Phased School Reopening
Health and Safety Plan Template

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

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

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

Health and Safety Plan: Moon Area School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

☐Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

☐	Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

☐	Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

☐	Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 8/24/2020

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:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Barry Balaski	Superintendent (Pandemic Coordinator)	Both
Jill Regan	Fiscal & Operational Services	Both
Amy Finnegan	Human Resources	Both
Michael Haslett	Pupil Services	Both

Greg Roth	Technology Services	Both
John Daniels	Facility Services	Both
Christie Leininger	Food Services	Both
David Gallup/Brendan Hathaway	Transportation/ High School Principal	Both
Ashley Beeson/Joe Johnson/Julie Moore/Lucas Furlow/Susan Kazmierczak	Elementary Principal	Both
Melissa Heasley/Megan Kirchner/Jason D'Alesio	Middle School Principal	Both

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.

- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: (INSERT TEXT)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	DW - We will do the same things if in this phase – if we are rotating days. All cleaning and ventilation procedures will need followed even if students are limited in the building. DW - Custodial staff will continue to clean all areas with disinfectant that has been approved for school buildings and COVID 19 daily. DW - Backpack machines will be used to spray Halt and Bactronix in every building, deep cleaning rotating areas throughout the week. All areas will be disinfected on a rotating schedule. DW - Maintenance staff will ensure ventilation is properly maintained in all buildings. DW – All other green phase actions will be taken regardless of the yellow status. Limited student population and staffing will be in place.	DW - Custodial staff will continue to clean all areas with disinfectant that has been approved for school buildings and COVID 19 daily. DW - Backpack machines will be used to spray halt and Bactronix in every building, deep cleaning rotating areas throughout the week. All areas will be disinfected on a rotating schedule. DW - Maintenance staff will ensure ventilation is properly maintained in all buildings. DW – Commonly touched areas such as handrails, elevator buttons, door handles, etc. will be sanitized throughout the school day. DW – Additional hand sanitizing stations will be added to all buildings with approved products. Hand sanitizer will be in each room when available. DW – Water fountains will be available only for bottle refilling. Disposable cups will be placed in elementary classrooms for students to use for water consumption. Water fountains will be turned off. DW- Buses will be sanitized following morning runs and afternoon runs daily. Drivers and students will wear masks. Bus windows will remain opened when feasible. DW – No shared hall pass will be used. DW – Cleaning supplies will be provided to teachers/staff for use throughout the day as needed to wipe commonly touched surfaces	John Daniels – Director of Facilities	Cleaning products, sanitary products, approved COVID 19 sanitizers, etc. Additional custodial manpower throughout the day for cleaning and disinfecting.	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	DW - We will do the same things if in this phase – if we are rotating days. All cleaning and ventilation procedures will need followed even if students are limited in the building.	DW – Ventilation will be controlled by maintenance department. Air quality will be measured. Fresh air will be circulated throughout the system to ensure proper ventilation. Windows will not be opened as to not create allergens and other outside contaminants. DW – Ensure custodial staff and cafeteria staff are trained on proper disinfecting procedures.			

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: (INSERT TEXT)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	DW – Follow all green guidelines plus additional below DW – Days will be separated throughout the week. Group A: Mon-Tues. Group B: Thurs.- Fri. - Virtual instruction Wednesday. Deep cleaning day Wednesday Elementary - Student occupancy will be reduced by 50%. A minimum of 6 ft separation will occur. Students will rotate on a schedule that is conducive for siblings. MS - Keep families together across all levels if rotating days and students. Can then be minimum 6 ft. apart at all times. MS - Balance class sizes if rotating. DW – Government closures may insist on all students staying home. Cleaning will be focused to areas of use and the use of large spaces will be eliminated to prevent contamination of unused spaces.	DW - desks will be physically distanced and stationed throughout each classroom. Extra furniture will be removed when possible to create more space between students. A minimum of 3 feet will be maintained when feasible. Elem - Lockers will be limited to one student. If lockers aren't available, student goods will be kept on their classroom chairs. DW - All desks in rows and staggered facing the same direction. DW - Staggered dismissal from classes when necessary to change – delay side of hallway by 2 minutes to allow other to leave DW - Lockers only morning, lunch, and dismissal DW - Teachers change not students when feasible	Cleaning – John Daniels Scheduling – Building Principal	Additional books to eliminate class set sharing. Cameras in each classroom for synchronous learning.	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	DW – Same as green phase, but scaled down when 50% of student population is present. Meals will not be served if all students are educated virtually. Grab and go meals will be available curbside pickup to families in need.	DW – All meals will be served in to go bags. All classes will be staggered for pickup and meals consumed in smaller groups. Multiple locations will be used throughout the buildings. DW – Disinfecting all areas used for eating will take place between each group during mealtimes. DW - Form to order lunch online each morning done by students. Sent to Cafeteria for preparation. DW - Areas will be cafeteria, homerooms, large group areas. Students cannot leave homerooms without written permission. DW – Cafeteria employees will enter student ID numbers to eliminate touching screens.	Food Service – Christie Leininger Social distancing schedule – Building Principal	Wheeled garbage cans, buckets, additional spray bottles of disinfectant. Additional manpower for cleaning.	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	DW - Same as Green Phase. Limited student population and staffing will be in place.	DW - Signage will be used to instruct and direct students and staff (traffic flow, sanitation procedures, etc.) DW: Video instruction of handwashing. Utilize morning announcements to instruct students/staff of procedures DW - Nurses will provide on-going training to students, staff, and families on best practices of personal hygiene. DW - Handwashing and sanitizing will be highly encouraged throughout the school day. DW - Hand sanitizing stations in each classroom and common area to be used when entering and existing DW - Always before and after lunch DW - Face shield for teachers and students will be worn throughout the day in classrooms DW – Face coverings will be worn by all in hallways and other common areas.	Building Principal Administrator of department	Signage, hand sanitizer, Face shields, dixie cups, hand soap, disposable masks, etc.	Y
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	DW - Same as green phase. Limited student population and staffing will be in place.	DW - Post all CDC guideline posters throughout building and all common areas DW - Video instruction of handwashing Health/Science class curriculum Utilize morning announcements to instruct students/staff of procedures	John Daniels: signage Building Principal	Signs, Hygiene lesson	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Identifying and restricting non-essential visitors and volunteers**	DW: Same as Green Phase. Limited student population and staffing will be in place. No outside groups will be permitted to use the facilities if in the yellow phase	DW: No visitors permitted. Guardians needing to drop-off items will drop-off outside of the building. If needing to pick-up a student, ample notification should be provided. The parent will wait outside for pick-up. Additional safety protocols will be followed. DW: IEP meetings and parent meetings by phone/Zoom DW: Faculty meetings by Zoom DW: Any contractor, outside vendor, or school support that is required to enter must wear a mask at all times, use hand sanitizer upon entry DW: When permitted by the district, outside groups must remain at a specified number, wear masks at all times, remain in specified area, use sanitizer upon entry.	Building principal Front office personnel Superintendent Athletic Director		Y
* **Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports**	DW: Same as Green Phase. Limited student population and staffing will be in place. Online hygiene and video lessons for healthy exercise and living. CDC guidelines as well as WPIAL and PIAA rulings will determine sporting events and participation.	DW: PE no equipment usage - outside whenever possible Elementary: A modified recess schedule has been created for students. HS: No swimming pool, stagger locker room usage. CDC guidelines as well as WPIAL and PIAA rulings will determine sporting events and participation.	Physical Education faculty		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	DW: Students will utilize online resources and software on a Virtual Desktop Infrastructure Environment to limit or prevent contact with shared resources. Prepackaged materials if needed to be sent home.	DW: Eliminate use of classroom set of books, order per student books for necessary classes. Use online resources instead of physical resources. DW: Personal device used as much as possible with online resources to limit sharing materials DW: Students have their own supplies – no sharing of any supplies – no instrument sharing - to the greatest extent possible. DW – cleaning materials between student groups will take place to the greatest extent possible.	Classroom teacher		Y
Staggering the use of communal spaces and hallways	DW: Same as Green. Limited student population and staffing will be in place.	Elementary schedule will be created to stagger hallway and communal space time for staff and students. MS/HS: Stagger dismissal from classes to the greatest extent feasible DW: One-way hallways and stairways. DW: Lockers only entry, lunch, dismissal DW: Use signage to establish clear traffic patterns in the hallways DW: Limit movement of large groups at one time as much as possible throughout the day.	Administrators Faculty		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	DW: Same as Green, 50% capacity on all buses. Schedules and runs will be adjusted to accommodate this. Limited student population and staffing will be in place.	DW: Adjust all level arrival times to reduce holding area time – students would go directly to classrooms once they arrive DW: Dismiss students from room at end of day, No communal areas used. DW: two students per seat DW – loading will be back to front and unloading front to back to avoid direct contact. DW- driver will wear a face mask or shield, disinfecting each bus will be daily after morning and afternoon runs. DW: Stagger busses coming into building – kids would wait on bus until a bus has entered the building DW: All students and staff wear masks entering and exiting the bus into the building. HS: Security direct traffic (SRO, Moon PD) Parent drop off times may be staggered HS: Dismiss students from room at end of day, bus riders would be dismissed first, then student drivers. Ask parents to drop students off instead of taking bus.	Transportation Director, Bus driver, faculty on duty		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	DW: If rotating days the numbers will 50% and can be 6 ft apart. Could possibly use less rooms for lunches and attempt breath of fresh air with less students. DW: TEAMS for collaboration DW: Same as green phase. Limited student population and staffing will be in place.	Elementary students will stay within their homeroom classroom to the maximum extent feasible. Staff may travel to classrooms compared to large groups of students traveling between rooms. DW: No holding areas, no team activities, no large café, limited group projects or activities. DW: IEP Testing Room used only when necessary, Plexiglass shield used between staff and student. MS: Encore/Signature classes moved to larger rooms/areas if needed (science rooms. # of students in areas will be limited to the greatest extent possible	Building Principal Faculty of area		Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	DW: No outside use of building by any group.	<mark>DW: No YMCA or outside groups will use the buildings</mark> DW: Must follow all building protocols. Limit number of students attending. Must wear masks at all times Limit areas of use within buildings.	Group coordinator		Y
Other social distancing and safety practices	DW: Same as Green. Limited student population and staffing will be in place.	DW: Masks/Shields for students and staff DW: No holding areas – end of day have students leave from rooms and announce busses DW: Monitor occupancy of bathrooms DW: Designated room for possible covid cases when found during day DW: Teachers at doors to monitor hallways at each change of class DW: Curtains in nurses office to create Covid area.			Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: (INSERT TEXT)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Monitoring students and staff for symptoms and history of exposure**	DW: Same as Green. Limited student population and staffing will be in place.	DW: Self-reported temp checks for everyone DW: Staff Questionnaire daily DW: Designated Covid Room DW: Follow CDC and medical expert advice DW: Mandatory reporting by all staff if affected by Covid virus. DW: Parents report to the school building any possible Covid contact.	Building Principal Building nurse		Y
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	DW: Same as Green. Limited student population and staffing will be in place.	DW: Follow CDC guidelines and Medical Advice: DW: Each building has a designated area for holding if a student is sick. Parents will be called for pickup. Student will be escorted to parent outside by nursing staff. DW: Contact tracing of individual will be discussed with family, county, state health departments when appropriate. DW: Closure of building while full sanitizing is conducted if a positive case is found.	Superintendent Building principal Buidling nurse		Y
* **Returning isolated or quarantined staff, students, or visitors to school**	DW: Same as Green. Limited student population and staffing will be in place.	DW: CDC Guidelines and Medical Advice from county and state departments DW: Infected individual must submit a negative testing report or report from doctor stating healthy and can return to work/school. DW: Communication with family throughout exposure	Building Principal Building nurse		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	DW: Same as Green. Limited student population and staffing will be in place.	DW: District team working together to develop this as needed – and public relations sending out to community DW: Message sent by Superintendent DW: Website updates will be completed when necessary.	Public Relations – Nina Pompeani Superintendent		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	DW: Same as Green. Limited student population and staffing will be in place.	DW: All CDC Guidelines DW: Families check before students leaving home and self-report symptoms			

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions: (INSERT TEXT)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	DW: Same as Green. Limited student population and staffing will be in place. DW: Student occupancy will be reduced by 50% with masks required and social distancing implemented. DW: possible staff reporting only. All students may be instructed remotely depending on the government regulations.	DW: Available sick time will be taken. FMLA for high risk staff DW: Human resources and Pupil Services will work with staff and students to determine accommodations needed. Adhere to state and federal laws regarding employment, ADA laws, attendance and extended leave of absences. DW: Online learning option for high risk students DW: Follow all safety guidelines set DW: Face masks and/or shields worn following the guidelines set by Allegheny County Health Department and CDC.	Superintendent Building Principal		Y
* Use of face coverings (masks or face shields) by all staff	DW: Same as Green. Limited student population and staffing will be in place.	DW: Staff to wear mask or shield at all times when working closely with students. DW: Staff with medical issues will be addressed on an individual basis if necessary.	Administrator of building or area		Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	DW: Same as Green. Limited student population and staffing will be in place.	DW: Students to wear masks or face shields at all times while in the building or on the school bus. Waiver for students that are immunocompromised, following the Allegheny Health Department and CDC guidelines	Assigned faculty		Y
Unique safety protocols for students with complex needs or other vulnerable individuals	DW: Students with severe needs will be educated remotely. Follow IEP.	DW: Remote learning for high risk students DW: Sanitized/unoccupied room if needed for extra social distancing DW: Students with individual educational plans will be monitored accordingly.	Pupil Services Director Building Principal		Y
Strategic deployment of staff	DW: Same as Green but may be limited due to number of students	DW: Staff will be used for necessary duties throughout the day and will be assigned to any areas that are needed.			N

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
CDC guidelines	All Staff	Superintendent	Online	CDC guidelines	August 19	On going
Proper Sanitizing protocol	Custodial Staff	John Daniels	Small group/ in person	CDC guidelines/ demonstrations	July 1	On going
Grab N Go Meals	Cafeteria Staff	Christie Leininger	Small group/in person	CDC guidelines/ demonstrations	August 19	On going
Building protocols- Visitors, classroom spaces, sharing of supplies, face coverings, all plan procedures.	All Staff	Superintendent	Online/Teams	Approved plan document, shared discussion, PDE guidance	August 19	On going
Hygiene Basics	All Staff/Students	Building Nurses	Small group/ in person	CDC Resources/ online manipulatives research	August 19	On going

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

Health and Safety Plan Summary: Moon Area School District

Anticipated Launch Date: 8/19/2020

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.

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)**	District Wide Procedures-Custodial staff will continue to clean all areas with disinfectant that has been approved for school buildings and COVID 19 daily. Backpack machines will be used to spray effective disinfectants such as halt and Bactronix in every building, deep cleaning rotating areas throughout the week. All areas will be disinfected on a rotating schedule. Maintenance staff will ensure ventilation is properly maintained in all buildings. Commonly touched areas such as handrails, elevator buttons, door handles, etc. will be sanitized continuously throughout the school day. Additional hand sanitizing stations will be added to all buildings with approved products. Hand sanitizer will be in each room when available. Water fountains with bottle filling capability will be available only for bottle refilling. Disposable cups will be placed in elementary classrooms for students to use for water consumption. Water fountains without bottle filling capability will be turned off. Buses will be sanitized following morning runs and afternoon runs daily. Drivers and students will wear masks. Bus windows will remain opened when feasible. No shared hall pass will be used.

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**	District Wide Procedures – Government closures may insist on all students staying home. If this occurs, provision to this plan will be made accordingly to provide synchronous learning to all students. These changes will only be implemented if restrictions are placed by a state/federal governing body or the CDC. Cleaning will be focused to areas of use and the use of large spaces will be eliminated to prevent contamination of unused spaces. District Wide Procedures - Desks will be physically distanced and stationed throughout each classroom. Extra furniture will be removed when possible to create more space between students. A minimum of 3 feet will be maintained when feasible. Elementary lockers will be limited to one student. If lockers aren't available, student goods will be kept on their classroom chairs. All desks will be in rows and staggered facing the same direction. Staggered dismissal from classes when necessary to change – delay side of hallway by 2 minutes to allow other to leave Lockers only morning, lunch, and dismissal. Teachers change not students when

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* 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** *** Identifying and restricting non-essential visitors and volunteers** ***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**	feasible. Cleaning supplies will be provided to teachers/staff for use throughout the day as needed to wipe commonly touched surfaces. All meals will be served in to go bags. All classes will be staggered for pickup and meals consumed in smaller groups. Multiple locations will be used throughout the buildings. Disinfecting all areas used for eating will take place between each group during mealtimes. A form to order lunch online each morning will be completed by students. Cafeteria employees will enter student ID numbers to eliminate touching screens. Signage will be used to instruct and direct students and staff (traffic flow, sanitation procedures, etc.) Video instruction of handwashing. Utilize morning announcements to instruct students/staff of procedures Nurses will provide on-going training to students, staff, and families on best practices of personal hygiene. Handwashing and sanitizing will be highly encouraged throughout the school day. Hand sanitizing stations in each classroom and common area to be used when entering and exiting. Always before and after lunch. Face shield for teachers and students will be worn throughout the day in classrooms. Masks will be worn by all in hallways and other common areas. Post all CDC guideline posters throughout building and all common areas Video instruction of handwashing. Utilize morning announcements to instruct students/staff of procedures. Physical education will have no equipment usage - outside whenever possible Elementary: A modified recess schedule has been created for students. HS: No swimming pool for PE classes, stagger locker room usage. No visitors permitted. Guardians needing to drop-off items will drop-off outside of the building. If needing to pick-up a student, ample notification should be provided. The parent will wait outside for pick-up. Additional safety protocols will be followed. IEP and parent meetings by phone/Zoom Faculty meetings by Zoom Any contractor, outside vendor, or school representative that is required to enter must wear a mask at all times, use hand sanitizer upon entry When permitted by the district, outside groups must remain at a specified number, wear masks at all times, remain in specified area, use sanitizer upon entry. Eliminate use of classroom set of books, order per student books for necessary classes. Use online resources instead of physical resources. Personal device used as much as possible with online resources to limit sharing materials. Students have their own supplies – no sharing of any supplies – no instrument sharing - when feasible.

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*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**	Elementary schedule will be created to stagger hallway and communal space time for staff and students. MS/HS: Stagger dismissal from classes One-way hallways and stairways. Lockers only morning, lunch, dismissal. Use signage to establish clear traffic patterns in the hallways. Limit movement of large groups at one time as much as possible throughout the day. Adjust all level arrival times to ensure no holding area time is needed as much as possible – students would go directly to classrooms once they arrive. Dismiss students from room at end of day, no communal areas used. Two students per seat. Loading will be back to front and unloading front to back to avoid direct contact when feasible. Driver will wear a face mask or shield, disinfecting each bus will be daily after morning and afternoon runs. Stagger busses coming into building – kids would wait on bus until a bus has entered the building. All students and staff wear masks entering, and exiting the bus into the building. Dismiss students from room at end of day, bus riders would be dismissed first, then student drivers. Elementary students will stay within their homeroom classroom to the maximum extent feasible. Staff may travel to classrooms compared to large groups of students traveling between rooms. No holding areas, no team activities, no large café, limited group projects or activiites. IEP Testing Room used only when necessary, Plexiglass shield used between staff and student. Encore/Signature classes moved to larger rooms/areas if needed (science rooms). Number of students in large areas will be limited as much as possible. SS will be limited or split to half days DW: No YMCA or outside groups will use the buildings OR Must follow all building protocols. Limit number of students attending. Everyone must wear masks at all times. Limit areas of use within buildings. No large group areas can be used. District materials cannot be shared with any outside groups. Masks/Shields for students and staff. Self-temperature checks before entering building No holding areas – end of day have students leave from rooms and announce busses. Monitor occupancy of bathrooms. Designated room for possible covid cases when found during day. Teachers at doors to monitor hallways at each change of class. Curtains in nurse's office to create Covid area.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** * **Returning isolated or quarantined staff, students, or visitors to school** ***Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	Self-reported temp checks for everyone. Staff complete questionnaire daily. Designated Covid Room. Follow CDC and medical expert advice. Mandatory reporting by all staff if affected by Covid virus. Parents report to the school building any possible Covid contact. Follow CDC guidelines and Medical Advice Each building has a designated area for holding if a student is sick. Parents will be called for pickup. Student will be escorted to parent outside by nursing staff or designee. Contact tracing of individual will be discussed with family, county, state health departments when appropriate. Closure of building while full sanitizing is conducted if a positive case is found. CDC Guidelines and Medical Advice from county and state departments. Infected individual must submit a negative testing report or report from doctor stating they are healthy and can return to work/school. Communication with family throughout exposure DW: District team working together to develop this as needed – and public relations sending out to community. Message sent by Superintendent. Website updates will be completely when necessary

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** ***Unique safety protocols for students with complex needs or other vulnerable individuals** ***Strategic deployment of staff**	Available sick time will be taken. FMLA for high risk staff. Human resources and Pupil Services will work with staff and students to determine accommodations needed. Adhere to state and federal laws regarding employment, ADA laws, attendance and extended leave of absences. Synchronous online learning option for high risk students. Follow all safety guidelines set. Face masks and shields worn following the guidelines set by Allegheny County Health Department and CDC. Staff to wear mask or shield when working closely with students. Staff with medical issues will be addressed on an individual basis if necessary Students to wear masks or face shields at all times while in the building or on the school bus. Waiver for students that are immuno-compromised, following the Allegheny County Health Department and CDC guidelines. Remote learning for high risk students Sanitized/unoccupied room if needed for extra social distancing. Students with individual educational plans will be monitored accordingly.

Requirement(s)	Strategies, Policies and Procedures
	Staff will be used for necessary duties throughout the day and will be assigned to any areas that are needed.
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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Moon Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on July 20, 2020.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on **July 20, 2020**

By:

_____ signature

~~Mrs. Danielle Zieger - President – Moon Area School District Board of Directors~~