

# **Palisades School District School Reopening**

## **Health and Safety Plan**

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: PALISADES 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 in Appendix A

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).**
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).**
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).**
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).**

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020**

### Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder

group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development (HSPD):** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team (PCRT):** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team) (BOTH):** Individual 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)
<b>Bridget O’Connell, Ed.D.</b>	Superintendent and Pandemic Coordinator	BOTH
	Pennsylvania Department of Health (D of H)	BOTH
<b>Susan Keogh</b>	Human Resources Associate and Parent	BOTH (if staff related)
<b>Al Crouthamel</b>	Director of Facilities	BOTH
<b>Eric Gladfelter</b>	Director of Pupil Services	BOTH
<b>Gerry Giarratana</b>	Director of Transportation, Food Services & Warehouse	BOTH (if transportation related)
<b>Brian Gilbert</b>	Athletic Director and Teacher	BOTH (if athlete/coach involved)
<b>Elisa Harwick, RN, CSN</b>	School Nurse	BOTH

<b>Mark Chilton</b>	PSEA Co-President, Teacher, Coach and Parent	HSPD
<b>Pam Young</b>	Palisades Educational Support Personnel Association President/DN Elementary School Crew Chief	HSPD
<b>Dr. Michael Donnelly</b>	Director of Curriculum, Instruction & Assessment	HSPD
<b>Deana Cronk</b>	Secretary	HSPD
<b>Donna Holmes</b>	Director of Community Relations & Development	BOTH
<b>Rich Heffernan</b>	High School Principal & Assistant to the Superintendent	BOTH
<b>Dr. Karl Scheibenhofer</b>	Middle School Principal	HSPD
<b>Marie Collie</b>	Durham Nockamixon Elementary Principal	HSPD
<b>Dawn Fulton</b>	School Nurse	PCRT

NOTE: Members of the HSPD also consulted with our partner in athletic training services, LVHN/CH, in the development of this plan and the previously approved Athletic and Marching Band Health and Safety Plan.

# 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.

## Health and Safety - Guiding Principles of this plan include:

1. This plan is designed to welcome and support the re-entry of students in our buildings in a way that supports their overall physical and mental health in the midst of this pandemic.
2. This plan is designed to mitigate, not eliminate, the risk of COVID19. Each component within the four sections supports the whole and is not intended to stand alone.
3. This plan will continually be monitored at the district level by the HSPD team as noted above as well as building level teams and when revisions are necessary those revisions will be recommended to the Board for approval.

4. Funding for the items included in this plan is through CARES Grant (federal) - \$124,151, School Safety and Health Grant (state) - \$228,362

## **Educational Delivery Model for 2020-2021:**

1. The goal is to reopen schools in the fall of 2020 in the least disruptive way possible for students, families, faculty and staff while adhering to health and safety guidelines shared by the Bucks County Department of Health, PA Department of Health and Pennsylvania Department of Education. Face to face instruction will resume on August 31, 2020 on a normal, Monday through Friday schedule.
2. The following options will also be available to families:
  - a. Full cyber option K-12 (these are Palisades courses taught by Palisades teachers or vendor supported through Apex and K-12)
  - b. Combination of face to face and cyber options
  - c. Homeschool/face to face (this option has long been available to our homeschool families)
  - d. Note: for the 2020-2021 school year, all Bucks County Community College dual enrollment courses will be taught online.

More specifically:

Following the approval of the Health and Safety Plan, a survey will be issued to all parents/guardians to determine if their child(ren) is returning face to face or remotely on August 31, 2020. For those who choose they are going to participate remotely, the administrative team will finalize all online options based on the following information:

1. How many courses/classes can be offered by Palisades teachers based on parent/guardian interest and teacher availability?
  2. Which course/classes can be delivered synchronously (same time - livestreamed) and asynchronously (pre-recorded content) or a combination of the two? Plan is for all courses to contain synchronous components.
  3. Which courses/classes will be delivered by an outside company (synchronously and/or asynchronously) that delivers the classes/courses aligned with Palisades curriculum?
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3. Student medical issues which require a temporary leave from school will be addressed on a case by case basis to determine appropriate instructional alternatives to continue the student's education in consideration of information provided by the student's health care provider, parent/guardians, principal and counselor, and IEP team, if applicable.

## **Section 1.Cleaning, Sanitizing, Disinfecting, and Ventilation**

### **Key Questions in Appendix A**

**Summary of Responses to Key Questions:** The Palisades School District has reviewed and revised cleaning protocols and procedures to mitigate the spread of COVID-19. Over the past several weeks, the district has procured a sufficient inventory of cleaning supplies and has placed equipment orders that will



support our efforts to reduce high touch areas including water faucets and water fountains. Summer cleaning is already underway in each of the buildings and due to significantly reduced usage each building will be cleaned and ready to welcome students and staff in August.

1	Requirements (District Point Person)	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Requir ed (Y/N)
1A	<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><b>(Director of Facilities)</b></p>	<p>(Bucks D of H)</p> <p>All high-touch surfaces should be cleaned/disinfected at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA/CDC/manufacture guidelines.</p> <p>Clean desks on a frequent basis following EPA/CDC/manufacture guidelines.</p> <p>Students and staff should sanitize/wash hands on a frequent basis. (Make hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available).</p> <p>Permit students and staff to bring water bottles from home.</p> <p>Clean/disinfect all high-touch surfaces on buses between secondary and elementary runs and after elementary run.</p> <p>Hand sanitizer on buses</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Disinfectant Wipes/classroom (200-250)</p> <p>Hand Sanitizer/classroom (200-250)</p> <p>Victory Sprayers-14 <a href="https://victorycomplete.com/">https://victorycomplete.com/</a></p> <p>Halo-1 @ PHS <a href="https://halosil.com/products/the-halo-disinfection-system/">https://halosil.com/products/the-halo-disinfection-system/</a></p> <p>All chemicals used for cleaning comply with state and federal regulations and are safe for use in schools.</p> <p>Paper towel dispensers are already touchless.</p> <p>Teachers will be supplied with non-latex gloves for cleaning purposes.</p> <p>Students will learn importance of cleaning their personal space and participate in cleaning personal spaces (desks, tables, lab spaces, etc)</p>	<p>Water bottle fill stations will be added to each building so their initial inventory is as follows:</p> <p>Elementary schools = 3</p> <p>PALMS = 6</p> <p>PHS = 6</p> <p>Remaining water fountains were disconnected to discourage use and signs were placed that they are not operational.</p> <p>No-touch sink faucets are on order and will be installed where feasible.</p>	Y

				<p>Personal cloth/fabric couches and chairs will be removed by owner from classrooms because the sanitizing product smell clings longer to fabric.</p> <p>Removal of personal furniture will also create more space to distance desks/tables and promote social distancing by not allowing students to congregate on these pieces.</p> <p>At the elementary level, classroom carpets will be removed to create more space, as congregating on those surfaces cannot be permitted during this time.</p> <p>Instruct all students and staff on how to properly wash hands using <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></p> <p>Hand sanitizer will be available and its usage strongly encouraged when boarding buses</p>		
<b>1B</b>	<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p> <p><b>(Director of Facilities)</b></p>	<p>(Bucks D of H)</p> <p>Ventilate all classrooms and common areas when available/possible using windows. Use air circulation patterns that</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Doors and windows will be open to the maximum extent feasible (doors locked and propped in case we need to lockdown classrooms quickly) and ceiling fans will be</p>	<p>Fans will be placed to provide circulation in areas with less airflow including hallways and large instructional spaces.</p>	N

		push inside air towards open windows.		operational to promote proper ventilation. If AC is running - doors and windows will be closed. Exterior doors will remain locked.  Ventilation system continually brings 10% outside air in and vents out 10% of classroom air  Quarterly filter changes will occur to maximize air flow	Air Conditioners were placed in PALMS 1st floor classrooms.  In the process of converting our filters from a MERV-8 rating to MERV-13.	
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## Section 2. Social Distancing and Other Safety Protocols

### Key Questions are in Appendix A

**Summary of Responses to Key Questions:** Building administrators and the Health and Safety Plan Development Team have been assessing classroom and communal spaces (hallways, cafeteria/multipurpose room, gym, libraries) as well as buses and vans to determine where a social distance of 3 or more feet can be maintained and where modifications will be necessary. Outdoor spaces will be utilized as often as possible to support distancing. Until further notice, visitors and volunteers will be limited in their access to our buildings to further reduce the spread of infection and virtual meetings will be encouraged.

2	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in place	In process/in place prior to start of school	PD Required (Y/N)
2A	<p><b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.</b></p> <p>(Pandemic Coordinator)</p>	<p>(Bucks D of H)</p> <p>Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, staggered or diagonal seating at shared tables to avoid “across the table” seating.</p> <p>position desks and work areas in staggered rows facing the same</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Classroom spaces:</p> <p>Percentage of classrooms that can accommodate the 6’ distance between students</p> <p>Based on ratio of in person and virtual learners, use of all space in buildings, and removal of unnecessary furniture, all classrooms are 6’ distanced between students.</p>	<p>Storage needs were assessed and secured based on removal of district owned furniture from classroom/common spaces</p>	

		<p>direction using social distancing,, when feasible.</p> <p>6 foot social distancing is not required; a lesser distance (3,4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students.</p> <p>No less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO.</p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advise-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advise-for-public</a></p>				
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in place	In process/In place prior to start of school	PD Require d (Y/N)
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<p><b>2B</b></p>	<p><b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>(Director of Food Service)</b></p>	<p>(Bucks D of H)</p> <p>Limit the use of cafeterias and other congregate settings; Serve meals in settings when social distancing can be maintained.</p> <p>Seat individuals in staggered arrangement to avoid face-to-face (across the table) seating.</p> <p>Require individual hand sanitizing/washing before and after eating.</p> <p>Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools.</p>	<p>(Bucks D of H)</p> <p>Use assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing, if necessary.</p> <p>Seat individuals in staggered arrangement to avoid face-to-face(across the table)seating.</p> <p>Require individual hand sanitizing/washing before and after eating.</p> <p>Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools.</p>	<p>Building administrators/designee will assign seats in lunch and monitors will ensure students are in those seats to facilitate contact tracing if necessary</p> <p>Lunches will be served in take-out containers to prevent congregating in the lunch line and sharing of common items</p> <p>At the secondary level students can pre-order lunch to speed meal distribution</p> <p>Secondary dining overflow at PHS will be in the Gold Gym</p> <p>Lunch payment will occur through a drop box to eliminate cash transactions.</p> <p>Students that sit at a peanut free table may select a friend to sit with them as is current practice.</p>	<p>Additional tables were purchased or reallocated to further spread students out during lunch.</p> <p>Assessment of additional indoor dining spaces with considerations for sanitation and supervision</p> <p>To the extent possible, high school classes will be scheduled to have “B” lunch to further spread students out</p> <p>The Director of Food service reviewed cafeteria protocols with the Bucks County Dept. of Health. They will conduct an inspection and review of protocols in September.</p>	<p>Y</p>
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2C	<p><b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>(Director of Facilities and Building Principals)</b></p>	<p>(Bucks D of H)</p> <p>Require individual hand sanitizing/washing before and after eating.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Elementary teachers will either have students wash hands or teachers will dispense sanitizer in student hands prior to and after lunch/recess.</p> <p>Proper hand washing technique signs are posted in all bathrooms and sinks</p>	<p>Secure hand sanitizers to wall in secondary buildings outside of the cafeteria for use upon arrival and dismissal</p>	Y
2D	<p><b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>(Building Principals)</b></p>			<p>TVs in lobbies and classrooms will be used to promote health and safety.</p> <p>Morning announcements will include health and safety reminders.</p> <p>Department of Health signage is posted in buildings and on websites to promote protective measures and symptoms.</p> <p>Buildings will manage the process of disseminating information as described above.</p>		N
2E	<p><b>Identifying and restricting non-essential visitors and volunteers</b></p> <p><b>(Building Principals)</b></p>	<p>(Bucks D of H)</p> <p>Limit non-essential visitors and volunteers.</p> <p>Require all visitors/volunteers to comply with all screening and monitoring.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Until further notice, volunteers will not be permitted in schools.</p> <p>Visitors are encouraged to interact with school personnel virtually. If that is not possible, visitors will comply with the same</p>	<p>Visitors must call the main office to discuss the purpose of visit. If the issue can be resolved without visitor entry it will be.</p> <p>Plexiglass has been installed in each main</p>	Y

		<p>Require a visitor/volunteer log in the event contact tracing is required.</p>	<p>screening procedures in place for employees and must wear a mask. If symptomatic, visitors will be denied entry.</p> <p>Visits are by appointment or invitation only and essential visitors will be confined to the area of the building (typically the office area) that is necessary to complete the essential purpose of the visit.</p> <p>Student teachers are permitted and must comply with all employee screening protocols daily. Only 15 week placements are permitted. Observation hours and partial placements will not be approved to reduce spread of infection.</p>	<p>office between secretary and visitor.</p> <p>Tables are located in vestibules in each building to drop off materials for students.</p>	
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<p><b>2F</b></p>	<p><b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p> <p><b>(Director of Curriculum and Athletic Director)</b></p>	<p>(Bucks D of H)</p> <p>Continue with recess and physical education activities as long as those activities limit physical contact and touching.</p> <p>Sanitize materials used in recess and physical education class between classes/sessions.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Athletic and Marching Band Health and Safety Plan was approved June 17, 2020.</p> <p>On July 15th, PIAA announced they are moving forward with the normal start of the fall sports season unless otherwise directed by the Commonwealth.</p> <p><b>PE CLASSES:</b></p> <p>Physical activity permitted in athletics (PIAA) will guide what is permissible as far as contact in PE classes.</p> <p>Gym classes will be encouraged to take place outdoors.</p> <p>Students will sanitize their hands before and after gym class.</p> <p>Equipment used in gym class will be regularly cleaned (by students when wipes become available) teachers and custodians (Victory sprayer and/or Halo)</p> <p><b>RECESS:</b></p> <p>All elementary students will have outdoor recess unless conditions prevent outdoor play. Face coverings will be worn in cases that 6' social distancing cannot be consistently</p>	<p>Secure hand sanitizers to wall in secondary buildings outside of the cafeteria for use upon arrival and dismissal</p>
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				maintained. High touch surfaces on outdoor equipment will be sanitized.	
<b>2G</b>	<b>Limiting the sharing of materials among students</b>  <b>(Building Principals)</b>			Secondary students will keep individual supplies with them. Classroom supplies for special classes will be kept separated per student in class.	Elementary supply bags were purchased for students to carry all supplies. Bag would be washable for regular sanitation at home.
<b>2H</b>	<b>Staggering the use of communal spaces and hallways</b>  <b>(Building Principals)</b>	(Bucks D of H)  Limit high-traffic, high-volume hallway use through staggered schedules.	(Bucks D of H)  Same as yellow	<p>Palisades High School is already in a block schedule which minimizes students switching classes from 8 to 4 periods a day.</p> <p>Elementary classrooms will be self contained for core instruction except for students with specific learning accommodations. Elementary students will not switch teachers for math and language arts.</p> <p>Student changing for PE class will be staggered if social distance cannot be maintained.</p> <p>Staggered mid-day and end of day dismissals will be implemented to the greatest extent possible based on building level. For example, PALMS movement mid-day will occur by grade level.</p> <p>Staggered bathroom usage to certain time frames or with staff monitoring to ensure limited</p>	<p>Locker use was eliminated.</p> <p>Sports lockers will still be issued to hold equipment during the day.</p>

				numbers of students in the bathroom at one time.		
21	<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>(Director of Transportation)</b></p>	<p>(Bucks D of H)-</p> <p>Limit students on school buses and vans to two (2) students to a seat with the understanding that all individuals wear masks while on the bus.</p> <p>Educate students and drivers of the importance of passengers facing forward (not sideways or backwards).</p> <p>Increase ventilation on vehicles by opening windows when feasible.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Parent transportation survey will be issued on July 23rd with details about transportation protocols and opt out option if parents prefer to drive their children to/from school</p> <p>Transportation department will assign students to seats (families together) to support contact tracing if necessary.</p> <p>All transportation protocols will apply to students taking district transportation to non-public schools.</p> <p>Clean/disinfect all high-touch surfaces on buses between secondary and elementary runs and after elementary run.</p> <p>Hand sanitizer will be available and its usage strongly encouraged when boarding buses</p> <p>Whenever possible, the roof hatch will remain open</p> <p>Students will be encouraged to limit carpooling with other families. If students do carpool they must know who they transported each day in the event contact tracing is necessary.</p>	<p>The section below is specific to masks on buses:</p> <p>Bus drivers and passengers must wear face coverings while on the bus.</p> <p>Students will wear masks at all times on the bus because a minimum of 3' social distance is not feasible. Medical exceptions must be discussed initially with the building principal.</p> <p>Failure to adhere to masking requirements and/or remaining in the assigned seat may result in loss of bus privileges either temporarily or permanently.</p>	Y

<p>2J</p>	<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>(Bucks D of H)</p> <p>Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating.</p> <p>Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible.</p> <p>6 foot social distancing is not required; a lesser distance (3,4, and 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students.</p> <p>No less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO.</p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></p> <p>Assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Classroom spaces:</p> <p>Based on ratio of in person and virtual learners, use of all space in buildings, and removal of unnecessary furniture, all classrooms are 6’ distanced between students.</p> <p>VOCAL and INSTRUMENTAL MUSIC: K-8 Plan: <a href="https://docs.google.com/document/d/1GQHVOQ7BJuH46EPopXPbcj5PesKBnoC9XqFWxTvlm2Q/edit?usp=sharing">https://docs.google.com/document/d/1GQHVOQ7BJuH46EPopXPbcj5PesKBnoC9XqFWxTvlm2Q/edit?usp=sharing</a></p> <p>9-12 Plan: <a href="https://docs.google.com/document/d/1tj6ZVZblfARmU_EI1JTpwuei3ucJXAnvVDxsTgqr76g/edit?usp=sharing">https://docs.google.com/document/d/1tj6ZVZblfARmU_EI1JTpwuei3ucJXAnvVDxsTgqr76g/edit?usp=sharing</a></p>		
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	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Required (Y/N)
2K	<p><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></p> <p><b>(Director of Community Relations)</b></p>	<p>(Bucks D of H)</p> <p>Require before/after care providers to follow the same standards as adopted by the district.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>		<p>Bucks Y before and after care will resume in the fall according to all district health and safety protocols.</p> <p>Y care is currently operating in Springfield Elementary following H&amp;S protocols. Additional sites will be added based on parent interest/need.</p>	
2L	<p><b>Other social distancing and safety practices</b></p> <p><b>(Director of Curriculum)</b></p>	<p>(Bucks D of H)</p> <p>Limit all field trips, inter-group activities, and extracurricular activities.</p>	<p>(Bucks D of H)</p> <p>Conduct field trips, inter-group activities, community based instruction, work studies and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of masks, hand washing, and distancing.</p>	<p>Until further notice, full class/large group off-campus field trips are cancelled, with few exceptions.</p> <p>Teachers will be encouraged to make use of virtual field trips to bring experiences into the classroom for their students.</p> <p>For those curricular experiences that can otherwise not be realized through virtual means, teachers and administrators will communicate home the risks and precautions to maintain student safety.</p>	<p>Fire and emergency drills are compliant with county, state and federal regulations.</p>	

				<p>Faculty rooms will be limited to maintain social distancing for eating purposes. If faculty are not eating, masks must be worn.</p> <p>All building faculty meetings, and full administrative team meetings will remain virtual. Professional development will be delivered remotely as feasible.</p>		
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**Section 3. Monitoring Student and Staff Health**

**Key Questions are in Appendix A**

**Summary of Responses to Key Questions:** The Palisades School District will adhere to the Bucks County Department of Health guidance regarding signs and symptoms of COVID-19. Palisades employees will self-report monitoring results each day prior to reporting to work. Families will be educated on the signs and symptoms of COVID-19 in order to monitor students prior to sending them to school. Employees and students that become symptomatic in school will be quarantined in the health suite, assessed immediately and possibly sent home from school for further evaluation. In the event of a COVID-19 positive case, the district will work with the Department of Health regarding exclusion and return to school timelines. In addition, Board Policy 203 - Immunizations and Communicable Diseases currently addresses issues related to student exclusion from school and reporting to the Bucks Department of Health. The Policy Committee will need to review this policy for possible inclusion of employees into policy.

3	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase		Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Required (Y/N)
3A	<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>(Building Nurses)</b></p>	<p>(Bucks D of H)</p> <p>Educate all stakeholders (students, staff, parents/guardians) on</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>		<p>Current practice: all staff, prior to reporting to work must daily attest to the following statements. Pre-screening questions included in Appendix C</p>	<p>School nurse medical record tracking system currently in place for students will be used to monitor</p>	<p>Y - employees and staff will learn and be reminded</p>

		<p>the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.</p> <p>Educate parents/guardians on the importance of keeping symptomatic children home from school.</p> <p>Educate staff on the importance of staying home if symptomatic.</p> <p>Require any individual who discloses symptoms to wear a mask if feasible.</p> <p>Require every day that the first teacher (e.g. first period, home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.</p> <p>Use the check-list previously shared by the Health Department.</p> <p>Have the nurse or designated employee</p>			<p>Parents/guardians must pre-screen students at home using CDC symptom checker <a href="#">Symptoms of COVID-19</a></p> <p>Medical grade infrared, no-touch forehead thermometers are available in all buildings and will be used on those students and staff that present with other symptoms. Please refer to question #5 on Bucks Dept of Health FAQ <a href="https://tinyurl.com/ya5wgl5">https://tinyurl.com/ya5wgl5</a></p> <p>Until further notice, recognitions or awards for perfect attendance will not occur in order. Maintaining this recognition may encourage symptomatic students to attend school.</p>	<p>symptoms/exposure history for all employees.</p> <p>Student medical information collection:</p> <p>A student's COVID-like symptoms will only be acknowledged as attributed to a pre-existing condition if a doctor's note or medical documentation has been submitted beforehand. Please refer to question #4 on Bucks Dept of Health FAQ <a href="https://tinyurl.com/ya5wgl5">https://tinyurl.com/ya5wgl5</a></p> <p>Emergency contacts must be up to date. A symptomatic student must be picked up within an hour and will not be sent home on the bus.</p>	<p>of the symptoms of COVID19 and know protocols if one becomes symptomatic</p>
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		<p>evaluate any individual who presents with symptoms</p> <p>Take the temperature for only those individuals who present with symptoms</p>					
<b>3B</b>	<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>(Building Nurses)</b></p>	<p>(Bucks D of H)</p> <p>Require such an individual (one who becomes sick in school or demonstrates a history of exposure) to wear a mask, if feasible.</p> <p>Require such an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the nurse's suite.</p> <p>Provide appropriate PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>		<p>In addition to PPE in nurse's suites, each employee will receive the following personal protective equipment (PPE) to use at his/her discretion when social distancing cannot be maintained or at all times based on personal choice or under doctor's orders:</p> <ul style="list-style-type: none"> <li>- Cloth mask</li> <li>- Face shield</li> <li>- Vinyl desk shield</li> <li>- Disposable masks for a student that becomes symptomatic in class</li> <li>- Gloves for wiping down desks/knobs will be available upon request</li> </ul>	<p>All cloth furniture in the nurse's suite will be replaced with non-cloth furniture for ease of cleaning.</p> <p>Plastic curtains will be used to separate students in the nurse suite.</p> <p>Nurse suite guidelines are developed and include protocols for: nursing area, triage, transportation, positive case reporting, contact tracing, charting and nebulizing students.</p>	Y

		<p>Isolate such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite until he/she is dismissed from school.</p> <p>Have an area for isolation that separates symptomatic individuals from others, is well-ventilated and is easy to disinfect.</p> <p>For requirements for any individual who is sent home with symptoms we will collaborate with the Bucks County DOH for recommendations and guidance for return to school guidelines.</p> <p>Notify the Bucks County Health Department of all positive COVID 19 tests.</p>					
3C	<p><b>* Returning isolated or quarantined staff, students, or pre approved visitors to school</b></p> <p><b>(Building Nurse and Building Principals)</b></p>	<p>(Bucks D of H)</p> <p>Require a medical clearance from the Bucks County Health Department for any individual returning to school following isolation or quarantine or a positive COVID 19 test result</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>		<p>Medical clearance from the Bucks County Health Department and/or family doctor must be submitted to the building nurse and building principal before the first day of return to school. Building nurse will work with returning staff and students prior to return to further</p>		Y



		<p>The Bucks County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided to return.</p> <p>The Bucks County Health Department will educate school nurses and administrative staff on the process the Health Department will follow in issuing clearances to return from isolation or quarantine</p>			<p>address clearance concerns/questions.</p> <p>NOTE: clearance may not be sent in with the student on the day of return but must be submitted (via email, scan or fax) at least one school day prior. Parent/guardian phone calls regarding clearance will not be accepted.</p> <p>Returning students will not be permitted on the bus until transportation receives clearance from the building nurse.</p> <p>Returning employees will submit clearance to HR or administrative supervisor.</p>		
3D	<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p> <p><b>(Pandemic Coordinator)</b></p>	<p>(Bucks D of H)</p> <p>Consult with the Bucks County Health Department on decisions impacting the closure or classrooms, schools, or districts.</p> <p>Use strategies similar to those used with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open, in the event of a confirmed case of</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>		<p>As noted in the beginning of this plan, the <b>Pandemic Crisis Response Team (PCRT)</b> 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.</p> <p>Please refer to question #2 on Bucks Dept of Health FAQ <a href="https://tinyurl.com/ya5wgl5">https://tinyurl.com/ya5wgl5</a></p> <p>A COVID 19 dashboard has been created and will be updated each Friday with positive cases.</p>		<p>Y - protocols on notification process</p>

		<p>COVID 19. For example, for the 14-day period following such a diagnosis, increase the education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing.</p> <p>Close a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates the necessity to do so.</p>				
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	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Required (Y/N)
3E	<p><b>Other monitoring and screening practices</b></p> <p><b>(Pandemic Coordinator)</b></p>	<p>(Bucks D of H)</p> <p>Limit the public release of COVID-19 impacted student and staff names.</p> <p>Coordinate with the Bucks County Health Department specific to the public release of such protected information.</p>		<p>Confidential health and personally identifiable information, including staff or students name, residency, etc, that test positive for COVID will not be communicated as public information.</p>	<p>Student contact tracing form in development.</p> <p>Employee Flu Clinic will take place September 17, 2020 3:00-7:00pm at the Palisades High School.</p>	<p>Y - County school nurses will meet with D of H to discuss contact tracing support.</p>

		<p>Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.</p>		<p>Employee contact tracing form has been developed (Appendix B)</p> <p>Any symptomatic athletes found by the trainers will be communicated to the building nurse.</p> <p>Although the flu vaccine is not required for school attendance or employment, it is highly encouraged for all students and staff to get the flu vaccine this school year (American Academy of Pediatrics Guidelines <a href="https://tinyurl.com/ybkfjx9m">https://tinyurl.com/ybkfjx9m</a>)</p>		
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**Section 4. Other Considerations for Students and Staff**

**Key Questions in Appendix A**

**Summary of Responses to Key Questions:** All staff members will be supplied with a cloth face mask, face shield and vinyl desk screen to use at their discretion throughout the day. Face coverings, masks or face shields, must be worn by all employees while on school property unless they have medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes them from wearing one. Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced. Employees are not required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task.

All face to face students will receive a face shield. In accordance with the PA Department of Health Order, all students must wear a face covering (that covers their nose and mouth) at all times both inside and outside when 6 foot distancing is not maintained including but not limited to hallways, common areas, classrooms, and school vehicles. The only exception to the masking requirement are students that have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations will be made in partnership with student’s health care provider, school nurse, and IEP/504 team.

The district has added a new licensed counselor position and that person will provide mental health support to students.

4	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Required (Y/N)
4A	<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html</a></p>	<p>(Bucks D of H)</p> <p>Develop for students at higher risk, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.</p> <p>Require staff who are at high risk to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings).</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>In addition to PPE in nurse's suites, each employee will received the following PPE:</p> <ul style="list-style-type: none"> <li>- Cloth mask</li> <li>- Face shield</li> <li>- Vinyl desk shield</li> <li>- disposable masks for a student that becomes symptomatic in class</li> <li>- Gloves for wiping down desks/knobs will be available upon request</li> </ul> <p>Staff will be informed on the proper way to wear and clean face coverings.</p> <p>CDC wearing face coverings <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></p> <p>CDC Washing cloth face coverings <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html</a></p>	<p>PA Department of Health may issue additional requirements regarding face coverings which will be adopted once issued.</p>	

4B	<p><b>* Use of face coverings (masks or shields) by all staff</b></p> <p><b>Wearing a face covering = covering mouth and nose</b></p>	<p>PA Department of Health and PA Department of Education</p> <p>Face coverings, masks or face shields, must be worn by all employees while on school property unless they have medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes them from wearing one.</p> <p>Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.</p> <p>Employees are not required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task.</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>All employees: see column under Action Steps under Yellow Phase</p>		
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	Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Materials, Resources, and or Supports in Place	In process/In place prior to start of school	PD Required (Y/N)
4C	<p><b>* Use of face coverings (masks or face shields) by students (as appropriate)</b></p> <p><b>Wearing a face covering = covering mouth and nose</b></p>	<p>PA Department of Health and PA Department of Education</p> <p>In accordance with the PA Department of Health Order, all students must wear a face</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>All students: see column under Action Steps under Yellow Phase</p>	<p>One face shield will be provided to each Palisades student attending face to face classes funded through Bucks County.</p>	<p>Y specific to wearing and cleaning mask/face shield</p>

	<p><b>Schools may allow students to remove face coverings when students are:</b></p> <p><b>Eating or drinking when spaced at least 6 feet apart</b></p> <p><b>When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task</b></p> <p><b>At least 6 feet apart during “face covering breaks” to last no longer than 10 minutes.</b></p>	<p>covering (that covers their nose and mouth) at all times both inside and outside when 6 foot distancing is not maintained including but not limited to hallways, common areas, classrooms, and school vehicles.</p> <p>The only exception to the masking requirement are students that have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations will be made in partnership with student’s health care provider, school nurse, and IEP/504 team.</p>		<p>All students will be required to have a mask with them at all times.</p> <p>Students will be informed on the proper way to wear and clean face coverings.</p> <p>CDC wearing face coverings  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></p> <p>CDC Washing cloth face coverings  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html</a></p> <p>Teachers will identify times throughout the day that mask breaks are safe and appropriate.</p>		
<p><b>4D</b></p>	<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>(Director of Pupil Services)</b></p>	<p>(Bucks D of H)</p> <p>Develop, for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.</p>		<p>Director of Pupil Services, IEP case managers, school nurses, principals and counselors will work with families to develop a student-specific education plan for students with complex needs.</p> <p>The district will also collaborate with BCIU and other education</p>		

				providers to coordinate plans for students with complex needs.		
<b>4E</b>	<b>Strategic deployment of staff (Superintendent)</b>			The number of students choosing to be educated face to face versus virtually (determined by survey/phone calls following Board approval) will determine the ratio of Palisades teachers teaching face to face and those teaching online.		
<b>4F</b>	<b>Mental Health supports for students</b>			<p>A licensed professional counselor (LPC), in addition to the 6 building school counselors, are available to provide mental health support for students and connect families with services.</p> <p>Please refer to the FAQ issued on the Health and Safety Plan question #8</p> <p><a href="https://www.palisd.org/UserFiles/Servers/Server_57014/File/FAQ's%20for%20Health%20and%20Safety%20Plan.pdf">https://www.palisd.org/UserFiles/Servers/Server_57014/File/FAQ's%20for%20Health%20and%20Safety%20Plan.pdf</a></p>		
<b>4G</b>	<b>Mental Health supports for staff</b>			Staff will be routinely reminded of how to access the district Employee Assistance Program.		

## Section 5. 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>Disinfection/ Cleaning Procedures &amp; Responsibilities for all shifts</b>	Custodial Staff	Al Crouthamel, Director of Facilities	Synchronous	Items used for disinfecting and cleaning  Checklist for crew to ensure complete process has taken place	Summer 2020	One-time training with follow-up, as necessary
<b>Personal Hygiene/Handwashing</b>  <b>Social Distancing</b>  <b>Space Ventilation</b>  <b>Visitor Restrictions</b>  <b>Disinfecting of space &amp; equipment/Use of gloves &amp; cleaning supplies</b>	All Staff	Dr. Michael Donnelly, Director of Curriculum, Instruction, and Assessment  Al Crouthamel, Director of Facilities  Superintendent	Asynchronous and Synchronous    Opening Day Video	GCN training modules  Google Meet, if necessary	August 24, 2020	August 24, 2020, with follow-up, as necessary    August 24, 2020



<b>Classroom Ventilation Procedures</b>  <b>Social Distancing of Students</b>  <b>Visitor Restrictions</b>  <b>Sanitizing of Rooms and Equipment</b>  <b>Risk and Precautions for off campus field trips</b>	Teachers	Building Principals	Synchronous	Review of handbooks  Google Meet, if necessary	August 24, 2020	August 24, 2020, with follow-up, as necessary
<b>Food Distribution</b>	Food Service Staff	Gerry Giarratana, Director of Transportation, Food Services & Warehouse	Synchronous	Walkthrough of process	Week of August 24, 2020	Week of August 24, 2020, with follow-up, as necessary
<b>Personal Hygiene/Hand Washing</b>  <b>Bus Protocol</b>  <b>Social Distancing</b>  <b>Lunch Protocol</b>  <b>Disinfecting areas and equipment</b>  <b>Self Screening</b>	Students	Building Principals  Classroom Teachers	Synchronous and Asynchronous	Videos will be prepared to share in advance of the school year.	Principals will review this information with teachers who, in turn, will review with students on a consistent basis.	Reminders through morning announcements, TV screens, throughout the day, etc. will take place on a regular basis

<b>Virtual Learning Strategies</b>	Teachers, Principals, and Instructional Support Staff	Dr. Michael Donnelly, Director of Curriculum, Instruction, and Assessment	Synchronous and Asynchronous	Google Classroom Canvas Google Meet / interactive software	Week of August 24, 2020 (as a follow-up to work conducted throughout spring and summer)	Ongoing throughout 2020-2021 school year
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## Section 6. 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>Returning to School: Development of Health and Safety Plan</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	County Zoom meetings throughout shut down; community messages via website, email and social media alerts; regular meetings with administrative team	March 2020	July 22, 2020
<b>Survey for Parents/Guardians Regarding Health and Safety Plan</b>	Parents/guardians of students for the 2020-21 school year; all staff received a copy of plan	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, google form and social media alerts; results reviewed with our administrative team and School Board	July 1, 2020	July 6, 2020

<b>Preparing Your Child for Returning to School-FAQs regarding expectations for the start of the school year and educational programming</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email and social media; reviewed with administrative team and School Board	July 9, 2020 (FAQs general) July 14, 2020 (FAQs cyber)	ongoing
<b>Employee Travel Letter with Modified Quarantine Information</b>	All staff	Bridget O'Connell, Pandemic Safety Coordinator	Email	July 10, 2020	August 15, 2020
<b>Board Approved Health and Safety Plan Released with Parent/Guardian Survey</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, google form and social media alerts; results reviewed with our administrative team and School Board	July 23, 2020	July 28, 2020
<b>Welcome Back Letter for Families and Staff; Address Visitor Policy</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, social media and district calendar	August 10, 2020	August 31, 2020
<b>Video to Welcome Families and Staff - expectations and concerns</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, social media, and district PEG channel	August 12, 2020	August 31, 2020
<b>Update Staff and Student Handbooks with COVID-19 Information/Guidelines</b>	District community (families, students employees) and School Board	Building level principals and Director of Community Relations	Website and email distribution	August 31, 2020	ongoing
<b>Resources Available-mental health, substance abuse, learning support</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, social media, signage, district calendar and paycheck notices for employees	August 31, 2020	ongoing

<b>Development of Health and Safety Building Level Teams</b>	Building level community (families, students employees) and School Board	Building level principals and staff	Internal meetings to review all health and safety guidelines at the building level to ensure compliance	August 31, 2020	ongoing
<b>Focus on Staying Healthy and Safe at School-not coming to school if you are sick; reminders of handwashing, etc.</b>	District community (families, students employees) and School Board	Building level principals and staff	Website, email, social media and signage	August 31, 2020	Ongoing
<b>Being Prepared for a District Closure</b>	District community (families, students employees) and School Board	Bridget O'Connell, Pandemic Safety Coordinator	Website, email, social media and calendar	August 31, 2020	ongoing

## Health and Safety Plan Summary: Palisades School District

**Anticipated Launch Date: July 23, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Section 1: Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)

Strategies, Policies and Procedures

**\* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

The Palisades School District has reviewed and revised cleaning protocols and procedures to mitigate the spread of COVID-19. Over the past several weeks, the district has procured a sufficient inventory of cleaning supplies and has placed equipment orders that will support our efforts to reduce high touch areas including water faucets and water fountains. Summer cleaning is already underway in each of the buildings and due to significantly reduced usage each building will be cleaned and ready to welcome students and staff in August.

## Section 2: 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 students**

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

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

**Other social distancing and safety practices**

Building administrators and the Health and Safety Plan Development Team have been assessing classroom and communal spaces (hallways, cafeteria/multipurpose room, gym, libraries) as well as buses and vans to determine where a social distance of 3 or more feet can be maintained and where modifications will be necessary. Outdoor spaces will be utilized as often as possible to support distancing. Until further notice, visitors and volunteers will be limited in their access to our buildings to further reduce the spread of infection and virtual meetings will be encouraged.

### Section 3: 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>The Palisades School District will adhere to the Bucks County Department of Health guidance regarding signs and symptoms of COVID-19. Palisades employees will self-report monitoring results each day prior to reporting to work. Families will be educated on the signs and symptoms of COVID-19 in order to monitor students prior to sending them to school. Employees and students that become symptomatic in school will be quarantined in the health suite, assessed immediately and possibly sent home from school for further evaluation. In the event of a COVID-19 positive case, the district will work with the Department of Health regarding exclusion and return to school timelines. In addition, Board Policy 203 - Immunizations and Communicable Diseases currently addresses issues related to student exclusion from school and reporting to the Bucks Department of Health. The Policy Committee will need to review this policy for possible inclusion of employees into policy.</p>

### Section 4: 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>All staff members will be supplied with a cloth face mask, face shield and vinyl desk screen to use at their discretion throughout the day. Face coverings, masks or face shields, must be worn by all employees while on school property unless they have medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes them from wearing one.</p> <p>Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.</p>

Employees are not required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task.

All face to face students will receive a face shield. In accordance with the PA Department of Health Order, all students must wear a face covering (that covers their nose and mouth) at all times both inside and outside when 6 foot distancing is not maintained including but not limited to hallways, common areas, classrooms, and school vehicles.

The only exception to the masking requirement are students that have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations will be made in partnership with student's health care provider, school nurse, and IEP/504 team.

The district has added a new licensed counselor position and that person will provide mental health support to students.



# Health and Safety Plan Governing Body Affirmation Statement

Please see the last pages of the Plan for all signature pages.

## APPENDIX A - Key Questions per Section

### Types of Reopening

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

### 1. Cleaning, Sanitizing, Disinfecting, and Ventilation

- 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?

### 2. Social Distancing and Other Safety Protocols

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

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?

- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **3. Monitoring Student and Staff Health**

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

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

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

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

# APPENDIX B - Employee Contact Tracing Document



## Protocol:

1. Supervisor will contact HR with knowledge of any employee that is getting a VIRAL COVID19 test or was sent home symptomatic v
2. Require any individual who is sent home with symptoms to get a VIRAL COVID 19 test or medical clearance prior to returning. Test results and medical clearance must be submitted to HR.
3. Supervisor completes sections A and B upon learning an employee has been sent for a VIRAL COVID 19 test and shares that information with HR
4. HR contacts Superintendent/Pandemic Coordinator and Director of Pupil Services
5. HR or Director of Pupil Services (over the summer) or school nurse (during the school year) will notify the Bucks County Health Department of all positive COVID 19 tests and they will assist with contact tracing, return to work dates and any other necessary community communication.

### COVID-19 Contact Tracing Employees

Name : \_\_\_\_\_ Job Function: \_\_\_\_\_

School/Building: \_\_\_\_\_ Essential Worker: \_\_\_\_\_

#### A. Confirm the following Information:

1. \_\_\_\_\_ Date of last employee symptom self assessment
  - a. \_\_\_\_\_ no symptoms indicated
  - b. \_\_\_\_\_ symptoms indicated
2. \_\_\_\_\_ Who sent the employee for the test?
3. \_\_\_\_\_ Reason employee was sent for the test.
4. \_\_\_\_\_ Date of test
5. \_\_\_\_\_ Date of Test Results

- a. \_\_\_\_\_ negative result
- b. \_\_\_\_\_ positive result

- 6. \_\_\_\_\_ Date and time of first symptoms
- 7. \_\_\_\_\_ Last Day at Work
- 8. \_\_\_\_\_ Duration of Work Time Symptomatic
- 9. \_\_\_\_\_ Schools/Facilities entered during Last Day at Work
- 10. \_\_\_\_\_ Was the last day at work less than 24 hours before the first symptoms?
- 11. \_\_\_\_\_ Was the COVID-19 Positive person wearing a mask when interacting with others on the last day of work?

**B. If the last day of work was less than 24 hours from first symptoms, then identify Contacts during the last day of work with interaction durations greater than 15 minutes with less than 6 feet of distance.**

Name	Duration	Mask Wore?	Inside or Outside

\_\_\_\_\_  
**Signature of Administrative Supervisor completing Section A & B**                      **Date**

**C. Call Bucks County Department of Health 215-539-7000 to review the above to assist in determining the necessary response.**

**D. Safety Actions, if necessary per Department of Health**

**Short Durations with other protective measure (distancing and masks)**

Notify Contact with durations greater than 15 minutes of potential exposure and to be aware of COVID-19 Symptoms. Masks are required. “We have become aware you have been in contact with someone who has tested positive for COVID-19. The Bucks County Health Department recommends you wear a mask when around others and frequently monitor your health for COVID-19 symptoms”

**Close Proximity and Longer Durations**

Notify Contact with durations greater than X hours remain off the job for X days.

“We have become aware you have been working for an extended period of time in close proximity to someone who has tested Positive for COVID-19. Please consult with your family physician. In an abundance of caution for the safety and peace of mind for others, remain off the job for X days.

E. \_\_\_\_\_ Date\_\_\_\_\_ Investigator completing this Form and submitting to HR

cc: employee medical file

**APPENDIX C - Employee Pre-Screening Questions**

**You agree to the following:**

**1. *You do not have 1 or more of the following symptoms:***

- Cough
- Shortness of Breath
- Difficulty Breathing
- Loss of Taste or Smell
- Have a temperature of 100.4 degrees or higher

**~ OR ~**

**2 or more of the following symptoms:**

- Sore Throat

- Runny Nose/Congestion
- Chills
- Muscle Aches/Pain
- Headache
- Diarrhea/Abdominal Pain

2. Are you currently under the direction of a State or local health department order to isolate or quarantine because of your diagnosis of, or exposure to, COVID-19?

**If yes - call Human Resources - do not enter the building**

3. Have you recently been tested for COVID-19 and still awaiting results? (not including a COVID-19 test taken for travel or pre-surgery reasons)

**If yes - call Human Resources - do not enter the building**

**NOTE 1:** If you acknowledge that you have one or more of the symptoms listed above in item #1 or #2 due to a preexisting condition (as diagnosed by a physician) and are not COVID19 related, the employee MUST provide a physician's note to Human Resources. The note will be included in the employee's medical file.

**NOTE 2:** If you traveled in the last 14 days to one of the states listed on the Pennsylvania Department of Health's website <http://padoh.palisd.org> you must notify your Administrative Supervisor Immediately.

Updated September 8, 2020

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Palisades School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 15, 2020.

The plan was approved by a vote of:

Yes - 5

No - 4

Affirmed on: July 22, 2020

By:



*(Signature\* of Board President)*

Robert S. Musantry

*(Print Name of Board President)*

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

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

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



# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Palisades School District reviewed and approved the Phased School Reopening Health and Safety Plan August 2020 Revision on September 16, 2020.

The plan revision was approved by a vote of:

7 Yes

2 No

Affirmed on: September 16, 2020

By:



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*(Signature\* of Board President)*

Robert S. Musantry

*(Print Name of Board President)*

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

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted. **Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.