

# Palisades School District Reopening

## Health and Safety Plan

**Introduction:** 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.

This draft for your review and feedback includes the four sections (25 components) required by the Pennsylvania Department of Education and Appendix A: Guiding Questions and Appendix B: Contact Tracing Form. The final version submitted for Board approval will also include sections on Professional Development, Communication, and summary pages. These sections are still being developed.

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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. and the Bucks County Department of Health.*

# Health and Safety Plan: PALISADES SCHOOL DISTRICT

## From Pennsylvania Department of Education

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>Dr. Bridget O'Connell</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

## Palisades Pandemic Health and Safety Plan Development Team Recommendations:

### 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 and if 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. 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)
- 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	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)
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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>(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/manufacturer guidelines.</p> <p>Clean desks on a frequent basis following EPA/CDC/manufacturer 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 bus 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-8 <a href="https://victorycomplete.com/">https://victorycomplete.com/</a></p> <p>Halo-1 @ PHS <a href="https://halosil.com/products/th-e-halo-disinfection-system/">https://halosil.com/products/th-e-halo-disinfection-system/</a></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>Personal cloth/fabric couches and chairs will be removed by the 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</p>	<p>Water bottle fill stations to replace water fountains</p> <p>No-touch sink faucets and towel dispensers</p> <p>4 more Victory sprayers set for delivery mid-August</p> <p>Elementary spacing spots are on order to use in place of the area carpets in classrooms.</p>	Y
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				those surfaces cannot be permitted during this time.		
<b>1B</b>	<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	(Bucks D of H)  Ventilate all classrooms and common areas when available/possible using windows. Use air circulation patterns that push inside air towards open windows.	(Bucks D of H)  Same as yellow	Doors and windows will be open to the maximum extent feasible (doors locked and propped) and ceiling fans will be operational to promote proper ventilation. If AC is running - doors and widows 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	Fans will be secured in areas with less airflow	N

## 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)
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<p>2A</p>	<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>(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 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>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Building teams will assess each classroom space in July to determine arrangements to support social distancing.</p> <p><b>The 6 foot social distancing standard will be observed in every case possible. Where that distance is not possible, distances of no less than 3 feet will be applied.</b></p>	<p>Storage needs will be assessed and secured based on removal of district owned furniture from classroom/common spaces</p>	
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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>(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>Lunch payment will occur through a drop box to eliminate cash transactions.</p>	<p>Additional tables will be purchased or reallocated to further spread students out during lunch.</p> <p>Assessment of outdoor dining spaces at PHS/PALMS</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 will review cafeteria protocols with the Dept of Health.</p>	<p>Y</p>
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2C	<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	(Bucks D of H)  Require individual hand sanitizing/washing before and after eating.	(Bucks D of H)  Same as yellow	Elementary teachers will either have students wash hands or teachers will dispense sanitizer in student hands prior to and after lunch/recess.	Secure hand sanitizers to wall in secondary buildings outside of the cafeteria for use upon arrival and dismissal	
2D	<b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>			TVs in lobbies and classrooms will be used to promote health and safety.  Morning announcements will include health and safety reminders.  Department of Health signage will be posted in buildings and on websites to promote protective measures and symptoms.  Buildings will manage the process of disseminating information as described above.		N
2E	<b>Identifying and restricting non-essential visitors and volunteers</b>	(Bucks D of H)  Limit non-essential visitors and volunteers.  Require all visitors/volunteers to comply with all screening and monitoring.  Require a visitor/volunteer log in the event contact tracing is required.	(Bucks D of H)  Same as yellow	Until further notice, volunteers will not be permitted in schools.  Visitors are encouraged to interact with school personnel virtually. If that is not possible, visitors will comply with the same screening procedures in place for employees and must wear a mask. If		Y

				<p>symptomatic, visitors will be denied entry.</p> <p>Visits are by appointment or invitation only.</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>		
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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 Requir ed (Y/N)
2F	<p><b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</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>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>Secure hand sanitizers to wall in secondary buildings outside of the cafeteria for use upon arrival and dismissal</p>	

<b>2G</b>	<b>Limiting the sharing of materials among students</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 are on order for students to carry all supplies. Bags are washable for regular sanitation at home.	
<b>2H</b>	<b>Staggering the use of communal spaces and hallways</b>	(Bucks D of H)  Limit high-traffic, high-volume hallway use through staggered schedules.	(Bucks D of H)  Same as yellow	Palisades High School is already in a block schedule which minimizes students switching classes.  Elementary classrooms will be self contained for core instruction. Elementary students will not switch teachers for math and language arts.  To the extent possible, lockers will be assigned to promote distancing  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.		

21	<p><b>Adjusting transportation schedules and practices to create social distance between students</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 16th 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>Bus drivers will wear a mask/face shield as students enter/exit the bus or if they need to interact with a student.</p> <p>Hand sanitizer will be available on buses</p> <p>Students will be encouraged to limit carpooling with other families. If students do carpool they must know who they transported each</p>		
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				day in the event contact tracing is necessary.		
2J	<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<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>Building teams will assess each classroom space in July to determine arrangements to support social distancing.</p> <p><b>The 6 foot social distancing standard will be observed in every case possible. Where that distance is not possible, distances of no less than 3 feet will be applied.</b></p>		



	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 Requir ed (Y/N)
2K	<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>	(Bucks D of H)  Require before/after care providers to follow the same standards as adopted by the district.	(Bucks D of H)  Same as yellow		Bucks Y before and after care will resume in the fall according to all district health and safety protocols.	
2L	<b>Other social distancing and safety practices</b>	(Bucks D of H)  Limit all field trips, inter-group activities, and extracurricular activities.	(Bucks D of H)  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.	Until further notice, full class/large group off-campus field trips are cancelled, with few exceptions.  Teachers will be encouraged to make use of virtual field trips to bring experiences into the classroom for their students.  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.		

### 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>(Bucks D of H)-</p> <p>Educate all stakeholders (students, staff, parents/guardians) on 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>(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 two statements:</p> <p>I do not have a temperature of 100 degrees or higher</p> <p>I do not have the following symptoms: cough, shortness of breath, headache, runny nose, muscle aches, loss of taste or smell, diarrhea/abdominal pain</p> <p>Follow up statement: If you have COVID-19 symptoms that are due to a pre-existing condition you will have the opportunity to list those on this form and must</p>	<p>School nurse medical record tracking system currently in place for students will be used to monitor 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</p>	<p>Y - employees and staff will learn and be reminded of the symptoms of COVID19 and know protocols if one becomes symptomatic</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 evaluate any individual who presents with symptoms</p> <p>Take the temperature for only those individuals who present with symptoms</p>		<p>be backed up with a physician's note in your medical file.</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>Medical grade infrared, no-touch forehead thermometers are available in all buildings.</p>	<p>has been submitted beforehand</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>	
<b>3B</b>	<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<p>(Bucks D of H)</p> <p>Require such an individual (one who becomes sick in school or demonstrates a</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</p>	<p>All cloth furniture in nurse's suite will be replaced with non-cloth furniture for ease of cleaning.</p>	Y

		<p>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>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>Require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning.</p>		<p>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>- 10 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>Cloth curtains dividing cots will be replaced with shower curtains for ease of cleaning.</p> <p>Plexiglass has been purchased and will be used to build movable dividers between cots in nurse's office</p>	
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		Notify the Bucks County Health Department of all positive COVID 19 tests.				
<b>3C</b>	<b>* Returning isolated or quarantined staff, students, or pre approved visitors to school</b>	<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>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>(Bucks D of H)</p> <p>Same as yellow</p>	<p>Medical clearance from the Bucks County Health Department must be submitted to the building nurse and building principal before the first day of return to school.</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>		
<b>3D</b>	<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<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>(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</p>		Y - protocols on notification process

		<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 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>		<p>exposure among staff and students.</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	<b>Other monitoring and screening practices</b>	<p>(Bucks D of H)</p> <p>Limit the public release of COVID-19 impacted student and staff names.</p>		<p>Confidential health information, including staff or students that test positive for COVID will not be</p>		<p>Y - County school nurses will meet with D of H to</p>

		<p>Coordinate with the Bucks County Health Department specific to the public release of such protected information.</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>communicated as public information.</p> <p>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>		<p>discuss contact tracing support.</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. Staff will be required to wear a face covering in hallways and in cases where social distancing of 3 feet or more is not possible. All students will be required to wear a face covering on the bus unless there is a medical reason preventing such action. All students will also be required to have a mask with them in the event they become symptomatic. All staff and secondary students (6-12) will be required to wear a mask when traveling in hallways. Masks will not be required in classrooms unless specific circumstances warrant. 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 receive the following 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>- 10 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>Nurses will be provided with N95 masks that are properly fitted and tested.</p>	
4B	<p><b>* Use of face coverings (masks or shields) by all staff</b></p> <p><b>Wearing a mask = covering mouth and nose</b></p>	<p>(Bucks D of H)</p> <p>No specific recommendation to require the use of face masks for staff at all times(except on vehicles, where feasible). See below:</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>All employees will be required to carry a face covering with them at all times and wear it if social distancing cannot be maintained (less than 3 feet) or in the event they become symptomatic.</p>		



		<p>Allow any individual to elect to wear a clear face shield or face mask if they elect to do so.</p> <p>Require individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained).</p> <p>Require individuals to wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways.)</p>		<p>Employees will wear a mask in the hallways.</p> <p>As noted above, employees may elect to wear face coverings at all times.</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 mask = covering mouth and nose</b></p>	<p>(Bucks D of H)</p> <p>No specific recommendation to require the use of face masks for students at all</p>	<p>(Bucks D of H)</p> <p>Same as yellow</p>	<p>All students:</p> <p>Will be required to have a mask with them at all times.</p>		

		<p>times. (except on vehicles, where feasible) See below:</p> <p>Allow any individual to elect to wear a clear face shield or face mask if they elect to do so.</p> <p>Require all individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained).</p> <p>Require all individuals to wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain. (for example: on school vehicles, in crowded hallways)</p>		<p>Unless there is an underlying health condition that is discussed with the school nurse prior to the start of school, all students will be required to wear a mask on the bus.</p> <p>Secondary students (6-12)</p> <p>Will be required to wear a mask when in hallways and when social distancing is not possible.</p> <p>Teacher/administrator will provide specific directions for in class use. Examples may include science labs when students are gathered together for an experiment.</p> <p>Elementary students (K-5)</p> <p>As feasible, a teacher may request that elementary students wear a mask in small group instructional settings</p>		
4D	<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<p>(Bucks D of H)</p> <p>Develop, for students with complex needs or vulnerabilities, a student-specific plan that</p>		<p>Director of Pupil Services, IEP case managers, school nurses, principals and counselors will work with families to develop a student-specific education</p>		

		facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.		plan for students with complex needs.  The district will also collaborate with BCIU and other education providers to coordinate plans for students with complex needs.		
4E	Strategic deployment of staff			A licensed counselor has been employed to provide mental health supports to students and connect families with services.		
4F	Mental Health supports for staff			Staff will be routinely reminded of how to access the district Employee Assistance Program.		

## 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 - Contact Tracing Document



### COVID-19 Contact Tracing Employees

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

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

**A. Confirm the following Information:**

1. \_\_\_\_\_ Date of Test Results
2. \_\_\_\_\_ Time of first symptoms
3. \_\_\_\_\_ Last Day at Work
4. \_\_\_\_\_ Duration of Work Time Symptomatic
5. \_\_\_\_\_ Schools/Facilities entered during Last Day at Work
6. \_\_\_\_\_ Was last day at work less than 24 hours before first symptoms?
7. \_\_\_\_\_ 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	Follow up: Contacted by & when?

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

**D. Safety Actions, if necessary**

**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