



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>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><u>Schools/Buildings:</u></p> <ul style="list-style-type: none"> ● 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 viral disinfectant utilizing electrostatic sprayers. ● 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>

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
<p>*Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p><u>ESTABLISHING CLASSROOM/LEARNING SPACES & LIMITING</u> Regular education classrooms: Students and staff unable to be socially distanced at least 6 feet apart will wear a mask in all classroom and learning spaces.</p> <p>Special Education Classrooms:</p>

***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

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,

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 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).

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 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

POSTING SIGNS IN HIGHLY VISIBLE AREAS

Posters to inform:

- Symptoms and signs of COVID-19
- Use of PPE

when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

- 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, including water fountains, door handles, light switches, playground equipment, and desks 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>*Monitoring students and staff for symptoms and history of exposure</p> <p>*Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>*Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p><u>MONITORING STUDENTS AND STAFF FOR SYMPTOMS & HISTORY OF EXPOSURE</u></p> <p>The following steps will be taken for monitoring to occur:</p> <ul style="list-style-type: none"> • 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. • Nursing staff wearing PPE when working with students and staff based on standard and transmission precautions. • Triageing and identifying 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 needed for injury or illness. • Nursing staff consulting flowchart regarding when to isolate and send a student home. • Establishing a routine for students who receive daily medications to ensure administration of medication safely. • Using technology (iPad app) for certain procedures: Notifying student about daily medication administration; <ul style="list-style-type: none"> ○ 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><u>ISOLATING OR QUARANTINING STUDENTS, STAFF OR VISITORS</u></p> <p>Using proper ventilation for the school health suites:</p>

- 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 fogger.
- 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) 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