



pennsylvania
DEPARTMENT OF EDUCATION

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: CENTRAL MONTCO TECHNICAL HIGH SCHOOL

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.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Seth Schram	CMTHS Director	Pandemic Coordinator
Angela King	CMTHS Assistant Director	Both (Plan Development and Response Team) -Pandemic Coordinator- Assistant
Dana Johnson	CMTHS Dean of Students NASD Athletic Coach Parent of Current CMTHS/NASD Students	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation - Social Distances and Other Safety Protocols
Tracey Tupper	CMTHS School Nurse	Both (Plan Development and Response Team) - Social Distances and Other Safety Protocols, - Monitoring Student and Staff Health
Larry Byron	CMTHS Special Operations, Technology & Operations Supervisor	Both (Plan Development and Response Team) - Cleaning Sanitizing Disinfecting, Ventilation

		<ul style="list-style-type: none"> - Social Distances and Other Safety Protocols - Supervise and maintain security/ surveillance - Upgrade camera system - Set up workstations at designated locations for Async Groups (whom need to be provided with laptops)
Michael Bivins	CMTHS Security Officer Former Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Monitoring Student and Staff Health</i> (from off-site) - Will contact sending schools, regarding student ID cards and Transportation rescheduling - Will create an organized dismissal schedule, for students <p>Both (Plan Development and Response Team)</p> <ul style="list-style-type: none"> - Record Action Plans - Draft a Reopening Health & Safety Plan - Complete, <i>Phased Reopening Health & Safety Plan Template</i> <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization. <p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Lead on-site Security Officer - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will formulate a bus line-up plan (promote distancing and clear view of student activity)
Vanessa Mensack	CMTHS Confidential Administrative Assistant	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization.
Robert Porter	CMTHS Automotive Technology Instructor	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization.
Karen Mabry	CMTHS Security Officer Parent of CMTHS Graduate Former Police Lieutenant Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will direct programs, on how to follow PDE and DOH Guidelines regarding, social distancing and sanitization.
Mitch Kijak	CMTHS Staff Member EMS Parent of Former CMTHS Student	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i>
Mark Lacy	Plymouth Township Police Officer	<p>Pandemic Crisis Response Team</p> <ul style="list-style-type: none"> - Assist with, <i>Social Distances and Other Safety Protocols</i> - Will act as direct contact to Emergency Response with Police, Fire and EMS

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:

- CMTHS trained staff assigned by the Facilities Manager have conducted a deep-cleaning and sanitization of all CMTHS facilities following the guidelines of the CDC and local Health Department. A contracted disinfection company, Clean Care Services, will perform a comprehensive professional grade certified COVID disinfection fog periodically/as needed in the entire building. They will clean and fog high touch and high traffic area periodically/as needed. Our staff will clean high touch and high traffic areas multiple times daily.
- Our cleaning supplies meet or exceed OSHA and CDC requirements. When possible, students will secure their own tools separately. CMTHS will provide means of disinfecting and sanitizing tools throughout each day. Communal tools will be requisitioned by each person, sanitized and disinfected prior to use and upon return to the specifically designed storage area.
- Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms will be implemented in accordance with facility usage and will occur daily.
- In addition to the daily cleaning, staff assigned by the Facilities Manager will monitor the building routinely to disinfect high touch areas and the contracted company will also clean high touch points periodically. Teachers, staff, and/or students will use CDC recommended disinfectant to clean desks and tabletops.
- CMTHS staff assigned by the Facilities Manager will have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the CMTHS Phased Reopening Plan and be informed about daily disinfectant procedures.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
<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>Open classroom ventilation with fans/air purifiers, will be stationed throughout the building, following DOH and PDE Guidelines.</p> <p>Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>Proper sanitizing materials as recommended by the PDE/DOH guidelines will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested).</p> <p>Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Close off areas of the building used by a possible or verified COVID positive person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Hand sanitizing stations will be located in every classroom.</p> <p>Responsible for ordering and maintaining disinfectant cleaning supplies.</p>	<p>Open classroom ventilation with fans/air purifiers, will be stationed throughout the building, following DOH and PDE Guidelines.</p> <p>Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>Proper sanitizing materials as recommended by the PDE/DOH guidelines will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested).</p> <p>Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Close off areas of the building used by a possible or verified COVID positive person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Hand sanitizing stations will be located in every classroom.</p> <p>Responsible for ordering and maintaining disinfectant cleaning supplies.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Tents Fans/air purifiers Disinfectant cleaning supplies</p>	<p>Y</p>

	<p>Responsible for disinfecting/ sanitizing bathroom and locker room, per day.</p> <p>Install toilet seat cover dispensaries for every bathroom.</p> <p>Install sanitizer stations within every classroom.</p> <p>Restrict use of water fountains. Advise students/staff to bring their own water bottles.</p>		
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Responsible for disinfecting/ sanitizing bathroom and locker room, per day.</p> <p>Install toilet seat cover dispensaries for every bathroom.</p> <p>Install sanitizer stations within every classroom.</p> <p>Restrict use of water fountains. Advise students/staff to bring their own water bottles.</p> <p>Consult and educate programs on how tools are to be labeled, sanitized daily, and stored every day following DOH guidelines.</p> <p>Every tool/supply will be labeled and securely stored by the instructional staff.</p> <p>Educate and assist programs with action steps, when it comes to how tools will be distributed, sanitized, and stored.</p> <p>The building HVAC systems are regularly inspected, and air filters are changed frequently.</p> <p>Buildings will maintain proper temperatures and air circulation.</p> <p>CMTHS staff as designated by Facilities Manager and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures.</p>	<p>Larry Byron, CMTHS Special Operations, Technology & Operations Supervisor</p>	<p>Labels</p> <p>Supplies/tools Inventory list</p> <p>Y</p>