



Phased School Reopening Health and Safety Plan Template

Sto-Rox Draft (Subject to change as needed and when relevant)

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

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

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

Health and Safety Plan: Sto-Rox 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 a fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for 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): 8/27/2020

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. The 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)
Frank Dalmas	Superintendent/Facilities Manager	Pandemic Coordinator
Sam Weaver	Jr Sr High School Administrator	Pandemic Supervisor for Jr Sr High School
Chris Captline	Jr Sr High School Administrator	Pandemic Supervisor for Jr Sr High School
Heather Johnston	Upper Elementary Administrator	Pandemic Supervisor for Upper Elementary School

William Schleicher	Primary Building Administrator	Pandemic Supervisor for Primary School
Michael Amick	District Administrator/Curriculum	Pandemic Supervisor for Curriculum
Dayna Sikora	District Administrator/Pupil Services	Pandemic Supervisor for Pupil Services and Special Education
Brian Worst	Technology Coordinator	Pandemic Supervisor for Technology
Kimberly Puskarich	Business Manager	Pandemic Supervisor for Business Office Functions
Lisa Hatton	Food and Nutrition	Pandemic Supervisor for Food Service

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 the 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 the 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:

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*Cleaning and sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,	CARES ACT supports one additional daylight custodian per building. All common areas disinfected multiple times daily. Deep cleans each evening Hand sanitizers in each building Water fountains disconnected Bottled water available Disinfection Sprayer for common areas Allegheny County Health Department Recommendations https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html	Facility Manager	Cleaning materials and supplies	Y...Coordinating Custodians meet regularly with Facility Manager for updates to cleaning recommendations

hallways, and transportation				
Other cleaning, sanitizing, disinfecting, and ventilation practices	Ventilation when possible by opening windows and fans circulating airflow. Air conditioning on a limited basis when possible.	Facility Manager		N
Guidelines for cleaning and disinfecting	A cleaner will be designated to constantly clean high-traffic areas throughout the day. The cleaning staff will clean and sanitize each building at the end of every school day.	Principals/Superintendent	Cleaning materials and supplies	Y

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 the use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>*Desks will be placed 6 ft apart in each classroom. Extra furniture (Tables, carts, bookshelves) will be removed from the classrooms to maximize the square footage in each building. All desks will be in rows, staggered, and facing the same direction. When students are distanced 6 feet apart, they may take their masks off.</p> <p>*Classrooms (desks and tables disinfected) will be deep cleaned by Custodian at the end of the school day. A COVID cleaner will be throughout the building continuously cleaning all high traffic areas.</p> <p>*Restrict interactions between groups of students when possible. In grades K-6, all students will remain with the same classrooms throughout the day. Transitions will be limited. Grades 7-12 will follow a hybrid model and will be rotating days to limit the class sizes and interactions.</p>	<p>*Building Principal and their designees.</p>	<p>*Cleaning supplies for each classroom.</p> <p>*Disinfectant supplies for Library (books, laptops)and Music rooms (instruments)</p> <p>*Sections added to Employee and student handbooks and Website.</p> <p>*Desks for classrooms that have gone to tables.</p>	<p>Y--Building Principals will discuss with Staff on Inservice Day 8/19/20 Building Principals and/or designees will discuss with students on the 1st day of school.</p>

*In grades K-6, all Specials (Art, Music, Gym, Library, and STEAM) teachers will perform push-in instruction within the general education classrooms.

*When possible, no more than 25 individuals (staff and students) will be in a classroom area at one time.

*Assemblies, gatherings, events, and extracurricular activities will be limited to those that would be able to provide social distancing. All events must be approved by Building Principals. No events should be scheduled in the 1st 9 week period.

*Limit the use of paper when possible by utilizing Google Classroom platform. Students should have their own supplies at their desk when possible and limit sharing materials in class. All shared materials in the classroom will need to be wiped down with cleaning supplies provided by the district after each use. Examples but not limited to: Crayons, desks, music instruments, glue sticks, etc.

*In music classes (Band, chorus, elementary music, etc.), please make sure students are spread out and instruments are disinfected after each use. Please be mindful of the potential for an increased risk of droplet transmission. Physical distancing should be prioritized for wind instruments.

	<p>*In library class, when books are returned, the books will need to be disinfected with the cleaning supplies supplied by the district. Laptops must be disinfected between uses.</p> <p>*When possible, teachers can utilize outside areas for instruction.</p> <p>Lunch and Breakfast - Primary/Upper Elementary</p> <p>*Lunch and breakfast will take place in K-6 classrooms; Cafeteria will be closed until given orders to reopen safely. Lunch staff will bring food via carts in bags and/or plastic containers, teachers will collect lunch orders in the morning and turn it into the cafeteria. In the high school, lunch will be spread out between the cafeteria, gym, outside areas, and auditorium.</p> <p>Under Yellow Phase--In the event the Governor and/or Allegheny Health Department warrant reductions in occupancy requiring us to limit the number of students in our schools/classrooms, the District may modify the five-day in-person model by moving toward a hybrid-model with alternating instructional days.</p>			
<p>Guidelines for Hallway Procedures</p>	<p>*In the Primary and Upper Elementary schools, a schedule will be created to stagger hallway and communal space time for staff and students. At the High School, because of the hybrid model, the number of students in the hallway will be decreased.</p>	<p>Building Principals</p>	<p>*Hallway signs and social distancing floor decals.</p>	<p>Y--Building Principals will discuss with Staff on Inservice Day 8/19/20 Building Principals and/or designees will</p>

	<p>*Hall passes will be used at a minimum and only 1 student is permitted out of a room at a time.</p> <p>*While in line in the hallways, students should be spaced 6 feet apart, when possible. Markings will be placed on the floor of the hallways for reference.</p> <p>*All hallways will be one-way. Students are permitted to go up one side and down the other. Please refer to signs in the hallways.</p> <p>*There will be Social distancing floor signs throughout the buildings.</p> <p>*In all buildings, transitions will be limited as much as possible.</p> <p>*All staff and students are required to wear masks or shields when transitioning through the hallways.</p>			<p>discuss with students on the 1st day of school.</p>
<p>Guideline for Staff and Student Entry</p>	<p>*Staff is only permitted to sign-in 15 mins prior to their workday and stay 15 mins after sign-out time so that rooms can be deep cleaned each night unless it is a scheduled meeting (data, curriculum, discipline or faculty) day.</p> <p>* Any student that presents signs of COVID-19, will be directed into the Quarantine Room where the student will be assessed by the nurse or Building Principal. If necessary, parents will be contacted to pick</p>	<p>Building Principal, Secretary, and Nursing</p>		<p>Y--Building Principals will discuss with Staff on Inservice Day 8/19/20 Building Principals and/or designees will discuss with students on the 1st day of school.</p>

the student up. That parent will not be permitted to enter the building. The student will be taken out to the parent. The privacy of the individuals will be protected as best as possible.

*Student entry in the buildings will be determined at each Building:

Primary Center--

Kindergarten will enter through the Kindergarten Doors.

First Grade Students will enter through the right set of Main Office Doors.

2nd Grade Students will enter through the left set of Main Office Doors and walk down through the main hallway to the 2nd Grade Wing.

3rd Grade Students will enter through the 3rd Grade Doors.

Walkers and Car Riders will enter through the assigned doors based upon Grade Levels

Upper Elementary--All parent

drop-offs/pick-ups will be done at the Parking lot door. This door will be open from 7:45-8:00 and 2:40-2:50. Please make sure to only drop off and pick-up between those times. Bus riders will be dismissed by bus at the front of the building and walk into the building wearing their masks and keeping 6 feet apart. Any student that arrives after 8:00 a.m. is to enter through the main doors and sign-in through the raptor system. For dismissal time, students will be released through 6th grade, main doors and gym doors so that students can be socially distanced.

	<p><u>High School</u>-- There will be three student entrances, according to grade level. Students will be socially distanced as best as possible. Markings will be placed on the floor so as to promote social distancing. Students will exit the building through three different exits for both buses and walkers.</p>			
<p>Guidelines for Cafeteria and Food Service (MA and DS)</p>	<p>Feeding in the classroom</p> <p><u>Breakfast at the Elementary Schools:</u> Breakfast in the classrooms at the Primary Center and Upper Elementary schools. Students eat at their desks, socially distanced to the maximum extent possible.</p> <p><u>Breakfast at the Jr/Sr High School:</u> Students enter through the side door after security checks (temperature checks will be given as needed). Designated spots will be labeled for students to stand 6' apart while waiting. Students will enter only after another student leaves, restricting the number of students. Food will be Grab and Go containers, socially distanced to the maximum extent possible, and then students eat in three different designated areas within the school building. Students will enter the cafeteria at different times when possible.</p> <p><u>Lunch at the Elementary Schools:</u> Students will go through the line socially distanced, with markers indicating 6'. They will obtain their</p>	<p>Building Principal and their designees</p> <p>Food Service Director and their designees</p>	<p>Materials: Lunch trays will be switched to-go containers and bags when possible.</p> <p>Stanchion for creating lines and socially distancing students. 180 feet were ordered</p>	<p>N- The food service director will work with the cafeteria designees to develop plan details specific to social distancing.</p> <p>N- Principals will designate staff as necessary in different eating locations as necessary.</p>

	<p>lunches and the tables will be spread apart with fewer students per table, allowing 6' of social distancing. The cafeterias will be rearranged to provide social distancing in each of the elementary schools, with additional space in the gymnasium as well as outdoor seating.</p> <p><u>Lunch at the Jr/Sr High School:</u> Students will enter the cafeteria to obtain their lunches and then will report to three different designated locations within the school building to provide social distancing. Students will enter the cafeteria at different times when possible.</p>			
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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:

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>*Guidelines to isolation or quarantine during the school day.</p>	<p>*There will be an isolation room in each of the buildings designated for anyone who exhibits COVID-19 like symptoms (fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, vomiting, nausea, or diarrhea).</p> <p>Primary Center- Office next to Nurse's office.</p> <p>Upper- Conference Room next to Principals office</p>		<p>*Sections added to Employee and student handbooks and Website.</p>	<p>Y--Notify Staff of procedures at 8/18/20 Inservice Day (Supt.) and guidelines will be placed in Employee handbook.</p> <p>Students will be notified on 1st day of school by Building Principal and guidelines will be placed in Student Handbooks and District Website.</p>

Jr./Sr. High School- Room 209, next to the Principal's office and across from the Nurse's office.

*The isolation room will be closed down when the student leaves. The COVID cleaning staff will immediately clean and disinfect that area.

*The isolation room will be disinfected at the end of each day.

*Student or staff would be required to report confirmed cases of COVID-19 to the building principal as soon as they know. Then the building principal would be responsible to notify Superintendent and local health officials and put out a formal letter to parents and staff while maintaining the confidentiality of the individual.

*If staff or a student has symptoms of COVID-19:

*Staff--Report your symptoms to the Building Principal as soon as possible, if Building Principal is not available report to Building Secretary. Employee is to immediately leave the building and contact their physician.

*Refer to link below on returning to work or school. All confirmed cases must return with a Doctor's Release Note turned into the Building Principal.

	<u>DOH Guidance on Home Isolation or Quarantine and Returning to Work.</u>			
Guidelines for monitoring students and staff with a history of exposure	<p>Once you are aware that you were exposed to an infected person, you should self-quarantine for 14 days. These individuals should do a routine daily health check of temperature and symptom screening. Symptoms may appear from 2 to 14 days after exposure.</p> <p>Seek medical care immediately if someone has signs of COVID-19 which include:</p> <ul style="list-style-type: none">● Trouble breathing● Persistent pain or pressure in the chest● New confusion● Inability to wake or stay awake● Bluish lips or face● Cough, chills, or muscle pain● Shortness of breath or difficulty breathing● New loss of taste or smell● Sore throat			

<p>Guidelines to protect students and staff in high-risk categories</p>	<p>Any person that is considered high-risk must follow all distancing and cleaning precautions including frequently wash your hands and sanitizing frequently touched surfaces. Protect yourself by minimizing contact with others. At the first signs of illness, contact your healthcare professional for guidance and/or testing. Follow CDC guidelines whenever possible located at:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/pr-event-getting-sick/prevention.html</p>		<p>*Option for distance learning - high-risk students or students that live with high-risk family members may consider Virtual Vikings to limit exposure to infection</p>	<p>N - Awareness will spread through publication of school safety guidelines</p>
<p>Guidelines for staff and student hygiene</p>	<p style="text-align: center;">Know how it spreads</p> <p>There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid exposure to the virus.</p> <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> ● Between people who are in close contact one another (within about 6 feet). ● Through respiratory droplets produced by an infected person coughs, sneezes or talks. ● These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. ● Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. 	<p>Building Principal and their designees</p>	<p>Cleaning supplies for each classroom.</p> <p>Disinfectant supplies</p> <p>Masks</p>	<p>Y--Building Principals will discuss with Staff on Inservice Day 8/19/20 Building Principals and/or designees will discuss with students on the 1st day of school</p>

Everyone Should

Wash your hands often

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

Avoid close contact with people who are sick, especially inside your home. If possible, maintain 6 feet between the person who is sick and other household members.

Put distance between yourself and other people outside of your home.

- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

You could spread COVID-19 to others even if you do not feel sick.

Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face cover is meant to protect other people in case you are infected, as well as protect you from others that may be infected. It is also a precaution to help maintain clean surfaces.

Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.

	<p>Throw used tissues in the trash.</p> <p>Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.</p>			
	<p style="text-align: center;">Monitor Your Health</p> <p>Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.</p> <ul style="list-style-type: none"> ○ Take or have your temperature taken if symptoms develop. ○ Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen. <p>Follow CDC guidance if symptoms develop.</p>			

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social-emotional wellness at school and at home?

Summary of Responses to Key Questions:

<p>*Adjusting Transportation schedules and practices to create social distance between students</p>	<p>Limited capacity on buses and recommending that parents drive their child to school as much as possible. High School students will be encouraged to walk or drive whenever possible. Face masks will be mandatory for all personnel including students when being bussed to and from school and to and from athletic events. After each bus run, drivers and monitors will be required to wipe down all bus seats before the next bus run.</p> <p>Yellow Phase: Limited capacity on buses and encouraging parents to drive their child to school as much as possible. High School students will be encouraged to walk to school whenever possible. Face masks will be mandatory for all personnel including students when being bussed to school or athletic events. After each bus run, drivers and monitors will be required to wipe down all seats before the next bus run commences.</p>	<p>Building Principals</p> <p>Transportation Coordinator</p> <p>Business Manager</p>	<p>Disinfecting Wipes for drivers and monitors.</p>	<p>Yes, meetings to be held regularly with drivers, monitors and head of transportation.</p>
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Health and Safety Plan Professional Development	SEE CHART BELOW			
Guidelines for Building Visitors and Volunteers	<p>I. Visitor Policy</p> <p>A. All visitors (not including those picking up or dropping off students during the scheduled hours to do so) must enter through the following doors:</p> <ol style="list-style-type: none"> 1. Primary Center - Main Office 2. Upper Elementary - Main Office 3. Jr./Sr. High School - Door #9 on Valley Street <p>B. Visitors must have an appointment to enter the building. If you do not have a scheduled appointment, you will not be granted entrance into the school(s).</p>	Building Principals and Specific Designees	Signage in schools	Y - Staff will be made aware of guidelines on the In-Service Day (8/19/20). Families will also be informed as well via digital and paper communication.

- C. Prior to entering for an appointment, visitors are required to take his/her temperature at the door in which the individual enters. The temperature will be shown to the Secretaries to ensure it is below 100 Degrees. If it is above 100 Degrees, the visitor is not allowed in the building and must reschedule the appointment after 14 days.
- D. Visitors **must** wear a mask or face shield at all times to ensure the health and safety of themselves and others in the building. The visitor is to wash hands/sanitize before and after the appointment.
- E. Although not required, visitors are allowed to wear non-latex gloves.

II. **Volunteer Policy**

- A. All volunteers must enter through the following doors:
 - 1. Primary Center - Main Office
 - 2. Upper Elementary - Main Office
 - 3. Jr./Sr. High School - Door #9 on Valley Street
- B. Volunteers **must** have an appointment or prior approval from administration to enter the

building. If you do not have prior approval, you will not be granted entrance into the school(s).

- C. Prior to entering, volunteers are required to take his/her temperature at the door in which the individual enters. The temperature will be shown to the Secretaries to ensure it is below 100 Degrees. If it is above 100 Degrees, the volunteer is not allowed in the building and can return after 14 days.
- D. Volunteers **must** wear face shields or masks at all times while in the school and adhere to the health and safety guidelines put forth for all students and staff of the Sto-Rox School District. The volunteer is to wash hands/sanitize before and after entering along with after any instance of touching school materials or supplies.
- E. Although not required, visitors or permitted to wear non-latex gloves.
- F. When working inside of classrooms or building areas, please maintain a 6-foot social distance at all times from students and staff.

<p>Guidelines for Parent and Guardian Communication</p>	<p>I. Inside the Buildings</p> <ul style="list-style-type: none"> A. Signage posted around the buildings, including front office doors, on the implementation of the plan along with proper procedures for entering and sanitizing. B. Teachers and staff send weekly classroom updates to families including additional information such as the need for cleaning products or the class or individual students, etc.. <p>II. Social Media</p> <ul style="list-style-type: none"> A. Post the Health and Safety Plan on the SRSD website with easy access for all to view. B. Phone-blast to all families making individuals aware of the present plan and where to locate documentation. C. Facebook, Twitter, and other district accounts where the Health and Safety Plan can be made available. <p>III. Outside the Buildings</p> <ul style="list-style-type: none"> A. Letters sent to homes explaining the Health and Safety Plan that has been established in the district. B. Reminders to keep a child at home if sick with any illness. 	<p>Building Principals and Specific Designees</p>		<p>Y--Building Principals will discuss with Staff on Inservice Day 8/19/20 Building Principals and/or designees will discuss with students on the 1st day of school. Guidelines will be send to families.</p>
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	<p>C. Information sent home explaining the process of accessing remote learning opportunities if the school is temporarily dismissed.</p> <p>D. Tips provided to homes allowing for collaboration opportunities for adults and children to practice and reinforce good prevention habits.</p> <p>E. Information sent home explaining the importance of children and families not gathering in large groups to prevent the possible spread of COVID-19.</p>			
Guidelines for communication to all students	<p style="text-align: center;">Posting Signs</p> <p>Visible signs about safety procedures will be posted in high-traffic areas</p> <p>Information about safety plans will be provided to new students and families upon enrollment</p> <p>Individual meetings and tours to review safety procedures upon request</p>	Administration and staff	Guidelines or links to the safety plan	
Guidelines for wearing a mask (students)	<p>Masks are required for all students while on school property and involved in school-related functions.</p>	Principals	Students are encouraged to bring their own masks. Extra masks will be made available if a student forgets his/her	N

<p>Guidelines for wearing a mask (employees)</p>	<p>Masks are required for all students while on school property and involved in school-related functions.</p>	<p>Principals</p>	<p>Employees are required to bring their own masks.</p>	<p>N</p>
<p>Guidelines for extracurricular activities</p>	<p>All student Athletes, Coaches, and Staff will undergo a COVID-19 health screening prior to any practice, event, or team meeting.</p> <p>Promote healthy hygiene practices to limit the spread of COVID-19.</p> <p>Intensify cleaning, disinfection, and ventilation in all facilities.</p> <p>Encourage social distancing through increased spacing, small groups, and limited mixing between groups, when feasible.</p>	<p>Athletic Director</p> <p>Building Principal</p> <p>Trainers</p> <p>Coaches</p>	<p>Masks Required for coaches and student athletes when feasible.</p> <p>Thermometer</p> <p>Disinfectant and Sanitizer</p>	<p>Meetings with the Athletic Director and Principal will take place on a weekly basis.</p>

Educate Athletes, Coaches, and Staff on health and safety protocols.

Require anyone who is sick to stay home. Follow the plan for a student or employee who gets sick.

Regularly communicate and monitor developments with local authorities, coaches, staff, and families regarding cases, exposures, and updates to policies and procedures.



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.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion
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Cleaning Procedures	Custodians, Teachers	Superintendent	Face-to-Face	Cleaning Products	Immediate	Ongoing
Directional Logistics	All Staff	Principals	Face-to-Face	Teacher and admin support	8/27/2020	Ongoing
Isolation/Quarantine	All Staff	Principals and Nurse	Face-to-Face	Nurse	8/27/2020	Ongoing
Face Masks	All Staff	Principals	Face-to-Face	School Staff	8/27/2020	Ongoing
Student Safety PD	All Students	Principals/Staff	Face-to-Face	School Staff	8/27/2020	Ongoing

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers. 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
Mask Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media	July 20, 2020	Ongoing
Educational Options	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	July 20, 2020	Ongoing
Transportation Options and Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	August 1, 2020	Ongoing
Food Services Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	July 20, 2020	Ongoing
Cleaning Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	July 20, 2020	Ongoing

Quarantine Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	July 20, 2020	Ongoing
High-risk Individuals Procedures	Parents, students, community members, and outside agencies	Administration	Email, website, social media,	July 20, 2020	Ongoing