="list-style-type: none"> ● cover water fountains ● provide wipes and sanitizer spray daily if not twice daily ● try keeping a six to eight feet space for a “Mask Down drop break” throughout the course of the in class instruction
Intervention / Small Group instruction and WIN RTII Block	<ul style="list-style-type: none"> ● interventionists wipe down area after each group ends before getting new intervention groups ● keep students separated at the maximum distance feasible
Morning Breakfast Procedures into Morning Meeting	<ul style="list-style-type: none"> ● Morning Breakfast Procedures into Morning Meeting ● Breakfast in the cafeteria ● if breakfast is the same for everyone (bagged in advance), students report to a blue spotted table seat at one of the identified breakfast tables and the bagged breakfast is brought to them ● staff sends student to blue spots upon entry and monitors breakfast ● students leaving cafeteria after breakfast follow one way return on right side with mask and hand sanitize on the way out

Student Preparedness	<ul style="list-style-type: none">● pencil boxes provided for students to include: crayons, pencils, eraser, dry erase marker, scissors● sketch book, white erase board, notebook, journal, folder(s) provided for each student● iPad provided with charger; encourage to be charged each night at home● items to send in from home if possible will be requested to include: water bottle with name on it, personal hand sanitizer, towel, headphones or earbuds, outdoor items like sunscreen-hat, sunglasses● backpacks and coat kept on back of seat and lunch stays in backpack
Bathroom	<ul style="list-style-type: none">● hand sanitizer (on way in and out)● 3 students per community bathroom upstairs and only two downstairs at gym● staff monitored while telling students they are in charge like cafeteria lanyards but using pink and blue circles to move from middle to right or left (boy or girl side)● bathrooms cleaned as often as possible● one student per class at a time

<p>Specials</p>	<ul style="list-style-type: none"> • PE outdoors on playground or front of quad field • Inclement weather will require desk/classroom with masks to learn/watch playground games and health fitness opportunities while performing desk exercises to be used later by teachers on rainy days • Library lesson in class and then 15 minute book exchange with books spread out on tables to avoid touching of many books • Music can be in students homeroom or near the music classroom on the outdoor grass by being spread out • Art on a cart in the classroom due to distancing and cleaning challenges • when closer than six feet and transitioning between classes or during the lesson movement, face covering to be worn
<p>Lunch</p>	<ul style="list-style-type: none"> • 50 minute lunch periods (22 minutes to eat or play and three minutes to transition/swap or return to classroom) • 2 aides on playground with three classes (no hard equipment) • line up at painted designation spots with a packer line and buyer line • 3 aides inside with 89 seats (13 tables with 3 at each and 25 tables with two at each) Alternate A/B lunch colors by tape for more thorough cleaning • Inside lunch group A dismisses outside PE door to avoid crossing paths with B group entering • Teachers meet class in cafeteria and on playground after 45 minutes • hand sanitizer stations at front of cafeteria • floor lined with six feet distance lines

	<ul style="list-style-type: none"> • number of buyers determines whether students are dismissed by table or able to line up from the onset • tables by class and packer/regular/alternate/salad • extra trash cans so each aide covers a class and pushes it through for trash with students remaining at seat • tables wiped down when students leave and during arrival of swapped seat color group B
Lunch Recess	<ul style="list-style-type: none"> • 3 classes using playground blacktop and quad if necessary and not in use for PE • no hard or sports equipment yet; these will be introduced in the future • two bags or “sports equipment to be shared by Team in each grade level will be purchased and ‘taught’ for responsible social use in PE and by teacher • indoor recess is more stretch break and movement in personal space bubble with opportunity to play on ipad, write in journal, read books from home or ipad books, play aide led game of hangman or other in class games (To be researched)

<p>Fresh Air Brain Breaks AM/PM</p>	<ul style="list-style-type: none"> • when inside teaching and learning is in motion, teacher will take brain break or designated brain break to get outside and physically distance to remove mask for fresh air break • classroom teacher takes class on these breaks and takes the fresh air break in the AM/PM with the group • when outside, teacher offers social lesson on responsibility and respect with reteaching throughout the year on these lessons to promote safety
<p>Preparations considered for all throughout the day</p>	<ul style="list-style-type: none"> • effort to maintain maximum physical distancing feasible at all times • hand sanitizer
<p>Student Dismissal (Car riders/walkers) Dismissal</p>	<ul style="list-style-type: none"> • staff writes down list of students by car in order and walkie talkie relay in both hallways to dismiss by classroom • hallways marked for traffic pattern and distancing • one way traffic to front lobby & out

<p>Student Dismissal (Bus Loading Zone)</p>	<ul style="list-style-type: none"> • staff staggered in hallways and outside while one bus gets called at a time; fill bus from back to front • K&2 exit from white stairwell • 2-3 exit down side stairwells and out closest exit out • 1 & 3 exit out blue stairwell
<p>Student After School Programming</p>	<ul style="list-style-type: none"> • called to cafeteria for spacing appropriately following PM announcements • remain in gym/café until all remaining students are dismissed safely • must stay in cafeteria if we are dismissing from the playground
<p>Student Dismissal – Unwilling Students (After the bell)</p>	<ul style="list-style-type: none"> • remain in class and call home for parent to pick up due to safety reasons

<p>AM K Student Dismissal</p>	<ul style="list-style-type: none"> • this happens near 11:40; calls from outside to be reversed such that teacher walks students to cars and staff remain inside to send out called students to teacher • cones label 1-8 instead of 1-3 • on nice weather days, both grassy sides of the library used for each class with two staff members out on pavement to call students
<p>All PM preparations</p>	<ul style="list-style-type: none"> • effort to maintain 6 foot physical distancing at all times as best as possible • hand sanitizer stations on way out of building at lobby door • doors locked but propped open
<p>Kindergarten on Day 1</p> <p>Back to School Events</p>	<ul style="list-style-type: none"> • letters to families to indicate plan for meeting outside in designated locations with classroom teacher • family checks in with teacher then distances appropriately to drop face covering when six feet distanced • inside markings to follow during teacher presentation • hand sanitizer station and discussion on way in • bus needed longer for the day if we are still doing bus ride for K • 12 students ride at a time in AM for four trips with LPC staff

	<ul style="list-style-type: none"> • 18 students ride at a time with LPC staff in the PM • four separate presentations with six students and a family member in each • presentation focuses more on social responsibilities and teaching to be offered while learning technology items to be proactive in first few weeks
Sneak A Peek	<ul style="list-style-type: none"> • sign up genius offering only 6 to 7 spots per class in ten minute intervals with 5 minutes built in to dismiss before next group • offer colored stickers or agendas to thank yellow group, blue group, etc allowing staff to move people out and abide by distancing • taped message from principal with some expectations for Sneak A Peek when arriving and what to expect • post these to Social Media outlets via Shannon and Kimberly • virtual Sneak A Peek option based on Safe Schools Emergency Planning releases from PDE and Governor's office • can try a Sneak Peek for only K and new to LPC students if numbers allow it to acclimate all new LPC arrivals to the building • when in the building, many of the procedural expectations for travel and distancing can be found in the organizational planning document

Back to School Night	<ul style="list-style-type: none"> ● based on most recent orders from the governor, this would have to be virtual with each teacher offering a Zoom or google meet to families ● an outdoor event would be necessary given the number of students/parents expected to attend and the physical limitations of building size in effort to avoid face covering needs to present expectations for the year stressing a focus on Schoology and crash course to get parents to log in and see where their child will find most content, lessons, activities, and expectations ● outdoor stations would be set up with teacher locations (weather permitting) to invite half the class at one time and the other half another time ten to fifteen minutes after the first group is dismissed (Fields 6 & 7) ● ideally, the quad would be measured off for as many teacher groups while using areas just off the quad on the LPC playground and nearest playing field (#5)
Picture Day	<ul style="list-style-type: none"> ● only six students will be sent to the picture location at a time rather than the whole class at once ● students return to their classroom following the photo staying on right side, one way only and abiding by all mask and distance expectations
PTO Events	<ul style="list-style-type: none"> ● TBD following Governor's orders and abiding by all distancing expectations

Assemblies	<ul style="list-style-type: none"> • Outside agency assemblies will be postponed or cancelled until further notice due to Co-Vid 19 • PBIS Assemblies to happen by class, team or grade level promoting Bucket Filling signs of safety, respect and responsibility
Focus	<ul style="list-style-type: none"> • safety first; however possible following all guidelines as best as we can while gathering assessment info to drive planned teacher instruction targeting specific student needs • See PDE Schools link below • https://www.education.pa.gov/Schools/safe_schools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx

Rohrerstown Elementary School

Rohrerstown Elementary School Reentry Plan	
Building Aspect	Planning Steps
<p>CLASSROOM GUIDELINES</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none">● When multiple students are in one enclosed space, such as a classroom, seat students at least 6 feet apart and facing the same direction, to the maximum extent feasible. If this is not possible, space desks the maximum distance apart. To obtain maximum distance:<ul style="list-style-type: none">○ Remove all personal furniture, items from the classroom○ Remove tables: kidney tables, computer tables, rectangle tables normally used for small group instruction and/or cooperative groups from the classroom○ The only items in the classroom should be the teacher's desk, student desks, and classroom library● Ensure students are kept together in the small groups, in the same classroom, with the same staff, throughout the day, every day to the maximum extent possible. To obtain the least amount of cross-contamination and if need be help with contact tracing:<ul style="list-style-type: none">○ All grade level (w/the exception of grade 6 math) will be self - contained)○ Teachers will take individual recess breaks and not have grade level recesses. This will minimize the number of students on the playground and as well as cross contamination.

- Students will have assigned seats at lunch (teachers will create a lunch seating chart)
- Homerooms will be assigned areas on the playground to maximize student distancing. Prior to lining up, to enter for lunch, the building aides will blow the whistle 1X to indicate students need to put their masks on (1 minute warning). When it is time to line up on the designated lines, building aides will blow the whistle 2X

- Ensure adequate supplies (e.g., writing utensils, art supplies) to minimize sharing of frequently touched surfaces and shared objects, and monitor cleaning and disinfecting between use.
- Review daily with students the importance of NOT sharing items. Communicate with parents/guardians the importance of students using their own supplies and not sharing.
- Turn desks to face in the same direction. If desks or workstations cannot be moved, have students spaced apart and sit on only one side of tables in small group rooms.
- All classrooms have been/will be set up to obtain maximum distance between students. Student desks are facing the whiteboard in which AppleTV projects.
- Ensure each student's belongings are separated from others' and kept at the student's desk. Students will hang backpack and coats on their chairs. Lunchboxes will not be placed in communal lunch buckets but kept in the student's backpack.
- Small group instruction:
 - Teachers who are assigned small group classrooms have been given the option to utilize open-air common spaces.

- Kidney shaped tables have been moved from classrooms to open-air common spaces to create larger work spaces.
- A bin for used/contaminated classroom books needs to be clearly marked and placed in the classroom. Students need to know the protocol for placing contaminated books into the bin.
 - After a student touches and/or reads a classroom book, the book must be placed into the contaminated book bin to be cleaned.
 - Students must sanitize hands before handling books.
 - Limit the handling of books.
- Developed plan for staggered use and cleaning and disinfecting of room and books/materials.
- Monitor the adherence to the scheduled and increased, routine cleaning of and disinfection of classrooms.

These guidelines will be repeated throughout the plan as they are essential to the safety and well being of all individuals in the building.
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.

These guidelines will be repeated throughout the plan as they are essential to the safety and well being of all individuals in the building.
- Teach students behaviors to promote new school safety practices:
 - Walking in hallways
 - Social distancing
 - Use of materials; NO SHARING
 - Lunch guidelines
 - Recess
 - Bus procedures
 - Restrooms

	<ul style="list-style-type: none"> ● Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing. ● Obtain supplies including: <ul style="list-style-type: none"> ○ hand sanitizer (at least 60% alcohol) ○ hand sanitizer dispensers for each wing of the building
<p style="text-align: center;">BUS ARRIVAL</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Develop a plan for staggered arrival of buses. ● Bus riders assigned east 2 sets of doors; doors propped open prior to start of school to limit touching of surfaces. ● Monitor the adherence to the schedule and increased, routine cleaning of doors and lobby after arrival. ● Post and/or update signs in the lobby and in the building to promote everyday protective measures and describe how to stop the spread of germs. ● Teach students behaviors to promote safety practices when entering the building. ● Provide physical guide signs in the hallways and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing. ● Obtain supplies including: <ul style="list-style-type: none"> ○ hand sanitizer will be supplied throughout the building for student and staff use ● Have all students wash their hands or use hand sanitizer immediately upon entering the school.

	<ul style="list-style-type: none">● Send students directly to their assigned classroom upon entering the building. Do not allow students to congregate in a lobby, hallway, or cafeteria before school starts.● Collaborate with cafeteria staff on a plan for breakfast distribution.<ul style="list-style-type: none">○ Students choose the breakfast choice the day before using a Google Doc, so Grab & Go breakfast is efficient.○ Students from designated buses are given specific times to be in the cafeteria
<p>BUS DISMISSAL</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none">● Develop a plan for staggered Bus Dismissal (based on first few days of bus arrival)● Provide physical guides, identify Social Distance markers that are 6' apart for students to stand on while waiting for the bus to promote social distancing, and name cards on the seat.● Using roll colored paper that coincides with the color of the buses, identify 6' markers with bus signs on the roll paper that have the bus # and seat # so students are organized in the order they will enter the bus.<ul style="list-style-type: none">○ Dismiss students by seat number and bus number to limit the number of students in the hallways.Students riding bus 40 & 42 who sit in seats 20-24 may exit the building now. -SEATS #24 3 students #23 3 students #22 3 students #21 3 students #20 3 students =====

	<ul style="list-style-type: none"> ○ Afternoon runs will have a different assigned seat than morning runs; PRACTICE dismissing for busses the first 2 weeks of school; continue to remind (and monitor) the process daily ○ Mark lobby floor with stop points to organize students by seats prior to exiting the building. ● Need seating charts from bus company to organize students ● Monitor that all students are wearing masks ● Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs. Post signs on the bus. ● Teach students behaviors to promote safety practices when using the bus. ● Utilize all available staff to the support dismissal process. ● Hand sanitizing will be required ● Require all students to use hand sanitizer when exiting the building
<p style="text-align: center;">BUS CONSIDERATIONS</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or the bus stop each day. ● Do not seat students in the front row of the bus. ● Develop a plan for staggered use and cleaning and disinfecting. ● Open windows daily, if weather allows, to improve ventilation. ● Monitor the schedule and increased, routine cleaning and disinfection of buses ● Post and/or update signs into and on buses to promote everyday protective measures and describe how to stop the spread of germs. ● Bus drivers and passengers must wear face coverings while on the bus, in

accordance with the Secretary of Health's Order Requiring Universal Face Coverings issued July 1, 2020.

- Teach students behaviors to promote safety practices when riding the bus.
- Provide physical guides, identify Social Distance markers that are 6' apart for students to stand on while waiting for the bus to promote social distancing, and name cards on the seat.
- Using roll colored paper that coincides with the color of the buses, identify 6' markers with bus signs on the roll paper that have the bus # and seat # so students are organized in the order they will enter the bus.

- Dismiss students by seat number and bus number to limit the number of students in the hallways.

*Students riding bus 40 & 42 who sit in seats 20-24 may exit the building now.

-SEATS

#24 3 students

#23 3 students

#22 3 students

#21 3 students

#20 3 students

=====

- Students come to the lobby area to wait at their assigned area.
- Afternoon runs will have a different assigned seat than morning runs; PRACTICE dismissing for busses the first 2 weeks of school; continue to remind (and monitor) the process daily

- Obtain supplies including:
 - hand sanitizer (at least 60% alcohol)
 - cleaning and disinfection supplies
 - no-touch/foot pedal trash cans

	<p>/hand sanitizer dispensers</p> <ul style="list-style-type: none"> •Have all students use hand sanitizer before or immediately upon entering the bus. ● Letter sent to parents outlining new procedures <ul style="list-style-type: none"> ○ First stop will be assigned to the back of the bus to limit students walking past each other ○ Siblings will be assigned to the same seats ○ Cohorts will be seated together ○ Tape will identify where students should sit ○ Students will use hand sanitizer as they enter the bus ● Disinfect buses after each run, either middle school or high school, before the elementary run and again after the elementary run. Thoroughly clean and disinfect buses daily at the end of each day. ● Utilize 2 locations for car riders: <ul style="list-style-type: none"> •Kindergarten students, grade 1, grade 6 will use the kindergarten doors •Grades 2, 3, 4, & 5 will be picked up at the grade 3 doors. *Families will be assigned one dismissal door.
<p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or at the bus stop each day. <i>•Any student or staff with a fever of 100.4 degrees or higher or the symptoms of possible COVID-19 infection should not be in school.</i> ● If a student or staff demonstrate symptoms, the nurse needs to be called and nursing protocols will be followed.

	<ul style="list-style-type: none"> • Immediately separate individuals with COVID-19 symptoms or who test positive for COVID-19. <ul style="list-style-type: none"> •Any student or staff with a fever of 100.4 degrees or higher or the symptoms of possible COVID-19 infection should not be in school. • Teach students behaviors to promote safety practices. Provide ongoing education and communication to staff, parents/guardians and students about signs and symptoms of COVID-19 • Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing. • Obtain supplies including: <ul style="list-style-type: none"> •hand sanitizer
<p style="text-align: center;">AFTERNOON CAR RIDERS</p> <p style="text-align: center;">Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> • Develop a plan for staggered dismissal car riders. Car riders will utilize 2 locations for dismissal <ul style="list-style-type: none"> ○ Grades K, 1, & 6 will continue to utilize the kindergarten lobby for dismissal. Students will sit on social distance markers that are 6' apart on the floor. Students will have assigned seats. Kindergarten students will remain in the classroom. ○ Grades 2, 3, 4, & 5 will utilize the grade 3 door for dismissal. Students will sit on social distance markers that are 6' apart on the floor. Students will have assigned seats. Grade 3 students will remain in the classroom. ○ Assign families with students across multiple grade levels a designated dismissal location so parents/guardians are not driving to multiple locations for pick-up.

	<ul style="list-style-type: none"> • Walkers assigned west 2 set of doors; doors propped open prior to dismissal to limit touching of surfaces. Walkers dismissed @ 3:25. • Monitor the adherence to the scheduled and increased, routine cleaning of doors and lobby after dismissal. • Post and/or update signs in the lobby and in the building to promote everyday protective measures and describe how to stop the spread of germs. • Teach students behaviors to promote safety practices when existing the building. • Provide physical guide signs in the hallways and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to be picked up to promote social distancing. • Obtain supplies including: <ul style="list-style-type: none"> •hand sanitizer • Students go directly to their assigned car rider location at dismissal when announced. Do not allow students to congregate in a lobby, hallway, or classroom.
<p style="text-align: center;">MORNING CAR RIDERS & WALKERS</p> <p style="text-align: center;">Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> • COVID19 symptom screening is to be conducted at home/prior to coming to school/getting on the bus. • Develop a plan for staggered arrival of walkers and car riders. <ul style="list-style-type: none"> ○ Staff will only allow 5 cars to unload at a time to limit the number of students entering the building ○ Pylons with numbered flags for car rider arrival • Car riders and walkers assigned west 2 set of doors; doors propped open prior to start of school to limit touching of surfaces • Monitor the adherence to the scheduled and increased, routine cleaning of doors and lobby after arrival.

- Post and/or update signs in the lobby and in the building to promote everyday protective measures and describe how to stop the spread of germs.
- Teach students behaviors to promote safety practices when entering the building.
- Provide physical guide signs in the hallways and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing
- Obtain supplies including:
 - hand sanitizer
- Have all students wash their hands or use hand sanitizer immediately upon entering the school.
- Send students directly to their assigned classroom upon entering the building. Do not allow students to congregate in a lobby, hallway, or cafeteria before school starts.
- Collaborate with cafeteria staff and create a plan for breakfast distribution.
 - Student chooses a breakfast choice the day before using a Google Doc, so Grab & Go breakfast is efficient; Quicker in the line
 - Students from designated buses are given specific times to be in the cafeteria

MORNING KINDERGARTEN DISMISSAL

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Develop a plan for staggered classroom kindergarten dismissal.
 - Students who attend daycare programs will utilize the bus loop and staff will walk students to the bus loop to be dismissed. Days of 'bad' weather, students will wait in the lobby and walk to the vans when the vans arrive.
 - Students will sit on designated markers, 6' apart, to wait for pick-up.
- Provide physical guides, identify Social Distance markers that are 6' apart for students to stand/sit on while waiting for the pick-up to promote social distancing. Write name cards above the wall.
 - Mark lobby floor with stop points to organize students prior to exiting the building.
 - Monitor that all students are wearing masks
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs. Post signs in the lobby.
- Teach students behaviors to promote safety practices while waiting to be picked up.
- Utilize all available staff to the support dismissal process.
- Obtain supplies including:
 - hand sanitizer
 - Require all students to use hand sanitizer when exiting the building

ADDITIONAL EVENTS

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Sneak-A-Peek In response to the orders this event will not be held this year.
- Sneak-A-Peek Google invite has been created for all elementary schools to utilize. The Google invite allows for 7 students and 1 parent/guardian per student per classroom to sign up per 10 minute slot.
- Kindergarten student's first day of school:
Personnel included
 - Teacher
 - Support person from school
 - Student
 - 1 parent/guardian
 - Identify specific desks for students/parents in which to sit so custodian knows which desks need to be cleaned
 - Use hand sanitizer before entering the classroom
 - Everyone must wear a mask during the session if unable to maintain 6 ft apart
- Back to School Night
- Opening Meetings-In-service, Faculty meeting, Professional Dev.
- Classroom teachers:
Provide physical guide signs and Social Distance markers for the floor so teacher/staff can utilize the signs and markers in their classroom/space to stand on while waiting to promote social distancing.
- Teachers/staff should be preparing for:
 - Schoology course
 - Self-contained classroom; except for grade 6 which will switch ONLY for pre-algebra
 - Classrooms and schedules need to be prepared for Fresh Air Breaks (every 15 minutes) beginning of the year focused on relationships and Social and Emotional Learning

CHANGING CLASSES

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Create a one-way traffic pattern in hallways. Place physical guides, such as tape, on floors or sidewalks to create one-way routes.
 - Place tape on the center of the hallway floor to divide it in half
 - Post one way signs in the hallway to designate traffic patterns
 - Use end stairwells to go down
 - Use main stairwell in the lobby to go up
- Practice walking in the hallways with students.
- Develop a plan for staggered class times to limit numbers of students in hallways at any time.
- Grade level teams will create specific plans for exiting rooms for specials; this will be a cycle day schedule because specials change and times and routes will be different when exiting rooms.
- Develop a cleaning and disinfecting plan based on the use of the hallway.
- Develop a plan for staggered 'breaks' and classes entering the hallways to limit numbers of students in hallways at any time for:
 - Fresh Air Breaks
 - Brain Breaks
 - Recess
 - Lunch
- Monitor the adherence to the schedule and increased, routine cleaning of and disinfection of hallways and high touch surfaces.
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.
- Teach students behaviors to promote safety practices when walking in the hallway.

	<ul style="list-style-type: none"> ● When feasible, keep students in the classroom so students are not standing in the hallway waiting to get into a classroom. Keep cohorts of students together. ● Only grade 6 students will change for math class. Grade 6 teachers will create procedures for students to follow when changing for math and monitor the exchange. The plan will be shared with the principal. ● Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing. ● Obtain supplies including: <ul style="list-style-type: none"> •hand sanitizer •hand sanitizer dispensers for each wing of the building
<p style="text-align: center;">BATHROOM CONSIDERATIONS</p> <p style="text-align: center;">Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Develop a plan for staggered use bathrooms. <ul style="list-style-type: none"> ○ After lunch each homeroom teacher is assigned a bathroom to decrease student gathering (See bathroom schedule) ○ If needed, prior to or after specials, use assigned bathrooms to limit the number of students in one bathroom ○ During non classroom bathroom time, limit the number of students in the bathroom to (3). Implement an open/close system with velcro 'counter.' ○ Must sign out out the classroom ● Develop a schedule and increased, routine cleaning of and disinfection of restrooms; Clean and disinfect bathrooms frequently throughout the day. ● Post and/or update signs into and in bathrooms to promote everyday protective measures and describe how to stop the spread of germs.

- Teach students behaviors to promote safety practices when using the restrooms.
 - Close middle urinal to promote social distancing
 - Sanitize hands prior to entering bathroom
 - Wash hands when exiting bathroom
 - Model and practice waiting on social distance dots
 - Model and practice noting occupied to minimize overloading students in the bathroom
- Provide physical guides and identify Social Distance markers such as tape on the floor that is 6' apart for students to stand on while waiting to go into the bathroom to promote social distancing.
- Obtain supplies including:
 - soap
 - hand sanitizer
 - paper towels tissues
 - cleaning and disinfection supplies
 - no-touch/foot pedal trash cans
 - no-touch soap/hand sanitizer dispensers
- When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel.
- Prohibit the use of communal drinking fountains and provide safe alternatives for providing water, when possible.
 - All drinking fountains must be turned off at the bathrooms
 - Drinking fountains in the room need a bag tied over them otherwise all cold water must be turned off in the classrooms.
- Students should be bringing water bottles from home.

HALLWAYS

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Create a one-way traffic pattern in hallways. Place physical guides, such as tape, on floors or sidewalks to create one-way routes.
 - Place tape on the center of the hallway floor to divide it in half
 - Post one way signs in the hallway to designate traffic patterns
 - Use end stairwells to go down
 - Use main stairwell in the lobby to go up
- Practice walking in the hallways with students.
- Develop a plan for staggered class times to limit numbers of students in hallways at any time.
- Grade level teams will create specific plans for exiting rooms for specials; this will be a cycle day schedule because specials change and times and routes will be different when exiting rooms.
- Develop a cleaning and disinfecting plan based on the use of the hallway.
- Develop a plan for staggered 'breaks' and classes entering the hallways to limit numbers of students in hallways at any time for:
 - Fresh Air Breaks
 - Brain Breaks
 - Recess
 - Lunch
- Post and/or update hallway signs to promote everyday protective measures and describe how to stop the spread of germs.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing.
- Teach students behaviors to promote safety practices when using the walking in the hallways.

	<ul style="list-style-type: none">● All students will use the hand sanitizers placed at each door entrance upon entering the building.<ul style="list-style-type: none">•hand sanitizer (at least 60% alcohol)•hand sanitizer dispensers for each wing of the building● Small group instruction: reading, speech, learning support, math support, ESL, teachers will come to the classroom to pick up students to monitor that students are following protocols when walking in the hallways● Create a one-way traffic pattern in hallways.● Practice these walking patterns regularly with students, especially the first few weeks.● Designate the main staircase as up only to support one-way traffic patterns. Designate staircases at the end of each hallway as down only to support one-way traffic patterns.● Stagger class times to limit numbers of students in hallways at any time.● When feasible, keep students in the classroom and rotate teachers instead so there is limited students in the hallways
<p>CAFETERIA</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none">● If meals are served in a cafeteria setting, sit students at least 6 feet apart and have students wear face coverings when walking to and from the cafeteria as well as when getting their food.<ul style="list-style-type: none">•Each student will have an assigned seat.•Seats have been designated LUNCH A/LUNCH B for cleaning purposes and spacing.•Students will remove their masks when they are seated and hang either on their lanyard or on the EZ up clip attached at each designated seat.

•Designate the door by the gym as the **ENTER** door and door by the stage as the **EXIT** door.

•From lunch recess, students will enter the building through the gym doors closest to the cafeteria. A hand sanitizer will be stationed inside the door.

*packers will enter first.

*Classrooms that line up by the stage will enter next and wait on social distance markers.

*Classrooms that line up by the gym will enter last and line up on the social distance markers.

- Seat students in staggered arrangements to avoid "across-the-table" seating.
 - Students will have assigned seats
 - Students will practice entering the cafeteria and finding their assigned seat
- Require students and staff to wash hands or use hand sanitizer before and after eating.
- Serve individually plated meals/box lunches.
- Teach students behaviors to promote safety practices when in the cafeteria:
 - Do not allow snacks to be shared for classroom activities or events.
 - Avoid sharing of food and utensils.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing.
- Create an environment that is as safe as possible from exposure to food allergens and consistent with individual 504 plans

RECESS

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19

- Clean and disinfect plastic and metal playground equipment, particularly high-touch surfaces such as railings, handles, etc., frequently and routinely over the course of each day.
 - Students will not use swings to begin the school year
 - Students will not use play equipment/ 'big toy' to begin the school year
- Homerooms will be assigned areas on the playground to maximize student distancing. Prior to lining up, to enter for lunch, the teacher/building aides will blow the whistle 1X to indicate students need to put their masks on (1 minute warning). When it is time to line up on the designated lines, teacher/building aides will blow the whistle 2X.
- Reinforce physical distancing of at least 6 feet during playground play.
- Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds.
- Teach students behaviors to promote safety practices when using the playground.
- Provide physical guide signs and paint Social Distance markers on the ground that are 6' apart for students to stand on while waiting to come into the building to promote social distancing.
 - Each classroom is assigned a painted line on the playground. On the line, markers have been painted to identify 6' social distance markers.
 - Teachers will monitor that masks have been replaced.
 - Teachers will monitor that students use hand sanitizer before entering the building.
 - When used, teachers will monitor that playground equipment is

	<p>placed in 'contaminated containers,' so that it can be cleaned</p> <ul style="list-style-type: none"> ● Limit the size of groups using the playground at any one time.
<p>RECESS-PLAYGROUND</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Develop a plan for staggered use and cleaning and disinfecting the playground. <ul style="list-style-type: none"> ○ Students will not use swings ○ Students will not use play equipment ○ Play equipment will be cleaned after each usage; clean equipment bins and dirty equipment bins will be placed by recess doors ● Monitor the adherence to the schedule and increased cleaning of playground equipment; bins w/contaminated equipment ● Paint Social Distance Markers on the playground 6' apart to promote social distancing. ● Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs. <ul style="list-style-type: none"> ○ Signs on doors ○ Signs in hallways ● Teach students behaviors to promote safety practices when using equipment and interacting with peers. ● Reinforce physical distancing during playground play to the extent feasible. ● Provide alternate activities for students.

- The same cohort of students should use the playground and/or limit the size of groups using the playground at any one time.
- Obtain supplies including:
 - hand sanitizer
 - hand sanitizer dispensers for recess doors
- Have students and staff wash their hands or use hand-sanitizer before and after being on the playground.
- Classrooms will exit from stairwells & doors in their designated wing; teachers must walk students
 - Grade 1 & 6 from West door
 - Grade K from K door
 - Grade 3 & 4 from East door- can walk across front of building and enter playground using gate or around the building
 - Grade 2 & 5 from South/front of building and enter playground through gate at front of building.
- Cohort students and limit the size of groups using the playground at any one time.
- No grade level recess; brain breaks when needed.
- Lunch recess will be a grade level recess with rotating designated class areas
 - Trail
 - Soccer Field
 - Macadam
- Homerooms will be assigned areas on the playground to maximize student distancing. Prior to lining up, to enter for lunch, the teacher/building aides will blow the whistle 1X to indicate students need to put their masks on (1 minute warning). When it is time to line up on the designated lines, teacher/building aides will blow the whistle 2X.
- Reinforce physical distancing of at least 6 feet during playground play.

OFFICE PROCEDURES

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- If possible, eliminate high-touch surfaces, so keep doors propped open to minimize the number of times the door handle is touched:
 - *Office door
 - *Classroom doors
 - *Special areas
 - *Building doors for arrival & dismissal
- If possible, eliminate high-touch surfaces, so keep doors propped open to minimize the number of times the door handle is touched, so the office door from the lobby will be propped open to **ENTER** and the office door leading into the kindergarten wing be propped open to **EXIT**.
- There needs to be a traffic flow into and out of the office to minimize people being in contact with each other. Everyone will **ENTER** the office from the lobby and **EXIT** through the door into the kindergarten lobby.
- Office carpet will be marked with tape to designate traffic patterns.
- Office copier use will be limited due to the size of the room the copier is located, touching of the screen, and limiting the number of people in the office.
- Staff will enter the building through the main door each morning.
- Swipe to get into the building.
- Swipe to get into the lobby. Main door into the office will remain locked to keep visitors from walking into the office.
- Staff should check their mailbox in the morning and again at lunch. Congregating in the office, hallways, communal spaces is not recommended.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for staff to stand on while waiting to promote social distancing.
- Hand sanitizer dispensers are available in the office.

PROCEDURES FOR DAILY HEALTH

COVID-19 may survive on certain surfaces for some time, which means it is possible to be infected after touching a contaminated surface and then touching the mouth, eyes, or nose. Frequent handwashing, along with cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e., restrooms, hallways, and transportation), decreases transmission.

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Broadcast regular announcements on reducing the spread of COVID-19 during the school day.
- Include messages (e.g., videos) about behaviors that prevent the spread of COVID-19 when communicating with staff, students and families (such as on school websites, in emails, and on school social media accounts).
- Face coverings must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.
- Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart;
 - Seated at desks or assigned workspaces at least 6 feet apart
- Make hand sanitizer available in common areas, hallways or in classrooms, or in all three, where sinks for handwashing are not available.
 - See [CDC Hand Sanitizer Use](#)
 - [Opens In A New Window](#)
- Clean and disinfect frequently high touched surfaces and objects within the school and on school buses at least daily.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Clean spaces when used by different groups or cohorts of students.
- Do not have students present when disinfectants are being used or have

	<p>students participate in disinfecting activities.</p> <ul style="list-style-type: none"> ● Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs. ● Reinforce and monitor handwashing with soap and water for at least 20 seconds. ● Teach students behaviors to promote safety practices. ● Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing. ● Reinforce the importance of social distancing and staying with the designated small groups at all times during the day. ● Obtain supplies including: <ul style="list-style-type: none"> •hand sanitizer (at least 60% alcohol) •hand sanitizer dispensers for each wing of the building
<p>MEETINGS</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Propped open doors to minimize the number of times the door handle is touched when entering the meeting ● Principal's Conference Room for IEP, MDT 504 mtg that are smaller in size, less than 4. ● IST Conference Room for IST meetings that are less than 4. ● For meetings requiring more than 4 people, use the Large Group Room <ul style="list-style-type: none"> •will need to create a Google Sign Out •For parent meetings, use Bell Tower to limit the interact of visitors w/students •hand sanitizer in LGI •use hand sanitizer in the lobby ● Schedule cleanings of the Large Group Room and lobby after meetings. ● Zoom meetings whenever possible. ● To minimize the contamination of high touch surfaces:

	<ul style="list-style-type: none"> ○ Parents/guardians/outside agency personnel will check in with the secretary ○ Parent/guardian/outside agency personnel will insert their license into the scanner but not touch the screen ○ The secretary will use the laptop to access all needed information on the school system and generate a visitor badge. ○ After the meeting the secretary will sign the visitor out ● Hand sanitizer dispensers are available in the office. ● Chairs in the office will be separated to promote social distancing while individuals are waiting for meetings. ● Plexiglass shields will be installed to protect secretaries during all interaction.
<p style="text-align: center;">EMERGENCY SITUATION</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● During an emergency situation, students and staff would follow the protocols in place for that situation making allowances to maintain the maximum distance between whenever possible. ● In a life and death situation, such as a fire, quickly getting out of the building is the top priority then one safely away from the building, spreading students apart in line. ● For monthly drills, it will be expected that students socially distance while waiting outside. ● Teach students behaviors to promote safety practices in all situations. ● Use hand sanitizer when re-entering the building. Doors should be propped open when re-entering to minimize the touching of surfaces.

SPECIAL AREA CLASSES

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Develop a plan for staggered times when leaving for special areas classes
- To the extent possible, special area classes should be held outside but when not possible, remove furniture so that maximum space can be obtained between students.
 - Provided social distance markers for lining up.
- Designate **ENTER** & **EXIT** doors.
- Teach students behaviors to promote safety practices walking to specials and being special classes.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing.
- Obtain supplies including:
 - hand sanitizer (at least 60% alcohol)
 - hand sanitizer dispensers for each special area teacher
- Phys. Ed;
 - whenever possible classes will be outside
 - Teach activities for students to participate in at recess that are hands free
- Music
 - Whenever possible classes will be outside
 - If not possible, students will go to the music classroom. Students will use hand sanitizer when they enter the classroom.
 - Seats are spaced for maximum distance. Students will keep masks on due to singing and the spread of germs.
 - Materials will NOT be shared.
- Art

	<ul style="list-style-type: none"> ○ Whenever possible classes will be outside ○ If not possible, students will go to the art classroom. Students will use hand sanitizer when they enter the classroom. ○ Tables are spaced for maximum distance. One student will sit at each end of the table. ○ Materials will not be shared. ● Library <ul style="list-style-type: none"> ○ The lesson will be taught in the classroom. ○ Students will go to the library for book exchange. ○ Students will use the hand sanitizer before entering the library.
<p style="text-align: center;">SUPPORT CLASSES</p> <p>Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.</p>	<ul style="list-style-type: none"> ● Develop a plan for staggered use and cleaning and disinfecting. ● Fulltime Learning Support Students will continue to push into assigned classes for math, Science, SS, specials as outlined in IEP. ● Itinerant Learning Support Students will continue to be pulled out during Intervention Block. Maximum spacing of 6' could be obtained in classrooms due to the number of students on learning support caseloads, so students will be able to remove masks while working in rooms if all students remain at their desks. ● Reading support students will either have support in common areas or reading support room depending on: <ul style="list-style-type: none"> ○ Number of students in group ○ Size of reading support room

- If need be, the support will be provided in the common area of the grade level. Kidney shaped tables have been placed in all common areas.
- All teachers will walk to the classroom and pick up students and also, walk students back to the classroom to model and monitor safety practices in the hallway.
- When multiple students are in one enclosed space, such as a classroom, seat students at least 6 feet apart and facing the same direction, to the maximum extent feasible. If this is not possible, space desks the maximum distance apart. To obtain maximum distance:
 - Remove all personal furniture, items from the classroom
 - Remove tables: kidney tables, computer tables, rectangle tables normally used for small group instruction and/or cooperative groups from the classroom
 - The only items in the classroom should be the teacher's desk, student desks, and classroom library
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.
- Teach students behaviors to promote safety practices when pushing into classes and/or being pulled out of class such as following the one way direction in the hallways, using the appropriate stairways, waiting on social distance markers, etc.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing
- Obtain supplies including:
 - hand sanitizer & dispensers for each wing of the building

VISITORS AND ADULTS

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Maintain a distance of at least 6 feet from other adults to the maximum extent feasible.
- Maintain at least 6 feet from students, too.
- Hold group meetings such as parent-teacher conferences, staff meetings, and curriculum planning virtually.
- When dropping off items:
 - Drop-off table will be set-up in vestibule for items to be deposited when forgotten.
 - Parents will be buzzed into the vestibule and asked to leave any items on the table; the door to the office will be locked.
- Install physical barriers, such as plexiglass, in reception areas and employee workspaces where the environment does not accommodate physical distancing.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing.
- Monitor the adherence to and increased scheduled cleaning of and disinfection of the office area
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.
- Discourage congregating in the office.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for visitors to stand on while waiting to promote social distancing.
- Obtain supplies including:
 - hand sanitizer
 - hand sanitizer dispensers in the office

SIGNS FOR THE BUILDING

Considerations to follow to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.
- Post and/or update signs to promote everyday protective measures and describe how to stop the spread of germs.
- Continue to **post or update** signs in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Teach students behaviors to promote safety practices when using the restrooms. Each morning all teachers review classroom, buildings, bus expectations & guidelines.
- Provide physical guide signs and identify Social Distance markers on the floor that are 6' apart for students to stand on while waiting to promote social distancing.
- Post signs detailing expectations for hand sanitizers:
 - hand sanitizer (at least 60% alcohol)
 - hand sanitizer dispensers for each wing of the building

Mountville Elementary School

Mountville Elementary School Reentry Plan	
Building Aspect	Planning Steps
Building Procedures and Protocols	<p>Entrance and Hallways</p> <ul style="list-style-type: none">• Walkways leading up to the entrance will have cones or other markings designating direction/traffic patterns and 6 feet distancing• Office and hallways also marked for traffic pattern and social distancing• Hand Sanitizer stations in main lobby entrance• Main entrance doors will be labeled Walker/Car Rider Entrance (left side door), Bus Rider Entrance (right side door)• Doors opened at 8:40 for student arrival to decrease the need to touch surfaces• Hallways and stairwell are marked for social distancing AND directionality<ul style="list-style-type: none">○ Always walk on the RIGHT side of the hallway○ Use main/center staircase to go upstairs ONLY○ Use side entrance staircase for down ONLY <p>- LS, Reading Support, and ESL use stairwell A4</p> <p>- 6th Grade use stairwell B</p> <p>- 5th grade, Autistic Support, and Small Offices in use stairwell A1</p> <p>- 4th grade use stairwell D</p>

- Library, Building Aide Office, LGI use stairwell A2

Office access

- Enter main office door and exit by the adult restrooms
- Please be sure to follow the FLOW of the office to minimize traffic and increase social distancing
- Hand sanitizer bottles near sink area

Classroom/Offices/Main Lobby to Office/Office to Kindergarten Wing

- Custodians will have doors unlocked and open to alleviate touching of door knobs
- Classroom doors left open, but locked to reduce faculty/staff/students touching door handles

Faculty Room

- Use refrigerator/freezer at own discretion
- Use water cooler, microwave, and coffee maker at own discretion
- Reduce the number of chairs at each table to promote social distancing
- Encourage using teacher desk or outside to eat

Meeting Locations

- Office conference room for smaller groups of 4 or less
- LGI needed for meetings larger than 4 people
- use main stairwell to gain access to second floor
- hand sanitizer in LGI
- use hand sanitizer in the lobby
- Zoom meetings when possible
- Parents/guardians/outside agency will check in with the secretary; the visitor will insert their license but not touch the screen;

the secretary will use laptop to access School Gate Guardian to generate a yellow visitor badge and then sign the visitor out as well

- Replace office upholstered chairs with metal folding chairs that can be wiped down
- Reduce the number of visitors in the office; separate chairs to promote social distancing

Office Safety Precautions

- One way traffic pattern for faculty/staff to enter/exit office
- Encourage checking mailboxes and using copier during planning time and lunch to reduce the number of people in the office
- One person in workroom/IST room at a time
- Hand sanitizer available on counter in each room/space
- Consider office work room for office use only; small copier in this room; large copier moved to IST conference room for faculty/staff use
- Encourage phone calls to the office or emails instead of face-to-face contact
- School Gate Guardian will be used by secretaries to check visitors in and out, instead of them touching the screen
- Secretaries will maintain the signing in and out of students on the clipboard/shared google sheet instead of having parents/guardians to do this
- Limit the number of visitors given access to the office; some parents/guardians may need to wait patiently outside
- Replace upholstered chairs with metal folding chairs that can be more easily sanitized; reduce the number of chairs
- Add plexiglass in front of each secretary's workstation and School Gate Guardian
- Hand sanitizer and wipes in the office to wipe down surfaces as needed

Nurse Office

- Closing health room down mid-day for disinfection by nurse
- Nightly disinfection by custodial staff-needs to be a priority area
- Isolation area of 1 to 2 cots, spaced at least 6 feet apart. Farther if no curtain is available. Separate area for students who are not suspected of COVID-19
- Medication/treatment area within separate area, such as front office with nurse desk, so as not to cross contaminate
- Hand sanitizer station outside of nurse office
- Mask must be worn to enter nurse office
- Plexiglass in front of nurses desk area
- Waiting room scaled down to hold only enough chairs to be able to space six feet or more apart.
- Non-urgent matters-Teacher sends email and will send one student at time frame. Calling in advance if applicable. Nurse will be able to meet students in the waiting area or at the entrance of the health room to triage and place students in appropriate areas. Possible overflow waiting if needed outside the nurse office, but only for non-ill students. Nurse to quickly triage and assess where students should be placed within the nurse office or sent back to class.
- **non-emergent needs-teacher emails the nurse for a time the student can come down. Wait for a response from the nurse and then send the student. Possible phone call if needed from staff.
- Clear liners to replace curtains between cots for easy cleaning/disinfecting
- Bathroom use in nurses office for students with medical need provided by physician
- Nothing on countertops to assist with easy cleaning. Daily use items kept on tray inside cabinet to be used when needed

- No student buddies bringing kids to health room- unless Diabetic student needs escort
- No reusable ice packs this year- only premade, then disposed
- Students to be sent by homeroom teachers (not lunch aides, not specials area -unless witnessed injury/illness)- limits random visits
- Marking on the floor in the nurse office to distinguish waiting areas and areas that may not be crossed.
- No stuffed animals, no books for students while waiting. These are unnecessary areas of germ transmission.
- Nurse Visits: medications, menstrual emergency, injury with head involved, injury with excessive blood, nosebleeds, injury with possible musculoskeletal involvement, tooth or teeth issue, foreign object in eye, treatments: ie diabetic students, inhaler use, and other nursing treatments, head lice or possible head lice, stomachache unrelieved by time and bathroom use, fever, cough, Shortness of breath, vomiting, diarrhea, lethargy that is unusual for student, headache unrelieved by time and fluids, accident in pants, eye problem, ear problem, sore throat.

Small Group Instruction (Instructional Support)

- Instructional Support Teachers and Staff (Reading Specialists, Math Tutor, ESL Teacher, ESL Aide, Building Aides) will conduct lessons in the common areas or assigned learning space.
- Haiges- Kindergarten/1st Grade Common Area
- Faust- 6th Grade Common Area
- T. Baker- 2nd/3rd Grade Common Area
- ESL Teacher- Computer Lab
- ESL Aide- Individual/Computer Lab or Push In
- Math Tutor- 4th/5th Grade Common Area

	<ul style="list-style-type: none"> ● Building Aides- Individual or Push in ● Learning Support Teachers will conduct lessons in their own learning space or Science Lab to allow for social distancing ● Primary LS- classroom ● Intermediate LS- Science Lab ● Speech Pathologists will conduct lessons in their own learning space with desks. LGI if groups are larger than own learning space ● Gifted Teacher and Pre-Algebra will conduct lessons in their shared learning space. <p>Student Bathrooms</p> <ul style="list-style-type: none"> ● See Procedures under Instructional Day
<p>Procedures for Staff Arrival</p>	<p>Professional Staff Arrival</p> <ul style="list-style-type: none"> ● Conduct COVID-19 symptom screening at home, prior to coming to school <ul style="list-style-type: none"> ○ If a staff member exhibits COVID-19 symptoms, the staff member must stay home. ○ The staff member should contact their supervisor. ○ Any staff member who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan ● All staff must enter the building using the Main Lobby Entrance ● Use swipe card to enter left side main entrance and then swipe again to enter lobby- hand sanitizer placed right inside the lobby ● Go directly to their classrooms/office space ● Avoid entering the office if possible need during arrival; instead, <ul style="list-style-type: none"> ○ check mailbox during their special or lunch time to reduce the number of people in the office

- If copies are needed, use planning time to do this to promote social distancing
- Use the print shop for paper copies; consider alternatives
- Masks/face shields (PPE) to be worn when traveling
- Use phone calls/email to ask questions instead of visiting the office

Support Staff Arrival

- Conduct COVID-19 symptom screening at home, prior to coming to school
 - If a staff member exhibits COVID-19 symptoms, the staff member must stay home
 - The staff member should contact their supervisor
 - Any staff member who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan
- Enter through Main Lobby Entrance doors
- Enter office to use Veritime, but encourage using Veritime online
- Use hand sanitizer or wash hands at the nearby sink
- Check mailbox
- Walk on the right side of the hall
- Use main/center stairwell to go to second floor if needed
- Maintain social distancing
- Masks/face shields (PPE) to be worn when traveling
- Use phone calls/email to ask questions instead of visiting the office

Procedures for Student Arrival

Student Arrival- Walkers/Bike Riders

*1-2 staff members needed at the entrance to supervise all students walking into the building

*2-6 staff members needed to supervise and guide students entering the building

- Main lobby doors
- In front of the main entrance hallway
- K/1st grade wing
- 2nd/3rd grade wing
- 4th/5th grade wing
- 6th grade wing
- Conduct COVID-19 symptom screening at home, prior to coming to school
 - Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan
- At 8:40 these students will enter the building using the left hand side of lobby doors in an orderly manner using hand sanitizer upon entry
- Students will go directly to their classroom unless they get breakfast
 - Breakfast procedures will be followed if receiving a school breakfast
 - Hallway/Stairwell procedures will be followed.
- Masks/face shields (PPE) to be worn when traveling

Student Arrival-Car Riders

*1 staff member needed to supervise students exiting car

- Conduct COVID-19 symptom screening at home, prior to coming to school
- Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan
- Students will remain in the car until they are parked by one of the dismissal cones

- Students will exit car on their own, staff will not make contact with car door and follow social distancing while supervisor arrival
- Starting at 8:40 these students will use the left hand side of lobby doors in an orderly manner using hand sanitizer upon entry
- Students will go directly to their classroom unless they get breakfast
 - Breakfast procedures will be followed if receiving a school breakfast
 - Hallway/Stairwell procedures will be followed.
- Masks/face shields (PPE) to be worn when traveling

Student Arrival- Bus Riders

*2 staff members needed to supervise students as they exit the bus(es) and walk to the entrance; as one bus exits the other staff member can begin to prepare the next bus

- Conduct COVID-19 symptom screening at home, prior to coming to school
 - Any parent/student who is unable to conduct the symptom screening at home must contact the school nurse to discuss an alternative plan.
- Starting at 8:40, students will remain in the bus until a staff member informs the driver to dismiss students to the sidewalk
 - Students will exit the bus maintaining social distancing along the curb using markings on the sidewalk
 - One bus will be dismissed to enter the building at a time
- Students will use the right hand side of lobby doors in an orderly manner using hand sanitizer upon entry
- Students will go directly to their classroom unless they get breakfast.

- Breakfast procedures will be followed if receiving a school breakfast.
- Hallway/Stairwell procedures will be followed
- Masks/face shields (PPE) to be worn when traveling

Student Arrival- Late Arrival

- Parent/guardian will walk the student to the main entrance and be given access to the office by the secretary
- The secretary will log the time in on the clipboard/electronically instead of the parent
- The student will go directly to their classroom
- The parent/guardian will exit the office door to go out of the building
- Secretaries will need to monitor the number of parents/guardians in the office at one time and ask others to wait outside if necessary

Student Breakfast

*3-4 staff members needed for the various positions

- Supervise students as they enter the cafeteria and guide to the next available line
- Supervise students as they exit the food line and guide to the next available seat
- Collect trash from students as they finish eating
- Guide and supervise students as they exit the cafeteria
- Cafeteria staff will have prepared breakfast for students to take.
- Students getting a school breakfast will enter the cafeteria through the Main hallway Cafe doors and follow marked traffic patterns/social distancing.

	<ul style="list-style-type: none"> - Students entering the cafeteria will use hand sanitizer - Staff member will direct students to to the breakfast line - Students will state name, walk through line in an orderly fashion,and take a breakfast - A staff member will direct student to the first available seat in the cafeteria - Masks can be hung on command hooks near the seat - When finished eating, student will raise hand and wait for an adult to dismiss from the table - Students will follow the traffic patterns and social distancing to take items to the trash can - Students will follow the traffic patterns to exit the cafeteria using the Music Room hallway <p style="text-align: right;">*Masks worn for transition</p> <p>Parent/Guardians volunteers/visitation</p> <ul style="list-style-type: none"> ● At this time we are asking that parents/guardians and other visitors to not be permitted to the classroom unless a special consideration is approved by the principal ● Visitors will need to comply with safety guidelines ● If a parent/guardian drops off an item for a student, it will be placed on the table in the vestibule. Secretary/staff member will retrieve the item and notify the student/teacher that the item is in the office
Instructional Day	<p>Classroom Set-Up</p> <ul style="list-style-type: none"> ● Classrooms will be removed from excess furniture (i.e. tables, desks and chairs not assigned to a student) ● All classrooms will have the SAME types of furniture- teacher desk, student desks, 2 bookshelves, 1 bookshelf in classroom entrance

- Separate student desks as far as possible (minimum of 3 feet apart). Facing forward in rows
- Extra furniture or large objects/items are NOT permitted at this time to maintain the minimum 3 feet for social distancing. This includes the teacher's personal furniture and flexible seating options.
- Limit movement around the room.
- Stretches and brain breaks at own desk area with masks
- Class Meetings conducted at desks
- Folding chair for assigned PCA
- Wipes in the classroom to wipe down surfaces as needed
- Covered water fountains to prevent use
- Students should bring their own water bottle marked clearly with their first and last name
- Students have own/individual supplies to limit/avoid sharing
- When common items are needed, the teacher passes out and collects items (scissors, paper, etc.)
- Students/teacher sanitize shared supplies before and after using with wipes
- E-books are encouraged to limit contact

Small group instruction (taught by Instructional Support Teachers or Staff)

- Use common area for Title 1 reading instruction
- Move tables and chairs to common area to accommodate the small groups of students; separate chairs to promote social distancing
- Instructional Support Teachers will meet students in common area or classroom

*See under Building Procedures and Protocols

Hallways traffic pattern

- Use the right hand side of the hallway following arrows on the floor

- Continual reminders to students to keep hands by their sides; do not touch the wall or railings
- Main lobby stairwell will be designated to go upstairs only
- Outside wing staircases will be labeled “Down Only” and used to come downstairs
*See under Building Procedures and Protocols

Student Preparedness

- Encourage students to have fully charged iPad to reduce use of common charger
- Encourage students to have clearly marked water bottle
 - Water bottle can be refilled at designated filling station
 - Water bottle to be taken to PE on assigned PE days
- Hand sanitizer at sink
- Encourage students to bring personal hand sanitizer that would fit in a desk
- Encourage students to bring a towel to sit on when having class outside
- Encourage students to bring a headphones/earbuds
- Encourage students/families to be aware of weather conditions (i.e. sunscreen, hats, coats) due to increased outdoor activity
- Students will be given own supplies to avoid sharing of items
 - Crayons
 - Pencils
 - Folder(s)
 - Notebook
 - Whiteboard
 - Dry/erase marker
 - Calculator
 - Lanyard for masks

Arrival to the Classroom

- Hand sanitizer upon arrival
- Student bookbags and lunches kept at their desk

- Lunch counts done virtually or verbally
- Lockers are not used (unless organizational issue warrants single student use)
- Backpacks/coats hung on the back of the chair

Bathroom

Class Bathroom Break

- Grade levels will be designated a specific bathroom to use
- Class bathroom breaks will be staggered and not taken during other building transitions to maintain social distancing
- 2-3 students will be able to enter at a time with supervision
- If class bathroom break is given, students must maintain social distancing and follow markings
- Strict enforcement of number students using the restroom will need to be monitored by teachers

Individual Student Bathroom Break

- Students will ask permission to use the restroom. Students must use the designated grade level bathroom, unless an emergency
- One student will be excused to use the restroom at a time to limit the number of students in the hall/bathroom.
- PPE when traveling
- Hand sanitizer upon return to the classroom
- The student will sign out on the Bathroom Sign-Out Sheet. When the student returns s/he will write time returned or cross off name (for primary grades). Encourage QR code to eliminate the need for touching pencil/paper and tracking.
- Strict enforcement of number students using the restroom will need to be monitored by teachers

Specials

- PE will conduct lessons outside, weather permitting. PE classes will be held on fields or playground. In the event of inclement weather, PE will be conducted in the gym with social distancing. Personal Fitness will be the initial focus. Masks will be worn if distanced under 6 feet apart. Teachers take/pick up students at the gym.
- Music will be conducted outside, weather permitting. Music can use the grass area near the 3rd grade wing. In the event of inclement weather, Music will be conducted in the Music Room with social distancing. Initially, minimize use of music equipment. Masks worn in distances under 6 feet apart. Teachers take/pick up students at the music room.
- Library will conduct lessons in the homeroom classroom. Library book exchange will occur in the library. Librarian will take students to the library to exchange books. Teacher will pick up students from the library. When books are returned, they must remain in the bin for 3 days with sanitation.
- Art will conduct lessons in the homeroom classroom or outside, weather permitting, with six feet social distancing. Art room used depending on the activity and space availability for social distancing
- Each student will use their own assigned tools to complete tasks to limit sharing of materials
- While students are transporting through the hallway, teachers will monitor for social distancing
- Masks worn for transitions and areas under 6 feet distancing

Lunch

- Teacher/Building Aide/Staff will walk students to the cafeteria or playground depending on schedule
- Students will enter the cafeteria using the PE entrance beside the main stairwell OR if on the playground, using the gym door by the basketball court.
- Students entering the cafeteria will use hand sanitizer
- Students will sit at assigned tables
- Staff will call up one class at a time to gather lunch.
- Students will follow traffic patterns and social distance while in line
- Students will remain seated throughout the lunch period. Masks can be hung on student lanyards
- Building Aides/Staff/Volunteers will push the trash can for students to throw away items in order to maximize available time
- Once students have finished their lunch, Building Aides/Staff will line students up in single file lines. Masks will need to be put back on for transition
- Teacher/aide/staff will escort students and exit the cafeteria using the Music Room hallway
- Traffic patterns and social distancing will be followed at all times
- Tables will be wiped down in between each lunch period
 - Students will use designated grade level bathroom if needed while in the cafe
 - Students will carry packed lunch boxes to the cafe

Recess

Outdoor Recess

- Wipe down walkie talkies used during recess supervision
- 1 vest will be assigned to each Building Aide and teacher to avoid sharing of item

- Teacher/Building Aide/Staff will walk students to the cafeteria or playground depending on schedule.
- Students who have packed a lunch will line up their lunchbox on the assigned area on the playground.
- Students will be required to social distance during recess. Large group and individualized recess games/activities will be conducted during this time.
- At the end of recess, students will line up and enter the building using the entrance near 1st grade wing (right side door) OR if going to lunch, using the gym door by the basketball court.
- Traffic patterns and social distancing will be followed at all times.
- Recess Sports equipment (balls, jump ropes, etc.) will be introduced at a future date.
- Hard/Permermant Recess equipment (climbing equipment and swings) will be introduced at a future date.
 - Toys/equipment from home are not permitted
- Indoor Recess
- Indoor recess activities are individual or a whole class game that does not require movement. Stretch or brain breaks at desks are also acceptable. Masks must be worn.

Extra Recess/Fresh Air Break (K-3)

- 10 minute break times will be scheduled throughout the day to maintain social distancing. Classes will not be scheduled as a grade.
- Main Entrance sidewalks will be used for 10 minute breaks when PE is using the playground.
- During inclement weather, LGI will be used for breaks
- Each classroom teacher will supervise their own class.

	<p>Fresh Air Breaks (4-6)</p> <ul style="list-style-type: none"> • 10 minute break times will be scheduled throughout the day to maintain social distancing. Classes will not be scheduled as a grade. • Main Entrance sidewalks will be used for 10 minute breaks (not the playground, unless permitted by the Principal due to PE usage and Primary classes). • During inclement weather, LGI will be used for breaks • Each classroom teacher will supervise their own class.
Student Dismissal	<p>Dismissal- Car Riders</p> <p>*2 staff members needed on the 2nd floor to supervise and dismiss Intermediate students.</p> <p>*2 staff members needed on the 1st floor to supervise and dismiss Intermediate students.</p> <p>*2 staff members needed outside to call in the name of the next car and to escort students to the correct car.</p> <p>Primary Students (K-3rd)</p> <ul style="list-style-type: none"> • Students in K,1,2, 3 will be called to the Kdg and PE hallway @ 3:25 • Students will sit at the marked off seating areas on the floor • Traffic patterns and social distancing will be followed <p>Intermediate Students (4th -6th)</p> <ul style="list-style-type: none"> • Students in 4,5,6 will be called to the LS/Science Lab hallway @ 3:25 • Traffic patterns and social distancing will be followed. • Students on the 2nd floor will use staircase_A4_ to exit for the Car Rider Line. • Students will sit at the marked off seating areas on the floor <p>-When possible, siblings will be seated together</p>

-Teachers will begin to dismiss students at 3:30

Dismissal- Walkers/Bike Riders

* 1 staff member needed to supervise/cross students

- Students will be dismissed at 3:40 through the main lobby doors
- Students will use doors on the right (closest to the office) to exit building

Dismissal- Bus Riders

*2-4 staff members needed to organize/supervise/escort students for the buses

- Students will remain in classrooms and wait for their bus to be called
 - One bus will be called to the lobby at a time to organize students in order according to the seating chart
 - Hallway outside the Library/LGI may also be used to organize students
 - While one bus is getting lined up, the next bus will be on deck.
 - Timing will be important to ensure the previous bus has been nearly loaded before the next one is called
- Masks worn
- Teachers will stand in the doorway to organize, supervise students walking and social distancing in the hallways
- Students will use the center stairwell for bus dismissal (throughout the day this stairwell is being used only to go upstairs)
- Students will follow social distancing in hallway and on the sidewalk on their way to the bus
- Students will use the doors on the left to exit the building (facing exit)

Back-To-Events

Sneak-A-Peek

- Conduct Virtually on August 21st @ 10AM.
- Teachers will send out individual Zoom or Google Classroom Meet link to introduce themselves and share information about the grade level/class.
- Three Sessions Offered:
10:00-10:20
10:20-10:40
10:40-11:00

Back-To-School Night

- Conducted Virtually on Wednesday, September 9th
7:00-8:30
- Principal Welcome Message and introduction of teachers/staff.
- Teachers will send out individual Zoom or Google Classroom Meet.
- Three Sessions Offered:
7:20-7:40
7:45-8:05
8:05-8:30

Kindergarten Opening Day

- 1 parent per child
- Assigned 35 min shifts with 6-7 parent-child
- Assigned by alphabetical order
- 20 minutes between session for sanitation

AM Sessions:

9:00-9:35
9:55-10:30
10:50-11:25

PM Sessions:

12:40-1:15
1:35-2:10
2:30-3:05

Centerville Middle School

Centerville Middle School Reentry Plan	
Building Aspect	Planning Steps
Custodial preparations prior to faculty/staff arrival- Entrance and Hallways	<ul style="list-style-type: none">• yard signs along front sidewalk of CMS identifying entrances for specific HR's for bus riders• traffic cones and markers for car riders• office and hallways also marked for traffic pattern and social distancing• hand sanitizer station in all 4 entrances: gym, auditorium, main, and car rider entrances
Faculty arrival	<ul style="list-style-type: none">• Go directly to the classroom - in classroom by 7:15a• consider alternatives for paper copies• Use planning time to make copies to promote physical distancing• Face coverings/face shields (PPE) to be worn in building except when alone in classroom or when 6 ft social distancing is possible• Phone/email use to communicate with the office and other faculty members (limit physical visits)• Consider use of mobile Veritime (staff)

Staff arrival	<ul style="list-style-type: none"> • enter through main lobby doors • Consider use of mobile Veritime • Face coverings/face shields (PPE) to be worn when in building • Hand sanitizer when using common items (i.e. copier) • phone/email use to communicate with the office and other faculty (limit physical visits)
Office copier/work rooms	<ul style="list-style-type: none"> • Face coverings when physical distancing is not possible (6 ft) • Hand sanitizer when entering and exiting office • Hand sanitizer when using common items (i.e. copier) • Door closed for safety reasons
Office access	<ul style="list-style-type: none"> • Secretaries will manage visitor check-ins and late arrivals • limit need for visitors to enter building <ul style="list-style-type: none"> - 'Late' material drop-offs (i.e. lunches and iPads) will be placed on a table in foyer table (post-its to put on items to write student names) -Parents check in office, show their license, and wait in car for student -deliveries left in foyer • Limit the number of visitors in the office; some may need to patiently wait outside • Plexiglass in front of secretaries' work stations • Frequent wipe down of office surfaces
Classroom/Offices/Main Lobby to Office/Library/Auditorium	<ul style="list-style-type: none"> • custodians will have doors unlocked and open to alleviate touching of door knobs • classroom doors left open to reduce faculty/staff/students touching door handles

Faculty Room	<ul style="list-style-type: none"> ● Use refrigerator/freezer, microwave, and coffee maker at own discretion; consider alternatives ● Consider alternatives (classroom, outside picnic tables) ● reduce the number of chairs at each table to promote social distancing
Meeting locations	<ul style="list-style-type: none"> ● Use Zoom when applicable to hold meetings ● Mark conference rooms with 6 ft of physical distancing (maximum 3 per conference room) ● Stagger teacher involvement if necessary ● Consider alternative site (vacant classroom) ● Essential visitors only ● Wipe down hard surfaces (chair arms, table, etc.) before and after meetings ● Visitors must follow face covering expectations
Student arrival- walkers/bike riders	<ul style="list-style-type: none"> ● Students should not arrive before 7:15 ● Bike riders and walkers will enter by either gym or auditorium, depending on HR and/or breakfast

<p>Student arrival-car riders</p>	<ul style="list-style-type: none"> • Encourage parents to arrive early (doors open 7:05 am) • Parents will wait until staff communicates the child may exit their car (beginning at 7:05 am) • Students will use hand sanitizer prior to entering the building • Students will go directly to auditorium and will sit in designated seats only (marked by tape) • Students will be dismissed from auditorium beginning at 7:13 am in coordinated waves dependent on HR
<p>Student arrival- bus riders</p>	<ul style="list-style-type: none"> • Students remain on the bus until directed by a staff member via radio to exit (beginning @ 7:15 am) • Students exit the bus with face coverings while maintaining physical distance and enter building according to HR • Students will use hand sanitizer as they enter building • Students will go directly to HR or cafeteria for breakfast

<p>Student Breakfast</p>	<ul style="list-style-type: none"> ● Cafeteria staff will have prepared Grab N Go breakfast for students to take. ● Students will enter cafeteria and go directly to line ● Students will wear face covering when not seated and eating ● Students will have option of eating in cafeteria, but must adhere to 6 foot rule (2 students per table) ● Anyone seated in cafeteria will dismiss for homeroom at 7:23 ● Students who take breakfast to class must adhere to 6 foot rule in classroom while eating - teachers will designate area in classroom for this to occur
<p>Parent/Guardians volunteers</p>	<ul style="list-style-type: none"> ● at this time we will not be asking parents/guardians to volunteer
<p>Face coverings</p>	<ul style="list-style-type: none"> ● Required for all/Few exceptions ● Need 6 ft to remove ● Plan for "mask breaks" ● Need to address those without face coverings with patience ● Students/Staff bring their own face covering ● Face shields for staff will be supplied by District

Transitions/hallways

- Face covering on in hallways
- Report directly to HR (no locker visit)
- 4 minute passing time reduced to 3 minutes
 - directly to class, no locker visits
- Walking on the right side – no congregating
- directional markings in hallways
 - no locker stops
- Supervision NEEDED in hallways during transitions
- ehallpass
- no water fountains
- only THREE locker visits allowed per day: during HR, lunch, and end of day

<p>Extended homeroom</p>	<ul style="list-style-type: none">● Possible extended HR/ morning meeting schedule: 7:15 – release straight to HR (no locker visits) 7:23 – 7:26 – Classroom #1&2 to lockers 7:26 – 7:29 – Classroom #3&4 7:29 – 7:32 – Classroom #5-7 7:32 – 7:35 – Classroom #8-10 7:39 - 7:44 - WCMS● intention is to add ""morning meetings"" during this extended time- SEL focus
<p>Classroom Set-Up</p>	<ul style="list-style-type: none">● Remove excess furniture (i.e. tables, desks and chairs not assigned to a student)● Teacher desk on linoleum, off to the side-front of room● Separate student desks as far as possible- 3 foot minimum. Facing forward in rows● Limit movement around the room.● build in ""mask breaks"" into each period, students take their water bottles with them on mask break - students should bring their own water bottle marked clearly with their first and last name● wipes in the classroom to wipe down surfaces as needed● as much as possible, students will not share supplies

Bathroom	<ul style="list-style-type: none"> • during class, max of 3 students per bathroom (regulated by eHallpass) • in between class, max of 3 students (self-regulated and checked periodically by staff) <ul style="list-style-type: none"> - students should check to see how many iPads are sitting on shelf to give initial idea of how many occupants - if 3 or more upon entering, student should exit immediately and proceed to class, where they can use eHallpass
Exploratories	<ul style="list-style-type: none"> • Still waiting on guidance for Music • Art/FCS/Tech Ed/Library, extra sanitation for supplies, outside when possible • Computer classes – Barriers between workstations • Library classroom – either limited occupancy (12) or barriers • Physical Education – focus on wellness/personal fitness, outside when able <p>- will only have 1/2 of gym available due to cafeteria needs</p>

Lunch	<ul style="list-style-type: none">• must be 6ft apart to remove masks• Pre-packed meals• Spreading out - caf and gym lobby, ½ gym (2 students per table)• end of period ""outdoor time"" - no equipment, social distancing enforced• Structured dismissal to lunch lines and end of period
Additional Cleaning	<ul style="list-style-type: none">• All staff - Custodians can not do it alone• Disinfected regularly throughout the day• Additional hand sanitizer in classrooms and around buildings• Increase amount of fresh air through HVAC & open windows, where/when possible• Keeping interior doors locked but open to increase air flow

Dismissal

- students will dismiss in waves, beginning at 2:34, in 2 minute increments
- Dismissal will be by room number, most likely following the morning locker visit waves.
- any of the front exits can be utilized (the gym, auditorium, main, and two stairwell exits). "use the nearest exit".
- Teachers will stand in the doorway to supervise students walking and social distancing in the hallways
- Students will wear face coverings in hallway and on the sidewalk on their way to the bus or car rider pick-up

Landisville Middle School

Landisville Middle School Reentry Plan	
Building Aspect	Planning Steps
Emotions	<p>Guiding thoughts</p> <ul style="list-style-type: none">• Make no mistake – this is an emotional conversation• Politics, social media, and traditional media create unique challenges for our school• $E+R=O$ (Events + Response = Outcome) – R factor• B.C.D. (Blame, Complain, Defend)• Responses include - your focus, self-talk, emotions, attitudes, actions, and words• As educators, our job is more important than ever before – teach kids how to handle uncertain times. This will require us all to balance our emotions.
<p>Current Thinking</p> <p>Where we are today July 31, 2020</p>	<ul style="list-style-type: none">• Three core things everyone should do:<ul style="list-style-type: none">○ Social distance○ Wear facial covering when cannot socially distance○ Practice good personal hygiene• There are emotional, physical, intellectual and mental health implications for not being in school <p>National Dialogue on Safely Reopening Schools - July 7, 2020</p>

<p>District Presentation</p>	<ul style="list-style-type: none"> • It is important to note that guidance will continue to change so our plan must be flexible/adaptable. • Mitigation - No single action or set of actions will completely eliminate the risk of COVID transmission • AAP strongly advocates that all policy considerations for the coming school year should start with the goal of having students physically present in school. • https://www.hempfieldsd.org/reopen
<p>LMS Planning</p> <p>What we are planning for as of July 31, 2020</p>	<p>Face Coverings</p> <ul style="list-style-type: none"> • Required for all/Few exceptions • Need 6 ft to remove • Plan for mask breaks • Need to address those without masks with patience • Students/Staff bring their own masks • Face shields for staff
<p>Transitions/Hallways</p>	<ul style="list-style-type: none"> • Face covering on in hallways • Morning – limit congregation, release to classrooms ASAP • Report directly to HR (no locker visit – no gym congregation) • Walking on the right side – no congregating • Lockers spaced out • ehallpass
<p>Morning Locker Visits</p>	<p>Possible schedule</p> <ul style="list-style-type: none"> • HR period for all staff – 8 classes per team (previous mentor groups) • Will also use HR groups for Social Emotional Learning (more on that in a bit) • 7:15 – Doors open - release straight to HR (no locker visits) • Breakfast in the classroom • 7:20 – 7:24 – Classroom #1 & #5 • 7:24 – 7:28 – Classroom #2 & #6 • 7:28 – 7:32 – Classroom #3 & #7 • 7:32 – 7:36 – Classroom #4 & #8 • 7:36 – 7:41 - WLMS

Transitions/Hallways	<ul style="list-style-type: none"> • Locker visits only morning, lunch, end of day without ehallpass • 3-minute passing - Pass directly to class – but need to allow for down time • No water fountains possible bottle filling stations? • Staff in hallways between periods to assist in social distancing/masks
Classrooms	<ul style="list-style-type: none"> • 3ft between seats • Will require more traditional setups. Staff working on layouts throughout Aug. • Built in mask breaks • Masks on unless able to remain 6 ft apart. • Windows/doors open • Outside classes encouraged
Other Classrooms	<p>Exploratories</p> <ul style="list-style-type: none"> • Still waiting on guidance for Music • Art/FCS/Tech Ed/Library, extra sanitation for supplies, outside when possible • Computer classes – Barriers between workstations • Library classroom – barriers? • Physical Education – focus on wellness/personal fitness, outside when able

Cafeteria

- Challenging – must be 6ft apart to remove masks
- Breakfast in the classroom
- Pre-packed meals
- Spreading out - lobby, LG, outside, lounge
- Structured dismissal to lunch lines and end of period

Current furniture in cafeteria

- Circle Tables (less than 6 ft circumference)
- Rectangular tables (8 ft long x 2.5 ft wide)
- Circle tables are not helpful – could not put more than 1 student per table
- Rectangle tables we could put 2 students per table (both on one side) – we will use these

Need

- Last year, with our 4 lunches we averaged around 135-140 students per lunch
- Planning for 100% enrollment, we are looking to place 140 students in the cafeteria
- We can place approximately 48 rectangular tables in the cafeteria. With 4 students in the lounge that allows for 100 students eating in the cafeteria.
- LMS would need to place 20 tables in the lobby to seat the remaining 40 students.
- With 48 tables in the cafeteria and 20 in the lobby LMS needs 68 eight-foot rectangular tables. We currently have 21 (need 47 additional).
- On nice weather days when we can take students outside, we would use less tables in the lobby.
- If enrollment drops, we will use less tables in the lobby.
- This plan will require our custodian to set up and break down 20 tables and 40 chairs per day in the lobby.

Visitors	<ul style="list-style-type: none"> • Limit guests when possible • Drop off table at front entrance • Plastic dividers in conference rooms • May use LG1 for spreading out
Additional cleaning	<p>All staff</p> <ul style="list-style-type: none"> • Custodians can not do it alone • Disinfected regularly throughout the day • Additional hand sanitizer in classrooms and around buildings • Increase amount of fresh air through HVAC & open windows, where/when possible • Keeping interior doors locked but open to increase air flow • Upgrade HVAC filters
S.E.L.	<p>Social and Emotional Learning</p> <ul style="list-style-type: none"> • Re-entry focus for first month of school • SEL committee meeting to plan for tiered approach • SEL goals: (self-awareness, self-management, relationship skills, social awareness, responsible decision making) • Daily HR for morning meetings • Focus on communication & understanding perspectives • Lessons weekly for first month – monthly thereafter • Topics include - Return to school (share about experience/trust building activity), Education about COVID-19 (signs,

	symptoms, good habits), Racism/equality, Stress relief activities, Character education, One Book/One Middle School activity Free Lunch by Rex Ogle, Acts of Kindness, etc.
Other items	<ul style="list-style-type: none">• Flow Chart for when to attend school (staff and students) – Quarantines/Exclusions• Building signage/visuals• Re-schedule with updated enrollment counts• Finalizing protocols and determining how to teach them• Survey staff• Professional development• Facility needs (outside instruction, water fountains, etc.)• ehallpass setup/training

Hempfield High School

High School Reentry Plan	
Building Aspect	Planning Steps
Lockers	<ul style="list-style-type: none">● Will not be issued to every student● Students will be able to request a locker if they feel they have a special circumstance.<ul style="list-style-type: none">○ Locker requests will be made through a Google Form and handled by guidance secretaries - principals will review as needed○ Lockers that are assigned will be spaced 6 feet apart○ Special Circumstances = medical, special ed, case by case basis○ Life Skills students will be issued lockers as per usual○ In November, revisit locker use and issuing to students● 9/10 lockers will be Buchanan Office towards the PAC and first floor, from center stairwell towards the PAC (89 Locker available)● 11/12 lockers will be 1st and 2nd floor from Franklin lobby to Art wing (60 Lockers available)● An additional 40 lockers can be made available in other 'out of the way' hallways if needed.● Students with lockers should only visit their locker at arrival, dismissal, and lunch as needed.● Students will be permitted to carry a small backpack - fit under the student desk<ul style="list-style-type: none">○ Backpacks will be subject to search as outlined in the student handbook

Busing to School	<ul style="list-style-type: none">● AM Transportation HUB will need to change locations.● Students will remain on buses until at 7:25 am● All buses will pull into the spots on the Buchanan side, and students will remain on the buses until 7:25. Students will depart the buses and then enter the building through the following doors: (Doors, D4, D6, D10, D12, and A2 will be only open from 7:25-7:30 to allow for the initial flood of students getting off of busses. These doors will be opened/closed and monitored by nearby staff)<ul style="list-style-type: none">○ PAC Doors (D4) (Greg Bierly, Ron Zeiber, Win Heisey, Beth Hershey)○ Buchanan Office Doors (D5)○ Doors by 126 (D6) (BCIT teachers will monitor)○ Doors by Jake Settle Room (D10) (Wood/Metal teachers will monitor)○ Doors at Tech Ed Electronics (D12) (Electronics/Drafting teachers will monitor)○ Doors by Band (A2) (Music teachers will monitor)○ Franklin Office Doors (A4)
Parents Transporting/Student Driving	<ul style="list-style-type: none">● Drop of locations will be (1)Franklin Loop and (2) Loop in the back.● Students will enter through Cafeteria & Franklin Entrance● Student parking costs will be reduced to \$15 for all parking permits for this year only.

Entering the school	<ul style="list-style-type: none"> • Face coverings will be worn, unless 6 feet apart from others • Students will report directly to their pd 1 class <ul style="list-style-type: none"> ◦ If a student needs breakfast they will go directly to the cafe.
Breakfast	<ul style="list-style-type: none"> • All pre-packaged meals - grab and go • Students will eat in the cafeteria and the tent in the courtyard <ul style="list-style-type: none"> ◦ Assigned seats will be marked 6 feet apart ◦ 215 in the cafeteria and the remainder in the tent • Additional trash cans will need to be placed around the school
Classroom Transitions and Hallways/Stairwells	<ul style="list-style-type: none"> • Students will wear masks while in the hallways. • All students will be dismissed at the same time. <ul style="list-style-type: none"> ◦ This will limit contact time to < 5 minutes • In order to maintain a flow of traffic: <ul style="list-style-type: none"> ◦ All hallways/stairwells will have a line down the center to divide the hallways/stairwells in half ◦ Lines/arrows will be on the floor to show flow of directional traffic • Students will report directly to their next class • Students will not congregate in hallways between classes
Classroom Considerations	<ul style="list-style-type: none"> • Sign out/in sheets - legible with times; sheets to be kept by teachers in case of contact tracing needs • Every room should be stocked with antibacterial wipes • Students will be very masks ALL THE TIME so they will be 3 feet away from others • All desks facing the front

	<ul style="list-style-type: none"> Any non-essential items will be removed from the classroom to obtain the most usable space as possible Mask Breaks <ul style="list-style-type: none"> Teachers will take their class to a location where students can be 6 feet apart Teachers will take their classes outside, when weather permits; maintain 6 feet distance and students take their masks off for a few minutes
Flex	<ul style="list-style-type: none"> No library (recreational/reading) for the start of the year A google doc will be created by the librarians to limit the number of research passes written - once the year gets rolling and the need for research passes arises

Lunch Plans

- Students should visit the restroom and wash their hands prior to entering the cafeteria.
- Students will need to wait in line with their mask on to get their food. There is not enough room to keep students 6ft apart in the cafeteria lines, but students should spread out as much is feasible.
- Cafeteria - ~215 students, students will be dismissed by table/section and exit through the cafe doors.
- Tent - ~100 students, students will get their food in the cafeteria and move to the courtyard. Students will be dismissed by table/section and exit the courtyard via door C16 to reenter HHS. A cafe duty teacher will swipe and hold the door, the other cafe duty teacher will dismiss the students.
- LG1 - ~ 40 Students - Packers Only, students will report directly to the LG and not enter the cafeteria. Tape will mark socially distant seats.
- LG2 - 32 Students - Packers Only, students will report directly to the LG and not enter the cafeteria. Tape will mark socially distant seats.
- Buchanan Gym - ~200 students during 9th, 10th, & 11th Grade Lunches
 - Bleachers on both sides will be rolled out at start of pd 3 by PE teachers
 - Each side can hold ~100 students. Seats will be marked 6ft apart with Tape.
 - Gym will be cleaned and bleachers retracted by custodians during 12th grade lunch.
 - Students will enter the Cafeteria, get their food, exit the cafeteria through the doors on the pre-school side, walk down the steps and enter the buchanan gym through the exterior doors.

	<ul style="list-style-type: none"> ○ At the conclusion of lunch students will be dismissed by sections in the gymnasium. Students will exit the Buchanan Gym via the doors toward the locker rooms and disperse to their next class. ● Need 8 teachers for Cafeteria Duty - all locations will need at least 1 walkie talkie <ul style="list-style-type: none"> ○ 2 in Cafeteria ○ 2 in Tent ○ 2 in LGS ○ 2 in Buchanan Gym ○ 4 Cafe duty positions will be assigned as per usual ○ 4 Cafe duty positions will be covered by teachers with 1st or 5th period prep who volunteer to eat lunch with the students in the various locations <ul style="list-style-type: none"> ■ For only 9th-11th lunches ● Additional trash cans will be needed for the 4 lunch eating areas
Dismissal	<ul style="list-style-type: none"> ● 2:50 Dismiss Bus Riders <ul style="list-style-type: none"> ○ Students will need to go directly to their bus. ○ No Congregating in hallways or outside. ● 2:55 Dismiss Non-Bus Riders

Bathroom Breaks	<ul style="list-style-type: none"> Students will need to sign in/out
Nurse Visits	<ul style="list-style-type: none"> Students that feel ill will report to the Nurse's office for triage. Students that need regular meds or hygiene products will be directed to a secondary nursing location TBD, possibly Room 169.
Fire Drill	<ul style="list-style-type: none"> Students will wear a mask, exit the building, then return.
Visitors	<ul style="list-style-type: none"> Will not enter the building, they will be asked to remain in the vestibule
Art/Tech Ed./Music/PE/FCS – Special Considerations	<ul style="list-style-type: none"> Cleaning of areas and equipment by students as practical. FCS food labs - ½ students in lab, ½ students theory. <ul style="list-style-type: none"> Food will need to be packaged and eaten later.
Extracurriculars – Sports, Music, clubs	<ul style="list-style-type: none"> Club drive will occur at the start of the year, even if clubs are only going to meet virtually

Staff	<ul style="list-style-type: none"> ● Classroom doors open and windows open ● Mask Breaks - what does this look like (when/how long/where) ● Wiping down student desks between periods
Franklin & Buchanan Offices	<ul style="list-style-type: none"> ● Staff should not be in offices unnecessarily and when in the office, please be efficient with your time there ● Franklin Office will have one way traffic flow with arrows on floor ● Staff will check mailboxes during their prep period not at start of day ● Copiers in the offices should not be used by the teachers/staff - use the Print Shop and faculty room copiers ● Door handles and counters will be wiped down regularly ● Need plexiglass barriers for all secretary work areas ● Need passthrough and partition installed in Franklin office to eliminate non-essential visitors inside the Franklin Office. Ex. parents picking up kids, dropping off items, food etc. ● Need buzz in button from Franklin vestibule into Franklin Office. (Card reader already in place) ● Cloth chairs for visitors need to be replaced with chairs that can be wiped down regularly

Conference Rooms	<ul style="list-style-type: none"> • Used on a very limited basis. Zoom whenever possible. • Cloth chairs for visitors need to be replaced with chairs that can be wiped down regularly
Faculty Rooms	<ul style="list-style-type: none"> • use refrigerator/freezer at own discretion • use water cooler, microwave, and coffee maker at own discretion • reduce the number of chairs at each table to promote social distancing
Visitors	<ul style="list-style-type: none"> • Parents/guardians for meetings only when Zoom cannot be utilized • No military recruiters, college admissions people or any others visiting the school • Teachers will be directed to find alternatives to bringing in outside speakers, presenters etc.

Custodial Operations

Plan 1 – Traditional Approach (all return)

Daily Operation

- Buildings to be cleaned and disinfected by custodial staff during 2nd, 3rd shifts
- Building Supervisor to help monitor student and staff arrival at start of school day (prop open entry doors)
- Building Supervisor to disinfect touch points when available – door handles, stair handrails, etc
- Building Supervisor to disinfect restrooms (10-10:30AM) during “pause” – spray disinfectant with backpack sprayer and let dry, then open up restroom
- Traditional lunch - building supervisor monitor cafeteria during and clean up afterwards
- Classroom lunch - building supervisor monitor classrooms and remove trash afterwards; two grades at one time only? Send to recess after lunch to allow for cleaning; idea to put lunch table or desks in (elementary) grade level common area and serve lunch there;
- Continue to change filters quarterly, increase air exchange rate?
- Priorities - bodily fluid clean up top priority, then daily clean/disinfect effort; locker jamb, event set up, supply requests prioritize as normal;
- Need staff to fill open positions to help with this effort - currently short-staffed
- Extra items in classrooms, ie., couches, pillows, carpet squares, other furniture should be removed to aid in proper cleaning and disinfection in a timely manner

Equipment and Supplies for Daily Operation

- Hand Sanitizer available in office, library, cafeteria
- Hand Wipes available in office, library, cafeteria, and in other strategic spaces throughout the building
- Masks available in office
- Ozone machines, no-touch restroom cleaners, backpack and hand-held sprayer units to be used in cleaning and disinfecting
- Safe Schools and in-house instruction to be used for operational training

Custodial Operation – Plan 2 – Non-Traditional Approach

Daily Operation

- Buildings to be cleaned and disinfected by custodial staff during 2nd, 3rd shifts

- Building Supervisor to help monitor student and staff arrival at start of school day (prop open entry doors)
- Building Supervisor to disinfect touch points when available – door handles, stair handrails, etc
- Building Supervisor to disinfect restrooms (10-10:30AM) during “pause” – spray disinfectant with backpack sprayer and let dry, then open up restroom
- Traditional lunch - building supervisor monitor cafeteria during and clean up afterwards
- Classroom lunch - building supervisor monitor classrooms and remove trash afterwards; two grades at one time only? Send to recess after lunch to allow for cleaning; idea to put lunch table or desks in (elementary) grade level common area and serve lunch there;
- Continue to change filters quarterly, increase air exchange rate?
- Priorities - bodily fluid clean up top priority, then daily clean/disinfect effort; locker jamb, event set up, supply requests prioritize as normal;
- Need staff to fill open positions to help with this effort - currently short-staffed
- Extra items in classrooms, ie., couches, pillows, carpet squares, other furniture should be removed to aid in proper cleaning and disinfection in a timely manner

Equipment and Supplies for Daily Operation

- Hand Sanitizer available in office, library, cafeteria
- Hand Wipes available in office, library, cafeteria, and in other strategic spaces throughout the building
- Masks available in office
- Ozone machines, no-touch restroom cleaners, backpack and hand-held sprayer units to be used in cleaning and disinfecting
- Safe Schools and in-house instruction to be used for operational training

Custodial Operation – Plan 3 – Virtual (all out)

Daily Operation

- Building Supervisor and Custodial Staff to continue project cleaning, painting, grounds care
- Building Supervisor and Maintenance staff to monitor mechanical systems, building structure, and grounds

Equipment and Supplies for Daily Operation

- Hand Sanitizer available in office, library, cafeteria
- Hand Wipes available in office, library, cafeteria, and in other strategic spaces throughout the building

- Masks available in office
- Ozone machines, no-touch restroom cleaners, backpack and hand-held sprayer units to be used in cleaning and disinfecting
- Safe Schools and in-house instruction to be used for operational training

APPENDIX B: District Health and Safety Plan



Phased School Reopening Health and Safety Plan Template

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

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

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Health and Safety Plan Summary

- Facilities Cleaning, Sanitizing, Disinfecting and Ventilation
- Social Distancing and Other Safety Protocols
- Monitoring Student and Staff Health
- Other Considerations for Students and Staff

Health and Safety Plan Governing Body Affirmation Statement

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: **Hempfield 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): August 25, 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)
Mr. Michael Bromirski	Superintendent	Pandemic Coordinator
Mrs. Shannon Zimmerman	Director of Communication	Pandemic Coordinator
Mrs. Deb Krantz	School Nurse/Nursing Dept. Coordinator	Pandemic Coordinator
Mr. Patrick Wagner	HSD Board Member (Safety & Security Committee Chair	Health and Safety Plan Development
Dr. Tab Musser	Assistant Superintendent	Health and Safety Plan Development

Mrs. Maria Hoover	Assistant Superintendent	Health and Safety Plan Development
Mr. Mark Brooks	Chief Financial & Operations Officer	Health and Safety Plan Development
Mr. Michael Graham	Chief Information Officer	Health and Safety Plan Development
Mr. Anthony Jannotta	HEA Representative	Plan Development and Response Team
Ms. Stacy Kain	Building Administrator (Elementary)	Plan Development and Response Team
Dr. Doug Dandridge	Building Administrator (Middle School)	Plan Development and Response Team
Dr. Bill Brossman	Building Administrator (High School)	Plan Development and Response Team
Mr. Ryan Jones	District Safety & Security Coordinator	Both
Mrs. Diane Garber	East Hempfield Emergency Management	Plan Development and Response Team
Dr. Scott Snyder	District Physician	Health and Safety Plan 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?

Summary of Responses to Key Questions: The Hempfield School district's custodial and maintenance staff have and tirelessly continue to thoroughly clean our buildings and classrooms. Their goal is to ensure that all areas are cleaned, sanitized and disinfected in accordance with CDC guidelines. All cleaning agents have been checked to see that they have the capability to properly eradicate COVID-19. Additional supplies that aren't currently on hand have been ordered. Those members of our cleaning staff will be provided the proper personal protective equipment needed to keep themselves safe and to properly and effectively satisfy their job requirements.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Same as Green Phase	Buildings to be cleaned and disinfected by custodial staff during 2 nd , 3 rd shifts	Mr. Mark Brooks- Chief Financial/ Chief Operating Officer, Administration Building	Hand Sanitizer available in office, library, cafeteria	Y
		Building Supervisor to help monitor student and staff arrival at start of school day (prop open entry doors)	Mrs. Kim James- Director of Buildings & Grounds, Maintenance	Hand Wipes available in office, library, cafeteria, and in other strategic spaces throughout the building	
		Building Supervisor to	Mr. Dan Clawser- Custodial Services Supervisor, Maintenance	Masks available in office	
		Building Supervisor to		Ozone machines, no-touch restroom cleaners, backpack	

		<p>disinfect touch points when available – door handles, stair handrails, etc</p> <p>Building Supervisor to disinfect restrooms (10-10:30AM) during “pause” – spray disinfectant with backpack sprayer and let dry, then open up restroom</p> <p>Traditional lunch - building supervisor monitor cafeteria during and clean up afterwards Classroom lunch - building supervisor monitor classrooms and remove trash afterwards; two grades at one time only? Send to recess after lunch to allow for cleaning; idea to put lunch table or desks in (elementary) grade level common area and serve lunch there;</p> <p>Continue to change filters quarterly, increase air exchange rate?</p> <p>Priorities - bodily fluid clean up top priority, then daily clean/disinfect effort; locker</p>		<p>and hand-held sprayer units to be used in cleaning and disinfecting Safe Schools and in-house instruction to be used for operational training</p>	
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		<p>jamb, event set up, supply requests prioritize as normal;</p> <p>Need staff to fill open positions to help with this effort - currently short-staffed</p> <p>Extra items in classrooms, ie., couches, pillows, carpet squares, other furniture should be removed to aid in proper cleaning and disinfection in a timely manner</p> <p>Bus company/drivers can clean/disinfect high-contact surfaces including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, the top of seats, spot cleaning walls and seats, spills, wiping heat and air conditioner vents, dust/wet mop floors, and take the trash out twice daily. Once after the morning runs and then again after the afternoon runs.</p>			
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Other cleaning, sanitizing, disinfecting, and ventilation practices	Same as Green Phase	Windows open as much as possible & HEPA air filters in HVAC system	Staff/Maintenance		Y
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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: All areas within the school district have been evaluated to better serve social distancing mitigation efforts. Outdoor areas will be used to maximize extended classroom experiences, physical education and eating when the weather cooperates. Additional sanitizing stations have been purchased and will be distributed throughout the district to aid in personal hygiene. Staff will constantly remind and encourage students to wash their hands (i.e. in demonstrations, verbalization, visual aides and during announcements). All employees and students will wear masks as outlined in this plan and in accordance with Department of Education and CDC guidelines. Reducing the amount of student bus riders will allow for social distancing protocol. Only essential visitors and volunteers will be permitted entry into our schools. Further guidance related to the latter, will be communicated using current in place practices. Training will be provided at all levels to ensure every student and employee understands the new normal. From social distancing and proper hygiene to new safety protocols that may be put in place. Our new normal is in a constant state of change and thus we'll have to constantly evaluate those new practices that we've implemented so that we can better suit the safety of our students and 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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Same as Green Phase	<p>When possible, six feet of separation is the goal and when goal cannot be met, minimum of 3 feet.</p> <p>Face coverings are currently required under 7/3/2020 orders if less than 6 feet apart</p> <p>Desks facing the same direction</p> <p>Desks cleaned throughout the day, when possible, and every night</p>	Building Principals		Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Same as Green Phase	<p>(Elementary)</p> <p>Hand sanitation upon entry to the cafeteria</p> <p>Distancing in line</p> <p>Utilize the lobby, stage and gym areas for seating</p> <p>3 students, 6 feet apart per table</p> <p>(Middle)</p> <p>Hand sanitation upon entry to the cafeteria</p> <p>Distancing in line</p> <p>Utilize the lobby, gym hallways and additional empty</p>	Building Principals		Y

		<p>classrooms for overages for seating</p> <p>Maximum of 4 students/table</p> <p>Assigned seats & structured dismissal</p> <p>Increased sanitation of tables/chairs after each lunch</p> <p>Utilize outside tables when weather permits</p> <p>(High School- Breakfast)</p> <p>All pre-packaged meals - grab and go</p> <p>Students will eat in the cafeteria and the tent in the courtyard</p> <p>Assigned seats will be marked 6 feet apart</p> <p>215 in the cafeteria and the remainder in the tent</p> <p>Additional trash cans will need to be placed around the school</p> <p>(High School- Lunch)</p> <p>Students should visit the restroom and wash their</p>			
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		<p>hands prior to entering the cafeteria</p> <p>.</p> <p>Students will need to wait in line with their mask on to get their food. There is not enough room to keep students 6ft apart in the cafeteria lines, but students should spread out as much is feasible.</p> <p>Cafeteria - ~215 students, students will be dismissed by table/section and exit through the cafe doors.</p> <p>Tent - ~100 students, students will get their food in the cafeteria and move to the courtyard. Students will be dismissed by table/section and exit the courtyard via door C16 to reenter HHS. A cafe duty teacher will swipe and hold the door, the other cafe duty teacher will dismiss the students.</p> <p>LG1 - ~ 40 Students - Packers Only, students will report directly to the LG and not enter the cafeteria. Tape will mark socially distant seats.</p>			
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		<p>LG2 - 32 Students - Packers Only, students will report directly to the LG and not enter the cafeteria. Tape will mark socially distant seats.</p> <p>Buchanan Gym - ~200 students during 9th, 10th, & 11th Grade Lunches</p> <p>Bleachers on both sides will be rolled out at start of pd 3 by PE teachers</p> <p>Each side can hold ~100 students. Seats will be marked 6ft apart with Tape.</p> <p>Gym will be cleaned and bleachers retracted by custodians during 12th grade lunch.</p> <p>Students will enter the Cafeteria, get their food, exit the cafeteria through the doors on the pre-school side, walk down the steps and enter the buchanan gym through the exterior doors</p> <p>At the conclusion of lunch students will be dismissed by sections in the gymnasium. Students will exit the Buchanan Gym via the doors toward the locker</p>			
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		rooms and disperse to their next class.			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Same as Green Phase	<p>CDC guidance will be posted</p> <p>District will incorporate policies to be disseminated at all levels of students and staff.</p> <p>Additional encouragement and training will also be provided.</p>	Nursing Staff		Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Same as Green Phase	<p>CDC guidance will be posted at main entrances, main offices, bathrooms, etc.</p> <p>District will incorporate policies to be disseminated at all levels of students and staff.</p> <p>Additional encouragement and training will also be provided.</p>	Building Principals		N
* Identifying and restricting non-essential visitors and volunteers	Same as Green Phase	<p>Limited to essential visitors only</p> <p>Visitors must adhere to state orders</p>	Building Principals		N
* Handling sporting activities for recess and physical education classes consistent with	Same as Green Phase	<p>Recess will occur daily and be held outdoors</p> <p>Playground equipment</p>	Building Principals		Y

the CDC Considerations for Youth Sports		<p>(kickballs, jump ropes, etc.) cleaned after each recess period</p> <p>Physical Education Classes outside, when possible</p> <p>Increased focused on personal fitness</p> <p>Additional cleaning of equipment for team sports</p> <p>Locker rooms - must socially distance or wear face covering</p> <p>Hydration - students bring own water bottles with their name</p>			
Limiting the sharing of materials among students	Same as Green Phase	When feasible, students will have their own resources verses sharing	Building Principals/Staff		Y
Staggering the use of communal spaces and hallways	Same as Green Phase	<p>Cubby spaces- ½ the class will need to keep backpack/coats at their seats or in the hallway</p> <p>Use of directional stairwells (Not in the middle school)</p> <p>Re-enforcement of right side of hallway walking</p> <p>Staff in hallways to promote social distancing and mask usage</p> <p>Students will move directly to their classes, no congregating</p>	Building Principals		Y

		Will adhere to face covering order			
Adjusting transportation schedules and practices to create social distance between students	Same as Green Phase	<p>Parents will be encouraged to bring their child/children to/from school.</p> <p>Masks will be required on the bus</p> <p>When possible, no more than 2 students per seat.</p> <p>Windows on buses will be kept open, whether dependent</p> <p>Bus will be filled from back to front</p> <p>Household members will sit together</p> <p>Assigned seats will be utilized</p>	Transportation Director		Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Same as Green Phase	<p>Desks from seat to seat – at least 3 feet apart (adhere to face covering order).</p> <p>Parents/guardians will have a choice for their child's educational setting</p> <ul style="list-style-type: none"> - In-person - Virtual (asynchronous) - Virtual (synchronous) <p>Students enrolled in the virtual option will reduce the number of</p>	Building Principals		Y

		students in classrooms (in-person)			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Same as Green Phase	District Communications will use established paths (i.e. social media, phone calls, emails, letters, etc.) to alert any and all changes associated with before/after school childcare programs, busing, revisions of the school year calendar and hours of operation. District Transportation also has the capability to inform parents of busing changes and delays via robo calls.	Mr. Mark Brooks- Chief Financial/ Chief Operating Officer, Administration Building Mrs. Kim James- Director of Buildings & Grounds, Maintenance Shannon Zimmerman- Director of Communication		N
Other social distancing and safety practices	Same as Green Phase	Frequent hand washing & lots of hand sanitizer Constant reminders from staff regarding proper hygiene and social distancing	Building Principals		Y

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: We rely heavily on our parents to make sound judgments when considering sending their children to school. If students exhibit any of the multiple COVID-19 symptoms, they must stay home and seek medical attention. This process has to occur everyday before students leave the house and enter the buses; no exceptions. District staff members are not exempt of this process. They too, must conduct a daily, self, symptom, evaluation prior to coming to school. If they feel that they have any of the multiple COVID-19 symptoms, they must also stay at home. The school nurse(s), in consultation with the School Physician and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Conditions for a student or staff member to return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines. New training protocols regarding monitoring student and staff health will be disseminated to all levels within our district. As with many things in life, change is sometimes warranted. If we find that a procedure isn't working as anticipated, adjustments will ensue.

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)
* Monitoring students and staff for symptoms and history of exposure	Same as Green Phase	Symptom screening will be done by all parents/guardians/staff at home each morning before the school day. No children/staff with symptoms will come to school. If HSD becomes aware of a	K-12 Nursing/Teachers		Y

		<p>student/staff member who tested positive or was tested, they will not be permitted to physically attend school until they are cleared by a medical professional to return.</p> <p>Students who need to quarantine participate in classroom lessons through our virtual (synchronous) option which will allow them to stay up to date with their coursework.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Same as Green Phase</p>	<p>The student or teacher should leave the classroom immediately, put on a mask, and report to the nurse's office.</p> <p>The nurse should fully assess the student/teacher, including a temperature check and questions about any pre-existing conditions that may explain the symptoms.</p> <p>As the situation warrants, the nurse should contact a parent/guardian to arrange for transportation off-site.</p> <p>Staff and students with elevated temperatures should likely leave the building regardless of cause.</p> <p>The student or teacher's desk area should be sanitized prior to further usage.</p> <p>The student or teacher would then need to either get a COVID-19 test or medical clearance to return to school.</p>	<p>K-12 Nursing/Teachers</p>		<p>Y</p>

		<p>The school should continue to operate as normally as possible until additional information becomes available on the student or teacher's status.</p> <p>There are many common reasons other than COVID-19 that could explain someone not feeling well at any particular time.</p> <p>Notifications would not be warranted in the absence of further details.</p>			
* Returning isolated or quarantined staff, students, or visitors to school	Same as Green Phase	<p>After a positive test, with clearance from the Health Department or the student/staff member's physician, a symptomatic student or staff member can return 10 days from symptom onset (inclusive of 72 hours without fever), without any additional testing required.</p> <p>If an asymptomatic student or staff member tests positive, the health department will fully investigate the case and determine the return criteria.</p>	K-12 Nursing		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Same as Green Phase	District Communications will use established paths (i.e. social media, school blogs/emails, phone calls, letters, etc.) to alert any and all changes of district operations.	Superintendent, Communications		N
Other monitoring and screening practices	Same as Green Phase	The Lancaster County Health Department should be notified immediately.	K-12 Nursing		Y

		<p>We expect the school districts will provide information to assist our contact tracing efforts as much as possible.</p> <p>Once the information has been gathered, students and staff considered close contacts to the case (if any) will be notified of their exposure, using as little identifying information about the case as possible.</p>			
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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: In accordance with the Order of the Secretary of the PA Department of Health requiring universal face coverings. All students and staff will be required to wear face covering or shields unless they meet an “exception” as outlined in by the Governor/Dept. of Health. Additional considerations may be considered to accommodate those that fall in high risk categories. The district will ensure all members of our substitute staff, current and new hires are trained to the same safety levels of current employees. All members of our teaching staff will have access to current technology and the most up to date tools and techniques needed to properly educate students in school or at home.

Requirements	Action Steps under	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or	PD Required (Y/N)
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Yellow Phase			Supports Needed		
* Protecting students and staff at higher risk for severe illness	Same as Green Phase	<p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p> <p>For students who have a higher risk, parents/guardians will have a choice about the students' educational setting.</p> <p>For staff who have a higher risk, they would work through our Human Resources Dept. to determine options they may have.</p>	<p>Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings</p> <p>K-12 Nursing</p>		Y
* Use of face coverings (masks or face shields) by all staff	Same as Green Phase	<p>Staff/students – required when not able to be 6 feet from students/staff (we will adhere to the most current order issued by the Dept. of Health.</p>	<p>Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings</p> <p>All Staff</p>		Y
* Use of face	Same as Green Phase	<p>Staff/students – required when not able to be 6 feet</p>	Order of the Secretary of		Y

coverings (masks or face shields) by older students (as appropriate)		<p>from students/staff</p> <p>Schools may allow students to remove their face coverings when students are:</p> <ol style="list-style-type: none"> 1. Eating or drinking when spaced at least 6 feet apart. 2. Seated at desks or assigned work spaces at least 6 feet apart; or 3. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). 	<p>the PA Department of Health Requiring Universal Face Coverings</p> <p>All Staff</p>		
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as Green Phase	<p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p> <p>For students who have a higher risk, parents/guardians will have a choice about the students' educational setting.</p> <p>For staff who have a higher risk, they would work through our Human</p>	K-12 Nursing		Y

		Resources Dept. to determine options they may have.			
Strategic deployment of staff	Same as Green	All district staff members will follow handbook guidelines and when in question will notify their supervisor or Human Resources for clarification	Building Principals Human Resources Direct Supervisor		Y

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
Signs/Symptoms of COVID-19	All staff and students	District Nurse/District Physician	Grade Level	TBD	Summer 2020	Fall 2020
Addressing academic challenges as a result of the school closure	Instructional Staff	Assistant Superintendents	Grade Level	TBD	Ongoing	Ongoing
Addressing the social/emotional needs of students as a result of the school closure	Instructional Staff	Director of Special Ed School Counselors	Grade Level	TBD	Ongoing	Ongoing
Instructional Strategies	Instructional Staff	Assistant Superintendent	Grade Level	TBD	Ongoing	August 2020
Returning to Work	Chamber of Commerce	Tom Baldrige	Virtual	TBD	Aug. 2020	Aug. 2020

Fact/Fiction of COVID & Wellness	Penn Medicine LGH	Alice Yoder	Virtual	TBD	Aug. 2020	Fall 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
CDC guidance/School reopening	Staff, Students, and Parents/Guardians	Communications Director	Website homepage & school blogs, social media, robo calls, letters	Ongoing	Ongoing
FAQs	Staff/Parents/Guardians	Communications Director	Virtual	Ongoing	Ongoing

Health and Safety Plan Summary: Hempfield School District

Anticipated Launch Date: **August 25, 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)	The Hempfield School district's custodial and maintenance staff have and tirelessly continue to thoroughly clean our buildings and classrooms. Their goal is to ensure that all areas are cleaned, sanitized and disinfected in accordance with CDC guidelines. All cleaning agents have been checked to see that they have the capability to properly eradicate COVID-19. Additional supplies that aren't currently on hand have been ordered. Those members of our cleaning staff will be provided the proper personal protective equipment needed to keep themselves safe and to properly and effectively satisfy their job requirements.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All areas within the school district have been evaluated to better serve social distancing mitigation efforts. Outdoor areas will be used to maximize extended classroom experiences, physical education and eating when the weather cooperates. Additional sanitizing stations have been purchased and will be distributed throughout the district to aid in personal hygiene. Staff will constantly remind and encourage students to wash their hands (i.e. in demonstrations, verbalization, visual aides and during announcements). All employees and students will wear masks as outlined in this plan and in accordance with Department of Education and CDC guidelines. Reducing the amount of student bus riders will allow for social distancing protocol. Only essential visitors and volunteers will be permitted entry into our schools. Further guidance related to the latter, will be communicated using current in place practices. Training will be provided at all levels to ensure every student and employee understands the new normal. From social distancing and proper
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	
* 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	

<p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>hygiene to new safety protocols that may be put in place. Our new normal is in a constant state of change and thus we'll have to constantly evaluate those new practices that we've implemented so that we can better suit the safety of our students and staff.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>We rely heavily on our parents to make sound judgments when considering sending their children to school. If students exhibit any of the multiple COVID-19 symptoms, they must stay home and seek medical attention. This process has to occur everyday before students leave the house and enter the buses, no exceptions. District staff members are not exempt of this process. They too, must conduct a daily, self, symptom, evaluation prior to coming to school. If they feel that they have any of the multiple COVID-19 symptoms, they must also stay at home. The school nurse(s), in consultation with the School Physician and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Conditions for a student or staff member to return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines. New training protocols regarding monitoring student and staff health will be disseminated to all levels within our district. As with many things in life, change is</p>

	sometimes warranted. If we find that a procedure isn't working as anticipated, adjustments will ensue.
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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) 	In accordance with the Order of the Secretary of the PA Department of Health requiring universal face coverings. All students and staff will be required to wear face covering or shields unless they meet an "exception" as outlined in by the Governor/Dept. of Health. Additional considerations may be considered to accommodate those that fall in high risk categories. The district will ensure all members of our substitute staff, current and new hires are trained to the same safety levels of current employees. All members of our teaching staff will have access to current technology and the most up to date tools and techniques needed to properly educate students in school or at home.
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 **Hempfield School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 4, 2020**

By:

(Signature of Board President)*

Mike Donato

(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.

APPENDIX C: PK-12 Athletics Health and Safety Plan



PK-12 Athletics Health and Safety Plan

The decision to resume sports-related activities, including conditioning, practices and games, is within the discretion of a school entity's governing body. Each school entity must develop and adopt an Athletics Health and Safety Plan aligning to the PDE Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools prior to conducting sports-related activities with students. The plan must include the provisions of this guidance, be approved by the local governing body of the school entity, and be posted on the school entity's publicly available website. School entities should also consider whether the implementation of the plan requires the adoption of a new policy or revision of an existing policy.

Each school entity should continue to monitor its Athletics 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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Athletics Health and Safety Plan Governing Body Affirmation Statement

Athletics Health and Safety Plan: **Hempfield 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 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:

- Red Phase: Schools remain closed for in-person instruction and no sports are allowed in counties designated as being in the Red Phase.
- Yellow Phase and Green Phase: Schools may resume sports-related activities after developing a written Athletics 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.

Use this template to document your LEA's plan to bring back student athletes and coaching staff, how you will communicate the type with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school sports-related activity operations and potential adjustments throughout the school year.

Your school entity should account for changing conditions in your local Athletics Health and Safety Plan to ensure a seamless transition from more to less restrictive conditions in each of the phase requirements as needed. 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.

Resuming PK-12 Sports-Related Activities

Key Questions

- How do you plan to bring student athletes and staff back to physical school buildings, particularly if social distancing is still required?
- How did you engage stakeholders in the decision to resume sports-related activities, including try-outs, conditioning, practices, and games?
- How will you communicate your plan to your local sports and school communities?
- Once you resume sports-related activities, what will the decision-making process look like to prompt a school closure or other significant modification to sports activities?

Summary of Responses to Key Questions:

- Returning to the buildings and grounds for student athletes and staff will require policies, procedures, and practices to ensure the safety of all stakeholders. These will vary based on the current phase of Lancaster (yellow/green) and include guidelines related to: pre-workout screenings, limitations on gatherings, facilities cleaning, physical activity, hydration, and social distancing.
- Development of these guidelines involved the input and expertise from multiple stakeholders in the district as well as outside personnel and resources from governments and governing bodies.
- Communication will occur via multiple outlets (email, meetings, social media) and with the involvement of the Hempfield Communications Office.
- The Hempfield Athletic Department will communicate and work in conjunction with the central administration to monitor and modify activities based on changes due to Covid-19.

Anticipated launch date for sports related activities: August 10 for football, August 17 for all other high school sports

Primary Point of Contact

Each school entity must designate a primary point of contact with defined roles and responsibilities for health and safety preparedness and response planning for sports-related activities. The point of contact will be responsible for responding to all questions related to COVID-19. All parents, student athletes, officials, and coaches must be provided the person's contact information.

Point of Contact Name	Position of Point of Contact	Contact Information
Dr. Steven Polonus	Director of Athletics	Steve_polonus@hempfieldsd.org

Key Strategies, Policies, and Procedures

Use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the [Pennsylvania Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency](#).

For each domain of the Athletics 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. Use the key questions to guide your domain summaries.

For each requirement within each domain, document the following:

- **Action Steps under Yellow and Green Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow or green. List the discrete action steps for each requirement in sequential order.
- **Lead Individual(s) and Position(s):** List each person responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or supports required to implement the requirement.
- **Professional Development (PD) Required:** Identify the training or professional development that will be provided to staff, students, families, and other stakeholders to implement each requirement effectively.

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 athletic facilities are cleaned and ready to safely welcome coaching staff and student athletes?
 - **Adequate cleaning schedules will be created and implemented for all facilities used by extracurricular activities to mitigate any communicable disease.**
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain coaching staff and student athlete safety? What protocols will you put in place to clean and disinfect throughout the day?
 - **Extracurricular facilities will be cleaned prior to arrival and post workouts and team gatherings, high touch areas will be cleaned more frequently.**
- 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?
 - **Extracurricular staff will be trained on sanitization procedures by maintenance staff prior to return-to-play and will be tasked to help spray down and sanitize areas/items used by their teams.**
 - **Extracurricular staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols prior to return-to-play. Instruction is face-to-face or through video meetings. Preparedness to implement will be an ongoing assessment through observation and instruction/questions from video training.**

Summary of Responses to Key Questions:

The Hempfield School District (HSD) Athletics Health & Safety Plan is an effort to implement an approach to reopen school-sponsored activities and mitigate the adverse effects of COVID-19 during the 2020-2021 school year. HSD is committed to the safety and welfare of each student and staff member. As such, the Board of School Directors, Administration, and staff will collectively launch this Health & Safety Plan for the 2020-2021 school year. Given the dynamic nature of the pandemic, this plan will support the local data collection and application of services that are flexible and provide for the progression of changing conditions and future enhancements ultimately to support students and staff in the upcoming school year.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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* Cleaning, sanitizing, disinfecting, and ventilating spaces, surfaces, and any other areas used by student athletes and sporting activities (i.e., restrooms, drinking fountains, locker rooms and transportation)	<p>YELLOW: Adequate cleaning schedules are created and implemented for all extracurricular facilities to mitigate any communicable disease.</p>	<p>Mark Brooks, CFOO</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Extracurricular facilities will be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often.</p>	<p>Mark Brooks, CFOO</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Weight room equipment should be wiped down after and individual's use.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Appropriate clothing/shoes will be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Students must bring their own water bottle. Water bottles must not be shared. Water will be provided to students who forget their water bottle(s) in a safe manner.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Extra water</p>	<p>No</p>
	<p>GREEN: Adequate cleaning schedules will be created and implemented for all extracurricular facilities to mitigate any communicable disease.</p>	<p>Mark Brooks, CFOO</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Extracurricular facilities will be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Weight room equipment will be wiped down after an individual's use.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>
	<p>Appropriate clothing/shoes will be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>Germicidal Disinfectant, Clorox wipes, hand soap, water</p>	<p>No</p>

	Students must bring their own water bottle. Water bottles must not be shared. Water will be provided to students who forget their water bottle(s) in a safe manner.		Extra water	
Other cleaning, sanitizing, disinfecting, and ventilation practices	Weight Room <ul style="list-style-type: none"> Maximize fresh air flow in the weight room <ul style="list-style-type: none"> Keep doors propped open and lights on throughout practice sessions. Turn on overhead ventilation fans during use of the weight room and Buchanan gym throughout workout sessions. 	Dave Modderman, high school head custodian	Sanitizing solution Spray bottles Disposable wipes Hand Sanitizer	No
	<ul style="list-style-type: none"> Clean all weight room surfaces with germicidal disinfectant. 	Dave Modderman, high school head custodian	Sanitizing solution Spray bottles Disposable wipes Hand Sanitizer	No
	<ul style="list-style-type: none"> Implement overnight and daily cleaning systems <ul style="list-style-type: none"> Concise Home – Ozone machine (over-night use) Protexus – Hand-held Electric Sprayer (for quick use between groups) Wipes and hand sanitizer 	Dave Modderman, high school head custodian	Sanitizing solution Spray bottles Disposable wipes Hand Sanitizer	No
	<ul style="list-style-type: none"> Promote hand washing/sanitizing before and after workouts. Encourage students to bring personal hand sanitizer and provide hand sanitizer for students who do not bring their own. 	Steve Polonus, Director of Athletics	Hand Sanitizer	No

Social Distancing and Other Safety Protocols

Key Questions

- How will conditioning, practice, and game spaces be organized and scheduled to mitigate spread?
 - ***Extracurricular staff will supervise social distancing of students off-of-the playing service. When social distancing off-of-the playing surfaces is not possible, face coverings should be worn by students.***
 - ***Outdoor sports will extend bench areas and indoor sports will use bleachers or multiple levels of seating to social distance.***
 - ***Face coverings for staff are required. Face coverings for students per CDC, PDE, PDOH and PIAA guidelines.***
 - ***Hand-sanitizer will be available within each extracurricular area.***
- How will you group student athletes with coaches to limit the number of individuals who come into contact with one another throughout the conditioning, practices, meetings, team meals, games, etc.?
 - ***Students will be groups in their own “cohort” within the activity, when possible.***
 - ***Students will be discouraged to attend out-of-season sport workouts during their in-season sport.***
- What policies and procedures will govern use of other communal spaces (locker rooms, restrooms)?
 - ***Locker room use will be in compliance with CDC, PDOH, PDE and PIAA guidelines for use of indoor spaces.***
 - ***Weight room use will be in compliance with CDE, PDOH, PDE and PIAA guidelines for use of indoor spaces.***
- How will you utilize outdoor space to meet social distancing requirements?
 - ***Outdoor spaces will be used in compliance with CDC, PDOH, PDE and PIAA guidelines for use of outdoor spaces.***
 - ***Outdoor sports will be permitted to use outdoor spaces only to practice with the exception of the weight room, Buchanan gym, Franklin gym and Buchanan gym lobby.***
 - ***Conflict with adverse weather on the day of athletic activity will result in a cancellation rather than relocation to indoor space. Shelter in place areas that are socially distanced will be available for temporary indoor protection from weather.***
- What hygiene routines will be implemented?
 - ***Promote healthy hygiene practices such as hand washing. Hand sanitizer and/or hand washing facilities will be available for team use. All individuals (staff and students) should sanitize hands before and after training sessions via hand sanitizer or washing hands.***

- **Shared use of water bottles, clothing and food will be prohibited.**
- **Students and staff will be assigned their own items/equipment, when feasible.**
- **Planned cleaning and sanitizing of shared equipment.**
- How will you adjust student transportation to meet social distancing requirements?
 - **The Director of Transportation will work with extracurricular staff as well as high school administration to update transportation needs based on guidelines from the PDE, PDOH and the CDC.**
- How will social distancing and other safety protocols vary based on age ranges?
 - **All safety measures outlined in this plan will be implemented for all students in grades 7-12.**
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided?
 - **Extracurricular staff will be trained on all safety protocols within this plan prior to the first day of mandatory practice for the fall 2020 season.**

Summary of Responses to Key Questions:

The HSD will continue to follow and implement the health and safety guidelines from the Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health (PDOH), Pennsylvania Department of Education (PDE) and the Pennsylvania Interscholastic Athletic Association (PIAA). Included in the health and safety guidelines from all four entities is a focus on social distancing and proper hygiene routines which help mitigate the spread of COVID-19. These mitigation strategies are a focus of the *HSD Athletics Health and Safety Plan*.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protocols for social distancing student athletes and staff throughout all activities, to the maximum extent feasible	YELLOW: No gathering of more than 25 individuals per group including coaches per practice or competition area.	Steve Polonus, Director of Athletics	Posting of maximum occupancy at Quad fields, stadium,	Yes
	Controlled non-contact practices only, modified game rules.	Steve Polonus, Director of Athletics	Franklin Gym, Buchanan Gym and weight room.	No
	Activity should focus on individual skill and fitness development.	Steve Polonus, Director of Athletics	Professional Development documents.	No
	Social distancing should be applied during practices, in locker rooms, and gathering	Steve Polonus, Director of Athletics		No

areas per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus, Director of Athletics	Face coverings	No
Face coverings for staff is required. Face coverings for students per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus, Director of Athletics		No
Spotters for maximum weight lifts should be stationed at each end of the bar.	Steve Polonus, Director of Athletics		No
Outdoor sports will extend bench areas and indoor sports will use bleachers or multiple levels of seating to social distance.	Steve Polonus, Director of Athletics		No
No spectators at practices or competitions.	Steve Polonus, Director of Athletics	Signs	No
	Steve Polonus, Director of Athletics		No
GREEN: No gathering of more than 250 individuals per group including coaches per outdoor practice or competition area.	Steve Polonus, Director of Athletics		No
No gathering of more than 25 individuals per group including coaches per practice or competition area.	Steve Polonus, Director of Athletics		No
No gathering of more than 25 individuals per group including coaches per indoor practice or competition area.	Steve Polonus, Director of Athletics		No
Use smaller groups during training when possible.	Steve Polonus, Director of Athletics		No
When not directly participating in practices or contests, social distancing should be per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus, Director of Athletics		No
Face coverings should be per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus, Director of Athletics		No
Spotters for maximum weight lifts should be stationed at each end of the bar.	Steve Polonus, Director of Athletics		No

	Outdoor sports will extend bench areas and indoor sports will use bleachers or multiple levels of seating to social distance.			
* Procedures for serving food at events	Concession stands or other food must adhere to the Guidance for Businesses in the Restaurant Industry.	Jim Dague, High School Principal		Yes
	Individually boxed snacks or meals will be provided for team meals.	Steve Polonus, Director of Athletic		No
* Hygiene practices for student athletes and staff which include the manner and frequency of hand-washing and other best practices	YELLOW and GREEN: Promote healthy hygiene practices such as hand washing (20 seconds with warm water and soap).	Steve Polonus, Director of Athletics	Handwashing instructions visible in all bathrooms. Hand sanitizer, soap, water	No
	Face covering for staff is required. Face coverings for students per CDC, PDE, PDOH and PIAA guidelines.			Yes
	Hand sanitizer and/or hand washing facilities will be available for team use.		Hand sanitizer	No
	All individuals (staff and students) should sanitize hands before and after training sessions via hand sanitizer or washing hands.		Hand sanitizer	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>YELLOW and GREEN: Coaches, extracurricular staff, parents/guardians and students will be educated on the following (through athletic department communication, posters, flyers, and meetings):</p> <ul style="list-style-type: none"> Consistent and pervasive use of proper signage to promote the proper mitigation of COVID-19 will be provided. 	Mark Brooks CFOO	Signs, posters	No
* Identifying and restricting	Follow attendance/spectator guidelines per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus, Director of Athletics	Signage for attendance guidelines per	No

non-essential visitors and volunteers	<p>Group people into tiers from essential to non-essential and decide which will be allowed at an event:</p> <ol style="list-style-type: none"> 1. Tier 1 (Essential) – students, coaches, officials, event staff, medical staff, event security. 2. Tier 2 (Preferred) – Media. 3. Tier 3 (Non-essential) – Spectators, vendors 	Steve Polonus, Director of Athletics	<p>the CDC, PDE, PDOH and PIAA.</p> <p>Tiers Communication through HSD communications.</p>	
Limiting the sharing of materials and equipment among student athletes	<p>YELLOW: No sharing of materials or equipment (including balls).</p>	Steve Polonus Athletic Director	Sanitizing solution Spray bottles	No
	<p>GREEN: Equipment may be shared with coaches periodically sanitizing frequently shared items during practices.</p>	Steve Polonus, Director of Athletics	Sanitizing solution Spray bottles	No
	<p>YELLOW AND GREEN: Students and staff will be assigned their own items/equipment, when feasible.</p>	Steve Polonus, Director of Athletics		No
	<p>Students bring their own water bottle and not share with teammates.</p>	Steve Polonus, Director of Athletics		No
	<p>Students should not share clothing/towels and clothing should be washed after each practice, including pinnies/practice jerseys.</p>	Steve Polonus, Director of Athletics		No
Staggering the use of communal spaces (i.e., locker rooms,	<p>YELLOW: Locker rooms will not be used.</p>	Steve Polonus, Director of Athletics		No
	<p>GREEN; Social distancing should be applied in locker rooms per CDC, PDE, PDOH and PIAA guidelines.</p>			No

weight rooms, etc.)		Steve Polonus, Director of Athletics		
Adjusting transportation schedules and practices to create social distance	<p>Modifications for student/coach transportation to and from athletic events may be necessary. This may include:</p> <ul style="list-style-type: none"> • Reducing the number of students/coaches on a bus/van • Using hand sanitizer upon boarding a bus/van • Social distancing on a bus • Face coverings worn by staff and students. • Flexibility in allowing parents/guardians to transport students to events. <p>These potential modifications will be determined by the HSD, bus companies and PDE..</p>	Derrick Frank, Director of Transportation	Hand Sanitizer	Yes
Limiting the number of individuals in athletic activity spaces, and interactions between groups of student athletes	<p>Attendance limitations will be provided per CDC, PDE, PDOH and PIAA guidelines.</p> <p>Students will be groups in their own “cohort” within the activity, when possible.</p> <p>Students will be discouraged to attend out-of-season sport workouts during their in-season sport.</p>	<p>Steve Polonus, Director of Athletics</p> <p>Steve Polonus, Director of Athletics</p> <p>Steve Polonus, Director of Athletics</p>	Signs and HSD communication	<p>No</p> <p>No</p> <p>No</p>
Other social distancing and safety practices	<p>Social Distancing during Contests/Events/Activities</p> <p>Sidelines/Bench – appropriate social distancing will need to be maintained on sidelines/bench during contests and events per CDC, PDE, PDOH and PIAA guidelines</p>	Steve Polonus, Director of Athletics		<p>No</p> <p>No</p>

	Conflict with adverse weather on the day of athletic activity will result in a cancellation rather than relocation to indoor space. Shelter in place areas that are socially distanced will be available for temporary indoor protection from weather.	Steve Polonus, Director of Athletics		No
	A pre-season meeting for parents/guardians and students will be held to communicate all safety protocol and procedures.	Steve Polonus, Director of Athletics		No
	Outdoor sports will be permitted to use outdoor spaces to practice only with the exception of the weight room, Buchanan gym, Franklin gym and Buchanan gym lobby.	Steve Polonus, Director of Athletics		

Monitoring Student Athletes and Staff Health

Key Questions

- How will you monitor student athletes, coaches, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
 - ***Students and parents/guardians will acknowledge and accept risks associated with communicable diseases including COVID-19 prior to participating in school-sponsored activities by signing the HSD Information for Communicable Diseases Including COVID-19 form.***
 - ***Parents/guardians will agree to conduct a health screening of their student at home prior to the student attending a school-sponsored event to ensure the student is asymptomatic.***
 - ***All extracurricular staff and students will be screened for signs/symptoms of COVID-19 prior to each workout, meeting, team event and team travel (questionnaire and temperature checks as per CDC, PDE, PDOH and PIAA guidelines)***
- Who will be responsible for monitoring?
 - ***Parents/guardians agree to conduct a health screening of their student at home prior to the student attending a school-sponsored event to ensure the student is asymptomatic.***
 - ***Extracurricular staff will monitor students during activities.***

- Where will the monitoring take place?
 - ***Parents/guardians agree to conduct a health screening of their student at home prior to the student attending a school-sponsored event to ensure the student is asymptomatic.***
 - ***Extracurricular staff will monitor students during activities within the activity areas.***
- When and how frequently will the monitoring take place?
 - ***Parents/guardians agree to conduct a health screening of their student at home prior to the student attending a school-sponsored event to ensure the student is asymptomatic. This health screening will occur daily.***
 - ***Extracurricular staff will monitor students during activities within the activity areas. This monitoring will occur during every activity.***
 - ***Activity attendance and screening responses (for extracurricular staff and students) should be recorded each day to aid in longitudinal data tracking for individuals and contact tracing should there be test positive. Daily screening responses should be submitted to school administration, upon request.***
- What is the policy for quarantine or isolation if a coach, student athlete, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? What conditions will a coach or student athlete confirmed to have COVID-19 need to meet to safely return to sports activities? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of coaches or student athletes?
 - ***If any extracurricular staff or student participant answers “Yes” to any screening questions, every effort will be made to isolate the individual from others until the staff member or student can leave the school or event. For a student, the parents/guardian will be contacted immediately, and arrangements will be made to transport the student home. The ill individual will be asked to contact their physician or appropriate healthcare professional for direction.***
 - ***Parents/guardians of students of an activity and HSD staff in which a participant or staff member has been identified with a positive COVID-19 test will be informed of the possible exposure using the school district notification system.***
 - ***If an extracurricular staff member, paid or volunteer, or student participant has been exposed to a confirmed positive COVID-19 individual, as defined by the PDOH that individual will be excluded from the activity.***

- ***A determination to modify any school activity or the event as a result of symptoms related to COVID-19 will be made by the HSD administration in coordination with the HSD Pandemic Team.***
- ***A quarantine/isolation area for extracurricular staff members or student participants with symptoms related to COVID-19 during an activity will be identified by school administration, athletic trainers and school nurses.***
- When and how will families be notified of confirmed coach or student athlete illness or exposure and resulting changes to the local Athletics Health and Safety Plan?
 - ***Parents/guardians of student participants of an extracurricular activity and HSD staff in which a participant or staff member has been identified with a Positive COVID-19 test will be informed of the possible exposure using the school district notification system.***
- Which stakeholders will be trained on protocols for monitoring student athlete and staff health? When and how will the training be provided?
 - ***Parents/guardians of students in an extracurricular activity and extracurricular staff in which a participant or staff member has been identified with a Positive COVID-19 test will be informed of the possible exposure using the school district notification system.***
 - ***Extracurricular staff will be trained on all safety protocols within this plan prior to the first day of mandatory practice for the fall 2020 season.***
 - ***Training consists of virtual meetings to communicate all aspects of the plan.***
 - ***Revisions to this plan will be communicated immediately to all staff and coaches.***

Summary of Responses to Key Questions:

The HSD is 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. Through a team effort of parents/guardians, students and extracurricular staff (paid and volunteer), continuous and persistent monitoring of students' health is a focus of this plan. Symptoms for COVID-19 and other communicable diseases shown by extracurricular staff and student participants will trigger an immediate response. Constant communication will be an important aspect of this plan.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Require d (Y/N)
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* Monitoring students and staff for symptoms and history of exposure	<p>Students and parents/guardians will acknowledge and accept risks associated with communicable diseases including COVID-19 prior to participating in school-sponsored activities by signing <i>Information for Communicable Diseases Including COVID-19</i> form.</p>	<p>Steve Polonus, Director of Athletics</p>	<p><i>Information for Communicable Diseases Including COVID-19</i> form</p>	<p>Yes</p>
	<p>In accordance with the <i>Information for Communicable Diseases including COVID-19</i> form parents/guardians agree to monitor the health of their student daily and communicate health concerns with School District officials. Parents/guardians agree to monitor the health of their student daily and communicate health concerns with HSD administration.</p>	<p>Steve Polonus, Director of Athletics</p>	<p><i>Information for Communicable Diseases Including COVID-19</i> form</p>	<p>No</p>
	<p>In accordance with the <i>Communicable Diseases including COVID-19</i> parents/guardians agree to monitor the health of their student daily and communicate health concerns with HSD administration.</p>	<p>Steve Polonus, Director of Athletics</p>	<p><i>Information for Communicable Diseases Including COVID-19</i> form</p>	<p>No</p>
	<p>In accordance with the <i>Communicable Diseases including COVID-19</i> parents/guardians understand it is their responsibility to practice and reinforce good prevention habits at home to reduce the spread of COVID-19.</p>	<p>Steve Polonus, Director of Athletics</p>	<p><i>Information for Communicable Diseases Including COVID-19</i> form</p>	<p>No</p>
	<p>All extracurricular staff and student participants should be screened for signs/symptoms of COVID-19 prior to a workout. The screenings could range from a verbal/written questionnaire to a temperature check. (See Appendix for COVID-19 Screening Form)</p>	<p>Steve Polonus, Director of Athletics</p>	<p>COVID-19 Screening Form</p>	<p>No</p>
	<p>Activity attendance and screening responses (for extracurricular staff and students) should be recorded each day. Daily screening responses should be submitted to school administration, upon request.</p>	<p>Steve Polonus, Director of Athletics</p>	<p>COVID-19 Screening Form</p>	<p>No</p>

		Director of Athletics		
* Isolating or quarantining student athletes, coaching staff, or visitors if they become sick or demonstrate a history of exposure	Any extracurricular staff member or student participant with possible COVID-19 symptoms is expected to stay at home.	Jim Dague High School Principal	Emergency contact list of students.	No
	Any extracurricular staff member or student participants with reason to think he or she may have been exposed to COVID-19 and has developed COVID-19 symptoms, is to call his or her healthcare provider for medical advice and notify school personnel immediately (extracurricular staff, athletic trainers, Director of Athletics, High School Principal, school nurse).	Jim Dague, High School Principal		No
	If an extracurricular staff member (paid or volunteer) or student participant has been exposed to a confirmed positive COVID-19 individual, as defined by the PDOH that individual will be excluded from the activity.	Jim Dague, High School Principal		No
	Any extracurricular staff member or student participant with positive symptoms reported will not be allowed to take part in an extracurricular activity and should contact his or her primary care provider or other appropriate health-care professional. A clearance note may be required to resume participation in the activity.	Jim Dague, High School Principal		No
	A quarantine/isolation area for extracurricular staff members or student participants with symptoms related to COVID-19 during an activity will be identified by extracurricular staff and administration.	Jim Dague, High School Principal		No
	If a student is in need of quarantine/isolation during an activity his or her parents/guardian will be contacted immediately and arrangements will be made for the student to be picked up.	Jim Dague, High School Principal		No

	<p>A determination to modify any school activity or the event as a result of symptoms related to COVID-19 will be made by the HSD Administration in coordination with the HSD Pandemic Team.</p> <p>If a positive case of COVID-19 is diagnosed, contact tracing will be implemented with the assistance of local health professionals and the CDC and PDOH.</p>	<p>Jim Dague, High School Principal</p> <p>Jim Dague, High School Principal</p>		Yes
* Returning isolated or quarantined coaches, staff or student athletes, to school and/or athletics	<p>Any extracurricular staff member or student participant who has been exposed to a confirmed positive COVID-19 individual, as defined by the PDOH, will be excluded from the activity.</p> <p>Extracurricular staff and student participants must have medical clearance from their physician or appropriate healthcare professional to resume participation in any extracurricular activity.</p>	<p>Jim Dague, High School Principal</p> <p>Jim Dague, High School Principal</p>		No No
Notifying coaching staff, families, and the public of cancellation of sports-related activities, school closures and other changes in safety protocols	<p>Parents/Guardians of student participants of an extracurricular activity and HSD staff in which a participant or staff member has been identified with a Positive COVID-19 test will be informed of the possible exposure using the school district notification system.</p> <p>A determination to modify any school activity or the event as a result of symptoms related to COVID-19 will be made by the HSD administration.</p>	<p>Steve Polonus Director of Athletics</p> <p>Jim Dague, High School Principal</p>	HSD communication.	No No
Other monitoring and screening practices	Activity attendance and screening responses (for extracurricular staff and students) should be recorded each day. Daily screening responses should be	Steve Polonus, Director of Athletics	Screening Forms	No

	submitted to school administration, upon request.			
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Other Considerations for Student Athletes and Staff

Key Questions

- How will you determine which coaches and other athletic staff are willing/able to return? How will you accommodate staff who are unable or unwilling to return?
 - ***If a staff member has been exposed to a confirmed positive COVID-19 individual, as defined by the PDOH, that individual will be excluded from the activity pending a doctor's note clearing them for participation.***
 - ***Extracurricular staff will be queried as to whether they intend to work during the 2020-2021 school year given the circumstances and the HSD Athletics Health and Safety Plan.***
 - ***If an extracurricular staff presents a medical concern, every effort will be made to accommodate the concern.***
- How will you determine which student athletes are willing/able to return? How will you accommodate student athletes who are unable or unwilling to return?
 - ***If a student has been exposed to a confirmed positive COVID-19 individual, as defined by the PDOH, that individual will be excluded from the activity pending a doctor's note clearing them for participation.***
 - ***Extracurricular staff will work with students who express concern regarding participation in an activity to develop a plan that accommodates the COVID-19 related concerns.***
- What is the local policy/procedure regarding face coverings for all coaches and athletic staff? What is the policy/procedure for student athletes?
 - ***PPE (gloves, face coverings, eye protection) will be used by extracurricular staff and students per CDC, PDE, PDOH and PIAA guidelines.***
- What special protocols will you implement to protect student athletes and staff at higher risk for severe illness?
 - ***Students and staff who are at a higher risk will work with district nurses and athletic trainers, to develop a personal health plan that will guide their participation.***
- How will you address coaches and other athletic staff who are ill, or who have family members who have become ill?
 - ***These situations will be addressed on an individual basis by the HSD administration.***

- How will you manage teams in the event of coaching staff illness? Do you have substitute coaches available?
 - ***The management of teams will be addressed on an individual basis by HSD administration per CDC, PDE, PDOH and PIAA guidelines.***
- Which stakeholders will be trained on these protocols? When and how will the training be provided?
 - ***All extracurricular staff will be trained in protocols that are under his or her responsibilities. Training will occur face-to-face, video meeting and training literature and videos.***

Summary of Responses to Key Questions:

The HSD recognizes that the safety and welfare of the extracurricular staff and student participants is a primary concern in the implementation of extracurricular activities. The goal is to implement extracurricular programs that minimize health risks and support the physical, mental and emotional health of the staff and students while addressing individual concerns.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting student athletes and coaching staff at higher risk for severe illness	Identify extracurricular staff and student participants who may be at a higher risk of severe illness from COVID-19.	Jim Dague High School Principal	School nurses, athletic trainers, student and family support	Yes
* Use of face coverings by all coaches and athletic staff	Face coverings will be used by extracurricular staff per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus Director of Athletics	Face coverings as needed.	No
* Use of face coverings by student athletes as appropriate	Face coverings will be used by extracurricular staff per CDC, PDE, PDOH and PIAA guidelines.	Steve Polonus Athletic Director	Face covering as needed	No
Unique safety protocols for student athletes with complex needs or other vulnerable individuals	Identify staff and students who may be at a higher risk of severe illness from COVID-19.	Jim Dague, High School Principal		Yes
Management of Coaches and Athletic Staff	Supervision of extracurricular staff including ongoing review and evaluation all safety protocol and procedures	Steve Polonus Athletic Director		No

Athletics Health and Safety Plan Professional Development

The success of your plan for resuming sports-related activities safely requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires staff training, 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 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 professional 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
<i>Health and Safety Plan Practice</i> procedures and expectations	Extracurricular staff	Steve Polonus, Director of Athletics	Face-to-face or video meetings. Written communication.	<i>HSD Athletics Health and Safety Plan</i> . Professional Development.	August 10, 2020	Prior to August 10, 2020
Monitoring students and staff for symptoms and history of exposure	Extracurricular staff	Jim Dague, High School Principal	Face-to-face or video meetings. Written communication.	<i>HSD Athletics Health and Safety Plan</i> and Professional Development for Return-to-Play document.	August 10, 2020	Prior to August 10, 2020
COVID-19 Awareness Training	Extracurricular staff	Steve Polonus, Director of Athletics	<i>Safe Schools</i> Training	Access to <i>Safe Schools</i> Training.	June 23, 2020	Prior to August 10, 2020
Proper Hand Washing	Extracurricular staff	Steve Polonus,	Online video	Access to online video.	June 23, 2020	Prior to August 10, 2020

		Director of Athletics				
Disinfecting and Cleaning	Extracurricular staff	Steve Polonus, Director of Athletics	Online Video	Access to online video.	June 23, 2020	Prior to August 10, 2020
Daily Activity Orientation	Extracurricular staff	Steve Polonus, Director of Athletics	Zoom meetings Written communication and protocols	<i>HSD Athletics Health and Safety Plan.</i> Written checklist.	June 23, 2020	Prior to August 10, 2020
Protecting students and coaches/advisors at higher risk for severe illness	Extracurricular staff	Steve Polonus, Director of Athletics	Zoom meetings Written communication and protocols	<i>HSD Athletics Health and Safety Plan.</i>	June 23, 2020	Prior to August 10, 2020

Athletics Health and Safety Plan Communications

Timely and effective family and caregiver communication about sports-related 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, school entities 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 Communication	Start Date	Completion Date
<i>HSD Athletics Health and Safety Plan</i> posted for the public.	Extracurricular staff, student participants and parents/guardians of students.	Steve Polonus, Director of Athletics	HSD communication	June 23, 2020	Prior to August 10, 2020

Athletics Health and Safety Plan Summary: **Hempfield School District**

Anticipated Launch Date: August 10, 2020

Use these summary tables to provide your local education community with a detailed overview of your Athletics Health and Safety Plan. School entities are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Athletics 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, locker rooms, and transportation)	<ul style="list-style-type: none">• Adequate cleaning schedules will be created and implemented for all extracurricular facilities to mitigate any communicable disease prior to season start and following each usage• Extracurricular facilities will be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often• Weight room equipment should be wiped down after an individual's use—team practice areas and locker rooms will be cleaned daily• Appropriate clothing should be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces• Athletic equipment that may be used by multiple individuals (balls, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary <p>Extracurricular staff will be trained on sanitization procedures prior to the start of the fall season and will be tasked to help spray down areas/items used by their students.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
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<p>* Protocols for social distancing student athletes and staff throughout all activities, to the maximum extent feasible</p> <p>* Procedures for serving food at events including team meetings and meals</p> <p>* Hygiene practices for student athletes 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>Identifying and restricting non-essential visitors and volunteers</p> <p>Limiting the sharing of materials and equipment among student athletes</p> <p>Staggering the use of communal spaces (i.e., locker rooms, weight rooms, etc.)</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in athletic activity spaces and interactions between groups of student athletes</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Compliance with CDC, PDOH, PDE and PIAA guidelines for use of indoor and outdoor spaces. • Supervising staff members will promote proper application of social distancing. • Appropriate communication to all stakeholders using HSD communication, posters and signs. • Utilizing professional development for training of extracurricular staff. • Collaborating with the maintenance department, school nurses, food service and transportation departments to ensure compliance with the <i>HSD Athletics Health and Safety Plan</i>. • Concession stands and other food must adhere to the guidance for businesses in the restaurant industry provided by the governor. • Students should refrain from sharing clothing/towels and items should be washed after each practice. • Students should wash their hands before and after each practice. • Hand sanitizer should be used periodically as resources allow. • Students must bring their own water bottle-- water bottles must not be shared. • Modifications for student/coach transportation to and from events may be necessary, per CDC, PDOH, PDE and PIAA guidelines. • Sidelines/bench/locker rooms per CDC, PDOH, PDE and PIAA guidelines • Students should arrive dressed for practice/games whenever possible in order to minimize time in locker rooms. • Social distancing should be applied during practices and in locker
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	rooms/bathrooms/gathering areas per CDC, PDOH, PDE and PIAA guidelines.
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Monitoring Student Athletes and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring student athletes and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining student athletes, coaching staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined coaching staff, student athletes, or visitors to school</p> <p>Notifying coaching staff, families, and the public of cancellation of sports-related activities, school closures and other changes in safety protocols</p>	<ul style="list-style-type: none"> Any person who has COVID-19 symptoms should not be allowed to participate or be present in workouts, practice or competitions and should contact their primary care physician or another appropriate health-care provider. COVID-19 Screenings conducted by extracurricular staff before practice, competition, or travel per CDC, PDOH, PDE and PIAA guidelines. Team attendance and screening responses (for both extracurricular staff and students) should be recorded each day to aid in longitudinal data tracking for individual students and contact tracing should an staff member test positive. If anyone answers “Yes” to any screening questions or has a temperature above 100.4 degrees Fahrenheit, they should be removed and quarantined in isolation immediately <ul style="list-style-type: none"> His or her parents/guardians should be notified immediately, and the student should leave the team event as soon as possible A clearance note will be required before the student may return-to-play for any activity. Families will be notified of an illness or exposure to the team.

	<ul style="list-style-type: none"> • Modifications to practice and competition schedule may be necessary depending on exposure. • Athletic trainers will be consulted to develop a plan to ensure the safety of students on the team. • Modifications to the <i>HSD Athletic Health and Safety Plan</i> will be posted to the HSD website.
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Other Considerations for Student Athletes and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting student athletes and coaching staff at higher risk for severe illness * Use of face coverings by all coaches and athletic staff * Use of face coverings by student athletes as appropriate <p>Unique safety protocols for student athletes with complex needs or other vulnerable individuals</p> <p>Management of Coaches and Athletic Staff</p>	<ul style="list-style-type: none"> • Extracurricular staff will be queried as to whether they intend to coach this year given the circumstances and the <i>HSD Athletics Health and Safety Plan</i>. <ul style="list-style-type: none"> ◦ If a coach/extracurricular staff presents a medical concern every effort will be made to accommodate the concern. • Extracurricular staff who are confirmed with COVID-19 or suspect they have symptoms of COVID-19 are expected to stay home to protect others. <ul style="list-style-type: none"> ◦ Anyone with active or suspected illness is instructed to contact their physician or appropriate healthcare provider for screening and treatment ◦ A clearance note may be required to return-to- play. • Extracurricular staff members are expected to comply with CDC, PDOH, PDE and PIAA guidelines. • Students who are uncomfortable participating due to medical concerns or fear of potential

	<p>exposure will work with the extracurricular staff to accommodate his or her concerns.</p> <ul style="list-style-type: none">● Practices and competitions may be modified or canceled if there are not enough extracurricular staff due to illness or individual quarantine.● Coaches will be trained on procedures in the <i>HSD Athletics Health and Safety Plan</i> at pre-season meetings with the Director of Athletics and athletic trainers. Ongoing assessments through observation will be performed to ensure compliance to the <i>HSD Athletics Health and Safety Plan</i> and CDC, PDOH, PDE and PIAA guidelines.
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APPENDIX

**Hempfield School District
Information for Communicable Diseases Including COVID-19**

The COVID-19 pandemic has presented extracurricular activities across the world with a myriad of challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

The Hempfield School District will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA DOH, as well as the NFHS and PIAA. The HSD realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and spectators.

These Recommendations include but may not be limited to:

1. Parents/Guardians are expected to monitor the health of students daily and communicate health concerns to School District officials. Students experiencing symptoms of COVID-19 are to stay home.
2. Coaches, extracurricular staff and students will undergo a COVID-19 health screening prior to any practice, event, or group meeting. The type of screening will be dependent upon the available resources and the Phase level. The purpose is to check for signs and symptoms of COVID-19. It will include a questionnaire and temperature check as needed.
3. Promote healthy hygiene practices such as hand washing, using hand sanitizer, cough in your elbow, avoid touching eyes, nose, face and mouth, no spitting, no gum chewing, No handshakes/celebrations (high fives, fist/elbow bumps, chest bumps, hugging).
4. Intensify cleaning, disinfection, and ventilation in all facilities.
5. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible.
6. Educate coaches and extracurricular staff on health and safety protocols.
7. Extracurricular staff and students who are sick must stay home.
8. Plan in place if a staff member for a student gets sick.
9. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
10. Extracurricular staff and students must provide their own water bottle for hydration. Water bottles must not be shared.
11. PPE (gloves, face coverings, eye protection) will be used as needed and situations warrant, or determined by local/state governments. Face Coverings will not be used for athletes while practicing or competing.

I understand that participating in athletic programs, events, and activities may include a possible exposure to a communicable disease including but not limited to MRSA, influenza, and COVID-19. While particular recommendations and personal discipline may reduce the risk, the risk of serious illness and death does exist. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of others, and assume full responsibility for my participation. I also understand that at any time the district may alter the plan which could impact students' ability to participate in the designated activity.

Sport: _____ Level: (Circle one) Junior High High School

Signature of Parent/Guardian: _____ Date: _____

Signature of Student Athlete: _____ Date: _____

*Parents/Guardians may request a full copy of the HSD Athletics Health and Safety Plan by contacting Dr. Steve Polonus, Director of Athletics, at steve_polonus@hempfieldsd.org.

Hempfield Athletic Department

Staff and Student COVID-19 Screening

Name: _____ Date: _____ Grade: _____

Sport: _____

Students/Coaches should self-report as deemed necessary prior to each practice/event. Temperature may be taken from a designated trained individual as needed. The other symptoms should be circled as “Yes” or “No” answers.

For the column - “Close Contact” - the answer should reflect the following question:
Within the past 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes, without PPE equipment.)

If any responses are “YES”, students will NOT be allowed to practice or compete, and will be asked to leave school grounds. Temperatures at 100 or higher will be sent home. Parents/Guardians will be notified.

Name	Time	Fever		Cough		Sore Throat		Shortness of Breath		Close contact, or cared for someone with COVID-19		Temp (if higher than 100.3°F)
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	

Athletics Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Hempfield School District** reviewed and approved the Athletics Health and Safety Plan on **Tuesday, August 4, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **Tuesday, August 4, 2020**

By:

(Signature of Board President)

(Print Name of Board President)

APPENDIX D: Continuity of Education Plan

[Hempfield's Continuity of Education Plan](#)

