



# Phased School Reopening Health and Safety Plan Template

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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: Antietam School District

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](#) which has categorized reopening into three broad phases: red, yellow, or green.

- 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 Berks County's current status, and with input from our local community, we have created our plan based on a "green" designation for reopening our district on August 26th for students. We now face the task of planning for a safe, and reasonably normal, return to school in just a few short months. With the support of everyone involved, including students, their families, and district staff, this can be accomplished effectively.

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 Berks county as being in the red, yellow, or green phase. Therefore, the ASD team has accounted for these possible changing conditions in our 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 26, 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 the 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, Antietam School District has established a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. ASD has engaged representatives from every stakeholder group.

- **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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jeffrey Boyer	Superintendent	Both
Felice Stern	MSHS Principal, Pandemic Coordinator	Both
Tim Matlack	MSHS Assistant principal	Both
Kelly Landherr	MPEC Principal	Both
Michele Bleacher	MPPC Principal	Both
Becky Kohr	Director of Special Education	Both
Tracy Detwiler	Director of Business and Finance	Both

Ken Bonkoski	Supervisor of Facilities and Maintenance	Both
Anthony DiSarro	Supervisor of Technology	Both
Zachary Williams	Athletic Director/AVA Supervisor	Both
Nedra Koller	District Certified School Nurse	Both
Joan Groves	School Counselor	Both
Lori Kreisher	Office staff, Parent	Both
Stephanie Hartman	Teacher	Both
Maria Hahn	Office staff, Parent	Both
Scott Spatz	Teacher	Both
Jen Reeves	Office staff, Parent	Both
Brian Young	Teacher	Both

### Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

**Summary of Responses to Key Questions:** All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, playground equipment, and student desks. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans. Van drivers and students will be required to wear face



shields and/or masks when students occupy the van. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles.

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>Preparation for Opening of School Buildings:</b></p> <p>Custodial Staff trained under supervision of Director of Maintenance.</p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces. Cleaning will be done throughout the day as well as each night.</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Turn off water fountains and have touchless bottle fillers open; have disposable paper cups available</p> <p>Touchless hand sanitizers throughout all buildings and next to staff time clocks</p>	<p><b>Preparation for Opening of School Buildings:</b></p> <p>Custodial Staff trained under supervision of Director of Maintenance.</p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces. Cleaning will be done throughout the day as well as each night.</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Turn off water fountains and keep touchless bottle fillers open; have disposable paper cups available</p> <p>Touchless hand sanitizers throughout all buildings and next to staff time clocks</p>	<p>Ken Bonkoski, Supervisor of Facilities and Maintenance</p>	<p>Cleaning products Cleaning Supplies Protexus sprayers and bathroom machines Masks Gloves Touchless hand sanitizers for all classrooms, cafeterias and lobby areas Touchless bottle fillers at one water fountain in each building Touchless soap dispensers Touchless toilets Touchless urinals Paper towel dispensers</p>	<p><b>Y</b></p>

	<p>Touchless soap, touchless paper towel dispensers, touchless toilets, urinals and touchless faucets in all school building restrooms</p> <p>Detail inspection of all areas in all buildings prior to opening of school by the Director of Facilities and Building Principals</p>	<p>Touchless soap and paper towel dispensers, touchless toilets, urinals and faucets in all school building restrooms</p> <p>Detail inspection of all areas in all buildings prior to opening of school by Director of Facilities and Building Principals</p>			
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>Preparation for Student Transportation Services:</b></p> <p><b>School Vans:</b> Deep clean and sanitize all district vans with approved disinfectant prior to resuming transportation services. Training for all van drivers on social distancing and approved cleaning and sanitizing procedures.</p> <p><b>School Buses:</b> The district contracts with BCIU for bus service for students and will consult with them on their cleaning procedures and training of their drivers.</p>	<p><b>Preparation for Student Transportation Services:</b></p> <p><b>School Vans:</b> Deep clean and sanitize all district vans with approved disinfectant prior to resuming transportation services. Training for all van drivers on social distancing and approved cleaning and sanitizing procedures.</p> <p><b>School Buses:</b> The district contracts with BCIU for bus service for students and will consult with them on their cleaning procedures and training of their drivers.</p>	<p>Supervisor of Facilities and Maintenance</p> <p>BCIU- Intermediate Unit #14</p>	<p>Cleaning supplies Masks Gloves</p> <p>BCIU</p>	<p>N</p>
	<p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buildings:</b></p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces.</p>	<p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buildings:</b></p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces.</p>	<p>Maintenance and custodial staff Building Principal</p>	<p>Cleaning supplies Gloves Mask</p>	<p>N</p>

<p><b>Other cleaning, sanitizing, disinfecting, and</b></p>	<p>Laptops, equipment, educational materials wiped down daily. Ongoing daily inspections by Supervisor and Building Principals</p> <p><b>Daily Cleaning, Sanitizing, and Disinfecting Practices for ASD vans:</b></p> <p>Clean and disinfect all van seats, seat backs, handrails and other high touch surfaces. Students and driver are required to wear face coverings while in the van.</p>	<p>Laptops, equipment, educational materials wiped down daily. Ongoing daily inspections by Supervisor and Building Principals</p> <p><b>Daily Cleaning, Sanitizing, and Disinfecting Practices for ASD vans:</b></p> <p>Clean and disinfect all van seats, seat backs, handrails and other high touch surfaces. Students and driver are required to wear face coverings while in the van.</p>	<p>Supervisor of Facilities and Maintenance and custodial staff</p>	<p>Cleaning supplies Gloves Mask</p>	<p>N</p>
	<p><b>Emergency Plan:</b></p> <p>When any School Buildings Staff member or student is identified as symptomatic or positive COVID-19, receive tracing/areas of building and level of staff/student exposure from the School Nurse to inform next steps for cleaning and disinfecting areas or buildings.</p> <p>Use of electrostatic sprayers as needed for quarantine area / whole building disinfection. May require school closure for a period of 2-5 days. Decisions to close will be made in conjunction with recommendations from the PA Department of Health and consideration of CDC guidelines.</p>	<p><b>Emergency Plan:</b></p> <p>When any School Buildings Staff member or student is identified as symptomatic or positive COVID-19, receive tracing/areas of building and level of staff/student exposure from the School Nurse to inform next steps for cleaning and disinfecting areas or buildings.</p> <p>Use of electrostatic sprayers as needed for quarantine area / whole building disinfection. May require school closure for a period of 2-5 days. Decisions to close will be made in conjunction with recommendations from the PA Department of Health and consideration of CDC guidelines.</p>	<p>School Nurse Supervisor of Facilities and Maintenance Building Principals PA Dept of Health</p>	<p>Cleaning supplies Masks Gloves Electrostatic sprayers</p>	<p>N</p>

<b>ventilation practices</b>	<p><b>School Vans:</b></p> <p>Deep clean and sanitize school vans with approved disinfectant.</p> <p><b>School Buses-</b> BCIU will make the decision as to protocol in an emergency for their buses and drivers.</p>	<p><b>School Vans:</b></p> <p>Deep clean and sanitize school vans with approved disinfectant.</p> <p><b>School Buses-</b> BCIU will make the decision as to protocol in an emergency for their buses and drivers.</p>	<p>BCIU- Intermediate Unit #14</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 use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** Classroom configurations will be altered for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.

All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Individuals will be directed to sanitize or wash

their hands prior to, and after, eating. We will consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.

**PRIMARY AND ELEMENTARY SCHOOLS**

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Individual student desks will be forward facing with space between desks.</p> <p>When feasible, student desks to be separated by 6 feet and classrooms/learning spaces not to exceed 25 students unless unexpected events require modification to this limitation.</p> <p>Small group instruction will be modified to encourage social distancing. Teacher /paraprofessional) will be provided with a face covering.</p> <p>Touchless hand sanitizers will be in each classroom.</p> <p>Students will be limited to one student out of the</p>	<p>Individual student desks will be forward facing with space between desks.</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be provided with a face covering.</p> <p>Students will be limited to one student out of the classroom unless scheduled or in an emergency, whenever possible.</p> <p>Touchless hand sanitizers will be in each classroom.</p> <p>Substitute teachers will be provided a face covering upon checking in for the day.</p>	<p>Classroom Teacher Paraprofessional Building administrators</p>	<p>Tape to designate safe distancing for seating and standing</p> <p>Masks Face Shields Disinfectant wipes for classrooms</p>	<p>Y</p>

	<p>classroom unless scheduled or in an emergency, whenever possible.</p> <p>Substitute teachers will be provided a face covering upon checking in for the day</p>				
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>The cafeteria will be divided to accommodate separate groups of 25 students or less unless unexpected events require modification to this limitation.</p> <p>Students will have assigned seating whenever feasible.</p>	<p>Cafeteria will be used. When possible, tables and students will be distanced to the most extent possible.</p> <p>Students will have assigned seating whenever feasible.</p>	<p>Paraprofessional or staff assigned to lunch duty</p> <p>Building administrator Maintenance staff Food service staff</p>	<p>Cafeteria dividers for all buildings (whiteboards on wheels?)</p>	<p><b>Y</b></p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Hand washing/sanitizing routine: upon arrival in the morning - prior to/after snacks, lunch, recesses.</p> <p>Staff and students are encouraged to wear face coverings when in the school building. Students must have one available to use if a need should arise during the school day.</p> <p>Students are expected to provide their own water bottles.</p>	<p>Hand washing/sanitizing routine: upon arrival in the morning - prior to/after snacks, lunch, recesses.</p> <p>Staff and students are encouraged to wear face coverings when in the school building. Students must have one available to use if a need should arise during the school day.</p> <p>Students are expected to provide their own water bottles</p>	<p>Teachers Paraprofessionals Building Principals Maintenance staff</p>	<p>Touchless soap and towels Touchless hand sanitizers stations including the playground</p>	<p><b>Y- students and staff</b></p>

<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>District issued signs will be posted on all exterior doors requiring individuals to wear a facial covering. Posters will be posted throughout buildings to promote healthy practices.</p>	<p>District issued signs will be posted on all exterior doors requiring individuals to wear a facial covering. Posters issued will be posted throughout buildings to promote healthy practices</p>	<p>Maintenance staff Building Administrator Secretarial Staff</p>	<p>All school buildings will be provided with signs which will be consistent and pictorial</p>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Personnel will need to be deemed “essential” in order to enter the school. All visitors will need to report to the front entrance as our current standard operating procedures.</p> <p>Table in lobby for parents to drop off lunches/items for students at MPEC.</p> <p>Volunteers will not be utilized within the building.</p>	<p>Personnel will need to be deemed “essential” in order to enter the school. All visitors will need to report to the front entrance as our current standard operating procedures.</p> <p>Table in lobby for parents to drop off lunches/items for students at MPEC.</p> <p>Volunteers will not be utilized within the building.</p>	<p>Building Administrator Front office personnel School staff</p>	<p>Table in lobby at MPEC and MSHS</p>	<p>Y</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Non-contact activities will be encouraged.</p>	<p>Recess will be provided as feasible with proper cleaning of playground equipment on a regular basis.</p> <p>Students will be encouraged to participate in non-contact activities.</p>	<p>Paraprofessional Building Administrator Maintenance staff</p>		
<p><b>Limiting the sharing of</b></p>	<p>There will be no communal or shared school supplies</p>	<p>There will be no communal or shared school supplies</p>	<p>Teachers</p>	<p>Schools will need to purchase extra</p>	<p>Y staff and students</p>

<b>materials among students</b>	<p>including special areas materials. When needed, students will carry their own materials to the special areas.</p> <p>When shared books are checked back in, they will be disinfected/left in a bin for 3 days prior to being placed back in circulation.</p>	<p>including special areas materials. When needed, students will carry their own materials to the special areas.</p> <p>When shared books are checked back in, they will be disinfected/left in a bin for 3 days prior to being placed back in circulation.</p>	<p>Building Administrator Maintenance Librarian Classroom teachers</p>	<p>materials for student use. Students will be advised to bring in their own school supplies.</p>	
<b>Staggering the use of communal spaces and hallways</b>	<p>Building schedules will be developed to lessen student transitions throughout the school day as feasible.</p> <p>Dismissal: Stagger dismissal times as feasible.</p> <p>Custodial staff designated to clean/wipe areas throughout the school that are high touch areas.</p>	<p>Building schedules will be developed to lessen student transitions throughout the school day as feasible.</p> <p>Dismissal: Stagger dismissal times as feasible.</p> <p>Custodial staff designated to clean/wipe areas throughout the school that are high touch areas.</p>	<p>Building Principals Supervisor of Facilities and Maintenance Custodians Staff on Hallway Duty Staff on bus duty</p>	<p>Schedules Cleaning supplies</p>	<p>Y students and staff</p>
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Collaborate with BCIU to minimize the number of students transported on each bus to the maximum extent feasible.</p> <p>There will be no field trips or class trips.</p>	<p>Collaborate with BCIU to minimize the number of students transported on each bus to the maximum extent feasible.</p> <p>There will be no field trips or class trips.</p>	<p>Building Administrator Transportation Coordinator BCIU</p>		<p>N</p>
<b>Limiting the number of</b>	<p>Staff meetings and PD delivered either to small</p>	<p>Staff are encouraged to wear face coverings to meetings.</p>	<p>Building Administrator</p>		<p>Y staff</p>



<b>individuals in classrooms and other learning spaces, and interactions between groups of students</b>	groups or virtually as needed.  No assemblies or other large gatherings.	No assemblies or other large group gatherings larger than 250 people.	Paraprofessionals Teachers		
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	Childcare providers will collaborate with elementary principals to coordinate efforts in conjunction with the building plans.	Childcare providers will collaborate with elementary principals to coordinate efforts in conjunction with the building plans.	Childcare providers Elementary Principals		Ongoing discussion with all stakeholders
<b>Other social distancing and safety practices</b>	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.	Building Administration Building safety/ Pandemic committee		Ongoing discussion with all stakeholders
<b>Clubs and other Co-Curricular Activities</b>	Club and other co-curricular meetings/activities will be held virtually during this phase.  Students will not participate in competitions.	Clubs and other co-curricular meetings/activities may take place- face coverings are recommended for students. Staff advisors are encouraged to wear a face covering. Student participation in competitions, off- campus activities and field trips will be evaluated by Building Principal	Building Principal Club and co-curricular advisors		

<b>Middle Senior High School</b>					
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Remove unnecessary furniture.</p> <p>Individual student desks will be forward facing.</p> <p>When feasible, student desks to be separated by 6 feet and classrooms/learning spaces not to exceed 25 students unless unexpected events require modification to this limitation.</p> <p>Students will wipe their desks, using disinfectant wipes, upon entering each classroom in their schedule.</p> <p>Small group instruction will be modified to encourage social distancing. Teacher /paraprofessional) will be provided with a face covering.</p> <p>Students will be limited to one student out of the classroom at a time when possible except for when scheduled or in an emergency.</p>	<p>Remove unnecessary furniture</p> <p>Individual student desks will be forward facing with space between desks as feasible.</p> <p>Students will wipe their desks, using disinfectant wipes, upon entering each classroom in their schedule.</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be provided with a face covering.</p> <p>Students will be limited to one student out of the classroom at a time when possible except for when scheduled or in an emergency</p> <p>Substitute teachers will be provided a face covering upon checking in for the day.</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance Teachers Paraprofessionals</p>	<p>Face shields Tape for spacing</p>	<p><b>Y</b></p>

	Substitute teachers will be provided a face covering upon checking in for the day				
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>The cafeteria will be divided to accommodate separate groups of 25 students or less unless unexpected events require modification to this limitation. Classrooms will be used for student lunches to help keep groups below 25.</p> <p>Surfaces within the classroom are cleaned at the conclusion of lunch.</p>	Maximize all available space for student disbursement during lunch.	Building Principal Assistant Principal Lunch duty staff Maintenance staff	<p>Schedule adjustments may be needed.</p> <p>Cleaning supplies for classrooms Masks Gloves</p>	Y
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Encourage hand washing/sanitizing before and after meals; encourage students to be spaced well apart and remain in designated areas.</p> <p>Students are encouraged to wear face coverings and must have one available to use if a need should arise during the school day.</p> <p>Disinfecting wipes available in classrooms. Touchless hand sanitizers will be in each classroom.</p>	<p>Encourage hand washing/sanitizing before and after meals.</p> <p>Students are encouraged to wear face coverings and must have one available to use if a need should arise during the school day.</p> <p>Disinfecting wipes available in classrooms. Touchless hand sanitizers will be in each classroom.</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance	<p>Disinfectant wipes Hand sanitizer</p>	Y

	Students are expected to provide their own water bottles.	Students are expected to provide their own water bottles.			
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	District issued signs will be posted on all exterior doors requiring individuals to wear a facial covering.  Posters will be posted throughout buildings to promote healthy practices.	District issued signs will be posted on all exterior doors requiring individuals to wear a facial covering.  Posters issued will be posted throughout buildings to promote healthy practices	Maintenance staff Building Administrator Secretarial Staff	All school buildings will be provided signs which will be consistent and pictorial	Y
<b>* Identifying and restricting non-essential visitors and volunteers</b>	Personnel will need to be deemed “essential” in order to enter the school. All visitors will need to report to the front entrance.  Table in lobby for parents to drop off lunches/items for students.  Volunteers will not be utilized in the building.	Personnel will need to be deemed “essential” in order to enter the school. All visitors will need to report to the front entrance.  Table in lobby for parents to drop off lunches/items for students.  Volunteers will not be utilized in the building.	Building Administrator Front office personnel School staff	Table in lobby	Y
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Gymnasium - Utilize partitions in gymnasium to divide classes into groups no larger than 25.  Discourage sharing of items that are difficult to clean, sanitize, or disinfect.  Students prohibited from sharing towels, clothing, or	Discourage sharing of items that are difficult to clean, sanitize, or disinfect.  Students prohibited from sharing towels, clothing, or	Principal Assistant Principal Supervisor of Facilities and Maintenance PE Staff	Disinfectant Partitions for gym	Y

	<p>other items used to wipe their faces or hands.</p> <p>Assure an adequate supply of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.</p> <p>PE staff develop lessons for contactless activities.</p>	<p>other items used to wipe their faces or hands.</p> <p>Assure an adequate supply of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.</p> <p>PE staff to develop lessons to reduce contact activities</p>			
<p><b>Limiting the sharing of materials among students</b></p>	<p>Shared materials are discouraged, but when used they must be cleaned before being used by other groups of students.</p> <p>Computers or tablets, when needed, should be shared by only a few students.</p> <p>When library or classroom books are checked back in they will be wiped down or placed in a bin for 3 days before they are placed back in circulation.</p> <p>No sharing of materials for non-lab classes. For lab classes, shared essential materials are cleaned and</p>	<p>Shared materials are discouraged, but when used they must be cleaned before being used by other groups of students.</p> <p>Computers or tablets, when needed, should be shared by only a few students.</p> <p>When library or classroom books are checked back in they will be wiped down or placed in a bin for 3 days before they are placed back in circulation.</p> <p>For lab and non-lab classes, shared essential materials are cleaned and disinfected. Students are</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance Librarian</p>	<p>Disinfecting wipes Hand sanitizers</p>	<p><b>Y</b></p>

	disinfected. Students are encouraged to bring their own calculators	encouraged to bring their own calculators			
<b>Staggering the use of communal spaces and hallways</b>	<p>Stay to the right when walking through hallways. Students are directed to abide by social distancing in the hallways. No class meetings.</p> <p>Stagger dismissal times to avoid crowds in hallways.</p>	<p>Stay to the right when walking through hallways.</p> <p>Stagger dismissal times to avoid crowds in hallways.</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance	<p>Signage for hallway and stair wells.</p> <p>Tape for directional arrows or middle of the hallway.</p>	<b>Y</b>
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Students' entrance to the building will be staggered by location as feasible.</p> <p>Students take bagged breakfast to first period class.</p> <p>Stagger dismissal times for groups of students.</p>	<p>Students' entrance to the building will be staggered by location as feasible.</p> <p>Stagger dismissal times for groups of students.</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance Food Service		
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Staff meetings and PD delivered in small groups or virtually as needed.</p> <p>No assemblies or other large gatherings</p> <p>Limit large group instruction when feasible (Eg. PE Classes could consider alternative activities so that</p>	<p>Staff are encouraged to wear face coverings to meetings.</p> <p>No assemblies or other large gatherings with more than 250 people.</p> <p>Limit large group instruction when feasible (Eg. PE Classes could consider alternative activities so that</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance Staff	<p>Face masks and shields</p> <p>Schedule of locations for PE teachers (Outside fields, gym)</p>	

	large groups are not in one space at the same time.)	large groups are not in one space at the same time.)			
<b>Other social distancing and safety practices</b>	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.	Principal Assistant Principal Supervisor of Facilities and Maintenance		

**Middle and High School Athletics/Activities:**

<b>Requirements</b>	<b>Action Steps Under Yellow</b>	<b>Action Steps Under Green</b>	<b>Lead Individual and Position</b>	<b>Materials, Resources and/or Supports Needed</b>	<b>PD Required (Y/N)</b>
<b>* Practice Guidelines</b>	Non-contact drills with social distancing  Small groups for practice  Conditioning exercises  Fewer participants,	Teams will socially distance and work on skill development only while in the initial green phase - Green Phase #1 for Athletics  Contact drills permitted and full team activities	Athletic Director Team Coaches Athletic Trainer	Guidelines from PIAA and NFHS	<b>Y</b>

	dependent on PIAA recommendations	allowed by PIAA or the Governor's office in Green Phase #2 for Athletics			
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Daily cleaning of equipment, locker rooms, training rooms  Use of hand sanitizer as needed  Wash hands before and after activities	Daily cleaning of equipment, locker rooms, training rooms  Use of hand sanitizer as needed  Wash hands before and after activities	Team Coaches Maintenance	Hand Sanitizer Cleaning supplies	Y
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	District issued signs will be posted in locker rooms, bathrooms, training rooms.  District issued signs in spectator areas regarding social distancing	District issued signs will be posted in locker rooms, bathrooms, training rooms.  District issued signs in spectator areas regarding social distancing	Athletic Director Maintenance	Signage for these areas	N
<b>* Identifying and restricting nonessential visitors and volunteers</b>	Per PIAA requirements and guidelines from the Governor's office.	Per PIAA requirements and guidelines from the Governor's office.	Team Coaches Athletic Director	None	N
<b>Limiting the sharing of materials among students</b>	Students are expected to provide their own water bottles with a minimum suggestion of 32 ounces.	Students are expected to provide their own water bottles with a minimum suggestion of 32 ounces.	Team Coaches Athletic Director	None	N



<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Students will not have access to locker rooms or weight room.</p> <p>Trainer will only provide care for students injured during athletics, by appointment.</p>	<p>Training room – injured athletic students will be seen by appointment only.</p> <p>Out of season athletes may have limited access to the Weight Room.</p> <p>Students will come prepared for the games and will not have access to the locker rooms.</p>	<p>Team Coaches Athletic Director Athletic Trainer</p>	<p>None</p>	<p>N</p>
<p><b>Clubs and other Co-curricular activities</b></p>	<p>Club and other co-curricular meetings/activities will be held virtually during this phase.</p> <p>Students will not participate in competitions.</p>	<p>Clubs and other co-curricular meetings/activities may take place- face coverings are recommended for students. Staff advisors are encouraged to wear a face covering. Student participation in competitions, off-campus activities and field trips will be evaluated by Building Principal</p>			

**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 any staff or student confirmed to have COVID-19 need to meet, to safely return to school? How will you accommodate staff who are unable to or are uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic. In the event that a student or staff member is diagnosed with COVID 19, there would be increased education on signs and symptoms, increased monitoring of hygiene, increased use of face coverings, and increased enforcement of social distancing.

Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms should be sent on a bus/van or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.

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)
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<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>As needed monitoring in the health office for anyone who appears or becomes ill at school:</p> <ol style="list-style-type: none"> <li>1. Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Have you or any family members traveled recently? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</li> <li>2. Identify students and staff at higher risk.</li> <li>3. Advise daily self-monitoring of students and staff prior to coming to school.</li> <li>4. Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</li> <li>5. Adopt flexible attendance policies for students and staff.</li> <li>6. Closely monitor daily absence rates of students and staff.</li> </ol>	<p>As needed monitoring in the health office for anyone who appears or becomes ill at school:</p> <ol style="list-style-type: none"> <li>1. Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Have you or any family members traveled recently? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</li> <li>2. Identify students and staff at higher risk.</li> <li>3. Advise daily self-monitoring of students and staff prior to coming to school.</li> <li>4. Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</li> <li>5. Adopt flexible attendance policies for students and staff.</li> <li>6. Closely monitor daily absence rates of students and staff.</li> </ol>	<p>School Nurses Building Principals</p>	<p>Infrared no touch thermometers. Face shields and masks for all nurses, teachers, and staff.</p>	<p><b>Y</b></p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or</b></p>	<p>1. They will be isolated and monitored in the health office/isolation area.</p>	<p>1. They will be isolated and monitored in the health office/isolation area.</p>	<p>School Nurses Building Principals Maintenance</p>	<p>Isolation rooms with proper ventilation and visualization of ill students and staff.</p>	<p><b>Y</b></p>

<p><b>demonstrate a history of exposure</b></p>	<p>2. The use of face coverings for persons with respiratory symptoms and/or fever is recommended if available and tolerated by the person and developmentally appropriate while waiting to be picked up from school..</p> <p>3. Students and staff will be excluded from school and advised to seek medical attention.</p>	<p>2. The use of face coverings for persons with respiratory symptoms and/or fever is recommended if available and tolerated by the person and developmentally appropriate while waiting to be picked up from school.</p> <p>3. Students and staff will be excluded from school and advised to seek medical attention.</p>		<p>Proper disinfection of isolation room and places of contact.</p> <p>Face coverings for ill students/staff.</p>	
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>1. Students will be readmitted after they are cleared by their physician with a medical note.</p> <p>2. Students/staff are required to be fever free, without the use of fever reducing medications, for the previous 72 hours and at least 10 days have passed since symptoms first appeared.</p> <p>3. Students/staff are required to have improving symptoms.</p> <p>4. Provision of results of a negative COVID19 test may be requested</p>	<p>1. Students will be readmitted after they are cleared by their physician with a medical note.</p> <p>2. Students/staff are required to be fever free, without the use of fever reducing medications, for the previous 72 hours and at least 10 days have passed since symptoms first appeared.</p> <p>3. Students/staff are required to have improving symptoms.</p> <p>4. Provision of results of a negative COVID19 test may be requested</p>	<p>School nurses Building Principals</p>		<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Superintendent will communicate changes in safety protocols and school closures on the school website, and through the district electronic communications system.</p>	<p>Superintendent will communicate changes in safety protocols and school closures on the school website, and through the district electronic communications system.</p>	<p>Jeffrey Boyer, Superintendent</p>		

<p><b>Other monitoring and screening practices</b></p>	<p>1. All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p> <p>2. The district will follow the requirements of PDE and the PA Department of Health with respect to notification to outside entities.</p> <p>3. If a student or staff is aware of an exposure to a positive COVID19 case they are required to contact their physician or the PA Health Department for treatment, isolation, and quarantine instruction.</p> <p>4. It is expected that teachers and students notify the school district if they are under quarantine/isolation restrictions.</p>	<p>1. All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p> <p>2. The district will follow the requirements of PDE and the PA Department of Health with respect to notification to outside entities.</p> <p>3. If a student or staff is aware of an exposure to a positive COVID19 case they are required to contact their physician or the PA Health Department for treatment, isolation, and quarantine instruction.</p> <p>4. It is expected that teachers and students notify the school district if they are under quarantine/isolation restrictions.</p>	<p>School Nurses Building Principals</p>		<p>Y</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:** Wearing face coverings will not be required of students while in school, but is strongly encouraged. Staff, when not able to socially distance from others in the building, should utilize a face covering. Staff and students are required to have a face covering available to them during the school day in case the need to wear one should arise.

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><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>For staff, provide flexible leave and work from home options where appropriate.</p> <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Have you or a family member traveled recently? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Identify students and staff at higher risk.</p> <p>Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage</p>	<p>For staff, provide flexible leave and work from home options where appropriate.</p> <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Have you or a family member traveled recently? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Identify students and staff at higher risk.</p> <p>Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage</p>	<p>School Nurses Building Principals HR?</p>	<p>Infrared no- touch thermometers. Face shields and surgical masks for all nurses, teachers, and staff.</p>	<p>Y</p>

	<p>parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff</p>	<p>parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff</p>			
<p><b>* Use of face coverings (masks or face shields) by all staff and visitors</b></p>	<p>We encourage that a face covering, that covers your mouth and nose, be worn in all public areas and in spaces with another person or people within 6 feet.</p> <p>Face coverings will be provided for all staff. Masks from home are appropriate.</p> <p>No visitor may enter a building without a face covering. Signs are placed at each entrance.</p> <p>Staff unable to wear a mask or face shield due to a specific health condition should discuss accommodation with the school nurse or Building Principal.</p>	<p>We encourage that a face covering, that covers your mouth and nose, be worn in all public areas and in spaces with another person or people within 6 feet.</p> <p>Face coverings will be provided for all staff. Masks from home are appropriate.</p> <p>No visitor may enter a building without a face covering. Signs are placed at each entrance.</p> <p>Staff unable to wear a mask or face shield due to a specific health condition should discuss accommodation with the school nurse or Building Principal.</p>	<p>Building principals</p>	<p>Face masks Face shields</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>The use of face coverings is encouraged for students. Students are expected to provide their own face coverings. Students must have a face covering available to use in case the need to wear one should arise during the school day.</p>	<p>The use of face coverings is encouraged for students. Students are expected to provide their own face coverings. Students must have a face covering available to use in case the need to wear one should arise during the school day.</p>	<p>Building Principal</p>	<p>Face masks</p>	<p>N</p>

<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. IEP and other parent meetings will be virtual during this phase.	IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.	IEP teacher Principal Special Ed Director		Y
<b>Strategic deployment of staff</b>	Minimal on-site staff, virtual meetings when possible, shared spaces will be divided by barriers or staff will be relocated.	Minimal on-site staff, virtual meetings when possible, shared spaces will be divided by barriers or staff will be relocated.	Superintendent Maintenance	Plexiglass	N



## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Antietam Health &amp; Safety Plan</b>	All ASD Staff members	Pandemic Committee	in person	Health Plan	August 2020	
<b>Cleaning and Sanitizing Procedures</b>	Custodial Staff	Ken Bonkoski/Hillyard	in person	Best practices presentation	July 2020	
<b>Athletic Procedures</b>	Coaches	Zach Williams	virtual, handout	ASD Health and Safety Plan, PIAA guidelines	June 2020	
<b>Health Procedures</b>	Nursing staff	Nedra Koller	in person	Health Plan	August 2020	

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is

particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Antietam Health Plan</b>	District students and parents overview	Mr. Boyer/superintendent and Building Principals	virtual Zoom town hall meetings	July	July
<b>Antietam Health Plan</b>	Students and parents by buildings- Q&A sessions	Building Principals	virtual Zoom meetings	July	August
<b>Athletic expectations</b>	Athletes and parents	Mr. Williams-Athletic Director	virtual and in person	July	August

## Health and Safety Plan Summary: Antietam School District

**Anticipated Launch Date: August 26, 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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Custodial Staff will be trained under supervision of the Director of Maintenance. They will clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces periodically throughout the school day and more thoroughly at night.</p> <p>Turn off water fountains and have touchless bottle fillers open; have disposable paper cups available. Touchless hand sanitizers throughout all buildings and next to staff time clocks. Touchless soap, touchless paper towel dispensers, touchless toilets, urinals and touchless faucets in all school building restrooms</p> <p>Detailed inspection of all areas in all buildings prior to opening of school by the Director of Facilities and Building Principals</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Individual student desks will be forward facing. When feasible, student desks to be separated by 6 feet and classrooms/learning spaces not to exceed 25 students unless unexpected events require modification to this limitation. There will be modified small group instruction during this phase. Students will be limited to one student</p>

**\* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

**\* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

**\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

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

**\*Limiting the sharing of materials among students**

**\*Staggering the use of communal spaces and hallways**

out of the classroom unless scheduled or in an emergency, whenever possible. Touchless hand sanitizers will be in each classroom. Students will wipe off their desks with disinfectant wipes as they enter each class on their schedule.

The cafeteria will be divided to accommodate separate groups of 25 students or less unless unexpected events require modification to this limitation. Students will have assigned seating whenever feasible. At the MSHS, in the yellow phase, classrooms will also be used if possible.

Hand washing/sanitizing will be encouraged throughout the day-upon arrival to the building, before and after snacks and lunch, and upon entering a room. Disinfectant wipes will be available in every classroom. Staff is encouraged to wear a face covering while in the building. Students are expected to bring their own water bottles.

District will post signs on all exterior doors requiring persons entering to wear a face covering. Signs and posters will promote and picture good hygiene and health habits.

During the yellow phase, there will be no contact sports in PE classes. In the green phase, students will be encouraged to engage in non-contact activities. At the MSHS the gym will be utilized but divided to limit the number of students to 25. Students will be socially distanced as much as possible during PE activities.

Students will not share any materials during the yellow phase and must bring their own supplies to school. In the green phase, there will be thorough disinfection of any shared materials. MSHS students are asked to bring their own calculators to school.

Students will be encouraged to keep hallways clear and to avoid walking in groups. Dismissal time will be staggered to reduce the numbers in the hallway. At the MSHS, students will have staggered entry points, when feasible, and will be able to take a bagged breakfast to their first period class in the yellow phase.

<p><b>*Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>*Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>*Other social distancing and safety practices</b></p>	<p>We will collaborate with BCIU to minimize the number of students transported on each bus to the maximum extent feasible. There will be no field trips or other student activity trips during the yellow phase. During the green phase, these will be approved by the Building Principals on a case by case basis.</p> <p>In the yellow phase, staff meetings will be small group or virtual and there will be no assemblies. In the green phase, staff will meet with everyone using a face covering and assemblies will be limited to 250 people.</p> <p>We will collaborate with local child care facilities with respect to drop-off and pick-up of any of our elementary students.</p> <p>We will continually assess our needs and the health climate of our buildings and follow guidance from PA Department of Health.</p>
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## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Parents will monitor their students at home and will refrain from sending any child who has any type of symptoms or a fever to school. Staff will self-monitor and will stay at home if they are ill. Students and staff who become ill during the school day will go to the school nurse who will ask the necessary questions, check temperatures and will contact parents of students.</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Students and staff who become ill will be isolated in the health suite or other area of the building until they are able to leave or students are picked up. They will need to see their physician for further evaluation and instructions based on findings.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Isolated or quarantined students and staff may return as directed by their physician and must provide a physician note clearing them to return to the building.</p>

**\*Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**

Mr. Boyer, the superintendent, will notify families and staff of any changes/revisions to our protocols.

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

<b>Requirement(s)</b>	<b>Strategies, Policies and Procedures</b>
<b>* Protecting students and staff at higher risk for severe illness</b>	Identify students and staff at higher risk. Advise daily self-monitoring of students and staff prior to coming to school. Encourage staff to stay home if they are sick and encourage parents to keep sick children home. Adopt flexible attendance policies for students and staff.
<b>* Use of face coverings (masks or face shields) by all staff</b>	All staff members are encouraged to wear a face covering that covers their mouth and nose when in spaces with another person or people where social distancing is not feasible.
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	The use of face coverings is encouraged for students. Students are expected to provide their own face coverings. Students must have a face covering available to them to use in school if the need should arise.
<b>*Unique safety protocols for students with complex needs or other vulnerable individuals</b>	We will create service plans, in collaboration with medical plans, to provide health and safety provisions for students with complex needs/vulnerable individuals. All parent meetings will be held virtually during the yellow phase.
<b>*Strategic deployment of staff</b>	Minimal physical contact will be encouraged between staff members.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Antietam School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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