



Version 5 - Approved January 25, 2021

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: 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.

Our current county COVID-19 designation from the PA Department of Health is *substantial*. The recent recommendations from PDE is that we provide in-person instruction for students K-6 even though we have this COVID-19 designation. With the support of everyone involved, including students, their families, and district staff, this plan can be accomplished effectively to provide in-person instruction for students K-12..

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). Students can also choose 100% virtual learning.
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks). Students can also choose 100% virtual learning.
- 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): February 16, 2021

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)
Tracy Detwiler	Acting 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
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 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 and doors. Van drivers and students will be required to wear face masks covering their nose and mouth 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>* 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>Preparation for Opening of School Buildings:</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>Ventilation for all areas of the buildings has been examined; any areas found with deficiencies have been rectified.</p> <p>Turn off water fountains; bottle filling stations installed.</p> <p>Hand sanitizers throughout all buildings and next to staff time clocks</p> <p>Soap dispensers and touchless toilets, urinals and faucets in all school building restrooms</p>	<p>Preparation for Opening of School Buildings:</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>Ventilation for all areas of the buildings has been examined; any areas found with deficiencies have been rectified.</p> <p>Turn off water fountains; bottle filling stations installed.</p> <p>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 Hand sanitizers for all classrooms, cafeterias and lobby areas Touchless bottle fillers at one water fountain in each building Soap dispensers Touchless toilets Touchless urinals Paper towel dispensers</p>	<p>Y</p>

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

<p>Other cleaning, sanitizing, disinfecting, and</p>	<p>Ongoing daily inspections by Supervisor and Building Principals</p> <p>Daily Cleaning, Sanitizing, and Disinfecting Practices for ASD vans:</p> <p>Clean and disinfect all van seats, seat backs, handrails and other high touch surfaces. Students and driver are required to wear face masks covering their nose and mouth while in the van.</p> <p>Emergency Plan:</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 3-14 days depending upon the number of cases in a 14-day rolling period. Decisions to close will be made in conjunction with recommendations from the PA</p>	<p>Ongoing daily inspections by Supervisor and Building Principals</p> <p>Daily Cleaning, Sanitizing, and Disinfecting Practices for ASD vans:</p> <p>Clean and disinfect all van seats, seat backs, handrails and other high touch surfaces. Students and driver are required to wear face masks covering their nose and mouth while in the van.</p> <p>Emergency Plan:</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 3-14 days depending upon the number of cases in a 14-day rolling period. Decisions to close will be made in conjunction with recommendations from the PA</p>	<p>Supervisor of Facilities and Maintenance and custodial staff</p>	<p>Cleaning supplies Gloves Mask</p>	<p>N</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 3-14 days depending upon the number of cases in a 14-day rolling period. Decisions to close will be made in conjunction with recommendations from the PA</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>	

ventilation practices	Department of Health and consideration of CDC guidelines. School Vans: Clean and sanitize school vans with approved disinfectant. School Buses- BCIU will make the decision as to protocol in an emergency for their buses and drivers.	Department of Health and consideration of CDC guidelines. School Vans: Clean and sanitize school vans with approved disinfectant. School Buses- BCIU will make the decision as to protocol in an emergency for their buses and drivers.	BCIU- Intermediate Unit #14		
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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. *As per the mandate issued by the PA Department of Health, and until this mandate is revised, all students and staff must wear a face mask covering over their nose and mouth while in the school building. Students may remove their face mask, when socially distanced, for the purpose of eating or drinking.*

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>* 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>Individual student desks will be forward facing with space between desks.</p> <p>Students will be socially distanced to the maximum extent possible.</p> <p>All staff and students will wear a face mask covering their nose and mouth while in the building.</p> <p>Small group instruction will be modified to encourage social distancing. During small group instruction, staff and students will abide by the mandate and wear face masks.</p>	<p>Individual student desks will be forward facing with space between desks.</p> <p>All staff and students will wear a face mask covering their nose and mouth while in the building.</p> <p>During small group instruction, staff and students will abide by the mandate and wear face masks.</p> <p>Students will be limited to one student out of the classroom unless scheduled or in an emergency, whenever possible.</p> <p>Hand sanitizers will be in each classroom.</p>	<p>Classroom Teacher Paraprofessional Building administrators</p>	<p>Disinfectant wipes for classrooms</p>	<p>Y</p>

	<p>Hand sanitizers will be in each classroom.</p> <p>Students will be limited to one student out of the classroom unless scheduled or in an emergency, whenever possible.</p> <p>Substitute teachers will wear a face mask covering their nose and mouth while in the building .</p>	<p>Substitute teachers will wear a face mask covering their nose and mouth while in the building.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Cafeteria will be used. Tables and students will be distanced to the greatest extent possible. As needed, alternate areas will be used to provide additional social distancing, where feasible.</p> <p>Students will have assigned seating whenever feasible.</p>	<p>Cafeteria will be used. Tables and students will be distanced to the greatest extent possible. As needed, alternate areas will be used to provide additional social distancing, where feasible.</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>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand washing/sanitizing routine: upon arrival in the morning - prior to/after snacks, lunch, recesses.</p> <p>Staff and students are required to wear face masks covering their nose and mouth when in the school building.</p>	<p>Hand washing/sanitizing routine: upon arrival in the morning - prior to/after snacks, lunch, recesses.</p> <p>Staff and students are required to wear face masks covering their nose and mouth when in the school building.</p>	<p>Teachers Paraprofessionals Building Principals Maintenance staff</p>	<p>Soap and towels Hand sanitizer stations including the playground</p>	<p>Y- students and staff</p>

	Students are expected to provide their own water bottles.	Students are expected to provide their own water bottles			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	District issued signs will be posted on exterior doors requiring individuals to wear a facial mask. Posters will be posted throughout buildings to promote healthy practices.	District issued signs will be posted on exterior doors requiring individuals to wear a facial mask. Posters issued will be posted throughout buildings to promote healthy practices	Maintenance staff Building Administrator Secretarial Staff	All school buildings will be provided with signs which will be consistent and pictorial	N
* Identifying and restricting non-essential visitors and volunteers	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. Table/basket in lobby for parents to drop off lunches/items for students at MPEC and MPPC. Volunteers will not be utilized within 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 as our current standard operating procedures. Table in lobby for parents to drop off lunches/items for students at MPEC. Volunteers will not be utilized within the building.	Building Administrator Front office personnel School staff	Table in lobby at MPEC	Y
* Handling sporting activities for recess and physical education classes consistent with the CDC	Non-contact activities will be encouraged. Recess will be provided, as feasible, with proper cleaning of playground equipment on a regular basis	Recess will be provided, as feasible, with proper cleaning playground equipment on a regular basis. Students will be encouraged to participate in non-contact activities.	Paraprofessional Building Administrator Maintenance staff		

Considerations for Youth Sports					
<p>Limiting the sharing of materials among students</p>	<p>There will be no communal or shared school supplies including special areas materials. When needed, students will carry their own materials to the special areas.</p> <p>Chromebooks, ipads and other devices will generally not be shared by students. If the need arises, devices will be cleaned after each use.</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>There will be no communal or shared school supplies including special areas materials. When needed, students will carry their own materials to the special areas.</p> <p>Chromebooks, ipads and other devices will not be shared by students.</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>Teachers Building Administrator Maintenance Librarian Classroom teachers</p>	<p>Schools will need to purchase extra materials for student use. Students will be advised to bring in their own school supplies.</p>	<p>Y staff and students</p>
<p>Staggering the use of communal spaces and hallways</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 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>

<p>Adjusting transportation schedules and practices to create social distance between students</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>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>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Staff meetings and PD delivered either to small groups or virtually as needed. Staff members are required to wear face masks to meetings.</p> <p>No assemblies or other large gatherings.</p>	<p>Staff members are required to wear face masks to meetings.</p> <p>No assemblies or other large group gatherings.</p>	<p>Building Administrator Paraprofessionals Teachers</p>		<p>Y staff</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Childcare providers will collaborate with elementary principals to coordinate efforts in conjunction with the building plans.</p>	<p>Childcare providers will collaborate with elementary principals to coordinate efforts in conjunction with the building plans.</p>	<p>Childcare providers Elementary Principals</p>		<p>Ongoing discussion with all stakeholders</p>
<p>Other social distancing and safety practices</p>	<p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p>	<p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p>	<p>Building Administration Building safety/ Pandemic committee</p>		<p>Ongoing discussion with all stakeholders</p>

Clubs and other Co-Curricular Activities	<p>Clubs and other co-curricular meetings/activities may take place- face masks and social distancing practices are required for staff and students. Student participation in competitions and off- campus activities will be evaluated by Building Principal</p>	<p>Clubs and other co-curricular meetings/activities may take place- face masks and social distancing requirements are required for staff and students. Student participation in competitions and off- campus activities will be evaluated by Building Principal</p>	<p>Building Principal Club and co-curricular advisors</p>		
Middle Senior High School					
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Remove unnecessary furniture.</p> <p>Individual student desks will be forward facing.</p> <p>All staff and students are required to wear a face mask covering their nose and mouth while in the school building.</p> <p>Students will be socially distanced to the maximum extent feasible in classrooms. Students will wipe their desks, using disinfectant wipes, upon entering each classroom in their schedule.</p>	<p>Remove unnecessary furniture</p> <p>Individual student desks will be forward facing with space between desks as feasible.</p> <p>All staff and students are required to wear a face mask covering their nose and mouth while in the school building.</p> <p>Students will wipe their desks, using disinfectant wipes, upon entering each classroom in their schedule.</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance Teachers Paraprofessionals</p>	<p>Face masks and shields Tape for spacing Disinfectant wipes</p>	<p>Y</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 wear a face mask covering their nose and mouth while in the building.</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 wear a face mask covering their nose and mouth while in the building.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>The cafeteria will be used and students will be socially distanced to the maximum extent possible. As necessary and feasible, other areas will be used for student lunches.</p>	<p>The cafeteria will be used and students will be socially distanced to the maximum extent possible. As necessary and feasible, other areas will be used for student lunches.</p>	<p>Building Principal Assistant Principal Lunch duty staff Maintenance staff</p>	<p>Schedule adjustments may be needed.</p> <p>Cleaning supplies for classrooms Masks Gloves</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<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 required to wear face masks covering their nose and mouth while in the school building.</p> <p>Disinfecting wipes available in classrooms. Hand</p>	<p>Encourage hand washing/sanitizing before and after meals.</p> <p>Students are required to wear face masks covering their nose and mouth while in the school building.</p> <p>Disinfecting wipes available in classrooms. Hand sanitizers will be in each classroom.</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance</p>	<p>Disinfectant wipes Hand sanitizer</p>	<p>Y</p>

	<p>sanitizers will be in each classroom.</p> <p>Students are expected to provide their own water bottles.</p>	<p>Students are expected to provide their own water bottles.</p>			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>District issued signs will be posted on exterior doors requiring individuals to wear a face mask covering their nose and mouth.</p> <p>Posters will be posted throughout buildings to promote healthy practices.</p>	<p>District issued signs will be posted on exterior doors requiring individuals to wear a face mask covering their nose and mouth.</p> <p>Posters 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 signs which will be consistent and pictorial</p>	<p>Y</p>
<p>* Identifying and restricting non-essential visitors and volunteers</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.</p> <p>Table in lobby for parents to drop off lunches/items for students.</p> <p>Volunteers will not be utilized in 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.</p> <p>Table in lobby for parents to drop off lunches/items for students.</p> <p>Volunteers will not be utilized in the building.</p>	<p>Building Administrator Front office personnel School staff</p>	<p>Table in lobby</p>	<p>Y</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC</p>	<p>Discourage sharing of items that are difficult to clean, sanitize, or disinfect.</p> <p>Students prohibited from sharing towels, clothing, or other items used to wipe their faces or hands.</p>	<p>Discourage sharing of items that are difficult to clean, sanitize, or disinfect.</p> <p>Students prohibited from sharing towels, clothing, or other items used to wipe their faces or hands.</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance PE Staff</p>	<p>Disinfectant Partitions for gym</p>	<p>Y</p>

<p>Considerations for Youth Sports</p>	<p>Locker rooms will not be utilized; students will not change for PE.</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>Use of locker rooms and changing for PE will be determined by Covid phase and guidelines.</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>Limiting the sharing of materials among students</p>	<p>Shared materials are discouraged but when used they must be cleaned before being used by other groups of students.</p> <p>Chromebooks and other devices will not be shared by 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</p>	<p>Shared materials are discouraged, but when used they must be cleaned before being used by other groups of students.</p> <p>Chromebooks and other devices will not be shared by 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</p>	<p>Principal Assistant Principal Supervisor of Facilities and Maintenance Librarian</p>	<p>Disinfecting wipes Hand sanitizers</p>	<p>Y</p>

	classes, shared essential materials are cleaned and disinfected. Students are encouraged to bring their own calculators	are cleaned and disinfected. Students are encouraged to bring their own calculators			
Staggering the use of communal spaces and hallways	<p>Stay to the right when walking through hallways. Students are directed to abide by social distancing, as feasible, in the hallways.</p> <p>Stagger dismissal times to avoid crowds in hallways as feasible.</p> <p>Lockers will not be used to limit the amount of students congregating in the hallways.</p>	<p>Stay to the right when walking through hallways. Students are directed to abide by social distancing, as feasible, in the hallways.</p> <p>Stagger dismissal times to avoid crowds in hallways.</p> <p>The use of lockers will be determined based on guidelines related to our Covid designation.</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance	Signage for hallway and stair wells. N/A	Y
Adjusting transportation schedules and practices to create social distance between students	<p>Students' entrance to the building will be staggered by location as feasible.</p> <p>Stagger dismissal times for groups of students as feasible.</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		
Limiting the number of individuals in classrooms and other learning spaces, and interactions	<p>Staff meetings and PD delivered in small groups or virtually as needed. Staff are required to wear face masks to meetings.</p> <p>No assemblies or other large gatherings</p>	<p>Staff are required to wear face masks to meetings.</p> <p>No assemblies or other large gatherings</p> <p>Limit large group instruction when feasible (Eg. PE</p>	Principal Assistant Principal Supervisor of Facilities and Maintenance Staff	<p>Face masks and shields for staff</p> <p>Schedule of locations for PE teachers (Outside fields, gym)</p>	

between groups of students	Limit large group instruction when feasible (Eg. PE Classes could consider alternative activities so that large groups are not in one space at the same time.)	Classes could consider alternative activities so that large groups are not in one space at the same time.)			
Other social distancing and safety practices	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: As per the mandate issued by the PA Department of Health, Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible.

Requirements	Action Steps Under Yellow	Action Steps Under Green	Lead Individual and Position	Materials, Resources and/or Supports Needed	PD Required (Y/N)
* Practice Guidelines	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	Y

	dependent on PIAA recommendations	allowed by PIAA or the Governor's office in Green Phase #2 for Athletics			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	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
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	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
* Identifying and restricting nonessential visitors and volunteers	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
Limiting the sharing of materials among students	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>Staggering the use of communal spaces and hallways</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>Clubs and other Co-curricular activities</p>	<p>Club and other co-curricular meetings/activities will be held with students socially distanced to the maximum extent feasible. Staff members and students are required to wear a face covering. Student participation in competitions and off campus activities must be approved by the Building Principal.</p>	<p>Clubs and other co-curricular meetings/activities may take place- face coverings are recommended for students. Staff members and students are required 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 masks, 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>* Monitoring students and staff for symptoms and history of exposure</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"> 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? 2. Identify students at higher risk. 3. Advise daily self-monitoring of students and staff prior to coming to school. 4. Encourage staff to stay home if they are sick and encourage parents to keep sick children home. 5. Closely monitor daily absence rates of students and staff. 	<p>As needed monitoring in the health office for anyone who appears or becomes ill at school:</p> <ol style="list-style-type: none"> 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? 2. Identify students at higher risk. 3. Advise daily self-monitoring of students and staff prior to coming to school. 4. Encourage staff to stay home if they are sick and encourage parents to keep sick children home. 5. Closely monitor daily absence rates of students and staff. 	<p>School Nurses Building Principals</p>	<p>Infrared no touch thermometers. Face shields and masks for all nurses, teachers, and staff.</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ol style="list-style-type: none"> 1. They will be isolated and monitored in the health office/isolation area. 2. The use of face masks covering nose and mouth are required for all staff and students while in the school building. 	<ol style="list-style-type: none"> 1. They will be isolated and monitored in the health office/isolation area. 2. The use of face masks covering nose and mouth are required for all staff and students while in the school building 	<p>School Nurses Building Principals Maintenance</p>	<p>Isolation rooms with proper ventilation and visualization of ill students and staff.</p> <p>Proper disinfection of isolation room and places of contact.</p>	<p>Y</p>

	3. Students and staff will be excluded from school and advised to seek medical attention.	3. Students and staff will be excluded from school and advised to seek medical attention.		Face masks for ill students/staff.	
* Returning isolated or quarantined staff, students, or visitors to school	<p>1. Students will be readmitted after they are cleared by their physician with a medical note.</p> <p>2. As per the CDC guidelines, students/staff are required to be fever free, without the use of fever reducing medications, for the previous 24 hours and at least 10 days have passed since symptoms first appeared.</p> <p>DOH guidelines:</p> <p>The safest option is still the full 14 day quarantine. However there are now two options for shorter quarantines but symptoms must be monitored for the full 14 days:</p> <p>-Quarantine can end after Day 10 without testing if no symptoms have been reported during daily monitoring.</p> <p>-When testing resources are sufficient, quarantine can end after day 7 if a diagnostic specimen (e.g., RT-PCR, antigen) tests negative and is collected on day 5</p>	<p>1. Students will be readmitted after they are cleared by their physician with a medical note.</p> <p>2. As per the CDC guidelines, students/staff are required to be fever free, without the use of fever reducing medications, for the previous 24 hours and at least 10 days have passed since symptoms first appeared.</p> <p>DOH guidelines:</p> <p>The safest option is still the full 14 day quarantine. However there are now two options for shorter quarantines but symptoms must be monitored for the full 14 days:</p> <p>-Quarantine can end after Day 10 without testing if no symptoms have been reported during daily monitoring.</p> <p>-When testing resources are sufficient, quarantine can end after day 7 if a diagnostic specimen (e.g., RT-PCR, antigen) tests negative and is collected on</p>	School nurses Building Principals		Y

	<p>or thereafter and the person remains asymptomatic.</p> <p>-Quarantine may not be further shortened beyond the end of day 7.</p> <p>Additional Guidance for Households::</p> <p>Quarantine begins after the date of last exposure (Day 0) to a person with SARS-CoV-2 who is infectious. For persons with COVID-19 <u>who cannot isolate from their household members</u>, the household members' quarantine period begins when the case's 10-day infectious period ends.</p> <p>3.. Provision of results of a negative COVID19 test may be requested</p>	<p>day 5 or thereafter and the person remains asymptomatic.</p> <p>-Quarantine may not be further shortened beyond the end of day 7.</p> <p>Additional Guidance for Households::</p> <p>Quarantine begins after the date of last exposure (Day 0) to a person with SARS-CoV-2 who is infectious. For persons with COVID-19 <u>who cannot isolate from their household members</u>, the household members' quarantine period begins when the case's 10-day infectious period ends.</p> <p>3.. Provision of results of a negative COVID19 test may be requested</p>			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<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>	Superintendent		
Other monitoring and screening practices	<p>1. All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p>	<p>1. All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p>	School Nurses Building Principals		Y

	<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 have been exposed to a positive COVID case or are under quarantine/isolation restrictions.</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 have been exposed to a positive COVID case or are under quarantine/isolation restrictions.</p>			
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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: *As per the PA Department of Health mandate, and until this mandate is revised, all staff members and students must wear a face mask covering their nose and mouth while in school.*

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>* Protecting students at higher risk for severe illness</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 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 parents to keep sick children home.</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 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 parents to keep sick children home.</p>	<p>School Nurses Building Principals</p>	<p>Infrared no- touch thermometers. Face shields and surgical masks for all nurses, teachers, and staff.</p>	<p>Y</p>
<p>* Use of face masks by all staff and visitors</p>	<p>A face mask that covers the mouth and nose must be worn in the school building.</p>	<p>A face mask that covers the mouth and nose must be worn in the school building.</p>	<p>Building principals</p>	<p>Face masks</p>	<p>Y</p>

	<p>One set of face masks and face shields will be provided for all staff. Masks from home are appropriate. It is recommended that staff change or clean their mask on a daily basis as per CDC guidelines.</p> <p>No visitor may enter a building without a face mask covering their nose and mouth. Signs are placed at each entrance.</p>	<p>One set of face masks and face shields will be provided for all staff. Masks from home are appropriate. It is recommended that staff change or clean their mask on a daily basis as per CDC guidelines.</p> <p>No visitor may enter a building without a face mask covering their nose and mouth. Signs are placed at each entrance.</p>			
* Use of face by students (as appropriate)	The use of face masks covering their nose and mouth is required for students. Students are expected to provide their own face masks.	The use of face masks covering their nose and mouth is required for students. Students are expected to provide their own face masks.	Building Principal	Face masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.	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

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
Antietam Health & Safety Plan	Pandemic Committee	Pandemic Coordinator	virtual	Health Plan	January 2021	same
Cleaning and Sanitizing Procedures	Custodial Staff	Ken Bonkoski/Hillyard	in person	In-person school cleaning practices	January 2021	
Athletic Procedures	Coaches	Zach Williams	virtual, handout	ASD Health and Safety Plan, PIAA guidelines	ongoing	
Health Procedures	Nursing staff	Nedra Koller/admin	virtual	Health Plan	January 2021	

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
Antietam Health Plan	District students and parents overview and Q&A sessions	Building Principals	virtual Zoom town hall meetings	January and February, 2021	

Antietam Health Plan	Staff	Nurses, Principals	virtual	January 2021	

Health and Safety Plan Summary: Antietam School District

Anticipated Launch Date: 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>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, as feasible, and more thoroughly at night.</p> <p>Turn off water fountains; bottle filling stations installed. Hand sanitizers are placed throughout all buildings and next to staff time clocks. Soap dispensers, paper towel dispensers, and touchless toilets, urinals and 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>* 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>Individual student desks will be forward facing. Students will be socially distanced to the maximum extent possible, as feasible. There will be modified small group instruction during this phase. Students will be limited to one student out of the classroom unless scheduled or in an emergency, whenever possible. Hand sanitizers and disinfectant wipes will be in each classroom. Students will wipe off their desks with disinfectant wipes as they enter each class on</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**

their schedule. Students are required to wear a face mask covering their nose and mouth while in the school building.

The cafeteria will be utilized in each building. Students will be socially distanced to the maximum extent possible and will have assigned seating whenever feasible. Additional alternative spaces will also be used, if needed, and as feasible.

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 and students are required to wear a face mask covering their nose and mouth while in the building. Students are expected to bring their own water bottles.

District will post signs on exterior doors requiring persons entering to wear a face mask covering their nose and mouth. Signs and posters in the buildings will promote and picture good hygiene and health habits.

Students will be encouraged to engage in non-contact activities, during recess, as much as possible. PE staff will develop lessons to reduce contact activities. Locker rooms will not be utilized; students will not change for PE. At the MSHS the gym will be utilized but divided to limit the number of students. Students will be socially distanced as much as possible during PE activities and recess.

Students will not share any materials; students should bring their own supplies to school. Lab materials that must be shared will be cleaned after each use. MSHS students are asked to bring their own calculators to school. Chromebooks, ipads, chargers and other devices will not be shared.

Students will be encouraged to keep hallways clear and to avoid walking in groups. Lockers at the MSHS will not be used. Dismissal time will be staggered, as feasible, to reduce the numbers in the hallway. Students will have staggered entry points, when feasible. Parents are encouraged to abide by building entry and dismissal

<p>*Adjusting transportation schedules and practices to create social distance between students</p> <p>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>*Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>*Other social distancing and safety practices</p>	<p>times to ensure their students are social distancing on school property.</p> <p>We will collaborate with BCIU to minimize the number of students transported on each bus to the maximum extent feasible. All co-curricular activities or competitions that are off-campus must be approved by the Building Principals on a case by case basis.</p> <p>Staff meetings will be small group or virtual and there will be no assemblies. Staff members must wear a face mask covering their nose and mouth in any meeting or small group.</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>* Monitoring students and staff for symptoms and history of exposure</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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</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>We will follow the CDC and Department of Health guidelines for quarantining and returning to school.</p>

<p>* Returning isolated or quarantined staff, students, or visitors to school</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>
<p>*Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The superintendent will notify families and staff of any changes/revisions to our protocols.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Identify students 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.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff members are required to wear a face mask covering their mouth and nose while in the school building.</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>The use of face masks covering their nose and mouth is required for students. Students are expected to provide their own face masks.</p>
<p>*Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>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 or in a small group setting; all participants must wear a face mask covering their nose and mouth.</p>
<p>*Strategic deployment of staff</p>	<p>Minimal physical contact will be encouraged between staff members.</p>

The Board of Directors/trustees for **Antietam School District** reviewed and approved the Phased School Reopening Health and Safety Plan on January 25, 2021.

The plan was approved by a vote of:

___ Yes

___ No

Affirmed on: Date: _____

By:

Signature of Board President

Printed Name of Board President