



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: **Old Forge 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): 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:** 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(s).

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Brian Rinaldi	Business Office/Facilities and Grounds	Pandemic Coordinator
Erin Keating, Ed.D.	Superintendent	Plan Development and Response Team
Christopher Gatto	High School Principal	Plan Development and Response Team
Shelly Egan	Elementary School Principal	Plan Development and Response Team

Michelle Hopkins	Director of Special Education	Plan Development and Response Team
JP Gutowski	Facilities and Grounds	Plan Development and Response Team
Diana Martinelli	School Nurse	Plan Development and Response Team
	School Physician	Plan Development and Response Team
Jenna Jones- Shotwell	School Board (President)	Plan Development and Response Team
Brain Guida	School Board	Plan Development and Response Team
Dr. Robert Notari	School Board	Plan Development and Response Team
Donna Trotta	Clerical	Plan Development
Jennifer O'Boyle	Clerical	Plan Development
Jennifer Churla	Faculty	Plan Development
Jillian DeStefano	Faculty	Plan Development
Joseph DeStefano	Faculty	Plan Development
Tracie Krasulski	Faculty	Plan Development
Kathleen Nycz	Faculty	Plan Development
Julie Strain	Faculty	Plan Development
Joe Sylvester	Faculty	Plan Development
Amiee Thomas	Faculty	Plan Development
Wendy Waltz-Lohman	Faculty	Plan Development
Megan McCabe	Parent and Certified School Nurse	Plan Development
Anissa Salerno	Parent and Registered Nurse	Plan Development

Armando Sallavanti, D.O.	School Physician	Plan Development and Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- 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:

The Old Forge School District comprises one building. The maintenance and custodial staff will have the entire building cleaned and sanitized for the return to school; most importantly, daily sanitation procedures, as outlined in the action steps below will be put in place to assure the building is cleaned and sanitized while in occupancy and nightly. A schedule of high volume areas (restrooms, cafeteria, offices, ect.) will have a daily log whereas maintenance must sign in and out upon sanitization of the building during times that the building is occupied. Sanitizing wipes, hand sanitizer and tissues will be available in all classrooms, at all times, to ensure that personal sanitation steps may also be implemented throughout the school day. Hand sanitization units will be available in high volume areas, such as, but not limited to: restrooms, hallways, the cafeteria, locker rooms, offices, ect.

The OFSD utilized the money available through the ESSER's grant and the PCCD Health and Safety grant to purchase mass quantities of cleaning and disinfecting supplies. Furthermore, the OFSD used the PCCD Health and Safety grant money to equip the building with all necessary cleaning and disinfecting equipment. Moreover, the OFSD used these funds to purchase sanitation equipment, such as mister/foggers and electrostatic cleaning guns, to be assured that all areas are properly disinfected.

1. All classrooms are equipped with hand sanitizing dispensers, the use of hand sanitizing stations must be enforced throughout the building.
2. Teachers will be equipped with disinfection wipes, tissues, and hand sanitizer at all times.
3. All pencil sharpeners, desks, chairs, sinks and fountains will be sanitized daily with a hospital grade disinfectant. Sanitization wipes will be available for student use throughout the day.
4. All garbage cans will be sanitized with a disinfectant spray.

5. All computer keyboards will be wiped with a damp disinfectant cloth daily. Sanitization wipes will be available for student use throughout the day.
6. All door handles will be sanitized daily. Doors will open in the AM and remain open throughout the day to minimize contact with the door handle.
7. All lavatories will be disinfected with hospital grade disinfectant. Stalls and sinks will be closed to enforce social distancing in the lavatories. Each bathroom will have a maximum capacity, and social distancing will be enforced in the line waiting to use the facilities. Main doors to lavatories will be open in the AM and remain open throughout the day to minimize contact with the door handle. Logs will be kept by custodial staff to ensure cleaning was complete during the school day.
8. All locker rooms will be sanitized with hospital grade disinfectant.
9. All offices will be cleaned and sanitized daily. Office staff employees will be equipped with disinfection wipes, tissues, and hand sanitizer at all times. Logs will be kept by custodial staff to ensure cleaning was complete during the school day.
10. All locker rooms will be sanitized with hospital grade disinfectant. Locker rooms will not be utilized during the school day, only for sports after school, and for competitions.

All maintenance and custodial staff will be trained on best practice disinfecting and sanitizing procedures, as well as, use of new sanitizing equipment. All new equipment training will be done by the company from which the product was purchased. All administration and professional staff will be trained in personal sanitation strategies, as well as, proper use of disinfectant and sanitizing materials in the classroom. All students will be trained on personal sanitation strategies, as well as, proper use of disinfectant and sanitizing materials in the classrooms.

Whether the building is in yellow or green, cleaning and sanitizing procedures will remain similar, and any building occupancy protocols must be followed.

Requirements	Action Steps under Yellow Phase- AND - Green Phase with increased case numbers and intensive social distancing mitigation necessary	Action Steps under Green Phase with stable or decreasing case numbers in Pennsylvania, and the Northeast Region of the US	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	Ventilating - An air conditioning unit has ventilated air through the library, auditorium, and four large group classrooms. This system was professionally cleaned and disinfected by Troy Mechanical over the summer. The system will	Ventilating - An air conditioning unit has ventilated air through the library, auditorium, and four large group classrooms. This system was professionally cleaned and disinfected by Troy Mechanical over the summer. The system will	Facilities and Grounds: Joseph "JP" Gutowski- Head of Facilities and Grounds	Electrostatic Sanitation Gun Mister/Fogger Machines	Yes- training will be complete with maintenance staff on all new

<p>by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>be regularly cleaned and sanitized by maintenance staff once school is repopulated.</p> <p>The rest of the building does not work on a centralized ventilation system. Each room has a heat ventilator that brings outside air into the classroom. Air is not exchanged between rooms, but to each room individually.</p> <p>External fans exist in hallway corridors that remove the building air to the outside. These fans will run throughout the day on timers to remove stagnant air from the building.</p> <p><u>Water Fountains -</u></p> <p>All elementary water fountains will be disabled. Students may bring water bottles from home. Water bottles will be available for students who need them.</p> <p>High school water fountains will be converted to water bottle filling stations.</p> <p><u>Cleaning, Sanitizing, Disinfecting -</u> The OFSD used the PCCD Health and Safety grant money to equip the building with all necessary cleaning supplies.</p>	<p>be regularly cleaned and sanitized by maintenance staff once school is repopulated.</p> <p>The rest of the building does not work on a centralized ventilation system. Each room has a heat ventilator that brings outside air into the classroom. Air is not exchanged between rooms, but to each room individually.</p> <p>External fans exist in hallway corridors that remove the building air to the outside. These fans will run throughout the day on timers to remove stagnant air from the building.</p> <p><u>Water Fountains -</u></p> <p>All elementary water fountains will be disabled. Students may bring water bottles from home. Water bottles will be available for students who need them.</p> <p>High school water fountains will be converted to water bottle filling stations.</p> <p><u>Cleaning, Sanitizing, Disinfecting -</u> The OFSD used the PCCD Health and Safety grant money to equip the building with all necessary cleaning supplies.</p>	<p>Mr. Gutowski will meet with Brian Rinaldi, Pandemic Coordinator, and Dr. Keating, Superintendent bi-weekly to update them on cleaning and sanitation proceedings.</p> <p><u>Cafeteria:</u></p> <p>The Nutrition Group and Brian Rinaldi, Business Administrator and Pandemic Coordinator.</p> <p><u>Transportation:</u></p> <p>Probst Transportation and Brian Rinaldi, Business Administrator and Pandemic Coordinator</p>	<p>Plexiglass shields for cafeteria and office space</p> <p>Sanitizing wipes for all classrooms and office areas</p> <p>Hand sanitizing stations and individual hand sanitizers for each classroom and office area</p> <p>Volume and quantity of necessary cleaning and disinfecting products</p> <p>Maintenance staff will require PPE: masks, gloves and face shields</p>	<p>cleaning and sanitizing equipment</p> <p>Yes- PD will be needed with all students and staff on maintaining social distancing, proper hygiene and sanitization, and new rules and protocols to assist with maintaining safety and health of the people who attend the building.</p>
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	<p>1. All classrooms are equipped with hand sanitizing dispensers, the use of hand sanitizing stations must be enforced throughout the building.</p> <p>2. Teachers will be equipped with disinfection wipes, tissues, and hand sanitizer at all times.</p> <p>3. All pencil sharpeners, desks, chairs, sinks, and fountains will be sanitized daily with a hospital strength disinfectant. Sanitization wipes will be available for student use throughout the day.</p> <p>4. All garbage cans will be sanitized with a disinfectant spray.</p> <p>5. All computer keyboards will be wiped with a damp disinfectant cloth daily. Sanitization wipes will be available for student use throughout the day.</p> <p>6. All door handles will be sanitized daily. Doors will open in the AM and remain open throughout the day to minimize contact with the door handle.</p> <p>7. All lavatories will be disinfected with hospital strength disinfectant. Stalls and sinks will be close to enforce social distancing in the lavatories. Each</p>	<p>1. All classrooms are equipped with hand sanitizing dispensers, the use of hand sanitizing stations must be enforced throughout the building.</p> <p>2. Teachers will be equipped with disinfection wipes, tissues, and hand sanitizer at all times.</p> <p>3. All pencil sharpeners, desks, chairs, sink, and fountains will be sanitized daily with a hospital strength disinfectant. Sanitization wipes will be available for student use throughout the day.</p> <p>4. All garbage cans will be sanitized with a disinfectant spray.</p> <p>5. All computer keyboards will be wiped with a damp disinfectant cloth daily. Sanitization wipes will be available for student use throughout the day.</p> <p>6. All door handles will be sanitized daily. Doors will open in the AM and remain open throughout the day to minimize contact with the door handle.</p> <p>7. All lavatories will be disinfected with hospital strength disinfectant. Stalls and sinks will be close to enforce social distancing in the lavatories. Each</p>			
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	<p>bathroom will have a maximum capacity, and social distancing will be enforced in the line waiting to use the facilities. Main doors to lavatories will be open in the AM and remain open throughout the day to minimize contact with the door handle.</p> <p>8. All locker rooms will be sanitized with hospital strength disinfectant.</p> <p>9. All offices will be cleaned and sanitized daily. Office staff employees will be equipped with disinfection wipes, tissues, and hand sanitizer at all times.</p> <p>Cafeteria - The OFSD met with the Nutrition Group (food service provider). No self serve of any food items will be allowed. All trays and utensils will be disposable. The cafeteria will be used with spillover seating to enforce social distancing in an auxiliary gym. All surfaces will be sanitized between lunches. Plexiglass shields will be used to enforce social distancing between cafeteria workers and students. No cash transactions will be allowed in the cafeteria.</p> <p>Transportation - The OFSD met with Propst Transportation (bussing provider). The District will</p>	<p>bathroom will have a maximum capacity, and social distancing will be enforced in the line waiting to use the facilities. Main doors to lavatories will be open in the AM and remain open throughout the day to minimize contact with the door handle.</p> <p>8. All locker rooms will be sanitized with hospital strength disinfectant.</p> <p>9. All offices will be cleaned and sanitized daily. Office staff employees will be equipped with disinfection wipes, tissues, and hand sanitizer at all times.</p> <p>Cafeteria - The OFSD met with the Nutrition Group (food service provider). No self serve of any food items will be allowed. All trays and utensils will be disposable. The cafeteria will be used with spillover seating to enforce social distancing in an auxiliary gym. All surfaces will be sanitized between lunches. Plexiglass shields will be used to enforce social distancing between cafeteria workers and students. No cash transactions will be allowed in the cafeteria.</p> <p>Transportation - The OFSD met with Propst Transportation (bussing provider). The District will add a third run to enforce social</p>			
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	<p>add a third run to enforce social distancing and limit seating on the bus. Students will be assigned seats, only siblings or students who cohabitate will be allowed to sit together.</p> <p>Special education van transportation will be limited in van capacity to enforce social distancing. More van runs will be added to ensure that proper social distancing can remain in place on all district provided transportation.</p> <p>The District will attempt to keep 6 foot distance to the best extent possible, understanding that it will not be feasible in all transportation situations. Masks and/or face shields will be mandatory for all students, staff and drivers on all District transportation.</p> <p>Parents/guardians were encouraged to provide transportation to and from school whenever possible.</p>	<p>distancing and limit seating on the bus. Students will be assigned seats, only siblings or students who cohabitate will be allowed to sit together.</p> <p>Special education van transportation will be limited in van capacity to enforce social distancing. More van runs will be added to ensure that proper social distancing can remain in place on all district provided transportation.</p> <p>The District will attempt to keep 6 foot distance to the best extent possible, understanding that it will not be feasible in all transportation situations. Masks and/or face shields will be mandatory for all students, staff and drivers on all District transportation.</p> <p>Parents/guardians were encouraged to provide transportation to and from school whenever possible.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Sanitizing will be done in large areas with Fogger/Mister machines.</p> <p>Full-time special education classes for life skills, autism, and emotional support will have</p>	<p>Sanitizing will be done in large areas with Fogger/Mister machines.</p> <p>Full-time special education classes for life skills, autism, and emotional support will have individualized desk shields for student protection.</p>	<p><u>Facilities and Grounds:</u></p> <p>Joseph “JP” Gutowski- Head of Facilities and Grounds</p>	<p>Electrostatic Sanitation Gun</p> <p>Mister/Fogger Machines</p>	<p>Yes- Training will be needed by all custodial staff on the operation of</p>

	<p>individualized desk shields for student protection.</p> <p>Masks will be required of all students and staff in any large group gathering area, in transitions, and on transportation.</p>	<p>Masks will be required of all students and staff in any large group gathering area, in transitions, and on transportation</p>	<p>Mr. Gutowski will meet with Brian Rinaldi, Pandemic Coordinator, and Dr. Keating, Superintendent bi-weekly to update them on cleaning and sanitation proceedings</p>	<p>Plexiglass shields for cafeteria and office space</p> <p>Sanitizing wipes for all classrooms and office areas</p> <p>Hand sanitizing stations and individual hand sanitizers for each classroom and office area</p> <p>Volume and quantity of necessary cleaning and disinfecting products</p> <p>Maintenance staff will require PPE: masks, gloves and face shields</p>	<p>the new equipment.</p>
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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 the 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? How and when will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

OFSD comprises two conjoined buildings. The Elementary Center, grades K-6, has an enrollment of 530 students. The Jr/Sr High School, grades 7-12, has an enrollment of 455 students. The building is connected through a breezeway into the Elementary Cafeteria and a stairwell on the opposing side of the building. The Elementary School and Jr/Sr High School populations do traditionally intermix during the entrance to the building. In the morning, breakfast is served in the High School cafeteria along with the use of the auditorium, music room, library and gyms. Strict steps will be taken to limit any mixing of the two school populations to the maximum extent possible.

In the Yellow Phase, or under Green where cases in PA and the Northeast Regions of the United States are rising, the district will employ a blended schedule to assure social distancing of six (6) feet at all times including in classroom learning spaces. The District will attempt to adhere to no more than 250 people in each school, and will dramatically limit class size for 6 foot social distancing to the maximum extent possible. Due to the need for social distancing, only half (½) the population of each building will report for physical, onsite instruction while non-onsite students will participate in remote learning through *Google Classroom*. Daily lessons will be live streamed, and recorded and uploaded, so students at home can fully participate in the day's lesson. One-half of each building's population would report on Mondays and Wednesdays, while the other half would report on Tuesdays and Thursdays. Fridays would be reserved for online instruction via *Google Classroom* and onsite enrichment and intervention opportunities for students as needed. Kindergarten will report for half-day in person instruction, and the other half-day will take home work to be completed remotely. Adjustments would be made for those weeks that have a school holiday. It must be noted that due to intermittent shutdowns due to the virus, or other circumstantial COVID-19 related reason, parents should be prepared to have child care for all days, if full remote instruction is necessary. Within this schedule:

- Schedules for attendance days will be distributed by building principals.
- The Life Skills, Emotional Support and Autism may report every day Monday to Friday.
- English Learners may report every day Monday to Friday.
- Learning Support students requiring intensive intervention and accommodations may report more than the scheduled two days of onsite instruction, as needed.
- Speech services will be delivered as per the student's IEP.

- Any student requiring additional support may attend more than the scheduled two (2) days of onsite instruction

Technology will be made available for any family requiring it to participate in remote learning.

If feasible in the Green Phase, as COVID-19 cases in PA are dramatically declining or minimal, the OFSD will have all students return to school for instruction. Within this return, class size will be attempted to be kept to 25 to the maximum extent possible with no classes going over 30 people. Whether under blended or full return to school, the following social distancing and health and safety guidelines will be followed:

Both schools will have staggered entrance and dismissal schedules. These will be distributed to parents/guardians and before/after school providers. Students will be assigned a specific entrance into the building to limit traffic. Students will be assigned a specific exit from the building to limit congestion. No loitering before or after school will be permissible by any students. Parents who require early morning drop off for students must make specific arrangements with the building principal.

Book bags will not be allowed in either building during the 20-21 school year or until the pandemic restrictions are fully lifted. Homework will only be done virtually until the pandemic restrictions are over. Books and materials will remain in school until the pandemic restrictions are lifted. Essential learning materials, for review and at home, will be posted to the *Google Classroom* of each teacher. Locker usage will be limited at the Jr/Sr High School.

- Scaffolding schedules will be given so students know when they are able to access their locker. This will be done to reduce congestion and to enforce social distancing.
- Students will not be permitted to their lockers at any other time but those assigned.

Sports bags and equipment will be allowed in the building only if practice or competition is to occur immediately upon the dismissal of school.

- Sports bags will continue to be stored in the basketball team room.
- One student at a time will be allowed to enter the team room. Students waiting must maintain 6-foot social distancing.
- Once bags are locked in the room at the beginning of the day, there will be no access to the room until dismissal.
- Social distancing protocol to retrieve bags will be strictly enforced.

School level administrators will develop a schedule so students and staff groupings in learning spaces are as static as possible. Groups of the same students will stay with the same staff and remain in an assigned space/room. At the Elementary School, itinerant teachers will rotate into classrooms for instruction. Small Group intervention and enrichment and related services will require student

removal from their homeroom, however, transitions will be limited and traffic in the hallway will be staggered. It must be noted in the Jr/Sr High School this will not be as feasible as the Elementary School as schedules require mixed classes of students to meet their learning trajectory. Hallway traffic will be limited and class rotations will be staggered. All excess furniture will be removed from rooms leaving only a teacher desk, technology cart and student desks. All students will be seated to face the same direction. Small group work, partner work, labs and learning stations will be prohibited. Students are restricted from bringing personal items, toys, materials into the building. At the elementary level students are requested to provide personal classroom supplies. At the high school level, all students will be assigned a Chromebook and allow outside work to be completed remotely using *Google Classroom*.

Cafeteria will be used to serve hot and cold breakfast and lunch daily. Students who are not onsite will be allowed to pick up a lunch from the school at a designated time each day. Snacks will not be provided at any level. Students requiring snacks must bring them from home. Onsite lunches will occur as follows:

- Breakfast will be served to elementary students in the cafeteria and spillover seating.
- Breakfast will be available for high school students through a “grab and go” cart in the lobby.
 - Breakfast may be eaten in the classroom during the first period.
- No cash transactions will take place this year.
 - Parents/guardians and staff members must deposit money on their account online or through the dropbox in the building office.
 - All students/staff will purchase breakfast /lunch through their assigned pin number.
- All food and utensils will be prepackaged.
- Up sale items will be available for sale,however, cafeteria staff will distribute items to students requesting them.
- Spillover seating to enforce social distancing will be made available in the auditorium, elementary gym, hallways and outdoors.
- Students will be assigned a seat.

Personal hygiene for students and staff will follow CDC and PA Dept of Health Guidelines to the maximum extent possible. Prior to school starting, meetings will be held with all parents/guardians to review hygiene protocols to reinforce in schools with children:especially young students. Professional development will be offered to all staff to review hygiene procedures and how to reinforce them with students in the school.

- Recommendations will be distributed regarding the proper procedure for handwashing, covering cough/sneeze and the use of PPE for all staff and students will be provided.
- Hand Sanitizer will be available in each classroom and throughout the building in high volume/use areas.
- Students and staff will be encouraged to wash their hands frequently and/or use hand sanitizer.

- Students and staff will be instructed to cover cough and sneeze into their elbow area.
- Students and staff will be encouraged to avoid touching their faces.
- Signage will be posted on how to stop the spread of COVID-19 with illustrations and in common languages spoken and easily understood. These will be taken directly from the CDC and PA Department of Health.
- Classroom lessons will be taught on hygiene procedures for students. It will be embedded as part of PBIS.
 - PD will be provided to district employees to review lesson plans to be taught.
- Mask/face shields will be required on transportation, entering/exiting the building, the cafeteria, auditorium, hallways, any large gathering areas.
- Signs will be posted on how to stop the spread of COVID-19 in all visible locations.
- Reminders will be distributed on the health and safety guidelines through daily morning announcements, ONECALL, Dojo, Gmail, FOCUS, and social media.
- The District will remain up to date with the medical professionals.

Visitors will not be allowed physical access to the building for any reason. Children will be walked to the door when parents are picking them up early from school. Parents of truant students will ring the bell and someone will come to retrieve a tardy student from the door. Anything being dropped off for students will be retrieved by a staff member from an outside door. All parent meetings and IEP meetings will be held virtually.

Prior to the first day of school, all staff will be trained on this plan and all safety and hygiene protocols. All responsibility of faculty and staff will be expressed with detail and examples. Parent meetings will be held via Google meets to review the expectations for students and for the review of safety and hygiene protocols to go over at home. Onecall, FOCUS, Dojo, Gmail, and social media will be used to disseminate all essential information and training.

Requirements	Action Steps under Yellow Phase- AND - Green Phase with increased case numbers and intensive social distancing mitigation necessary	Action Steps under Green Phase with stable or decreasing case numbers in Pennsylvania, and the Northeast Region of the US	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	Due to the need for social distancing, only half (½) the population of each building will report for physical, onsite instruction. Kindergarten will report daily, with an AM and PM section,	If intensive social distance mitigation efforts are reduced prior to the opening of school, all students will return. <ul style="list-style-type: none"> ● Social distancing will still be encouraged, as will the 	Erin Keating, Ed.D., Superintendent Mr. Christopher Gatto- HighSchool Principal	Flexibility of the master Schedule to address the scheduling needs and concerns and address the limited building capacity.	No-master schedule work is part of

<p>throughout the day to the maximum extent feasible</p>	<p>opposing remote learning for the other portion of the day.</p> <p>One-half of each building's population would report on Mondays and Wednesdays while the other half would report on Tuesdays and Thursdays.</p> <ul style="list-style-type: none"> • Schedules for attendance days may be distributed by building principals. • The Life Skills, Emotional Support and Autism may report every day Monday to Friday. • English Learners may report every day Monday to Friday. • Learning Support students requiring intensive intervention and accommodations may report more than the scheduled two days of onsite instruction as needed. • Speech services will be derived as per the student's IEP. • Any student requiring additional support may attend more than the scheduled two (2) days of onsite instruction. 	<p>procedures for wearing masks/face shields, however, ALL students will attend school every day Monday to Friday.</p> <ul style="list-style-type: none"> • Classroom furniture will be limited to the teacher's desk and students' desks to allow more space for social distancing. • All desks will face one direction and teachers will prohibit small groups, learning stations, lab work or partner work to enforce social distancing. 	<p>Mrs. Shelly Egan-Elementary Principal</p> <p>Ms. Michelle Hopkins, Director of Special Education</p>	<ul style="list-style-type: none"> • Distribution of schedules in a timely manner so parents may make proper child care arrangements. <p>Storage space for furniture removed from classrooms.</p>	<p>administrative duties</p>
<p>* Restricting the use of cafeterias and other congregate</p>	<p>Cafeteria will be used to serve hot and cold breakfast and lunch daily.</p>	<p>Cafeteria will be used to serve hot and cold breakfast and lunch daily.</p>	<p><u>Cafeteria:</u></p>	<p>Plexiglass Shields for cafeteria</p>	<p>Yes- the Nutrition Group will</p>

<p>settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> ● Breakfast will be served to elementary students in the cafeteria and spillover seating. ● Breakfast will be available for high school students through a “grab and go” cart in the lobby. <ul style="list-style-type: none"> ○ Breakfast may be eaten in the classroom during the first period. ● No cash transactions will take place this year. ● Parents/guardians and staff members must deposit money on their account online or through the dropbox in the building office. ● All students/staff will purchase breakfast /lunch through their assigned pin number. ● All food and utensils will be prepackaged. ● Up sale items will be available for sale, however, cafeteria staff will distribute items to students requesting them. ● Spillover seating to enforce social distancing will be made available in the auditorium, elementary gym, hallways and outdoors. 	<ul style="list-style-type: none"> ● Breakfast will be served to elementary students in the cafeteria and spillover seating. ● Breakfast will be available for high school students through a “grab and go” cart in the lobby. <ul style="list-style-type: none"> ○ Breakfast may be eaten in the classroom during the first period. ● No cash transactions will take place this year. ● Parents/guardians and staff members must deposit money on their account online or through the dropbox in the building office. ● All students/staff will purchase breakfast /lunch through their assigned pin number. ● All food and utensils will be prepackaged. ● Up sale items will be available for sale, however, cafeteria staff will distribute items to students requesting them. ● Spillover seating to enforce social distancing will be made available in the auditorium, elementary gym, hallways and outdoors. 	<p>The Nutrition Group and Brain Rinaldi, Business Administrator and Pandemic Coordinator.</p>	<p>Money dropbox and/or online means to put money on accounts</p> <p>Additional seating for students</p> <p>Breakfast cart</p>	<p>need to train their staff on health and safety protocols</p> <p>Students will need step by step directions for the new procedures in the cafeteria.</p> <p>Parents will need literature on the new cafeteria processes</p>
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	<ul style="list-style-type: none"> Students will be assigned seats. <p>Students who are not onsite will be allowed to pick up a lunch from the school at a designated time each day.</p> <p>Snacks will not be provided at any level. Students requiring snacks must bring them from home.</p>	<ul style="list-style-type: none"> Students will be assigned seats. <p>Students who are not onsite will be allowed to pick up a lunch from the school at a designated time each day.</p> <p>Snacks will not be provided at any level. Students requiring snacks must bring them from home.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hygiene: Prior to schoolstarting, meetings will be held with all parents./guardians to review hygiene protocols to reinforce in schools with children- especially young students. Professional development will be offered to all staff to review hygiene procedures and how to reinforce them with students in the school.</p> <ul style="list-style-type: none"> Recommendations will be distributed regarding the proper procedure for handwashing, covering cough/sneeze and the use of PPE for all staff and students will be provided. Hand Sanitizer will be available in each classroom and throughout the building in high volume/use areas. Students and staff will be encouraged to wash their hands frequently and/or use hand sanitizer. 	<p>Hygiene: Prior to schoolstarting, meetings will be held with all parents./guardians to review hygiene protocols to reinforce in schools with children- especially young students. Professional development will be offered to all staff to review hygiene procedures and how to reinforce them with students in the school.</p> <ul style="list-style-type: none"> Recommendations will be distributed regarding the proper procedure for handwashing, covering cough/sneeze and the use of PPE for all staff and students will be provided. Hand Sanitizer will be available in each classroom and throughout the building in high volume/use areas. Students and staff will be encouraged to wash their hands frequently and/or use hand sanitizer. 	<p>Building Principals</p> <p>School Nurse</p> <p>Classroom Teachers</p> <p>Support Staff</p>	<p>Hand sanitizer/ Hand sanitizing stations</p> <p>Face masks/face shields</p> <p>Signage in all bathrooms for proper hand washing techniques</p> <p>Signage in building for reminder to students and staff of hygiene protocols.</p> <p>Age-appropriate classroom lesson to reinforce hygiene as part of PBIS</p>	<p>Yes- all staff will be trained prior to the start of school on hygiene protocols</p> <p>All students will be trained on hygiene protocols at the tat of the year, and then as part of PBIS lessons</p>

	<ul style="list-style-type: none"> ● Students and staff will be instructed to cover cough and sneeze into their elbow area. ● Students and staff will be encouraged to avoid touching their faces. ● Signage will be posted on how to stop the spread of COVID-19 with illustrations and in common languages spoken and easily understood. These will be taken directly from the CDC and PA Department of Health. ● Classroom lessons will be taught on hygiene procedures for students. It will be embedded as part of PBIS. <ul style="list-style-type: none"> ● PD will be provided to district employees to review lesson plans to be taught. ● Mask/face shields will be required at all times via the Secretary of Health's July 1 directive. ● Signs will be posted on how to stop the spread of COVID-19 in all visible locations. ● Reminders will be distributed on the health and safety guidelines 	<ul style="list-style-type: none"> ● Students and staff will be instructed to cover cough and sneeze into their elbow area. ● Students and staff will be encouraged to avoid touching their faces. ● Signage will be posted on how to stop the spread of COVID-19 with illustrations and in common languages spoken and easily understood. These will be taken directly from the CDC and PA Department of Health. ● Classroom lessons will be taught on hygiene procedures for students. It will be embedded as part of PBIS. <ul style="list-style-type: none"> ● PD will be provided to district employees to review lesson plans to be taught. ● Mask/face shields will be required at all times via the Secretary of Health's July 1 directive.. ● Signs will be posted on how to stop the spread of COVID-19 in all visible locations. ● Reminders will be distributed on the health and safety guidelines 			
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	through daily morning announcements. ONECALL, Dojo, Gmail, FOCUS, and social media ●.The District will remain up to date with the medical professionals.	through daily morning announcements. ONECALL, Dojo, Gmail, FOCUS, and social media ●.The District will remain up to date with the medical professionals.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage was purchased as part of the PCCD Health and Safety grant. It will be displayed in all high volume traffic areas in the building such as, but not limited to: cafeteria, auditorium, hallways, offices, and entrance/exit ways. Signage from the CDC and PA Dept of Health will be used to post in all classrooms and offices.	Signage was purchased as part of the PCCD Health and Safety grant. It will be displayed in all high volume traffic areas in the building such as, but not limited to: cafeteria, auditorium, hallways, offices, and entrance/exit ways. Signage from the CDC and PA Dept of Health will be used to post in all classrooms and offices.	Facilities and Grounds Staff Building Principals	Signage in all bathrooms for proper hand washing techniques Signage in building for reminder to students and staff of hygiene protocols.	Yes- all staff will be trained prior to the start of school on hygiene protocols All students will be trained on hygiene protocols at the start of the year, and then as part of PBIS lessons
* Identifying and restricting non-essential visitors and volunteers	Visitors will not be allowed physical access to be building for any reason 1. Children will be walked to the door when parents are picking them up early from school.	Visitors will not be allowed physical access to be building for any reason 1. Children will be walked to the door when parents are picking them up early from school.	Superintendent Building Principals Hall Monitors Office Staff	Signage on all doors Communication with all community stakeholders on new procedures.	No

	<p>2. Parents of truant students will ring the bell and someone will come to retrieve a tardy student from the door.</p> <p>3. Anything being dropped off for students will be retrieved by a staff member from an outside door.</p>	<p>2. Parents of truant students will ring the bell and someone will come to retrieve a tardy student from the door.</p> <p>3. Anything being dropped off for students will be retrieved by a staff member from an outside door.</p>			
	<p>All parent meetings, including IEP meetings will be held virtually using Google Meets.</p>	<p>All parent meetings, including IEP meetings, will be held virtually using Google Meets.</p>			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Recess Protocol:</p> <ul style="list-style-type: none"> • The playground will be divided into specific activity orientated areas to be predetermined as best as possible • No balls or shared toys may be brought to the playground. • Masks are required to be worn. • Students will only be allowed to play with students in their classroom. <p>Health and Physical Education:</p> <ul style="list-style-type: none"> • Weather permitting students will go outside. • Social distancing will be maintained at all times to 	<p>Recess Protocol:</p> <ul style="list-style-type: none"> • The playground will be divided into specific activity orientated areas to be predetermined as best as possible • No balls or shared toys may be brought to the playground. • Masks are required to be worn. • Students will only be allowed to play with students in their classroom. <p>Health and Physical Education:</p> <ul style="list-style-type: none"> • Weather permitting students will go outside. • Social distancing will be maintained at all times to 	<p>Building Principals</p> <p>Mr. Dan Mozeleski, Athletic Director and Chairman of the Health and PE Department</p>	<p>Communication and correspondence documents to teachers, parents and community stakeholder</p>	<p>Yes- teachers will need training on new protocols</p>

	<p>the greatest extent possible.</p> <ul style="list-style-type: none"> ● No equipment will be shared to the greatest extent possible. <ul style="list-style-type: none"> ○ If equipment is used, sanitation and disinfection of equipment will be done after use each class/period of the day. ● Students will not be allowed to use the locker room to change for class. Locker rooms will be closed until further notice. <ul style="list-style-type: none"> ○ Elementary students will be required to wear sneakers on gym days. ○ Secondary students will be allowed to wear exercise/activity clothing on PE days. ○ Secondary students must wear sneakers on PE days. <p>Competitive Athletics: Please see the District's "Return to Play" plan which the Board adopted.</p>	<p>the greatest extent possible.</p> <ul style="list-style-type: none"> ● No equipment will be shared, to the greatest extent possible. <ul style="list-style-type: none"> ○ If equipment is used, sanitation and disinfection of equipment will be done after use each class/period of the day. ● Students will not be allowed to use the locker room to change for class. Locker rooms will be closed until further notice. <ul style="list-style-type: none"> ○ Elementary students will be required to wear sneakers on gym days. ○ Secondary students will be allowed to wear exercise/activity clothing on PE days. ○ Secondary students must wear sneakers on PE days. <p>Competitive Athletics: Please see the District's "Return to Play" plan which the Board adopted.</p>			
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<p>Limiting the sharing of materials among students</p>	<p>Elementary Supplies- All students will be assigned their own books and materials in the classroom. To limit the sharing of materials, each parent/guardian is requested to supply a gallon zip lock bag with the child's name on it. Supplies include:</p> <ol style="list-style-type: none"> 1. Crayons 2. 10 pencils 3. A pencil sharpener 4. A glue stick 5. Safety scissors 6. 3-5 Highlighters (Grades 3-6) 7. Post-It notes (Grades 5-6) <p>Secondary Supplies- All students will be assigned their own books and materials in the classroom.</p> <p>All students grade 7-12 will be given a Chromebook.</p> <ul style="list-style-type: none"> • Students are responsible for their Chromebook and are responsible for damages. • Teachers will inform students of material requirements for specific classes. • Google Classroom and digital documents will be used as much as possible. 	<p>Elementary Supplies- All students will be assigned their own books and materials in the classroom. To limit the sharing of materials, each parent/guardian is requested to supply a gallon zip lock bag with the child's name on it. Supplies include:</p> <ol style="list-style-type: none"> 1. Crayons 2. 10 pencils 3. A pencil sharpener 4. A glue stick 5. Safety scissors 6. 3-5 Highlighters (Grades 3-6) 7. Post-It notes (Grades 5-6) <p>Secondary Supplies- All students will be assigned their own books and materials in the classroom.</p> <p>All students grade 7-12 will be given a Chromebook.</p> <ul style="list-style-type: none"> • Students are responsible for their Chromebook and are responsible for damages. • Teachers will inform students of material requirements for specific classes. • Google Classroom and digital documents will be used as much as possible. 	<p>Elementary Principal</p>	<p>Bags will need to be made for students whose parents/guardians are unable to supply them</p> <p>Communication to parents/guardians on what is needed.</p> <p>Training of students on not sharing.</p>	<p>Training of students</p>
<p>Staggering the use of communal</p>	<p>Start and Dismissal Time:</p> <ul style="list-style-type: none"> • Each building principal will create a schedule for a 	<p>Start and Dismissal Time:</p> <ul style="list-style-type: none"> • Each building principal will create a schedule for a 	<p>Building Principals</p>	<p>Master Schedule</p>	<p>Training on schedule</p>

<p>spaces and hallways</p>	<p>three tiered entrance and exit to the building.</p> <ul style="list-style-type: none"> • Students will be assigned a doorway to enter and exit the building to reduce foot traffic and enforce social distancing. • Lockers will be available for use via a schedule to limit crowds and enforce social distancing to the greatest extent possible • At the elementary Center students will remain in their homeroom and itinerant teachers will rotate into their assigned classroom. • At the High School, students will remain together in one room as much as possible limiting crowds in the hallway to the greatest extent possible. • Stairwells will be designated “up” and “down” to reduce opposing traffic in hallways and stairwells to the greatest extent possible. 	<p>three tiered entrance and exit to the building.</p> <ul style="list-style-type: none"> • Students will be assigned a doorway to enter and exit the building to reduce foot traffic and enforce social distancing. • Lockers will be available for use via a schedule to limit crowds and enforce social distancing to the greatest extent possible • At the elementary Center students will remain in their homeroom and itinerant teachers will rotate into their assigned classroom. • At the High School, students will remain together in one room as much as possible limiting crowds in the hallway to the greatest extent possible. • Stairwells will be designated “up” and “down” to reduce opposing traffic in hallways and stairwells to the greatest extent possible. 		<p>Distribution to students and staff of schedule and new traffic patterns</p>	<p>and new traffic patterns</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Transportation - The OFSD met with Propst Transportation (bussing provider). The District will add a third run to enforce social distancing and limit seating on the bus. Students will be assigned seats. Only siblings or students</p>	<p>Transportation - The OFSD met with Propst Transportation (bussing provider). The District will add a third run to enforce social distancing and limit seating on the bus. Students will be assigned seats. Only siblings or students who</p>	<p>Transportation: Propst Transportation and Brain Rinaldi, Business Administrator and</p>	<p>Bus routes and seat assignments</p>	<p>No, but, seats will be assigned and protocols will be</p>

	<p>who cohabitate together will be allowed to sit together.</p> <p>Special education van transportation will be limited in van capacity to enforce social distancing. More van runs will be added to ensure that proper social distancing can remain in place on all district provided transportation.</p> <p>The District will attempt to keep 6 foot distance to the best extent possible while understanding that it will not be feasible in all transportation situations. Mask and/or face shields will be mandatory for all students, staff and drivers on all District transportation.</p> <p>AM Kindergarten will be provided transportation to school. Parents will need to pick them up from school. PM Kindergarten will be provided transportation from school. Parents will need to bring them to school.</p> <p>Parents/guardians were encouraged to provide transportation to and from school whenever possible.</p>	<p>cohabitate together will be allowed to sit together.</p> <p>Special education van transportation will be limited in van capacity to enforce social distancing. More van runs will be added to ensure that proper social distancing can remain in place on all district provided transportation.</p> <p>The District will attempt to keep 6 foot distance to the best extent possible while understanding that it will not be feasible in all transportation situations. Mask and/or face shields will be mandatory for all students, staff and drivers on all District transportation.</p> <p>Parents/guardians were encouraged to provide transportation to and from school whenever possible.</p>	Pandemic Coordinator		reviewed with students and bus drivers.
Limiting the number of individuals in classrooms and other learning	Due to the need for social distancing, only half (½) the population of each building will report for physical, onsite	If intensive social distance mitigation efforts are reduced prior to the opening of school, all students will return.	Building Principals Classroom Teachers	Master Schedule	No

<p>spaces, and interactions between groups of students</p>	<p>instruction. Kindergarten will report daily, with an AM and PM section, opposing remote learning for the other portion of the day.</p> <p>One-half of each building's population would report on Mondays and Wednesdays while the other half would report on Tuesdays and Thursdays.</p> <ul style="list-style-type: none"> ● Schedules for attendance days will be distributed by building principals. ● The Life Skills, Emotional Support and Autism will report every day Monday to Friday. ● English Learners will report every day Monday to Friday. ● Learning Support students requiring intensive intervention and accommodations may report more than the scheduled two days of onsite instruction as needed. ● Speech services will be derived as per the student's IEP. ● Any student requiring additional support may attend more than the scheduled two (2) days of onsite instruction. 	<ul style="list-style-type: none"> ● Social distancing will still be encouraged, as will the procedures for wearing masks/face shields, however, ALL students will attend school every day Monday to Friday. ● Classroom furniture will be limited to the teacher's desk and students' desks to allow more space for social distancing. ● All desks will face one direction and teachers will prohibit small groups, learning stations, lab work or partner work to enforce social distancing. 			
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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	The Elementary School Principal will coordinate this plan in its entirety, as well as a synopsis of the plan, policy and protocols, that could impact daycare and afterschool providers. The updated 2020-2021 school calendar has been distributed and is available on the District webpage.	The Elementary School Principal will coordinate this plan in its entirety, as well as a synopsis of the plan, policy and protocols, that could impact daycare and afterschool providers. The updated 2020-2021 school calendar has been distributed and is available on the District webpage.	Elementary Principal	Communication and coordination	No
Other social distancing and safety practices	All guidelines set forth by the CDC, PA Dept of Health, and the PDE will be followed to the maximum extent possible whenever possible.	All guidelines set forth by the CDC, PA Dept of Health, and the PDE will be followed to the maximum extent possible whenever possible.	Superintendent	Dissemination to all pertinent staff and families	Possible

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 who is confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable 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, 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)

All students and staff must complete a morning health check, using the FOCUS App, EACH morning. All daily health check questions align with the CDC and PA Dept of Health checklist for signs and symptoms of COVID-19.

- Students/staff are asked to complete a morning health screening aligned with the PA Department of Health Guidelines. IF you answer “yes” to any of the signs or symptoms, the student/staff member should stay home and seek medical attention. .
- Health checks should be complete before coming to school or going on the bus.

If a student or staff member displays signs/symptoms of COVID-19 at school, they will be isolated in a quarantine area until they have transportation to be released from the building. The School Nurse, or designated medical professional, will hold authority over determining if a student or staff member requires quarantine.

- If a student or staff member has a fever, they must be fever free for 3 days/72 hours before they may return to school. This should be without a fever reducer.
- Students will participate in remote learning via *Google Classroom* when in recovery.
- If a student/staff member displays signs/symptoms of COVID-19 without a fever, they must be medically cleared by a physician to return to school. Documentation of medical clearance must be provided to return to work/school.

If a student or staff member tests positive for COVID-19, they must quarantine for 10 days from the date of the positive test before they may return to work/school.

- Documentation of a positive test must be provided to the school nurse.
- Faculty documentation must be provided to the Superintendent.
 - Under the Family First Coronavirus Response Act (FFCRA), to receive two weeks of paid leave, the positive test must be reported immediately.
- The student or staff member should be asymptomatic before returning to the school.
- A OneCall will be made to all parents/guardians that a positive COVID-19 case exists in the OFSD.
 - Those students/staff with district exposure will receive further communication via OneCall, or letter.
- The District will participate with the PA Dept of Health and the CDC in investigating an outbreak, or in contact tracing.

In the event that a family member of a student or staff member, or someone with whom they cohabitate tests positive for COVID-19, or someone with whom they have had direct exposure, as described by the CDC, the student/staff member is expected to quarantine for 14 days.

- Students will participate in all academics via *Google Classroom* when in quarantine.

The School Nurse will be collecting medical information on all students/staff members for the 20-21 school year. Those students/staff members considered “high risk” via the CDC will have the opportunity to ask administration for reasonable accommodations to attend school. A fully online option for remote learning will be available for students who cannot, or are unwilling, to return to school under the determined conditions. Staff members who are uncomfortable or unwilling to return can apply for leave under sabbatical or FMLA stipulations.

Requirements	Action Steps under Yellow Phase- AND - Green Phase with increased case numbers and intensive social distancing mitigation necessary	Action Steps under Green Phase with stable or decreasing case numbers in Pennsylvania, and the Northeast Region of the United States	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<p>All students and staff must complete a morning health check</p> <ul style="list-style-type: none"> • All daily health check questions align with the CDC and PA Dept of Health checklist for signs and symptoms of COVID-19. • Health checks should be completed before entering the school or getting on the bus. If you answer “yes” to any of the signs or symptoms of COVID-19, you should stay home and seek medical attention. 	<p>All students and staff must complete a morning health check.</p> <ul style="list-style-type: none"> • All daily health check questions align with the CDC and PA Dept of Health checklist for signs and symptoms of COVID-19. • Health checks should be completed before entering the school or getting on the bus. If you answer “yes” to any of the signs or symptoms of COVID-19, you should stay home and seek medical attention. 	<p>Superintendent and Building Principals</p> <p>Assigned staff as needed.</p>	<p>FOCUS App on phones/computers</p>	<p>Yes- Training for all staff and parents/guardians</p>
* Isolating or quarantining students, staff, or	<p>If a student or staff member displays signs/symptoms of COVID-19 at school, they will be</p>	<p>If a student or staff member displays signs/symptoms of COVID-19 at school, they will be</p>	<p>School Nurse and School Physician</p>	<p>Medical training and medical orders</p>	<p>Yes- training provided</p>

<p>visitors if they become sick or demonstrate a history of exposure</p>	<p>isolated in a quarantine area until they have transportation to be released from the building.</p> <ul style="list-style-type: none"> ● If a student or staff member has a fever, they must be fever free for 3 days/72 hours before they may return to school. ● Students will participate in remote learning via <i>Google Classroom</i> when in recovery. ● If a student/staff member displays signs/symptoms of COVID-19 without a fever, they must be medically cleared by a physician to return to school. Documentation of medical clearance must be provided to return to work/school. 	<p>isolated in a quarantine area until they have transportation to be released from the building.</p> <ul style="list-style-type: none"> ● If a student or staff member has a fever, they must be fever free for 3 days/72 hours before they may return to school. ● Students will participate in remote learning via <i>Google Classroom</i> when in recovery. ● If a student/staff member displays signs/symptoms of COVID-19 without a fever, they must be medically cleared by a physician to return to school. Documentation of medical clearance must be provided to return to work/school. 			<p>through local channels for school nurse and physician</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If a student or staff member tests positive for COVID-19, they must quarantine for 10 days from the date of the positive test before they may return to work/school.</p> <ul style="list-style-type: none"> ● Documentation of a positive test must be provided to the school nurse. ● Faculty documentation must be provided to the Superintendent. <ul style="list-style-type: none"> ○ Under the FFCRA, to receive two 	<p>If a student or staff member tests positive for COVID-19, they must quarantine for 10 days from the date of the positive test before they may return to work/school.</p> <ul style="list-style-type: none"> ● Documentation of a positive test must be provided to the school nurse. ● Faculty documentation must be provided to the Superintendent. <ul style="list-style-type: none"> ○ Under the FFCRA, to receive two 	<p>School Nurse</p>	<p>Documentation for physician</p>	<p>No</p>

	<p>weeks of paid leave, the positive test must be reported immediately.</p> <ul style="list-style-type: none"> ● The student or staff member should be asymptomatic before returning to the school. ● A OneCall will be made to all parents/guardians that a positive COVID-19 case exists in the OFSD. <ul style="list-style-type: none"> ○ Those students/staff with district exposure will receive further communication via OneCall, or letter. ● The District will participate with the PA Dept of Health and the CDC in investigating an outbreak, or in contact tracing. <p>If a member of a student's or staff member's immediate family, or someone with whom they cohabitate tests positive for COVID-19, the student/staff member is expected to quarantine for 14 days.</p> <ul style="list-style-type: none"> ● Students will participate in all academics via <i>Google Classroom</i> when in quarantine. 	<p>weeks of paid leave, the positive test must be reported immediately.</p> <ul style="list-style-type: none"> ● The student or staff member should be asymptomatic before returning to the school. ● A OneCall will be made to all parents/guardians that a positive COVID-19 case exists in the OFSD. <ul style="list-style-type: none"> ○ Those students/staff with district exposure will receive further communication via OneCall, or letter. ● The District will participate with the PA Dept of Health and the CDC in investigating an outbreak, or in contact tracing. <p>If a member of a student's or staff member's immediate family, or someone with whom they cohabitate tests positive for COVID-19, the student/staff member is expected to quarantine for 14 days.</p> <ul style="list-style-type: none"> ● Students will participate in all academics via <i>Google Classroom</i> when in quarantine. 			
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<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>The District will employ OneCall, FOCUS, Class Dojo, Gmail and social media to report essential information of any changes within safety protocols.</p> <p>The Superintendent will give updates at all board meetings, and these updates will be published in letter form to the District website and social media.</p> <p>The District will employ local media to relate any school closures.</p>	<p>The District will employ OneCall, FOCUS, Class Dojo, Gmail and social media to report essential information of any changes within safety protocols.</p> <p>The Superintendent will give updates at all board meetings, and these updates will be published in letter form to the District website and social media.</p> <p>The District will employ local media to relate any school closures.</p>	<p>Superintendent</p>	<p>Letters and communication tools</p>	<p>No</p>
<p>Other monitoring and screening practices</p>	<p>The School Nurse will be collecting medical information on all students/staff members for the 20-21 school year. Those students/staff members considered “high risk” via the CDC will have the opportunity to ask administration for reasonable accommodations.</p>	<p>The School Nurse will be collecting medical information on all students/staff members for the 20-21 school year. Those students/staff members considered “high risk” via the CDC will have the opportunity to ask administration for reasonable accommodations.</p>	<p>School Nurse</p>		<p>Yes-medical specific training</p>

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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: (INSERT TEXT)

Students and staff will be required to wear masks and/or face shields at all times, via the PA Secretary of Health’s July 1, 2020 order.

- Students and staff will be responsible for supplying their own masks/face shields.
- Additional masks/face shields will be available only in emergency situations.
- Please see the PA Secretary of Health’s Frequently Asked Questions, for clarification on mask wearing. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
 - Under what circumstances are students permitted to remove their face coverings (e.g., masks and face shields).
 - Schools may allow students to remove their face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart
 - Seated at desks or assigned work spaces at least 6 feet apart; or
 - Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).

The following strategies will be employed to protect higher risk students and staff to the maximum extent possible.

- The School Nurse will identify students at higher risk for severe illness through review of health records.
 - Staff with a “need to know” will be notified of students at high risk.
- High risk students with special health concerns will be offered the option of virtual learning.
- Staff will notify Certified School Nurse of pre-existing conditions considered high risk for severe illness on a voluntary basis.
 - With permission, administration will be notified of the same.
- Cancel all non-essential travel. (ie. field trips)
- Limit non-emergency medical room visits from students and staff.

Ascertaining substitute teachers has been an issue prior to COVID-19. The District will continue to advertise for substitute teachers. The District will work with local college/universities to gain pre-service teachers and recent graduates for substitute teaching. All substitute teachers employed by the District and are going to return for the 20-21 school year will be invited to participate in all District training. There will be a training for new substitute teachers as they are Board approved. The District has great concern over being able to adequately supply substitute teachers during this school year.

The social and emotional well-being of students and staff will be supported in the following manner: Administration works closely with Systems of Care through the Lackawanna County Office of Youth and Family Services to provide mental health, food, and safety resources to at-risk students and their families during the school closure. The District contracts with Friendship House to provide student mental health services; most importantly, the District employs a full-time Masters Level Clinician to address students' mental and behavioral health needs. The district has partnered with the Department of Human Services Office of Behavioral Health/Intellectual Disability/Early Intervention to ensure a continuum of mental health services for all students and staff upon return to school. Moreover, the OFSD will have all teachers complete trauma informed care training at the start of the 20-21 school year. The District will continue training and implementation of restorative practices at all levels.

The Old Forge School District (OFSD) worked with teachers, staff and key stakeholders to develop their Continuity of Education Plan during the pandemic closure. The OFSD initially submitted a plan for "Review and Enrichment," but then submitted a second plan for "Planned Instruction" starting the first week of May 2020. Both plans were board approved and reviewed and posted publicly prior to board adoption.

During the closure, the administration of the OFSD worked with grade level and departmental teams to establish curricular priority lists. First, the grade level and departmental teams did a gap analysis of the curriculum that should have been covered from March 13 to the end of the traditional school year. Concurrently, they established what was taught remotely, and what skills need to be introduced, retaught, or reinforced upon return to school. Moreover, the teachers analyzed data per March 13th, collected through PVAAS, Emetric, the CTDs, Acadience, AimsWeb, and local assessments, to identify areas across grades and cohorts that would require further reteaching and intervention. The scope and sequence and curricular maps were adjusted accordingly to meet the needs of all learners after the pandemic closure of schools.

Special Education student needs were addressed through the Continuity of Education Plan, and parents were informed that all services that were unable to be provided during the closure would be made available upon the reopening of school. All special education students will be benchmarked, and progress monitored using Aimsweb. Their results, upon return to school, will be compared to their last data point in the 19-20 school year and the goals on the IEP. IEP revision will be made as necessary, and under areas of great concern, reevaluations will be completed on students who show significant regression after the pandemic closure. All identified students were offered summer programming. Parents were given the option to participate in a summer education program for special education students targeting their needs in literacy and/or math development.

English Learners were educated via Google Meet during the pandemic closure. The EL teacher made daily/weekly contact with all EL families to support them in remote learning. Moreover, Spanish language translation was made available for any families requiring it during the closure.

Requirements	Action Steps under Yellow Phase- AND - Green Phase with increased case numbers and intensive social distancing mitigation necessary	Action Steps under Green Phase with stable or decreasing case numbers in Pennsylvania, and the Northeast Region of the United States	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The following strategies will be employed to protect higher risk students and staff to the maximum extent possible.</p> <ul style="list-style-type: none"> ● The School Nurse will identify students at higher risk for severe illness through review of health records. <ul style="list-style-type: none"> ○ Staff with a “need to know” will be notified of students at high risk. ● High risk students with special health concerns will be offered the option of virtual learning. ● Staff will notify Certified School Nurse of pre-existing conditions considered high risk for severe illness on a voluntary basis. <ul style="list-style-type: none"> ○ With permission, administration will be notified of the same. ● Cancel all non-essential travel. (ie. field trips) 	<p>The following strategies will be employed to protect higher risk students and staff to the maximum extent possible.</p> <ul style="list-style-type: none"> ● The School Nurse will identify students at higher risk for severe illness through review of health records. <ul style="list-style-type: none"> ○ Staff with a “need to know” will be notified of students at high risk. ● High risk students with special health concerns will be offered the option of virtual learning. ● Staff will notify Certified School Nurse of pre-existing conditions considered high risk for severe illness on a voluntary basis. <ul style="list-style-type: none"> ○ With permission, administration will be notified of the same. ● Cancel all non-essential travel. (ie. field trips) 	<p>School Nurse and Building Principals</p>	<p>Need to Know List</p>	<p>No, but medical specific knowledge is necessary</p>

	<ul style="list-style-type: none"> Limit non-emergency medical room visits from students and staff 	<ul style="list-style-type: none"> Limit non-emergency medical room visits from students and staff. 			
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Teach and reinforce the use of masks/face shields for all staff.</p> <p>Students and staff will be required to wear masks and/or face shields at all times, via the PA Secretary of Health’s July 1, 2020 order.</p>	<p>Teach and reinforce the use of masks/face shields for all staff.</p> <p>Students and staff will be required to wear masks and/or face shields at all times, via the PA Secretary of Health’s July 1, 2020 order.</p>	Superintendent and Building Principals	Masks and Face Shields	Yes-proper usage
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students and staff will be required to wear masks and/or face shields at all times, via the PA Secretary of Health’s July 1, 2020 order..</p> <ul style="list-style-type: none"> Students and staff will be responsible for supplying their own masks/face shields. Additional masks/face shields will be available only in emergency situations. Anyone who is unable to provide their own mask/face shield should contact the building principal and one will be given to them. 	<p>Students and staff will be required to wear masks and/or face shields at all times, via the PA Secretary of Health’s July 1, 2020 order.</p> <ul style="list-style-type: none"> Students and staff will be responsible for supplying their own masks/face shields. Additional masks/face shields will be available only in emergency situations. Anyone who is unable to provide their own mask/face shield should contact the building principal and one will be given to them. 	Superintendent and Building Principals	Masks and Face Shields	Yes-proper usage
<p>Unique safety protocols for students with complex needs or</p>	<p>Students or staff with complex health needs will be addressed on an individual basis.</p>	<p>Students or staff with complex health needs will be addressed on an individual basis.</p>	School Nurse Director of Special Education		Specific to individual and needs

other vulnerable individuals	Safety measures can be addressed in the students 504/IEP.	Safety measures can be addressed in the students 504/IEP.			
Strategic deployment of staff	<p>Administration will meet weekly to address questions or concerns from the policies, procedures and protocols put in place.</p> <p>Administration will meet with faculty/staff to inform them of any changes and arrange training needed for updates and adjustments.</p> <p>Administration will correspond with students through classroom messages, morning and afternoon announcements, and gmail.</p> <p>Administration will correspond with parents/guardians through OneCall, FOCUS, Class Dojo, Gmail and social media with any updates or adjustments. Meetings will be arranged if significant changes are needed.</p> <p>The School Board will be updated weekly on any changes to policy, protocol, and procedures. If the plan or any Board policy needs to be ratified, it will be taken through committee and then to the board as a whole for a vote.</p>	<p>Administration will meet weekly to address questions or concerns from the policies, procedures and protocols put in place.</p> <p>Administration will meet with faculty/staff to inform them of any changes and arrange training needed for updates and adjustments.</p> <p>Administration will correspond with students through classroom messages, morning and afternoon announcements, and gmail.</p> <p>Administration will correspond with parents/guardians through OneCall, FOCUS, Class Dojo, Gmail and social media with any updates or adjustments. Meetings will be arranged if significant changes are needed.</p> <p>The School Board will be updated weekly on any changes to policy, protocol, and procedures. If the plan or any Board policy needs to be ratified, it will be taken through committee and then to the board as a whole for a vote.</p>	Administration	Communication and Correspondence tools	No

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
FOCUS App	Parents, Students and All Staff	FOCUS	Virtual/Pre-recorded Video	Handouts and Directions for Parents Pre-recorded Video	8/17/2020	8/31/2020
Certified School Nurse (CSN) Trainings	School Nurse and Nurse's Aid	Diana Martinelli, RN, CSN	Email Updates, CDC Website, PA Dept of Health website, School Nurse Organizations, School Physician and Medical Orders	CDC Updates PA Dept of Health Updates Sherri Mounts, CSN Contact NEIU 19 School Nurse Consortium	Continuous	Continuous

				School Physician/Medical Orders		
Schedules and Building Impact	Parents, Students and All Staff	Building Principals and Director of Special Education	Google Meets Directions Sheets Handbooks	CDC PA Dept of Health FOCUS	8/17/2020	8/31/2020
Cafeteria Protocols	Parents, Students and All Staff	Business Administrator/Cafeteria Staff/ Building Principals/Director of Special Education	Google Meets Directions Sheets Handbooks	The Nutrition Group Facilities and Grounds PA Dept of Health CDC Guidelines	8/17/2020	8/31/2020
Transportation Protocols	Parents, Students and All Staff	Business Administrator/Transportation Provider/ Building Principals/Director of Special Education	Google Meets Directions Sheets Handbooks	PROBST Transportation Van Transportation Providers Seat Assignments	8/17/2020	8/31/2020
Hygiene	Parents, Students and All Staff	Superintendent/Building Principals/Head of Facilities and Grounds/School Nurse	Google Meets Directions Sheets Handbooks PBIS Lesson Plans CDC Literature	CDC guideline (literature/videos) https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html https://www.cdc.gov/handwashing/videos.html https://youtu.be/Xdd2M40Leb0	8/17/2020	8/31/2020 Sign off Sheet will be needed by all students/parents and staff

				https://youtu.be/VciAY7up1Fs		
Sharing of Materials	Parents, Students and All Staff	Building Principals/Teachers	Google Meets Directions Sheets Handbooks PBIS Lesson Plans CDC Literature		8/17/2020	8/31/2020
Mask Wearing	Parents, Students and All Staff	Building Principals/Teachers	Google Meets Directions Sheets Handbooks PBIS Lesson Plans CDC Literature	https://www.cdc.gov/coronavirus/2019-ncov/pr-event-getting-sick/how-to-wear-cloth-face-covers.html	8/17/2020	8/31/2020
Cleaning and Sanitizing the Building	Specific Training for Custodial and Maintenance Staff	Head of Facilities and Grounds	F2F with Company	CDC PA Dept of Health Specific trainings on equipment and cleaning materials	Continuous	Continuous

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
FOCUS App	Parents, Students and All Staff	Erin Keating	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Medical Information: Collection, Sharin, and COVID-19 Protocols	Parents, Students and All Staff	Diana Martinelli	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Schedules and Building Impact	Parents, Students and All Staff	Chris Gatto and Shelly Egan	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Cafeteria Protocols	Parents, Students and All Staff	Brian Rinaldi and The Nutrition Group	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Transportation Protocols	Parents, Students and All Staff	Brian Rinaldi and Michelle Hopkins	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Hygiene	Parents, Students and All Staff	Erin Keating Chris Gatto and Shelly Egan	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Sharing of Materials	Parents, Students and All Staff	Chris Gatto and Shelly Egan	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Mask Wearing	Parents, Students and All Staff	Michelle Hopkins	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020
Cleaning and Sanitizing the Building	Parents, Students and All Staff	JP Gutowski	Google Meets, Literature and Directions, Handbook Section	07/19/2020	08/17/2020

Health and Safety Plan Summary: **Old Forge School District**

Anticipated Launch Date: **08/17/2020**

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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>See Appendix A</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs in highly visible locations that promote everyday protective measures, and how to stop the spread of germs</p>	<p>See Appendix A</p>

* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

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

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

Other social distancing and safety practices

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	See Appendix A
* 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	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* 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) <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>See Appendix A</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **the Old Forge School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 24, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 24, 2020**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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

Old Forge School District

Reopening of Schools

COVID-19

Fall 2020

The following Old Forge School District (OFSD) Reopening Proposal is being offered for discussion in response to the COVID 19 pandemic as District administrators begin to consider the possible reopening of schools in September. The ideas outlined below are not all-inclusive, but do attempt to comply with CDC and PDE guidelines.

General Overview:

- OFSD comprises two conjoined buildings.
- The Elementary Center, grades K-6, has an enrollment of 530.
- The Jr/Sr High School, grades 7-12, with an enrollment of 455.

Onsite classes would meet Mondays through Thursdays.

- Fridays would be reserved for online instruction via Google Classroom and onsite enrichment and intervention opportunities for students, as needed and as space allows.
- Adjustments would be made for those weeks that have a school holiday.
- Kindergarten will report daily for half (½) day onsite instruction, with the other half (½) day dedicated to daily at home work. An AM and PM session will be established for the Kindergarten students.
- Parents must be prepared to have child care for all five days of the week, as intermittent shutdowns due to COVID-19, or related issues may take place during the confines of the year.
- If the building must be shut down for sanitization or other COVID-19 related reasons, ALL students will move to full online, remote learning during the time of the physical building closure.

Due to the need for social distancing, only half (½) the population of each building will report for physical, onsite instruction. One-half of each building's population would report on Mondays and Wednesdays, while the other half would report on Tuesdays and Thursdays.

- Schedules for attendance days will be distributed by building principals.
- Life Skills, Emotional Support and Autistic Learners may report Monday to Friday.
- English Learners may report every day, Monday to Friday.
- Learning Support students requiring intensive intervention and accommodations, may report more than the scheduled two days of onsite instruction, as needed, and as space allows.
- Speech services will be delivered as per the student's IEP.
- Any student requiring additional support, may attend more than the scheduled two (2) days of onsite instruction, as space allows.
- On days that students do not attend onsite instruction, remote learning will take place via Google Classroom.
- Technology will be made available for any family requiring it to participate in remote learning.
- During the closure of the building, for any COVID-19 related reason, ALL students will move to online, remote learning using Google Classroom.

Masks are required to be worn at all times by all students and staff.

- Students and staff will be responsible for supplying their own masks/face shields.
- Additional masks/face shields will be available only in emergency situations.
- Please see the PA Secretary of Health's Frequently Asked Questions, for clarification on mask wearing.
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
 - Under what circumstances are students permitted to remove their face coverings (e.g., masks and face shields).
 - Schools may allow students to remove their face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart
 - Seated at desks or assigned work spaces at least 6 feet apart; or
 - Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).

In the Green phase, if intensive social distance mitigation efforts are reduced prior to the opening of school all students will return.

- Administration and the School Board will continue to monitor the spread of COVID-19, and the recommendations of the PA Department of Health, the Center for Disease Control and the Pennsylvania Department of Education \
- Social distancing will still be encouraged, as will the procedures for wearing masks/face shields; however, ALL students will attend school every day, Monday to Friday.
- Classroom furniture will be limited to the teacher's desk and students' desks to allow more space for social distancing.
- Cleaning, sanitizing, health reporting and social distancing will be in effect, the same as under a scaffolding attendance schedule.

All students and staff must complete a morning health check.

- Students and staff are asked to do a health check, self-assessment prior to reporting to the school or getting on the school bus. If the student or staff member has any of the below listed symptoms, they should remain at home and contact their medical professional for further direction.
 - Fever (anything over a 98.5)
 - Cough
 - Shortness of breath or difficulty breathing
 - Diarrhea
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

Bookbags will not be allowed in either building during the 20-21 school year, until the pandemic restrictions are fully lifted.

- Homework will only be done virtually, to the maximum extent possible, until the pandemic restrictions are over.
- Books and material will remain in school, to the maximum extent possible, until the pandemic restrictions are lifted.
- Essential learning materials, for review and at home, will be posted to the Google Classroom of each teacher.

Locker usage will be limited at the Jr/Sr High School.

- Scaffolding schedules will be given so students know when they are able to access their locker. This will be done to reduce congestion and to enforce social distancing.
- Students will not be permitted to their lockers at any other time, but those assigned.

Sports bags and equipment will be allowed in the building, only if practice or competition is to occur, immediately upon the dismissal of school.

- Sports bags will continue to be stored in the basketball team room.
- One student at a time will be allowed to enter the team room, students waiting must maintain 6-foot social distancing.
- Once bags are locked in the room at the beginning of the day, there will be no access to the room until dismissal.
- Social distancing protocol to retrieve bags will be strictly enforced.

Elementary Supplies- To limit the sharing of materials, each parent/guardian is requested to supply a gallon zip lock bag, with the child's name on it. This bag is to include:

- Crayons
- 10 pencils
- A pencil sharpener
- A glue stick
- Safety scissors
- 3-5 Highlighters (Grades 3-6)
- Post-It notes (Grades 5-6)

Secondary Supplies- All students grade 7-12 will be given a Chromebook.

- Students are responsible for their Chromebook and are responsible for damages.
- Teachers will inform students of material requirements for specific classes.
- Google Classroom and digital documents will be used as much as possible.

Water fountains will be turned off at the Elementary School. Students are encouraged to bring one (1) bottled water from home daily. The school will have water for those students who are unable to bring it to school.

Water fountains are being converted into water bottle filling stations at the Jr/Sr High School. Fillable water bottles will be available for sale at the school store.

Cafeteria will be used to serve hot and cold breakfast and lunch daily.

- Breakfast will be served to elementary students in the cafeteria and spillover seating.
- Breakfast will be available for high school students through a “grab and go” cart in the lobby.
- Breakfast may be eaten in the classroom during the first period.
- No cash transactions will take place this year.
- Parents/guardians and staff members must deposit money on their account online or through the drop box in the building office.
- All students/staff will purchase breakfast /lunch through their assigned pin number.
- All food and utensils will be prepackaged.
- Up sale items will be available for sale, however, cafeteria staff will distribute items to students requesting them.
- Spillover seating to enforce social distancing will be made available in the auditorium, elementary gym, hallways and outdoors.
- Students will be assigned a seat.

Students who are not onsite will be allowed to pick up a lunch from the school at a designated time each day. Breakfast and lunch will be sent home with the student for the next day whenever possible.

Snacks will not be provided at any level. Students requiring snacks must bring them from home.

Recess Protocol

- The playground will be divided into specific activity orientated areas to be predetermined as best as possible.
- No balls or shared toys may be brought to the playground.
- Masks are required to be worn.
- Students will only be allowed to play with students in their classroom.

District transportation will be available for students in the Elementary School on an as needed basis. Special Education transportation will be available on an as needed basis.

- The District is encouraging all parents/guardians to transport students to and from school to assist in enforcing social distancing.
- Students who require District transportation will be required to wear a mask and socially distance on busses/vans.
- Only immediate family, or children who cohabitate together, will be allowed to sit together on the busses/vans.
- AM Kindergarten will be provided transportation to school, but parents will need to pick students up at dismissal.
- PM Kindergarten students will be provided transportation from school, but parents will need to drop students off at start.

The following is daily protocol to prevent the spread of disease/illness in the Old Forge School District:

- All classrooms are equipped with hand sanitizing dispensers. Please enforce the use of hand sanitizing stations in the building.
- Teachers will be equipped with disinfection wipes, tissues, and hand sanitizer at all times. Additional supplies will be available through maintenance.
- All pencil sharpeners, desks, chairs, sink, and fountains will be sanitized nightly with a hospital strength disinfectant.
- All garbage cans will be sanitized with a disinfectant spray.
- All computer keyboards will be wiped with a damp disinfectant cloth nightly.
- All door handles will be sanitized nightly.
- All lavatories will be disinfected with hospital strength sanitizer.
- All locker rooms will be disinfected with hospital strength sanitizer.
- All offices will be cleaned and sanitized nightly.

If a student or staff member displays signs/symptoms of COVID-19 at school, they will be isolated in a quarantine area until they have transportation to be released from the building.

- If a student or staff member has a fever, they must be fever free for 3 days/72 hours before they may return to school. This should be without a fever reducer.
- Students will participate in remote learning via Google Classroom when in recovery.
- If a student/staff member displays signs/symptoms of COVID-19 without a fever, they must be medically cleared by a physician to return to school. Documentation of medical clearance must be provided to return to work/school.

If a student or staff member tests positive for COVID-19, they must quarantine for 10 days from the date of the positive test before they may return to work/school.

- Documentation of a positive test must be provided to the school nurse.
- Faculty documentation must be provided to the Superintendent.
- Under the Family First Coronavirus Relief Act (FFCRA), to receive two weeks of paid leave- the positive test must be reported immediately.
- The student or staff member should be asymptomatic before returning to the school.
- A OneCall will be made to all parents/guardians that a positive COVID-19 case exists in the OFSD.
- Those students/staff with district exposure will receive further communication via OneCallor letter.
- The District will participate with the PA Dept of Health and the CDC in investigating an outbreak or in contact tracing.

If a member of a student's or staff member's immediate family, or someone with whom they cohabitate tests positive for COVID-19, the student/staff member is expected to quarantine for 14 days.

- Students will participate in all academics via Google Classroom when in quarantine.
- Staff will be allowed to use the FFCRA for time to quarantine.
- The School Nurse will be collecting medical information on all students/staff members for the 20-21 school year. Those students/staff members considered "high risk" via the CDC will have the opportunity to ask administration for reasonable accommodations.

Visitors will not be allowed physical access to be building for any reason

- Children will be walked to the door when parents are picking them up early from school.
- Parents of truant students will ring the bell and someone will come to retrieve a tardy student from the door.
- Anything being dropped off for students will be retrieved by a staff member from an outside door.
- All parent meetings, including IEP meetings, will be held virtually, using Google Meets.