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MANHEIM TOWNSHIP SCHOOL DISTRICT

# Health & Safety Plan

# for Reopening Schools



Revised 9/10/2020



## **MANHEIM TOWNSHIP SCHOOL DISTRICT**

# **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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*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: [Manheim Township 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?**

The school district will create a detailed Health and Safety Plan that outlines the full safety measures in place for the return of students and staff into the buildings. These safety measures include procedures to address the social distancing requirements and the wearing of face coverings.

- **How did you engage stakeholders in the type of re-opening your school entity selected?**

Many stakeholders were involved in the planning for the reopening of schools. The process used by the district involved facilitation of a Steering Committee comprised of middle school and high school students, parents, teachers, counselors, support staff, principals, district office staff, and School Board members. The Steering Committee came together for three separate meetings in June and July in order to hear information and provide feedback on the development of the Health and Safety Plan, established by six different task forces: (1) Health Services Task Force, (2) Instructional Programs/SEL/Extracurriculars Task Force, (3) Special Education/504 Plans/English Learners/Gifted Education Task Force, (4) Student Services Task Force, (5) Operations Task Force, and (6) Human Resources Task Force.

- **How will you communicate your plan to your local community?**

The plan will be communicated to our local community through posting on the website, sending a letter to families via School Messenger, and publicizing it via social media. Staff will receive the plan via email.

- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

The district will follow all guidance from the DOH regarding a school and/or district closure. The district is currently preparing for the possibility of a future shutdown by creating guidelines and procedures for educational programming online for students. This involves ensuring that all students have access to technology and the internet. Furthermore, the district has procedures in place to address the feeding of students during a shutdown, as well as the sanitizing process for an eventual return to the building.



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

The Manheim Township School District will follow all directives and mandates given by local and state level health agencies. The district’s plan will continue to involve the most updated health and safety information provided at the time of implementation.

- ▣ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
  - This option may be used for the Green phase. Use of “total reopen”, as outlined in this PDE description, will be in compliance with state and local direction and safety measures.
- ▣ 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).
  - This option may be used for the Green or Yellow phrase. Use of “scaffolded reopening”, as outlined in this PDE description, will be in compliance with state and local direction and safety measures.
- ▣ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
  - This option may be used for the Green or Yellow phrase. Use of “blended reopening”, as outlined in this PDE description, will be in compliance with state and local direction and safety measures.
- ▣ 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).
  - This option may be used for the Red phase. Movement to full remote learning will be in compliance with state and local direction.

**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(s) 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(s) 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(s). 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 officials 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(s) who will serve as the pandemic coordinator(s) 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:** Individuals will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individuals 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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.



Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Robin Felty <i>Superintendent</i>	Leadership Team	<b>Pandemic Coordinator</b> ; Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Jaclyn Dudzic <i>Health Services Supervisor</i>	Leadership Team / Health Services	<b>Pandemic Coordinator</b> ; Health and Safety Plan Development; Pandemic Crisis Response Team
Dr. Susan Mellinger, MD <i>School District Physician</i>	Community Health Official	<b>Pandemic Coordinator</b> ; Health and Safety Plan Development; Pandemic Crisis Response Team
Dr. Dale Reimann <i>Asst. Superintendent</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Donna Robbins <i>Chief Operating Officer</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Joni Lefever <i>Pupil Services Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Courtney Nowak <i>Asst. Pupil Services Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Katherine Ward <i>Human Resources Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mr. Dan Lyons <i>Director of Technology Services</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Sharon Schaefer <i>Elem. Curriculum &amp; Instruction Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team





Mr. Tom Koch <i>Plant Services Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mr. Jim Dierolf <i>Food Services Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Bette Oberle <i>Safety &amp; Security Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mr. Matt Gillis <i>Transportation Generalist</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mr. Jason Strunk <i>Athletic Director</i>	Leadership Team	Health and Safety Plan Development; Pandemic Crisis Response Team
Mrs. Jacqueline Phillips <i>Certified School Nurse</i>	Health Services	Health and Safety Plan Development; Pandemic Crisis Response Team
Dr. Sharee Livingston-Anderson, D.O. <i>Health Care Provider</i>	Community Health	Pandemic Crisis Response Team

### 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 and Summary of Responses (outlined below)

- 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**

- Daily cleaning practices will follow CDC/WHO/EPA/PA Health Department guidelines.
- Signage to encourage and reinforce social distancing and hand washing/sanitizing will be mounted.
- All water fountains will be disabled; touchless bottle filling stations will be available.
- Students and staff will be encouraged to use individual bottles from home.
- Hand sanitizers will be available throughout the schools for visitors, students, and staff.
- All occupied areas and touchpoints will be sanitized daily with a disinfectant utilizing **sprayers or wipes**.
- Heavily touched areas will be sanitized several times a day.
- Disinfectant wipes will be placed in each classroom and various areas throughout the schools.
- Staff and students will be encouraged to sanitize their desks and touchpoints with the disinfectant wipes provided.
- Restrooms will be regularly cleaned, disinfected and stocked with supplies for handwashing, including soap and hand sanitizer with at least 60% alcohol.
- Outdoor air ventilation in HVAC equipment will be set to ASHRAE maximum limits.
- Staff will be encouraged to open windows to increase air flow when outside weather conditions warrant.
- HVAC equipment will be programmed to provide outdoor air purge cycles during school hours.
- High efficiency antimicrobial filters will be used in all HVAC equipment.
- Air filtration equipment with bi-polar ionization technology will be installed in all Nurse Suites and in the Containment Areas reserved for individuals that display COVID-19 symptoms.
- All Plant Services staff will be continually trained in “COVID19 Best Management Practices”  
<https://www.fema.gov/coronavirus/best-practices>
- The district’s procurement procedure is to work with multiple vendors to ensure we have an adequate supply of cleaning and disinfectant supplies available. The district currently has a three to six-month inventory.
- The district has always followed CDC and OSHA requirements with compliant supplies.
- All Plant Services staff will receive ongoing training in best practices for cleaning and disinfecting. Training videos with testing modules will be utilized.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><u>Schools/Buildings:</u> All occupied areas and touchpoints will be sanitized daily with a disinfectant <b>utilizing sprayers or wipes</b>. Heavily touched areas will be sanitized several times a day. Restrooms will be regularly cleaned and disinfected and be regularly stocked with supplies for handwashing, including soap or hand sanitizer with at least 60% alcohol. All water fountains will be disabled; touchless bottle filling stations will be available. Students and staff will be encouraged to use individual bottles from home.</p>	<p><u>Schools/Buildings:</u> All occupied areas and touchpoints will be sanitized daily with a disinfectant <b>utilizing sprayers or wipes</b>. Heavily touched areas will be sanitized several times a day. Restrooms will be regularly cleaned and disinfected and be regularly stocked with supplies for handwashing, including soap or hand sanitizer with at least 60% alcohol. All water fountains will be disabled; touchless bottle filling stations will be available. Students will be supplied with a refillable water bottle to bring to and from school.</p>	Plant Services Director	CDC approved cleaning products provided by our suppliers.	N
	<p><u>Transportation:</u> All vehicles will be sanitized following morning and afternoon runs. Bus windows will be opened (as appropriate) and van air conditioning systems will be run to reduce concentration of respiratory droplets in confined areas.</p>	<p><u>Transportation:</u> All vehicles will be sanitized following morning and afternoon runs. Bus windows will be opened (as appropriate) and van air conditioning systems will be run to reduce concentration of respiratory droplets in confined areas.</p>	Transportation Generalist	Sprayers; chemicals procured by District for use by Contractor.	Y

<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Outdoor air ventilation in HVAC equipment will be set to ASHRAE maximum limits. High efficiency antimicrobial filters will be used in all HVAC equipment. Air filtration equipment with bi-polar ionization technology will be installed in all Nurse Suites and in the Containment Areas reserved for individuals that display COVID-19 symptoms.</p>	<p>Outdoor air ventilation in HVAC equipment will be set to ASHRAE maximum limits. High efficiency antimicrobial filters will be used in all HVAC equipment. Air filtration equipment with bi-polar ionization technology will be installed in all Nurse Suites and in the Containment Areas reserved for individuals that display COVID-19 symptoms.</p>	<p>Plant Services Director</p>	<p>CDC approved air filtration products provided by our suppliers.</p>	<p>N</p>
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## Social Distancing and Other Safety Protocols

### Key Questions and Summary of Responses

- **How will classrooms/learning spaces be organized to mitigate spread?**

All nonessential furniture and equipment will be removed from classrooms to allow teachers to maximize the square footage of their room for social distancing purposes. Students will also have assigned seats in all classrooms throughout the building. Masks will be worn by all students, faculty, and staff at all times **except for the following:**

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.



- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**

Secondary students will follow their traditional class schedules, however, congregating in common areas will not be permitted. Assemblies and large group gatherings have been temporarily suspended, and the cafeterias have been reorganized and spread out to allow for social distancing. Elementary students will learn in homerooms but may also participate in larger and smaller groups within their grade level. During the yellow phase, the number of students in the building at any given time will be reduced by approximately 50%. As well, a HyFlex mode of instruction that combines face to face instruction with online instruction will be implemented.

- **What policies and procedures will govern use of other communal spaces within the school building?**

congregating by students in common areas will not be permitted. Students, faculty, and staff will need to wear masks and maintain social distancing when using any part of our facilities. Frequent handwashing and the use of hand sanitizer is encouraged. Where possible, hallways will be assigned one-way traffic patterns.

- **How will you utilize outdoor space to help meet social distancing needs?**

When possible, physical education classes will be moved outdoors to allow students to maintain social distancing. With administrative notification and weather permitting, teachers may also take their classes outdoors for lessons and activities. Students, faculty, and staff must continue to wear face masks at all times except for the following:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

- **What hygiene routines will be implemented throughout the school day?**

Students and teachers will be encouraged to wash their hands and/or hand sanitize frequently, masks will be worn by all teachers, students, and staff, and hand sanitizer stations will be available in multiple locations in every building. The sharing of supplies will be limited. In situations where students are unable to have their own set of materials, supplies, or equipment, teachers will wipe down supplies and equipment with cleaning wipes between use.

- **How will you adjust student transportation to meet social distancing requirements?**

Vehicles will be loaded/unloaded in a way to promote social distancing; students and drivers will be required to wear a face covering.



- **What visitor and volunteer policies will you implement to mitigate spread?**

All nonessential visitors will be prohibited from entering the building, and the use of volunteers will be temporarily suspended. When an essential visitor needs access to the building, he or she will receive a temperature check before entering, must follow social distancing practices, and must wear a mask for the duration of the visit.

- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

No. All students, faculty, and staff will be expected to wear masks, adhere to social distancing guidelines, and follow other safety protocols while in our school buildings. A student with more or unique needs maybe be handled differently, including more/additional training and parent communication.

- **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?**

All faculty and staff members will be trained on social distancing and other safety protocols during the first four inservice days of the school year, prior to the first day for students. Some of the training will include direct instruction while other parts of the training will be delivered in the format of “how to” videos and tutorials. Information, including the “how to” videos and tutorials will be available on the district website for parents and community members to access.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>*Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff</b>	<p><b>Regular education classrooms:</b> Students and staff will wear a mask in all classroom and learning spaces.</p> <p><b>Special education classrooms:</b> Learning areas used for academic support will be evaluated based</p>	<p><b>Regular education classrooms:</b> Students and staff will wear a mask in all classroom and learning spaces.</p> <p><b>Special education classrooms:</b> Learning areas used for academic support will be evaluated based</p>	<p>Building Principals</p> <p>Pupil Services</p>	<p>CDC Guidelines, PA Department of Health (DOH), modifying layouts of classrooms</p>	N

<p><b>throughout the day, to the maximum extent feasible</b></p>	<p>upon the number of students assigned and redesigned to the extent feasible to ensure separation of students.</p> <p>General planning for spacing:</p> <ul style="list-style-type: none"> <li>• Space seating/desks at least 3-6 feet apart when feasible.</li> <li>• Remove extra desks and tables from the room to prevent congregating</li> <li>• Use dividers such as desks to create boundaries between spaces where appropriate</li> <li>• Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart</li> <li>• Classrooms with paraprofessionals/agency nurses: label chairs with para/nurse names</li> </ul>	<p>upon the number of students assigned and redesigned to the extent feasible to ensure separation of students.</p> <p>General planning for spacing</p> <ul style="list-style-type: none"> <li>• Space seating/desks at least 3-6 feet apart when feasible.</li> <li>• Remove extra desks and tables from the room to prevent congregating</li> <li>• Use dividers such as desks to create boundaries between spaces where appropriate</li> <li>• Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart</li> <li>• Classrooms with paraprofessionals/agency nurses: label chairs with para/nurse names</li> </ul>			
<p><b>*Restricting the use of cafeterias and other congregate settings, and serving meals in alternate</b></p>	<p>If classrooms will allow social distance of 6 feet or more without a mask for eating per PA DOH, we may utilize classrooms or we will utilize our cafeterias and other large open areas(gym, auditorium, etc.) with social distancing</p>	<p>Due to the inability to social distance of 6 feet or more without a mask for eating, as per PA DOH, we will utilize our cafeterias and other large open areas (gym, auditorium, etc.) for the eating process (with social distancing applied).</p>	<p>Food Services Director, Building Principals</p>	<p>PA DOH</p>	<p>N</p>



settings such as classrooms					
<p><b>*Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><b>Topics of good hygiene practices include:</b> (Educational handwashing video provided by our Certified School Nurses)</p> <ul style="list-style-type: none"> <li>• Handwashing <u>When and How to Wash Hands</u></li> <li>•</li> </ul> <p><a href="https://youtu.be/FYv6w0hw3Ow">https://youtu.be/FYv6w0hw3Ow</a></p> <p>All individuals in school will sanitize or wash their hands on a frequent basis and upon arrival to the school buildings Hand sanitizers will be made available in all common areas, hallways and/or in classrooms where sinks for handwashing are not available</p> <p>Classroom breaks for handwashing <b>and/or sanitizing</b> after group activities and between each lesson</p> <p>Respiratory etiquette: Covering of coughs and sneezes (ex. using your elbow)</p> <p><a href="https://www.youtube.com/watch?v=b6nxbG5etq4&amp;feature=share">https://www.youtube.com/watch?v=b6nxbG5etq4&amp;feature=share</a></p> <p>(Educational video created by our Certified School Nurses)</p>	<p><b>Topics of good hygiene practices include:</b> (Educational handwashing video provided by our Certified School Nurses)</p> <ul style="list-style-type: none"> <li>• Handwashing <u>When and How to Wash Hands</u></li> </ul> <p><a href="https://youtu.be/FYv6w0hw3Ow">https://youtu.be/FYv6w0hw3Ow</a></p> <p>All individuals in school will sanitize or wash their hands on a frequent basis and upon arrival to the school buildings Hand sanitizers will be made available in all common areas, hallways and/or in classrooms where sinks for handwashing are not available</p> <p>Classroom breaks for handwashing <b>and/or sanitizing</b> after group activities and between each lesson</p> <p>Respiratory etiquette: Covering of coughs and sneezes (ex. using your elbow)</p> <p><a href="https://www.youtube.com/watch?v=b6nxbG5etq4&amp;feature=share">https://www.youtube.com/watch?v=b6nxbG5etq4&amp;feature=share</a></p> <p>(Educational video created by our Certified School Nurses)</p>	<p>Health Services, Building Principals</p>	<p>CDC website, PA DOH website, district created documents, district website</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>Stay home when ill <u>What to do if you experience symptoms</u></li> <li>Temperature greater than 100.4 F will stay home</li> </ul> <p>Proper use of PPE (Educational video created by our Certified School Nurses)</p> <p>How to wear a mask Secondary level: <a href="https://youtu.be/M0xJERtjVzk">https://youtu.be/M0xJERtjVzk</a></p> <p>How to wear a mask Elementary level: <a href="https://youtu.be/leoD5TF8cls">https://youtu.be/leoD5TF8cls</a></p> <p>Science of Masks: <a href="https://youtu.be/M8K8eQpCLoA">https://youtu.be/M8K8eQpCLoA</a></p> <p>All high touch surfaces will be disinfected regularly. <u>Cleaning and disinfecting</u></p> <p><b>Resources for Families and Community</b></p> <ul style="list-style-type: none"> <li>School website for updates</li> <li>Nurse monthly newsletters</li> <li>Educational videos and handouts created by our Certified School Nurses</li> <li>Prevention of spread training</li> </ul>	<ul style="list-style-type: none"> <li>Stay home when ill <u>What to do if you experience symptoms</u></li> <li>Temperature greater than 100.4 F will stay home</li> </ul> <p>Proper use of PPE (Educational video created by our Certified School Nurses)</p> <p>How to wear a mask Secondary level: <a href="https://youtu.be/M0xJERtjVzk">https://youtu.be/M0xJERtjVzk</a></p> <p>How to wear a mask Elementary level: <a href="https://youtu.be/leoD5TF8cls">https://youtu.be/leoD5TF8cls</a></p> <p>Science of masks: <a href="https://youtu.be/M8K8eQpCLoA">https://youtu.be/M8K8eQpCLoA</a></p> <p>All high touch surfaces will be disinfected regularly. <u>Cleaning and disinfecting</u></p> <p><b>Resources for Families and Community</b></p> <ul style="list-style-type: none"> <li>School website for updates</li> <li>Nurse monthly newsletters</li> <li>Educational videos and handouts created by our Certified School Nurses</li> <li>Prevention of spread training</li> </ul>			
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	<ul style="list-style-type: none"> <li>○ Use of PPE</li> <li>○ Proper hand washing techniques</li> <li>○ In class and video lessons</li> <li>○ Continuous awareness of signs and symptoms</li> </ul>	<ul style="list-style-type: none"> <li>○ Use of PPE</li> <li>○ Proper hand washing techniques</li> <li>○ In class and video lessons</li> <li>○ Continuous awareness of signs and symptoms</li> </ul>			
<p><b>*Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Posters to inform:</p> <ul style="list-style-type: none"> <li>● Symptoms and signs of COVID-19</li> <li>● Use of PPE</li> <li>● <u>Public Service Announcements</u></li> <li>● Proper handwashing techniques</li> <li>● <u>Training COVID-19 videos</u></li> <li>● Cleaning the school environment</li> <li>● Post all signs in common languages</li> <li>● Social Distancing guidelines</li> <li>● <u>Resources</u></li> </ul>	<p>Posters to inform:</p> <ul style="list-style-type: none"> <li>● Symptoms and signs of COVID-19</li> <li>● Use of PPE</li> <li>● <u>Public Service Announcements</u></li> <li>● Proper handwashing techniques</li> <li>● <u>Training COVID-19 videos</u></li> <li>● Cleaning the school environment</li> <li>● Post all signs in common languages</li> <li>● Social Distancing guidelines</li> <li>● <u>Resources</u></li> </ul>	<p>Health Services, Facilities, Building Principals</p>	<p>CDC website, PA DOH website, district created documents, district website</p>	<p>N</p>

<p><b>*Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Safety and Health is our priority. Limiting outside volunteers limits the external risk to our students and staff</p> <p>Visitors will be discouraged from coming to the schools with the exception of emergencies, but, if necessary:</p> <ul style="list-style-type: none"> <li>• Temperature checks upon arrival to all buildings</li> <li>• Requiring and providing masks for visitors</li> </ul> <p>Sneeze guards placed above front office desk area and in nursing suites</p> <ul style="list-style-type: none"> <li>• Hand sanitation provided upon entry</li> <li>• Signs on exterior doors educating the community regarding best hygiene practices and the use of temperature screenings upon entry to the building</li> </ul>	<p>Safety and Health is our priority. Limiting outside volunteers limits the external risk to our students and staff</p> <p>Visitors will be discouraged from coming to the schools with the exception of emergencies, but, if necessary:</p> <ul style="list-style-type: none"> <li>• Temperature checks upon arrival to all buildings</li> <li>• Requiring and providing masks for visitors</li> </ul> <p>Sneeze guards placed above front office desk area and in nursing suites</p> <ul style="list-style-type: none"> <li>• Hand sanitation provided upon entry</li> <li>• Signs on exterior doors educating the community regarding best hygiene practices and the use of temperature screenings upon entry to the building</li> </ul>	<p>Health Services Facilities, Assistant Superintendent, Chief Operating Officer, Building Principals</p>	<p>Posters for each building located (located at the front), PPE (masks provided), thermometer, plexiglass, <u>provide notification of measures to families, community</u>, and hand sanitizer.</p>	<p>N</p>
<p><b>*Handling sporting activities for recess and physical education classes consistent with the CDC;</b></p>	<p>Sharing will be limited/curtailed, except in cases where we have staff and supplies present to sanitize materials between uses by students. Recess games and P.E. activities will be instituted that promote social distancing and the use of individual student materials.</p>	<p>Sharing will be limited/curtailed, except in cases where we have staff and supplies present to sanitize materials between uses by students. Recess games and P.E. activities will be instituted that promote social distancing and the use of individual student materials.</p>	<p>Building Principals, K-6 Health/PE Content Specialist, 7-12 Health/PE Content Specialist, Athletic Director</p>	<p>CDC guidelines, PA DOH guidelines</p>	<p>Y</p>

<p><b>Considerations for Youth Sports</b></p>	<p>Aligned to support the Health &amp; Safety procedures for students and staff.</p> <p>Aligned with PIAA and Lancaster Lebanon League guidelines, recommendations and procedures for practice and competition.</p> <p><u>Face Coverings in Athletics:</u> Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout (etc.), and anytime 6 feet of social distancing is not possible.</p>	<p>Aligned to support the Health &amp; Safety procedures for students and staff.</p> <p>Aligned with PIAA and Lancaster Lebanon League guidelines, recommendations and procedures for practice and competition.</p> <p><u>Face Coverings in Athletics:</u> Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout (etc.), and anytime 6 feet of social distancing is not possible.</p>	<p>K-12 Health/PE Department</p>		
<p><b>Limiting the sharing of materials among students</b></p>	<p>Sharing will be limited/curtailed, except in cases where we have staff and supplies present to sanitize materials between uses by students.</p>	<p>Sharing will be limited/curtailed, except in cases where we have staff and supplies present to sanitize materials between uses by students.</p>	<p>Building Principals</p>	<p>CDC guidelines, PA DOH guidelines</p>	<p>Y</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Congregating by students in common areas will not be permitted. Students, faculty, and staff will need to wear masks and maintain social distancing when</p>	<p>Congregating by students in common areas will not be permitted. Students, faculty, and staff will need to wear masks and maintain social distancing when using any part of</p>	<p>Building Principals</p>	<p>CDC guidelines, PA DOH guidelines</p>	<p>Y</p>

	<p>using any part of our facilities. Frequent handwashing and the use of hand sanitizer is encouraged. Where possible, hallways will be assigned one-way traffic patterns.</p>	<p>our facilities. Frequent handwashing and the use of hand sanitizer is encouraged. Where possible, hallways will be assigned one-way traffic patterns.</p>			
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>The District will provide traditional transportation offerings with the following changes to promote better contact tracing:</p> <ul style="list-style-type: none"> <li>• Face masks to be worn by all students and face shields to be worn by all vehicle operators for greater visibility.</li> <li>• Acknowledgments to be signed by parents, as social distancing of 6 feet cannot be met on any vehicle.</li> <li>• Students will load each vehicle, filling in seats from the back to front, and disembark from the front to the back. Assigned seating will be used on every vehicle.</li> <li>• Modified Schedules: In “Yellow”, students with exceptional needs will be transported daily; 50% of</li> </ul>	<p>The District will provide traditional transportation offerings with the following changes to promote better contact tracing:</p> <ul style="list-style-type: none"> <li>• Face masks to be worn by all students and face shields to be worn by all vehicle operators for greater visibility.</li> <li>• Acknowledgments to be signed by parents, as social distancing of 6 feet cannot be met on any vehicle.</li> <li>• Students will load each vehicle, filling in seats from the back to front, and disembark from the front to the back. Assigned seating will be used on every vehicle.</li> <li>• Modified Schedules: In “Green”, the District will transport all students.</li> </ul>	<p>Transportation Generalist</p>	<p>Signed Parent Acknowledgements</p>	<p>N</p>

	<p>the student population will be transported (2) days/week and the other half of students the opposite (2) days.</p> <ul style="list-style-type: none"> <li>• Student transportation survey to be sent out with the intent of receiving a better approximation of student ridership in an effort to better balance the overall student population.</li> <li>• Buses/Vans will be sanitized on a daily basis: after the morning run and following the evening run.</li> <li>• The District is currently researching ways to eliminate students sitting in the first row of each vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Student transportation survey to be sent out with the intent of receiving a better approximation of student ridership in an effort to better balance the overall student population.</li> <li>• Buses/Vans will be sanitized on a daily basis: after the morning run and following the evening run.</li> <li>• The District is currently researching ways to eliminate students sitting in the first row of each vehicle.</li> </ul>			
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions</b></p>	<p>Our "yellow" phase is characterized by a student enrollment reduction to 50% (Monday through Thursday) and universal distance learning on Fridays.</p>	<p>In "green," we will have reduced student enrollment due to options other than a full return to in-person instruction. Students and staff will be wearing masks <b>at all times</b>.</p>	<p>Building Principals</p>	<p>Class Rosters, Enrollment Data, CDC guidelines, PA DOH guidelines</p>	<p>N</p>

<b>between groups of students</b>					
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	Plan will be shared with our on-site child care programs (Envisions, Head Start, Owl Hill) so that they can pattern their procedures and protocols after those instituted by the school district. Plan will also be viewable on our website, allowing any local child care centers to view the plan, and reach out to us with any questions or concerns.	Plan will be shared with our on-site child care programs (Envisions, Head Start, Owl Hill) so that they can pattern their procedures and protocols after those instituted by the school district. Plan will also be viewable on our website, allowing any local child care centers to view the plan, and reach out to us with any questions or concerns.	Building Principals, Envisions, Head Start, Owl Hill, Director of Elementary Curriculum & Instruction, Asst. Supt, Transportation Generalist, Health Services	CDC guidelines, PA DOH guidelines	Y
<b>Other social distancing and safety practices</b>	<p><b>Telehealth Services:</b> Virtual Telehealth Services will be made available to students and families with concerns or questions while at home</p> <p>Installing Sneeze-Guards in main offices, nurse suites and strategically around the buildings as needed</p> <p>“Engage and encourage everyone in the school and in the community to practice preventative behaviors” (from CDC)</p> <p>“Communicate, educate and</p>	<p><b>Telehealth Services:</b> Virtual Telehealth Services will be made available to students and families with concerns or questions while at home</p> <p>Installing Sneeze-Guards in main offices, nurse suites and strategically around the buildings as needed</p> <p>“Engage and encourage everyone in the school and in the community to practice preventative behaviors” (from CDC)</p> <p>“Communicate, educate and</p>	Health Services, Tech Media, Facilities, Assistant Superintendent, Chief Operating Officer, Building Principals	CDC website, PA DOH website, district created documents, district website	N



	<p>reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers and staff” (from CDC)</p> <p>“Educate parents and caregivers on the importance of monitoring for responding to the symptoms of COVID-19 at home” (from CDC)</p>	<p>reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers and staff” (from CDC)</p> <p>“Educate parents and caregivers on the importance of monitoring for responding to the symptoms of COVID-19 at home” (from CDC)</p>			
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## Monitoring Student and Staff Health

### Key Questions and Summary of Responses

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**
  - MTSD is in the process of developing a proactive plan for when a student or staff member test positive for COVID-19
  - MTSD is in the process of developing a plan with state and local health departments to conduct case tracing of a positive covid case
  - MTSD will continue to have ongoing channels of communication with state and local health departments to stay updated on COVID-19 transmission and response in our local community
    - Our school nurses are currently a part of the PA Health Network through the state to monitor changes to our area

MTSD will continue to practice recommended safety protocols that are advised from the state/county and CDC.

Students and staff will monitor symptoms and temperature at home prior to entering the school building. “Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or the bus stop each day.”(PDE update 7/16/2020)  
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening>



Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school. PDE update 7/16/2020

Anyone exhibiting a temperature of 100.4 or greater, or signs and symptoms of COVID-19 will be advised to not come to school. Once in the building, school nurses will be available to check temperatures throughout the day, assess symptoms of illness, and provide education on preventing the spread of illness. Staff or students who report symptoms of COVID-19 will report to the school nurse where the decision will be made to isolate the individual and send home, or intervene with additional care for return to the classroom as appropriate. We will utilize our health staff to monitor student health. Our certified school nurses will also provide educational videos to families/community. School district family who is diagnosed by a medical provider with COVID-19 or has been exposed to a person with COVID-19 will be excluded from school until they meet CDC return to school guidelines.

- **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)?**

Parents will be expected to perform symptom monitoring and temperature checks on their child daily prior to sending them to school. Should a fever or symptoms of COVID-19 be present, the parent will keep their child at home. Parents should report these symptoms and fever to the school nurse to successfully be able to monitor additional symptoms and allow the school nurse to begin contact tracing with the PA DOH and local healthcare agencies, should the student develop a positive COVID-19 test or become more ill.

- **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?**

The nurses and administrators will follow the health room algorithm/guideline that the district is currently in the process of developing based on the CDC, PDE and DOH guidelines for isolation if symptoms happen within the school building.

- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**

The school nurse will be in continuous contact with administration and the PA Department of Health to allow for open discussions and guidance for when to isolate or quarantine a student or staff member. This guidance will be led by the most recent education provided by the CDC and other local resources.



- **How will you accommodate staff who are unable to comfortably return?**

MTSD has shared an email with all staff seeking medical information in order to engage in 1:1 conversations consistent with the ADA. MTSD is actively encouraging staff to reach out to our human resources department so that we may engage in conversations regarding the return to work and outline options available. We have consistently communicated with staff that we will not have virtual options for staff who work directly with students. We are providing PPE and offering additional resources for purchase for staff who remain uncomfortable. We are committed to creating a safe environment for our staff.

- **What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school?**

MTSD is the process of creating an algorithm/table that will be provided in regards to steps that need to be taken to return to work/school. Determined by the PA DOH, PDE and CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on [Quarantine if You Might be Sick](#) (PDE UPDATE 7/16/2020)

- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**

Students will be given the option to participate in face-to-face education in the buildings at Manheim Township or the option of Manheim Township's Virtual Academy will be provided.

- **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?**

Once a confirmed case is identified MTSD will share the information with families/community while maintaining confidentiality and provide only the information that is legally permitted.



Notifications:

- Staff should notify the HR department ([HR@mtwp.net](mailto:HR@mtwp.net)) and students should notify the school nurse of MTSD if an absence is due to COVID-19
  - School nurses along with an HR representative should notify the PA Health Department of any confirmed case of COVID-19 while maintaining confidentiality.
  - DOH and its CMHD partners have established procedures for timely communication with Pre-K to 12 school entities when there is a probable or positive COVID-19 case. Local DOH staff or the CMHD will notify the school entity and PDE immediately upon learning that someone who tested positive for COVID-19 was present at the school or school event while infectious. DOH or CMHD staff will assist the Pre-K to 12 school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.
  - DOH or CMHD staff will assist the Pre-K to 12 school entity with contact tracing and may request information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level.
  - DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual.
  - It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.
  - Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.
- 
- **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?**



School nurses have already completed online training for Contract Tracing and symptom monitoring. All staff members will complete education during the week prior to school opening. This education will be provided in the form of powerpoints, staff meetings, videos, etc. Staff will be trained prior to the start of school, with attendance being reflected through post evaluations and sign in sheets. The preparedness of staff will be reflected through ongoing conversations with school nurses, continued education as evidenced by the CDC and DOH, as well as through return demonstrations should there be any needing completion.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>*Monitoring students and staff for symptoms and history of exposure</b>	Students and staff monitoring symptoms and temp checks prior to arrival at school and will stay home if ill or temp above 100.4  Nursing staff to wear PPE when working with students and staff based on standard and transmission precautions  Triageing and identification of students exhibiting signs and symptoms of COVID-19 vs. common illness among children  Having a seperate space for treatment for ill students  Having adequate supplies available  Utilizing a triage space to determine what treatment is	Students and staff monitoring symptoms and temp checks prior to arrival at school and will stay home if ill or temp above 100.4  Nursing staff to wear PPE when working with students and staff based on standard and transmission precautions  Triageing and identification of students exhibiting signs and symptoms of COVID-19 vs. common illness among children  Having a seperate space for treatment for ill students  Having adequate supplies available  Utilizing a triage space to determine what treatment is	Health Services, Pupil Services, Superintendent, Assistant Superintendent,, Building Principals	PPE for nursing staff and teachers, CDC website, PA DOH website, district created documents, district website	Y

	<p>needed for injury or illness</p> <p>Nurse to consult flowchart when to isolate and send a student home</p> <p>Establish a routine for students who receive daily medications to ensure administration of medication safely.</p> <p>Nurse may call student down for daily medication administration via the ipad</p> <p>Setting alarms on student iPads -- Nurses to use the Symptom Tracking form with students and staff with COVID-19 symptoms to support the local health department and contact tracing.</p>	<p>needed for injury or illness</p> <p>Nurse to consult flowchart when to isolate and send a student home</p> <p>Establish a routine for students who receive daily medications to ensure administration of medication safely.</p> <p>Nurse may call student down for daily medication administration via the ipad</p> <p>Setting alarms on student iPads -- Nurses to use the Symptom Tracking form with students and staff with COVID-19 symptoms to support the local health department and contact tracing.</p>			
<p><b>*Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p><b>Proper ventilation for the school health suites:</b></p> <ul style="list-style-type: none"> <li>Restructured health rooms and isolation space for each of our 9 school buildings in addition to the District Office for those exhibiting potential signs and symptoms of COVID-19.</li> </ul>	<p><b>Proper ventilation for the school health suites:</b></p> <ul style="list-style-type: none"> <li>Restructured health rooms and isolation space for each of our 9 school buildings in addition to the District Office for those exhibiting potential signs and symptoms of COVID-19.</li> </ul>	<p>Health Services, Facilities, Assistant Superintendent, Chief Operating Officer, Building Principals, Pupil Services</p>	<p>Schoology (Sign Up Genius) for scheduling time to see the nurse for non emergency visits, Air purifiers, additional ventilation. Predetermined designated spaces.</p> <p>CDC website, PA DOH website, district created documents, district website</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• Adding air purifiers to each health suite along with a disinfectant <b>sprayer or wipes.</b></li> <li>• Adding exhaust fans to certain health spaces as warranted for proper air exchange</li> <li>• Using technology to triage students into the Health Suites, decreasing potential exposure to other ill students</li> <li>• Will close off all areas used by a sick person and not to be used again before cleaning and disinfecting</li> <li>• While in isolation and waiting to go home, ill person will continue to wear a facemask/shield and be overseen by school personnel who will also be wearing a face mask.</li> </ul>	<ul style="list-style-type: none"> <li>• Adding air purifiers to each health suite along with a disinfectant <b>sprayer or wipes.</b></li> <li>• Adding exhaust fans to certain health spaces as warranted for proper air exchange</li> <li>• Using technology to triage students into the Health Suites, decreasing potential exposure to other ill students</li> <li>• Will close off all areas used by a sick person and not to be used again before cleaning and disinfecting</li> <li>• While in isolation and waiting to go home, ill person will continue to wear a facemask/shield and be overseen by school personnel who will also be wearing a face mask.</li> </ul>			
<p><b>*Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p><b>Per CDC and DOH Guidelines:</b> <u>Quarantine vs. Isolation</u></p> <p><u>Attendance Policy to include:</u></p> <p>If a student/staff member had a positive COVID-19 diagnosis:</p>	<p><b>Per CDC and DOH Guidelines:</b> <u>Quarantine vs. Isolation</u></p> <p><u>Attendance Policy to include:</u></p> <p>If a student/staff member had a positive COVID-19 diagnosis:</p>	<p>Health Services, Human Resources, Superintendent, Assistant Superintendent, Chief Operating Officer, Building</p>	<p>CDC website, PA DOH website, district created documents, district website</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>• MTSD will follow the guidance of the CDC, DOH and PDE and the process that is being developed by MTSD for return to work/school</li> </ul> <p>**Consult with the local health department for guidance and coordinate with state and local branches to define appropriate procedures and timelines for re-admittance to school following illness <a href="#">Interim Guidance CDC</a></p>	<ul style="list-style-type: none"> <li>• MTSD will follow the guidance of the CDC, DOH and PDE and the process that is being developed by MTSD for return to work/school</li> </ul> <p>**Consult with the local health department for guidance and coordinate with state and local branches to define appropriate procedures and timelines for re-admittance to school following illness <a href="#">Interim Guidance CDC</a></p>	Principals, Pupil Services		
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Consult with and follow the guidance of the local Department of Health and the CDC</p> <p>Shut down of schools, isolation and quarantine will be guided by the Department of Health</p> <p><u>Notifications include:</u></p> <ul style="list-style-type: none"> <li>• Calls from the DOH or local healthcare agency</li> <li>• School Website</li> <li>• Student Messenger via Schoology and Seesaw</li> <li>• Superintendent</li> </ul>	<p>Consult with and follow the guidance of the local Department of Health and the CDC</p> <p>Shut down of schools, isolation and quarantine will be guided by the Department of Health</p> <p><u>Notifications include:</u></p> <ul style="list-style-type: none"> <li>• Calls from the DOH or local healthcare agency</li> <li>• School Website</li> <li>• Student Messenger via Schoology and Seesaw</li> <li>• Superintendent</li> </ul>	Health Services, Human Resources, Superintendent, Assistant Superintendent, Chief Operating Officer, Building Principals, Pupil Services	District technology	N



	<ul style="list-style-type: none"> <li>Letter</li> <li>• Phone Calls</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>• Phone Calls</li> </ul>			
<b>Other monitoring and screening practices</b>	<p>Contact Tracing Training</p> <ul style="list-style-type: none"> <li>• Assisting the local healthcare agencies <ul style="list-style-type: none"> <li>○ Nurses and Pupil Services</li> </ul> </li> <li>• Continued collaboration with the CDC and DOH for ongoing changes and updates related to COVID-19</li> </ul>	<p>Contact Tracing Training</p> <ul style="list-style-type: none"> <li>• Assisting the local healthcare agencies <ul style="list-style-type: none"> <li>○ Nurses and Pupil Services</li> </ul> </li> <li>• Continued collaboration with the CDC and DOH for ongoing changes and updates related to COVID-19</li> </ul>	Health Services, Pupil Services, HR and, Building Principals	Contact Tracing training	Y

## Other Considerations for Students and Staff

### Key Questions and Summary of Responses

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**

Wearing masks/face shields will be required by all staff and students if social distancing of 6 feet cannot be maintained while on school grounds in coordination with the new order put into place by the PA DOH and the Governor's office on July, 3rd 2020  
<https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf>

Face covering updated provided by the PA DOH on 8/17/2020

**\*Under what circumstances are students permitted to remove their face coverings (e.g. masks and face shields)?**

Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or



- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**

Staff educating students considered high risk will be provided with appropriate PPE for classroom use. Parents of students considered high risk for severe illness will collaborate with school nurses to develop safety plans for implementation in addition to the standards already established for cleaning, disinfecting, and social distancing within the classroom/school.

- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**

We have arranged for a building substitute for each building through our substitute provider, Substitute Teacher Services, Inc. (“STS”) we have also secured 2 additional floating substitutes for the District. We are encouraged with optimistic information STS has shared with us regarding their significant increase in applicants for employment. Buildings will also have plans to address unfilled absences, where necessary.

- **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?**

The District will provide staff to ensure all students have access to quality learning opportunities, as well as support for the development of social-emotional health. Staff will support the instructional and mental health needs of students while on-site and working from home. All staff will be utilized to maximize support, supervision, and instruction of students receiving regular education programming, special education programming, gifted education programming, and English Language Development.

Special education teachers and paraprofessionals will be working with low incidence populations as per Individualized Education Programs Monday through Friday. Paraprofessionals will provide reteaching opportunities to students in both the brick and mortar and virtual arrangements. Academic support and intervention time will be provided to students in all three (3) phases, green, yellow or red. MTSD is providing social emotional lessons embedded within the curriculum in grades K through 12. Lessons will be presented virtually or in the brick and mortar setting. Students will have access to lessons through teleconferencing with school counselors, psychologists, or social workers.

Addressing social-emotional wellbeing will include the following:



- **Activities**
  - Goal for social-emotional development and learning:
    - Connecting everyone and making them feel safe and secure before entering into academics
    - Creating a safe space for students to talk through their concerns, apprehensions, and fears in virtual or in-person setting
  - Elementary (K-6)
    - Morning Meeting lessons (Classroom Teachers & Staff, Specialists)
    - Social/emotional lessons (Counselors, Psychologists)
    - PBIS lessons (Classroom Teachers & Staff)
      - What does safe, respectful, responsible look like in the cafeteria/classroom/bathroom/bus/arrival/dismissal/playground?
  - Middle School
    - Evaluate how/when to offer social/emotional content to students.
    - Social/emotional lessons (Counselors, Psychologists)
  - High School
    - Advisory lessons to address social/emotional needs of students.
    - Plan will be developed for students without an advisory period.
  - Referral System
    - Needs assessment & screening process (Counselors & Psychologists)
      - K-6: Pupil Service Team (PST)
      - 7-12: Students Assistance Program (SAP)
      - Social Worker Referral
      - Follow Crisis Plan procedures
- **Reacclimating & Reconnecting**
  - **Student reacclimation:** easing students back into the classroom (from months of social isolation from school); addressing stressors
    - Focusing on re-establishing “school community” for students
    - Rebuilding relationships, resilience, and routines
  - **Student reconnection:** connecting students with adults and each other
    - Prioritizing student relationship building & support structures
    - Rekindling relationships & providing social-emotional support when schools reopen vs. “picking up where we left off”

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>*Protecting students and staff at higher risk for severe illness</b></p>	<p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a <b>symptom screening done at school daily</b>, in addition to the symptom screening required prior to arriving at school.</p> <p>MTSD will establish procedures to address individual needs of students and staff at higher risk for illnesses.</p> <p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.</p> <p>Staff that work with students that are medically fragile, immunocompromised will:</p> <ul style="list-style-type: none"> <li>● Wear cloth masks and/or face shields while interacting with the student</li> <li>● Use of portable</li> </ul>	<p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a <b>symptom screening done at school daily</b>, in addition to the symptom screening required prior to arriving at school.</p> <p>MTSD will establish procedures to address individual needs of students and staff at higher risk for illnesses</p> <p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school.</p> <p>Staff that work with students that are medically fragile, immunocompromised will:</p> <ul style="list-style-type: none"> <li>● Wear cloth masks and/or face shields while interacting with the student</li> <li>● Use of portable</li> </ul>	<p>Pupil Services, Health Services, School Nurses</p>	<p>PPE, cleaning products, CDC and PA DOH guidelines</p>	<p>Y</p>

	<p>Plexiglass/ Sneeze-Guard</p> <ul style="list-style-type: none"> <li>• Frequent handwashing <b>and/or hand sanitizing</b> for both students and staff</li> <li>• Social distance as appropriate within the school setting</li> </ul> <p><b>MTSD will:</b></p> <ul style="list-style-type: none"> <li>• Maintain communication with local and state authorities in regards to current mitigation levels</li> <li>• Continue education to staff on proper use of PPE and hygiene practices throughout the year.</li> <li>• Disinfect classroom spaces and materials frequently throughout the school day</li> <li>• Certified School Nurses to monitor absenteeism of students and be in contact with all high risk parents should a concern arise regarding illness within the school; including communication with local and state authorities</li> </ul> <p>MTSD will support by:</p>	<p>Plexiglass/ Sneeze-Guard</p> <ul style="list-style-type: none"> <li>• Frequent handwashing <b>and/or hand sanitizing</b> for both students and staff</li> <li>• Social distance as appropriate within the school setting</li> </ul> <p><b>MTSD will:</b></p> <ul style="list-style-type: none"> <li>• Maintain communication with local and state authorities in regards to current mitigation levels</li> <li>• Continue education to staff on proper use of PPE and hygiene practices throughout the year.</li> <li>• Disinfect classroom spaces and materials frequently throughout the school day</li> <li>• Certified School Nurses to monitor absenteeism of students and be in contact with all high risk parents should a concern arise regarding illness within the school; including communication with local and state authorities</li> </ul> <p>MTSD will support by:</p>			
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	<ul style="list-style-type: none"> <li>• Having students and staff work with school counselors and Psychologists to reduce mental health and anxiety related to COVID-19</li> <li>• Support Coping and Resilience:             <ul style="list-style-type: none"> <li>• Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.</li> <li>• Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.</li> <li>• Encourage employees and students to talk with people they trust about their concerns and how they are feeling.</li> <li>• Encourage parents/guardians/staff to complete the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Having students and staff work with school counselors and Psychologists to reduce mental health and anxiety related to COVID-19</li> <li>• Support Coping and Resilience:             <ul style="list-style-type: none"> <li>• Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.</li> <li>• Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.</li> <li>• Encourage employees and students to talk with people they trust about their concerns and how they are feeling.</li> <li>• Encourage parents/guardians/staff to complete the</li> </ul> </li> </ul>			
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	annual health questionnaire	annual health questionnaire			
	Frequent communication regarding illness in children to parents and staff	Frequent communication regarding illness in children to parents and staff			
<b>*Use of face coverings (masks or face shields) by all staff</b>	<p>Wearing masks/face shields will be required by all staff while on school grounds in coordination with the order by the PA DOH and the Governor's office.</p> <ul style="list-style-type: none"> <li>• Masks will be provided to those who do not have access to one</li> <li>• PDE guidance indicates the use of masks for all staff</li> <li>• Any staff working with students who are immunocompromised or medically fragile will wear the face shield and/or mask</li> <li>• All Brightbill Transportation employees will be wearing a face shield while on the buses/vans</li> <li>• All district vehicles will be sanitized on a</li> </ul>	<p>Wearing masks/face shields will be required by all staff while on school grounds in coordination with the order by the PA DOH and the Governor's office.</p> <ul style="list-style-type: none"> <li>• Masks will be provided to those who do not have access to one</li> <li>• PDE guidance indicates the use of masks for all staff</li> <li>• Any staff working with students who are immunocompromised or medically fragile will wear the face shield and/or mask</li> <li>• All Brightbill Transportation employees will be wearing a face shield while on the buses/vans</li> <li>• All district vehicles will be sanitized on a</li> </ul>	Health Services, Pupil Services, Superintendent, Assistant Superintendent, Chief Operating Officer, Building Principals	PPE: Cloth masks, face shields CDC and PA DOH guidelines	Y

	<p>daily basis</p> <ul style="list-style-type: none"> <li>• <u>Prevention of illness</u> <u>Use of Face</u> <u>Coverings</u></li> </ul> <p><b>Under what circumstances are students permitted to remove their face coverings (e.g. masks and face shields)?</b></p> <ul style="list-style-type: none"> <li>• <i>Schools may allow students to remove their face coverings when students are:</i> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during “face-covering breaks” to last no longer than 10</li> </ul> </li> </ul>	<p>daily basis</p> <ul style="list-style-type: none"> <li>• <u>Prevention of illness</u> <u>Use of Face</u> <u>Coverings</u></li> </ul> <p><b>Under what circumstances are students permitted to remove their face coverings (e.g. masks and face shields)?</b></p> <ul style="list-style-type: none"> <li>• <i>Schools may allow students to remove their face coverings when students are:</i> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during “face-covering breaks” to last no longer than 10</li> </ul> </li> </ul>			
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	minutes.	minutes.			
<b>*Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>Wearing masks will be required of students in coordination with the new order put into place by the PA DOH and the Governor's office on July, 3rd 2020 and August 17th, 2020</p> <p>Masks will be provided to those who are in need of one</p> <p>Students who ride district transportation:</p> <ul style="list-style-type: none"> <li>■ Acknowledgement will be signed by parent/guardian</li> </ul> <p>Students will have masks with them at all times and will be provided to the student if they are in need</p> <p>Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or anyone who is not able to remove the covering without help. <u>Prevention of</u></p>	<p>Wearing masks will be required of students in coordination with the new order put into place by the PA DOH and the Governor's office on July, 3rd 2020 and August 17th, 2020</p> <p>Masks will be provided to those who are in need of one</p> <p>Students who ride district transportation:</p> <ul style="list-style-type: none"> <li>■ Acknowledgement will be signed by parent/guardian</li> </ul> <p>Students will have masks with them at all times and will be provided to the student if they are in need</p> <p>Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or anyone who is not able to remove the covering without help. <u>Prevention of</u></p>	<p>Health Services, Pupil Services, Superintendent, Assistant Superintendent, Chief Operating Officer, Building Principals</p>	<p>PPE: cloth face masks</p> <p>CDC and DOH Guidelines</p>	Y

	<p><u>Communal Spread</u></p> <p>Students with exceptional needs and/or are immunocompromised students</p> <p><i>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. 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.</i></p> <p><b>Under what circumstances are students permitted to remove their face coverings (e.g. masks and</b></p>	<p><u>Communal Spread</u></p> <p>Students with exceptional needs and/or are immunocompromised students</p> <p><i>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. 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.</i></p> <p><b>Under what circumstances are students permitted to remove their face coverings (e.g. masks and</b></p>			
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	<p><b>face shields)?</b></p> <p><i>Schools may allow students to remove their face coverings when students are:</i></p> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.</li> </ul>	<p><b>face shields)?</b></p> <p><i>Schools may allow students to remove their face coverings when students are:</i></p> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.</li> </ul>			
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Specialized safety protocols and precautions for students with complex needs will be determined on an individual basis dependent on students’ identified needs. Plans will be developed to address those needs.</p>	<p>Specialized safety protocols and precautions for students with complex needs will be determined on an individual basis dependent on students’ identified needs. Plans will be developed to address those needs.</p>	<p>Health Services, School Nurses, Pupil Services</p>	<p>CDC and PA DOH guidelines</p>	<p>N</p>

	<p>Students should have individual materials for reinforcement. If communal objects are used with multiple students, each object is disinfected immediately.</p> <p>Personal student iPads/AT devices will be disinfected when a student enters or exits a classroom.</p> <p>Feeding protocol will be followed when working with students. Staff will wear gloves when feeding students.</p> <p>Bathrooms and changing areas will be disinfected after each use.</p> <p>If a sink is located in the learning area, teachers should wash their hands before and after working with a student.</p> <p><b>Heathroom Practices:</b></p> <ul style="list-style-type: none"> <li>• Educate teachers and staff on contacting the HR prior to sending a student down for illness</li> <li>• If possible, treat children that are medically fragile</li> </ul>	<p>Students should have individual materials for reinforcement. If communal objects are used with multiple students, each object is disinfected immediately.</p> <p>Personal student iPads/AT devices will be disinfected when a student enters or exits a classroom.</p> <p>Feeding protocol will be followed when working with students. Staff will wear gloves when feeding students.</p> <p>Bathrooms and changing areas will be disinfected after each use.</p> <p>If a sink is located in the learning area, teachers should wash their hands before and after working with a student.</p> <p><b>Heathroom Practices:</b></p> <ul style="list-style-type: none"> <li>• Educate teachers and staff on contacting the HR prior to sending a student down for illness</li> <li>• If possible, treat children that are medically fragile</li> </ul>			
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	<p>in the classroom, carrying the emergency bag/field trip bag</p> <ul style="list-style-type: none"> <li>• If students is exhibiting signs and symptoms of potential COVID-19, nurse will then transport student to health room isolation area</li> </ul> <p><b>Transitions:</b></p> <ul style="list-style-type: none"> <li>• Utilizing social distancing during transition in hallways and classrooms</li> </ul>	<p>in the classroom, carrying the emergency bag/field trip bag</p> <ul style="list-style-type: none"> <li>• If students is exhibiting signs and symptoms of potential COVID-19, nurse will then transport student to health room isolation area</li> </ul> <p><b>Transitions:</b></p> <ul style="list-style-type: none"> <li>• Utilizing social distancing during transition in hallways and classrooms</li> </ul>			
<b>Strategic deployment of staff</b>	The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.	The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home.	Human Resources, Superintendent, Assistant Superintendent, Chief Operating Officer, Building Principals	Human Resources staffing organization systems	N

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.



- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Implementing Health and Safety Protocols</b>	All staff	Certified School Nurses	Videos, Ppts, Internal Protocols & Guidelines	<p><b>Educate students and staff about infection control strategies:</b></p> <p>Encouragement and demo of proper hygiene practices using resources from CDC and local health agencies</p> <ul style="list-style-type: none"> <li>● Encourage sick students and staff to stay home</li> <li>● Videos</li> <li>● PA Emergency Response Plan for Pandemics</li> </ul> <p>Health Room and classroom care</p> <ul style="list-style-type: none"> <li>● Each classroom will</li> </ul>	July/August 2020	<p>Ongoing</p> <ul style="list-style-type: none"> <li>● Professional development to staff to include (beginning of the year, building level throughout the year)</li> </ul>

				<p>have a health kit Nurses to have COVID-19 training and participate in online Contract Tracing Education</p> <p>Additional health and safety protocol instruction and reviews:</p> <ul style="list-style-type: none"> <li>• Limiting the sharing of materials</li> <li>• Staggering use of communal spaces</li> <li>• Proper use of face coverings</li> <li>• Safety handling sporting activities for recess and P.E.</li> </ul>		
<p><b>Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Specific to all health room nurses</p>	<p>Certified School Nurses</p>	<p>Ppts, Internal Protocols and Guidelines</p>	<ul style="list-style-type: none"> <li>• Symptom Monitoring based on the most up to date data from the CDC</li> <li>• Triaging students as they enter the health rooms</li> <li>• Flowchart and procedure for a potential Covid-19 case, when/how to isolate and send home and follow up</li> <li>• Daily Medication administration safety</li> </ul>	<p>July/August 2020</p>	<p>Ongoing</p> <ul style="list-style-type: none"> <li>• Professional development to staff to include (beginning of the year, building level throughout the year)</li> </ul>

				<ul style="list-style-type: none"> <li>When an individual can return after isolation or quarantine</li> </ul>		
<b>Returning to School after Doctor Visit or Extended absence</b>	All staff	Certified School nurses	Ppts, Internal Protocols & Guidelines	Secretary and health room nurse will communicate and receive documentation (professional development of procedure). School Policy for return to work/school after illness	July/August 2020	Ongoing <ul style="list-style-type: none"> <li>Professional development to staff to include (beginning of the year, building level throughout the year)</li> </ul>
<b>Cleaning &amp; Disinfecting: Transportation</b>	Transportation (Contractor employees)	Transportation Generalist, Operations Manager for Transportation Provider	Internal Protocols & Guidelines	Cleaning Supplies & Protocols	July/August 2020	Ongoing <ul style="list-style-type: none"> <li>Professional development to include (beginning of the year, throughout the year)</li> </ul>
<b>Other monitoring and screening practices: Contact Tracing</b>	Health Services, Pupil Services, Human Resources, Building Principals	Health Services Supervisor	Internal Protocols & Guidelines provided by local health agencies	Contact Tracing Training: Assistance from local healthcare agencies in implementation of established protocols and procedures; Continued collaboration with the CDC and DOH for ongoing changes and updates related to COVID-19	August 2020	Ongoing <ul style="list-style-type: none"> <li>Professional development to include (beginning of the year, throughout the year)</li> </ul>



<p><b>Protecting Students and staff at High Risk</b></p>	<p>All Staff, Low incidence Classrooms</p>	<p>Pupil Services and Health Services</p>	<p>Presentation, Internal Protocols &amp; Guidelines</p>	<p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a <b>symptom screening done at school daily</b>, in addition to the symptom screening required prior to arriving at school.</p> <p>Establish procedures to address individual needs of students and staff at higher risk for illnesses.</p> <p>Staff that work with students that are medically fragile, immunocompromised will:</p> <p>Wear cloth masks and/or face shields while interacting with the student</p> <p>Use of portable Plexiglass/ Sneeze-Guard</p> <p>Frequent handwashing for both students and staff</p> <p>Social distance as appropriate within the school setting</p>	<p>July/August 2020</p>	<p>Ongoing</p> <ul style="list-style-type: none"> <li>Professional development to staff to include (beginning of the year, building level throughout the year)</li> </ul>
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<b>Civil Rights Topics in School Nutrition Programs</b>	Food Services, Designated staff, Admin.	Food Services Director	Ppt.	Powerpoint presentation from PDE	August 2020	Certificate of Completion
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## 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
<b>Exposure of COVID-19 in school community (upon occurrence)</b>	Families, Staff, PA DOH,	Human Resource, Health Services	DOH notification, parent communication	Per incident	Throughout the 2020-2021 school year (upon occurrence)



<b>Confirmed Cases of COVID-19 in school community</b>	Health officials (DOH), families, staff while maintaining confidentiality	Human Resources, Health Services	DOH notification, parent communication (maintaining confidentiality)	Per incident	Throughout the 2020-2021 school year (upon occurrence)
<b>Superintendent Communications</b>	Families, Staff	Superintendent	Letters, emails, website postings	July & beyond	On-going, with updated information
<b>Curriculum &amp; Instruction Dept. Updates</b>	Families, Staff	Curriculum & Instruction Department	Letters, emails, website postings	July & beyond	On-going, with updated information
<b>Athletic Dept. Updates</b>	Families	Athletic Department	Webpage, emails, social media, individual team communications	July & beyond	On-going, with updated information



## Health and Safety Plan Summary: [Manheim Township School District](#)

Anticipated Launch Date: [Friday, July 31, 2020 \(date following School Board approval of Plan\)](#)

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
<p><b>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, water fountains, hallways, and transportation)</b></p>	<p><u>Schools/Buildings:</u></p> <ul style="list-style-type: none"> <li>● Daily cleaning practices will follow CDC/WHO/EPA/PA Health Department guidelines.</li> <li>● Signage to encourage and reinforce social distancing and hand washing/sanitizing will be mounted.</li> <li>● All water fountains will be disabled; touchless bottle filling stations will be available.</li> <li>● Students and staff will be encouraged to use individual bottles from home.</li> <li>● Hand sanitizers will be available throughout the schools for visitors, students, and staff.</li> <li>● All occupied areas and touchpoints will be sanitized daily with a disinfectant <b>utilizing sprayers or wipes.</b></li> <li>● Heavily touched areas will be sanitized several times a day.</li> <li>● Disinfectant wipes will be placed in each classroom and various areas throughout the schools.</li> <li>● Staff and students will be encouraged to sanitize their desks and touchpoints with the disinfectant wipes provided.</li> <li>● Restrooms will be regularly cleaned, disinfected and stocked with supplies for handwashing, including soap and hand sanitizer with at least 60% alcohol.</li> </ul>

- Outdoor air ventilation in HVAC equipment will be set to ASHRAE maximum limits.
- Staff will be encouraged to open windows to increase air flow when outside weather conditions warrant.
- HVAC equipment will be programmed to provide outdoor air purge cycles during school hours.
- High efficiency antimicrobial filters will be used in all HVAC equipment.
- Air filtration equipment with bi-polar ionization technology will be installed in all Nurse Suites and in the Containment Areas reserved for individuals that display COVID-19 symptoms.
- All Plant Services staff will be continually trained in “COVID19 Best Management Practices” <https://www.fema.gov/coronavirus/best-practices>

Transportation:

- All vehicles will be sanitized following morning and afternoon runs.
- Bus windows will be opened (as appropriate) and van air conditioning systems will be run to reduce concentration of respiratory droplets in confined areas.

## 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**

**\*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**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

**Adjusting transportation schedules and practices to create social distance between student**

## **ESTABLISHING CLASSROOM/LEARNING SPACES & LIMITING**

### **Regular education classrooms:**

Students and staff will wear a mask in all classroom and learning spaces.

### **Special Education Classrooms:**

Learning areas used for academic support will be evaluated based upon the number of students assigned and redesigned to the extent feasible to ensure separation of students.

General planning for spacing:

- Space seating/desks at least 3-6 feet apart when feasible.
- Remove extra desks and tables from the room to prevent congregating
- Use dividers such as desks to create boundaries between spaces where appropriate
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart
- Classrooms with paraprofessionals/agency nurses: label chairs with para/nurse names

## **IMPLEMENTING FEEDING PROCESS & LOCATIONS**

Due to the inability to social distance of 6 feet or more for eating, as per PA DOH, we will utilize our cafeterias and other large open areas (gym, auditorium, etc.) for the eating process (with social distancing applied).

## **PROMOTING GOOD HYGIENE PRACTICES**

Handwashing When and How to Wash Hands

- All individuals in school will sanitize or wash their hands on a frequent basis and upon arrival to the school buildings
- Hand sanitizers will be made available in all common areas, hallways and/or in classrooms where sinks for handwashing are not available
- Classroom breaks for handwashing **and/or hand sanitizing** after group activities and between each lesson

Respiratory etiquette: Covering of coughs and sneezes (ex. using your elbow)

Stay home when ill: What to do if you experience symptoms

- Temperature greater than 100.4 F will stay home

Proper use of PPE

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

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

**Other social distancing and safety practices**

**POSTING SIGNS IN HIGHLY VISIBLE AREAS**

Posters to inform:

- Symptoms and signs of COVID-19
- Use of PPE
- Public Service Announcements
- Proper handwashing techniques
- Training COVID-19 videos
- Cleaning the school environment
- Post all signs in common languages
- Social Distancing guidelines
- Resources

**HANDLING SPORTING ACTIVITIES (FOR RECESS & P.E. CLASSES)**

Sharing will be limited/curtailed, except in cases where we have staff and supplies present to sanitize materials between uses by students. Recess games and P.E. activities will be instituted that promote social distancing and the use of individual student materials.

**LIMITING GENERAL HANDLING OF MATERIALS**

Sharing will be limited/curtailed, except in cases where staff and supplies are present to sanitize materials between uses by students.

**STAGGERING USE OF COMMUNAL SPACES AND HALLWAYS:**

Congregating by students in common areas will not be permitted. Students, faculty, and staff will wear masks and maintain social distancing when using any part of our facilities. Frequent handwashing and the use of hand sanitizer is encouraged. Where possible, hallways will be assigned one-way traffic patterns.

**TRANSPORTATION:**

Buses and vans will be sanitized on a daily basis. Windows will be opened to the greatest extent (when feasible) and air conditioning systems on vans will be run to increase overall ventilation. Students will load each vehicle by filling in the seats from the back to the front, and disembark from the front to the back. Assigned seating will be used on every vehicle. The District will provide traditional transportation offerings with the following changes to promote better contact tracing.

Face coverings will be required by all students who ride the vehicles, and face shields will be worn by all vehicle operators for greater visibility. Acknowledgments will be signed by parents, as social distancing of 6 feet cannot be met on the vehicles.

Amending bus scheduling to occur as needed.

#### **COORDINATING WITH LOCAL CHILDCARE**

Health and Safety Plan will be shared with our on-site child care programs (Envisions, Head Start, Owl Hill) so that they can pattern their procedures and protocols after those implemented by the school district. The Health and Safety Plan will also be viewable on our website, allowing any local child care centers to view the plan, and reach out to us with any questions or concerns. The District will remain in contact with the childcare providers, informing them of schedule changes, safety protocol changes that impact their organizations, etc.

#### **IMPLEMENTING OTHER SOCIAL DISTANCING AND SAFETY PRACTICES**

##### **Training for Contact Tracing**

- Assistance to the local health providers
- Continued collaboration with the CDC and PA DOH for ongoing changes and updates related to COVID-19

##### **Identifying and Restricting Non-Essential Visitors and Volunteers**

Safety and Health is our priority. Limiting outside volunteers limits the external risk to our students and staff. Visitors will be discouraged from coming to the schools with the exception of emergencies; however, if necessary:

- Temperature checks upon arrival to all buildings
- Requiring and providing masks for visitors
- Hand sanitation provided upon entry
- Signs on exterior doors educating the community regarding best hygiene practices and the use of temperature screenings upon entry to the building

Sneeze guards are placed above the front office desk area, nursing suites, and other strategic areas.

All high touch surfaces will be disinfected regularly. Cleaning and disinfecting



**Telehealth Services:**

Virtual Telehealth Services will be made available to students and families with concerns or questions while at home. The District will follow the additional recommendations from the CDC:

- Engage and encourage everyone in the school and in the community to practice preventative behaviors.
- Communicate, educate and reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers and staff.
- Educate parents and caregivers on the importance of monitoring for responding to the symptoms of COVID-19 at home.

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p><b>*Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>*Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>*Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p><b><u>MONITORING STUDENTS AND STAFF FOR SYMPTOMS &amp; HISTORY OF EXPOSURE</u></b></p> <p>The following steps will be taken for monitoring to occur:</p> <ul style="list-style-type: none"> <li>● Students and staff monitoring symptoms and temperature checks prior to arrival at school and will stay home if ill or temperature is above 100.4.</li> <li>● Nursing staff wearing PPE when working with students and staff based on standard and transmission precautions.</li> <li>● Triageing and identifying students exhibiting signs and symptoms of COVID-19 (vs. common illness among children).</li> <li>● Having a seperate space for treatment for ill students.</li> <li>● Having adequate supplies available.</li> <li>● Utilizing a triage space to determine what treatment is needed for injury or illness.</li> <li>● Nursing staff consulting flowchart regarding when to isolate and send a student home.</li> <li>● Establishing a routine for students who receive daily medications to ensure administration of medication safely.</li> <li>● Using technology (iPad app) for certain procedures: Notifying student about daily medication administration;             <ul style="list-style-type: none"> <li>○ Setting alarms on student iPads -- Nurses to use the Symptom Tracking form with students and staff with COVID-19 symptoms to support the local health department and contact tracing.</li> </ul> </li> </ul>

### **ISOLATING OR QUARANTINING STUDENTS, STAFF OR VISITORS**

Using proper ventilation for the school health suites:

- Restructuring health rooms and isolation spaces for each of our 9 school buildings in addition to the District Office for those exhibiting potential signs and symptoms of COVID-19.
- Adding air purifiers to each health suite along with a disinfectant **sprayer or wipes**.
- Adding exhaust fans to certain health spaces as warranted for proper air exchange.
- Using technology to triage students into the Health Suites, decreasing potential exposure to other ill students.
- Closing off all areas used by a sick person and not to be used again before cleaning and disinfecting.
- While in isolation and waiting to go home, ill person is continuing to wear a face mask/shield and is supervised by school personnel who will also be wearing a face mask.

### **RETURNING ISOLATED OR QUARANTINING STUDENTS, STAFF OR VISITORS TO SCHOOLS**

Using CDC and DOH Guidelines:

- Quarantine vs. Isolation
- Attendance Policy to include:
  - If a student/staff member had a positive COVID-19 diagnosis, MTSD will follow the guidance of the CDC, DOH and PDE and the process that is being developed by MTSD for return to work/school.

\*\*Consult with the local health department for guidance and coordinate with state and local branches to define appropriate procedures and timelines for re-admittance to school following illness. Interim Guidance CDC

### **NOTIFICATIONS**

- Staff should notify the HR department ([HR@mtwp.net](mailto:HR@mtwp.net)) and students should notify the school nurse of MTSD if an absence is due to COVID-19
- School nurses along with an HR representative should notify the PA Health Department of any confirmed case of COVID-19 while maintaining confidentiality.

- DOH and its CMHD partners have established procedures for timely communication with Pre-K to 12 school entities when there is a probable or positive COVID-19 case. Local DOH staff or the CMHD will notify the school entity and PDE immediately upon learning that someone who tested positive for COVID-19 was present at the school or school event while infectious. DOH or CMHD staff will assist the Pre-K to 12 school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.
- DOH or CMHD staff will assist the Pre-K to 12 school entity with contact tracing and may request information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level.
- DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual.
- It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.
- Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate

letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>*Protecting students and staff at higher risk for severe illness</b></p> <p><b>*Use of face coverings (masks or face shields) by all staff</b></p> <p><b>*Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Medically fragile and high-risk students and the staff assigned to those classrooms should have a <b>symptom screening done at school daily</b>, in addition to the symptom screening required prior to arriving at school.</p> <p>Staff with a higher risk for severe illness will be provided leave as outlined in Families First Coronavirus Response Act (FFCRA) and the Family and Medical Leave Act (FMLA). Students at a higher risk for severe illness will be protected through staff's use of appropriate PPE and a learning environment with highly-structured health and safety measures in place.</p> <p>Staff will receive training on steps to minimize risk while working. Students will also receive training on how to employ safety measures while in the school and athletic settings.</p> <p>Staff and students are required to wear face coverings <b>at all times</b>. Students will also wear face coverings on school transportation.</p> <p>Instructional programming for students with complex needs (or vulnerable individuals) will be addressed using a team approach including, but not limited to, parents/guardians, school nurse, and administration.</p> <p>The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home. All staff will be utilized to maximize support, supervision, and instruction of students.</p>



## Health and Safety Plan Governing Body Affirmation Statement


The Board of Directors/Trustees for **Manheim Township School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **Thursday, July 30, 2020**.

The plan was approved by a vote of:

**Yes: 8**

**No: 1**

Affirmed on: 7/30/2020 and revised 09/17/2020

By:   
Mrs. Nikki Rivera, President Board of School Directors

\*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.