

# Updated Health & Safety Plan per Board approval

9/3/2020



## 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: Uniontown Area School District

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

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

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

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

## Type of Reopening

### Key Questions

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

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): Schools will reopen when deemed safe and the district is able to provide an environment that meets social distance guidelines. The district will consider a hybrid model prior to a full capacity reopening. The district will continue to assess the current status of its region as it relates to COVID-19 and follow the guidance of the Pennsylvania Department of Health, Pennsylvania Department of Education, and the Center for Disease Control and Prevention. Remote learning will start on **August 31, 2020****

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jennifer George	Pandemic Coordinator	
Kelly Swartz	Coordinator of Special/Alternative Education	
Mindy Harris	Curriculum Coordinator	
Robert Smalley	Director of Buildings and Grounds	
Brian Lafferty	Assistant Director of Buildings and Grounds	
Donald Gmitter	UASD Chief of Police/Truancy Officer	
David Winfrey	Director of Transportation	

<b>Sally Matthews</b>	Business Manager	
<b>Chuck Brown</b>	Director of Cafeteria Services	
<b>D.J. Burns</b>	Director of Athletics/PIMS Coordinator	
<b>Heather Sefcheck</b>	High School Principal	
<b>Robert Manges</b>	High School Principal	
<b>Lauren Clemmer</b>	Lafayette Elementary/Middle School Principal	
<b>Meg Howard</b>	Ben Franklin Elementary/Middle School Principal	
<b>Tracy Holesapple</b>	A.J. McMullen/Marclay/Wharton School Principal	
<b>Joseph Galie</b>	Franklin/Menallen Elementary School Principal	
<b>Christie Grimm</b>	UASD Nurse	
<b>Kelley Bortz</b>	UASD Nurse	
<b>Michelle Flowers</b>	UASD Nurse	
<b>Shelly Kostik</b>	High School Teacher; Teacher Union President	
<b>Ronda Risha</b>	Elementary Teacher	
<b>Douglas Zajac</b>	Middle School Teacher	
<b>Christa Sabatula</b>	Library Science Teacher	
<b>Roy Shipley Jr.</b>	Director- Fayette Co. EMA	
<b>Dr. Samie Bute, M.D. Internal Medicine</b>	Uniontown Hospital-Doctor	
<b>Dr. David Patton, D.O. Pediatrician specialist</b>	Cherry Tree Pediatrics- Pediatrician	
<b>Gena White</b>	Parent	

## 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:** Buildings will be cleaned, disinfected and ready according to steps indicated in the chart below using OSHA and CDC guidelines with all custodian staff trained. Other recommendations from the CDC will be followed and staff will be provided with appropriate guidance and procedures to ensure their safety. Operations will be evaluated to ensure all required areas are being addressed. Changes will be made as deemed necessary.



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)
* <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>	<ul style="list-style-type: none"> <li>• Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains.</li> <li>• At least daily and throughout the day disinfecting schools and transportation vehicles using EPA-approved disinfectants against COVID-19 external icon to reduce the risk <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a></li> <li>• Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily cleaning of schools with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Apply to frequently touched surfaces and objects including door handles, sink handles and drinking fountains.</li> <li>• At least daily and throughout the day disinfecting schools and transportation vehicles using EPA-approved disinfectants against COVID-19 external icon to reduce the risk. <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a></li> </ul>	<p>Administrators: Director of Buildings &amp; Grounds Assistant Director of Buildings &amp; Grounds</p> <p>Custodian Maintenance Bus drivers</p>	<p>Cleaning Supplies – Ensure supply chain through multiple vendors Continuously monitor inventory</p>	Y

## 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:

The following action steps address all aspects of a school day. The safety protocols and social distancing selected will be implemented to the extent possible. Prior to the start of the school year, the school district will issue letters of intent to parents to determine the number of students who will opt for the full-time remote learning option. This will provide the school district with expected attendance for face to face instruction and further planning can be done based on those actual numbers.

For full in-person learning (Green phase): Buildings will operate at full capacity; parents will be given option to send their kids to school or participate in remote learning. Social distancing will be enforced to the extent practicable throughout instructional and non-instructional settings. **It will be required that students and staff wear face coverings at all times.** Under guidance of cleaning and sanitizing procedures, students and staff can resume class changes, following guidelines for hallways, and the use of small group instructional practices. Unnecessary congregations of students and staff will be minimized. Cafeteria procedures and seating will be established to promote social distancing to the extent practicable. Meals will be served by cafeteria staff. Barcodes on Student ID cards will be scanned to eliminate the use of a pin pad. Accounts made for students and staff will allow for Ala Carte items to be purchased on-line. Hygiene practices will be implemented throughout the school day and hand sanitizer made readily available to all students and staff. Signage that promote protective measures and how to prevent the spread of germs will be placed in highly visible areas, including cafeterias, gymnasiums, and other common areas throughout all buildings. Staff and students will receive training on the protocols.

For Hybrid/Blended Model (Yellow Phase): Buildings will operate at 50% capacity; parents will be given option to send their kids to school (2 days/week) or participate in full-time remote learning. Social distancing guidelines will be in place to the extent practicable throughout instructional and non-instructional settings. **It will be required that students and staff wear face coverings at all times.** Under guidance of cleaning and sanitizing procedures, students and staff can resume class changes, following guidelines for hallways, and the use of small group instructional practices. Unnecessary congregations of students and staff will be minimized. Cafeteria procedures and seating will be established to promote social distancing to the extent practicable.). Meals will be served by cafeteria staff. Barcodes on Student ID cards will be scanned to eliminate the use of a pin pad. Accounts made for students and staff will allow for Ala Carte items to be purchased on-line. Hygiene practices will be implemented throughout the school day and hand sanitizer made readily available to all students and staff. Signage that promote protective

measures and how to present the spread of germs will be placed in highly visible areas, including cafeterias, gymnasiums, and other common areas throughout all buildings. Staff and students will receive training on the protocols.

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>	<ul style="list-style-type: none"> <li>● Letter of intent sent to families to decide if students will participate in 100% remote learning or attend school for in-face instruction at 50% capacity.</li> <li>● Reduce Class Size               <ul style="list-style-type: none"> <li>● Half of class roster on blended model; maximize social distancing (to the extent practicable)</li> </ul> </li> <li>● Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>● Turn desks in the same direction.</li> <li>● Students sit on one side of tables/desk facing the same direction.</li> <li>● Limit physical interaction through partner or group work</li> <li>● Establish distance between the teacher’s desk/board and students’ desks</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul>	<ul style="list-style-type: none"> <li>● Letter of intent sent to families to decide if students will participate in 100% remote learning or attend school for in-face instruction.</li> <li>● Normal classroom capacity; maximize social distancing (to the extent practicable)</li> <li>● Balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>● Turn desks in the same direction.</li> <li>● Students sit on one side of tables/desk facing the same direction.</li> <li>● Minimize physical interaction through partner or group work</li> <li>● Establish distance between the teacher’s desk/board and students’ desks</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing               <ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as:</li> </ul> </li> </ul>	<p>Administrators: Curriculum Coordinator, Director of B&amp;G</p> <p>Principals</p>	<p>Master Scheduling per building Cleaning Supplies – Ensure supply chain through multiple vendors. Continuously monitor inventory</p> <p>PPE</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p>

	<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Promoting hand washing using soap and hot water for at least 20 seconds.</li> <li>● Providing hand sanitizer for students and staff</li> <li>● Limiting unnecessary congregations of students and staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Promoting hand washing using soap and hot water for at least 20 seconds.</li> <li>● Providing hand sanitizer for students and staff</li> <li>● Minimizing unnecessary congregations of students and staff</li> </ul>			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Allow student hand washing before and after meal service</li> <li>● Install plexiglass dividers between at the register and in serving lines.</li> <li>● Bar codes and scanners will eliminate pin pad usage</li> <li>● Limit the use of cash for purchases. - SchoolCafe accounts will be created for on-line payments for students and staff <ul style="list-style-type: none"> <li>● Use disposable plates, utensils, etc.</li> </ul> </li> <li>● Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use</li> <li>● Conduct cleaning of cafeterias and high-touch surfaces throughout the school day</li> <li>● Consuming meals in alternate areas throughout the school to the extent possible.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Allow student hand washing before and after meal service to the extent possible</li> <li>● Install plexiglass dividers between at the register and in serving lines.</li> <li>● Bar codes and scanners will eliminate pin pad usage</li> <li>● Limit the use of cash for purchases. - SchoolCafe accounts will be created for on-line payments for students and staff <ul style="list-style-type: none"> <li>● Consuming meals in alternate areas throughout the school to the extent possible and as needed.</li> </ul> </li> <li>● Conducting cleaning of cafeterias and high-touch surfaces throughout the school day</li> <li>● Pre-packaged boxes or bags for each student instead of traditional serving lines.</li> <li>● Avoid sharing of foods and utensils.</li> <li>● Meals will be served by cafeteria staff</li> </ul> </li> </ul>	<p>Director of Cafeteria Services</p> <p>Principals</p>	<p>Hand Sanitizer</p> <p>Sanitizing Wipes</p> <p>Cleaning Supplies</p> <p>Masks Shields</p> <p>Pre-packaged materials</p>	<p>Y</p>

	<ul style="list-style-type: none"> <li>● Consider pre-packaged boxes or bags for each student instead of traditional serving lines.</li> <li>● Avoid sharing of foods and utensils.</li> <li>● Meals will be served by cafeteria staff</li> </ul>				
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>● Teach and reinforce good hygiene measures such as handwashing, coverings coughs, and face coverings</li> <li>● Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and open top trash cans will be used in bathrooms, classrooms, and strategically placed 6ft apart in frequently trafficked areas</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick, good hygiene, and school/district specific protocols.)</li> </ul>	<ul style="list-style-type: none"> <li>● Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>● Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and open top trash cans will be used in bathrooms, classrooms, and strategically placed 6ft apart in frequently trafficked areas</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick, good hygiene, and school/district specific protocols.)</li> </ul>	<p>Pandemic Coordinator</p> <p>Principals Nurses</p>	<p>Signs Health Curriculum Hand soap &amp; Sanitizer Paper towels</p>	Y
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a></p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a></p>	<p>UASD Chief of Police Pandemic Coordinator</p> <p>Principals Security</p>	<p>Laminated posters &amp; signs</p>	N
<p><b>* Identifying and restricting non-</b></p>	<ul style="list-style-type: none"> <li>● Refrain from scheduling large group activities such as field trips,</li> </ul>	<ul style="list-style-type: none"> <li>● Refrain from scheduling large group activities such as field trips,</li> </ul>	<p>UASD Chief of Police</p>	<p>Policies &amp; procedures</p>	N

<b>essential visitors and volunteers</b>	inter-group events, and extracurricular activities. <ul style="list-style-type: none"> <li>● Restrict nonessential visitors, volunteers, and activities that involve other groups.</li> </ul>	inter-group events, and extracurricular activities. <ul style="list-style-type: none"> <li>● Restrict nonessential visitors, volunteers, and activities that involve other groups.</li> </ul>			
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>● Stagger the schedule for large group gatherings such as recess to extent possible. <ul style="list-style-type: none"> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul> </li> <li>● Clean equipment/materials between PE classes, recess, training room</li> <li>● Weight room closed</li> <li>● Students do not dress for PE <ul style="list-style-type: none"> <li>● Individual items are placed in designated location within the gym</li> </ul> </li> <li>● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Allowing students and staff to wash their hands before and after PE/Recess.</li> </ul> </li> <li>● Limiting unnecessary congregations of students and staff</li> <li>● Schedule recess so students remain in same groups together</li> <li>● Consider sports/activities that do not require sharing equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Stagger the schedule for large group gatherings such as recess to extent possible. <ul style="list-style-type: none"> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul> </li> <li>● Clean equipment/materials between PE classes, recess, training room, and weight room to the greatest extent possible.</li> <li>● Weight room 50% capacity</li> <li>● Students do not dress for PE <ul style="list-style-type: none"> <li>● Individual items are placed in designated location within the gym</li> </ul> </li> <li>● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>● Allowing students and staff to wash their hands before and after PE/Recess.</li> <li>● Limiting unnecessary congregations of students and staff</li> <li>● Schedule recess so students remain in same groups together</li> <li>● Consider sports/activities that do not require sharing equipment</li> </ul> </li> </ul>	Director of Athletics Principals	Master Schedules per buildings Policies/Procedures Cleaning Supplies – Ensure supply chain through multiple vendors. Continuously monitor inventory PPE	Y
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>● Identify necessary learning tools and resources, consider using student iPads and consumables (when possible)</li> </ul>	<ul style="list-style-type: none"> <li>● Identify necessary learning tools and resources, consider using student iPads and consumables (when possible)</li> </ul>	Curriculum Coordinator	Bins/Cubby Individual Tech tools such as ipads,laptops , etc.	N

	<ul style="list-style-type: none"> <li>● Assign a cubby or bin to each child where s/he can keep hard copy texts and learning tools (e.g. rulers, calculators)</li> <li>● Limit the sharing of technology tools (laptops, ipads, etc) and provide cleaning materials to be used between uses</li> <li>● Limit sharing of high-touch materials to extent possible (art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses</li> </ul>	<ul style="list-style-type: none"> <li>● Assign a cubby or bin to each child where s/he can keep hard copy texts and learning tools (e.g. rulers, calculators)</li> <li>● Limit the sharing of technology tools (laptops, ipads, etc) and provide cleaning materials to be used between uses</li> <li>● Limit sharing of high-touch materials to extent possible (art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses</li> <li>● Limit use of weight-lifting equipment/machines and clean after each use</li> </ul>	<p>Technology coordinator(s)</p> <p>Principals</p>	<p>Art supplies</p> <p>Manipulatives</p> <p>Individual basic school supplies such as scissors, ruler, pencils, crayons, notebooks</p> <p>Science equipment</p> <p>Cleaning Supplies – Ensure supply chain through multiple vendors.</p> <p>Continuously monitor inventory, tech wipes for all technology</p> <p>PPE</p>	
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>● Develop Entry Procedures and master schedule</li> <li>● Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e. g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths</li> <li>● Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li> <li>● Clear one van/bus before another begins unloading / loading to the extent possible.</li> <li>● Close water fountains</li> <li>● Close communal-use spaces such as cafeterias and playgrounds if</li> </ul>	<ul style="list-style-type: none"> <li>● Develop Entry Procedures and schedule</li> <li>● Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e. g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths</li> <li>● Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li> <li>● Clear one van/bus before another begins unloading / loading to the extent possible.</li> <li>● Limit communal-use spaces such as cafeterias and playgrounds if possible; otherwise, stagger their</li> </ul>	<p>Director of B&amp;G</p> <p>Assistant director of B&amp;G</p> <p>Pandemic Coordinator</p> <p>Principals</p>	<p>Master Schedule per building</p> <p>Signs on floors and walls</p> <p>Building procedures for drop-off/pick-up</p> <p>Building procedures for recess and cafeteria use</p> <p>Cleaning Supplies – Ensure supply chain through multiple vendors.</p> <p>Continuously monitor inventory</p> <p>PPE</p>	<p>Y</p>

	<p>possible; otherwise, stagger their use and disinfect them in between uses.</p> <ul style="list-style-type: none"> <li>• Provide hand sanitizer for students and staff in high traffic areas.</li> <li>• Limit unnecessary congregations of students and staff</li> <li>• Limit movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible.</li> <li>• Transitions: For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> <li>• Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to limit congregation of students</li> <li>• Limit staggered class (ex: by hall, odd/even room numbers, grade/ discipline) changes to decrease number of students in hallways at one time</li> <li>• Keep elementary students in the same classroom; Teachers switch classrooms instead of students (as much as feasible for middle and high school students)</li> </ul> </li> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Allowing students and staff to wash their hands, as needed.</li> </ul> </li> </ul>	<p>use and disinfect them in between uses.</p> <ul style="list-style-type: none"> <li>• Close water fountains</li> <li>• Provide hand sanitizer for students and staff in high traffic areas.</li> <li>• Minimize unnecessary congregations of students and staff</li> <li>• Minimize movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible.</li> <li>• Transitions: For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> <li>• Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students</li> <li>• Consider elementary students remain in the same classroom; Teachers switch classrooms instead of students, as deemed necessary.</li> </ul> </li> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Allowing students and staff to wash their hands, as needed.</li> <li>• Limiting unnecessary congregations of students and staff</li> </ul> </li> </ul>			
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	<ul style="list-style-type: none"> <li>Limiting unnecessary congregations of students and staff</li> </ul>				
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Reduce capacity to 50%</li> <li><b>Require face masks / coverings for bus drivers and students at all times.</b></li> <li>Utilize spaced seating (to the extent practicable)</li> <li>Eliminate field trips</li> <li>Clean and disinfect frequently touched surfaces on the bus at least daily</li> <li>Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households</li> </ul> <p>CDC Guidance  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</a></p>	<ul style="list-style-type: none"> <li><b>Require face masks / coverings for bus drivers and students at all times.</b></li> <li>Utilize spaced seating (to the extent practicable)</li> <li>Eliminate field trips</li> <li>Clean and disinfect frequently touched surfaces on the bus at least daily</li> <li>Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households</li> </ul> <p>CDC Guidance  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</a></p>	<p>Director of Transportation</p> <p>Bus drivers</p>	<p>Master schedules per building</p> <p>Cleaning Materials</p> <p>Masks</p>	Y
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>Limit movement throughout the building</li> <li>Restrict mixing between groups; Keep the same student and staff groupings together throughout the school day as much as possible.</li> <li>Keep elementary students in the same classroom; Teachers switch classrooms instead of students (as much as feasible for middle and high school students)</li> <li>Use the master schedule to balance class numbers as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>Minimize movement throughout the building</li> <li>Minimize mixing between groups; Keep the same student and staff groupings together throughout the school day as much as possible.</li> <li>Consider elementary students remain in the same classroom; Teachers switch classrooms instead of students, as deemed necessary.</li> <li>Use the master schedule to balance class numbers as much as possible</li> </ul>	<p>Curriculum Coordinator</p> <p>Principals</p>	<p>Master Schedule</p> <p>Signs for walls &amp; floor decals</p> <p>Policies/Procedures</p> <p>Cleaning Supplies – Ensure supply chain through multiple vendors.</p> <p>Continuously monitor inventory</p> <p>PPE</p>	Y

	<ul style="list-style-type: none"> <li>● Remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>● Limit physical interaction through partner or group work</li> <li>● Establish distance between the teacher's desk/board and students' desks; Mark spaced lines for entry, exit, and flow in each room to promote social distancing</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces for social distancing)</li> <li>● Providing hand sanitizer for students and staff</li> <li>● Conducting cleaning of classrooms and high touch surfaces each day</li> </ul>	<ul style="list-style-type: none"> <li>● Remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable)</li> <li>● Minimize physical interaction through partner or group work</li> <li>● Establish distance between the teacher's desk/board and students' desks; Mark spaced lines for entry, exit, and flow in each room to promote social distancing</li> <li>● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces for social distancing)</li> <li>● Providing hand sanitizer for students and staff</li> <li>● Conducting cleaning of classrooms and high touch surfaces each day</li> </ul>			
<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>	<ul style="list-style-type: none"> <li>● Increase communication as needed.</li> <li>● Review special arrangements that were in place before Covid-19 and decide whether those processes can continue in the yellow phase.</li> </ul>	<ul style="list-style-type: none"> <li>● Increase communication as needed.</li> <li>● Review special arrangements that were in place before Covid-19 and decide whether those processes can continue in the Green phase.</li> </ul>	Director of Transportation  Transportation provider Childcare providers	Transportation vehicles and childcare space	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

The school district will have in place protocols for monitoring student and staff health, including the use of an isolation room/designated area. Communications regarding those protocols will be prepared for use in situations listed in this section. CDC and DOH guidelines will be followed regarding the quarantine and return to school of individuals exposed/ tested positive with COVID-19. Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to building administrator and Jackie Blackson. Families with health/safety concerns can opt for 100% distance learning. The school district's plan that includes the dual delivery of instruction by the teacher (face to face and remote) will allow students to move without interruption from one mode to another. Our OneCall system will be used to communicate with families via phone, text, and e-mail. Important updates will be shared on the district's social media page. District e-mail will be utilized to provide faculty and staff with the most up-to-date information. Trainings will be provided, and up-to-date information made available to faculty, staff, administrators, students, parents, and other community stakeholders.

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>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>● Provide home-screening questions and recommendations to parents, caregivers, and students.</li> <li>● Reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) <u>without</u> the use of fever-reducing medicine (e.g., Tylenol).</li> <li>● Individuals who are symptomatic will receive health checks (e.g., temperature and symptom screening) which include checks for history of exposure.</li> <li>● Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</li> <li>● Staff and students should stay home if they are sick</li> <li>● Flexible attendance policies for students.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide home-screening questions and recommendations to parents, caregivers, and students.</li> <li>● Reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) <u>without</u> the use of fever-reducing medicine (e.g., Tylenol).</li> <li>● Individuals who are symptomatic will receive health checks (e.g., temperature and symptom screening) which include checks for history of exposure.</li> <li>● Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</li> <li>● Staff and students should stay home if they are sick.</li> <li>● Flexible attendance policies for students.</li> </ul>	<p>Pandemic Coordinator</p> <p>Administrative Secretary</p> <p>UASD Nurses</p> <p>Principals</p>	<p>Screening Questions: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev1.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev1.pdf</a>.</p> <p>Home Screening Letter to Parents/Guardians.</p> <p>Temperature Scanner</p> <p>Policies and Procedures</p>	<p>Y</p>

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>● Identify an isolation room or area within the school to separate anyone who exhibits COVID-like symptoms.</li> <li>● School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</li> <li>● Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</li> <li>● Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>● Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.</li> <li>● Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation</li> <li>● The district will follow appropriate state DOH guidance for confirmed cases of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>● Identify an isolation room or area within the school to separate anyone who exhibits COVID-like symptoms.</li> <li>● School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</li> <li>● Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</li> <li>● Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>● Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.</li> <li>● Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation</li> <li>● The district will follow appropriate state DOH guidance for confirmed cases of COVID-19.</li> </ul>	<p>Pandemic Coordinator</p> <p>Director and Assistant Director of B&amp;G</p> <p>Principals</p> <p>UASD Nurses</p>	<p>Isolation Room Proper PPE Equipment for Health Professionals</p> <p>UASD Decision Tree for COVID-19 (PPT)</p>	<p>Y</p>
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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)
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>Develop policies and procedures based on CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Develop policies and procedures based on CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</a>.</li> </ul>	Pandemic Coordinator  UASD Nurses  Principals	Policies and Procedures  UASD Decision Tree for COVID (PPT)	Y
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>Post on UASD website</li> <li>One Call Notification System</li> <li>Letters sent home</li> <li>Social Media</li> </ul>	<ul style="list-style-type: none"> <li>Post on UASD website</li> <li>One Call Notification System</li> <li>Letters sent home</li> <li>Social Media</li> </ul>	Administrators	Communication System	N
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Wellness Checks</li> <li>Health screening for symptomatic individuals on an as needed basis.</li> </ul>	<ul style="list-style-type: none"> <li>Wellness Checks</li> <li>Health screening for symptomatic individuals on an as needed basis</li> </ul>	Pandemic Coordinator  UASD Nurses	Self-Monitoring handouts	Y

## Other Considerations for Students and Staff

### Key Questions

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

### **Summary of Responses to Key Questions:**

Due to the Secretary of PA Department of Health's Order on August 17<sup>th</sup>, mandatory face coverings apply to all students, staff and visitors age two and older while in school entities, including public K-12 schools, brick and mortar. For any in-person instruction, face masks are required to be worn by students and staff at all times including, schools buses, cafeteria, classrooms, hallways, and in other large gatherings. Students may remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Schools must require all students over 2 years of age to wear face coverings, except for any student who has a medical or mental health condition or disability that precludes the wearing of a face covering in school. Notwithstanding Section 3, Paragraph B of [Secretary Levine's July 1, 2020 Order regarding face coverings](#), schools may require such students to provide medical documentation. PDE recommends that any documentation that is provided be in accordance with Section 504 of the Rehabilitation Act or IDEA of such medical or mental health condition or disability.

Substitute teachers will receive training on the new protocols prior to the start of the school year and anytime a new substitute teacher is hired. The school district will partner with local agencies to provide social and emotional wellness support to students and staff. The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to Fayette County CYS.

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>* Protecting students and staff at higher risk for severe illness</b></p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html</a></p> <ul style="list-style-type: none"> <li>● Provide PPE to vulnerable students and staff as appropriate</li> <li>● Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>● Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>● Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials</li> <li>● The Special Education Director will work with staff who request special accommodations or support.</li> <li>● Adhere to FERPA and HIPPA requirements</li> </ul>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html</a></p> <ul style="list-style-type: none"> <li>● Provide PPE to vulnerable students and staff as appropriate</li> <li>● Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>● Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>● Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials</li> <li>● Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</li> <li>● Establish a process for regular check- ins with vulnerable students and staff</li> </ul>	<p>Director of Special Education</p> <p>Director of B&amp;G</p> <p>Business Manager</p> <p>Principals</p>	<p>Policies and Procedures</p>	<p>N</p>
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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)
	<ul style="list-style-type: none"> <li>● Allow vulnerable students and staff to wear PPE throughout the school day (to the extent practicable)</li> <li>● Establish a process for regular check- ins with vulnerable students and staff</li> <li>● Adhere to state and federal employment law and extended leave allowances</li> <li>● Offer an Employee Assistance Program to all staff members</li> <li>● Limit large group gatherings/Interactions for vulnerable students and staff</li> </ul>	<ul style="list-style-type: none"> <li>● The Special Education Director will work with staff who request special accommodations or support.</li> <li>● Adhere to FERPA and HIPPA requirements</li> <li>● Adhere to state and federal employment law and extended leave allowances</li> <li>● Offer an Employee Assistance Program to all staff members</li> <li>● Limit large group gatherings/Interactions for vulnerable students and staff</li> </ul>			
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>● Provide Information to staff on proper use, removal, and washing of cloth face coverings.</li> <li>● Any policy regarding face coverings should be sensitive to the needs of staff with medical issues that make the wearing of a face covering inadvisable.</li> <li>● Face masks/shields are required to be worn at all times by staff members.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide Information to staff on proper use, removal, and washing of cloth face coverings.</li> <li>● Any policy regarding face coverings should be sensitive to the needs of staff with medical issues that make the wearing of a face covering inadvisable.</li> <li>● Face masks/shields are required to be worn at all times by staff members.</li> </ul>	<p>Pandemic Coordinator</p> <p>Principals</p>	<p>Masks, signage for proper use per each building</p> <p>CDC's How to wear a face covering handouts:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></p>	<p>Y</p>

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>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>● Provide information on proper use, removal, and washing of cloth face coverings.</li> <li>● Any policy regarding face coverings should be sensitive to the needs of students with medical issues that make the wearing of a face covering inadvisable.</li> <li>● Face masks are required to be worn at all times by students. Exceptions can be made when students are eating or drinking and are 6ft. apart</li> <li>● Opportunities will be made for students to remove their face covering (i.e. mask breaks) and request for breaks will be granted as deemed safe.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide information on proper use, removal, and washing of cloth face coverings.</li> <li>● Any policy regarding face coverings should be sensitive to the needs of students with medical issues that make the wearing of a face covering inadvisable.</li> <li>● Face masks are required to be worn at all times by students. Exceptions can be made when students are eating or drinking and are 6ft. apart</li> <li>● Opportunities will be made for students to remove their face covering (i.e. mask breaks) and request for breaks will be granted as deemed safe.</li> </ul>	<p>Pandemic Coordinator</p> <p>Principals</p>	<p>Masks, signage for proper use per each building</p> <p>CDC's How to wear a face covering handouts:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></p>	<p>Y</p>

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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>● Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>● Provide remote/distance/in-person learning opportunities for vulnerable student populations in consultation with parents and public health officials.</li> <li>● Reconvene IEP Meetings to adjust for Special needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>● Provide remote/distance/in-person learning opportunities for vulnerable student populations in consultation with parents and public health officials.</li> <li>● Reconvene IEP Meetings to adjust for Special needs.</li> </ul>	Director of Special Education  Principals	Accommodations as needed	N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Daily/Deep Cleaning	Custodians/Bus Contractors Cafeteria Staff	Administrators Outside providers	F2F/Virtual	CDC resources Cleaning supplies Janitorial supplies		
Hygiene Basics	Staff and Students	Administrators Building principals Nurse	F2F/Virtual/ Health classes Presentations	CDC resources Posters/Signs Video materials Web site		
Staggering the use of communal spaces and hallways	Staff and Students	Administrators Building principals	Staff meetings	Signs and markings for walls and floors/ Policies and procedures/ Master Schedule		
Adjusting transportation practices to create social distance between students	Bus contractors, Staff, Students	Administrators Building principals	F2F/Videos	Policies and procedures/ Master schedule		

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Limiting the number of individuals in classrooms and other learning spaces, and interaction between groups of students</b>	Staff and Students	Administrators Building principals	F2F/Virtual/ Videos	Signs & markings for walls and floor/ Policies & procedures/ Master schedule		
<b>Isolation &amp; Quarantining of students, staff, and/or visitors.</b>	Staff and students	Administrators Building principals Nurses	F2F/Videos/ Presentations	Policies & Procedures CDC guidelines & DOH assistance. Isolation room per building		
<b>Returning isolated or quarantined staff, students, or visitors to the school</b>	Parents, Staff	Building principals Nurse	Virtual/Communication with families of students	Videos, letters, web site		
<b>Monitoring students and staff for symptoms and history of exposure</b>	Students and staff	Administrators Building principals Nurses Security Assigned Staff	F2F/ Virtual/ Staff observations	Temperature checks Thermometers Symptoms checklist		
<b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Staff and Students	Administrators Building principals	F2F/Virtual Videos Staff meetings	Master schedule Cleaning supplies		
<b>Handling of sporting activities for recess and P.E.</b>	Staff and Students	Administrators Building principals	F2F/Virtual	Policies & Procedures		
<b>Use of face coverings/PPE</b>	Staff, students, visitors, bus drivers	Nurses	F2F/Virtual	Policies & Procedures		

## 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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classroom</b>	Principals Staff Students	Administrators	F2F/Virtual/Videos		
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students</b>	Custodians Bus Drivers Cafeteria Staff	Administrators	F2F/Virtual/Videos		
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Staff & Students	Principals & Nurse	Virtual/Videos/Posters/Markings/ School web page		
<b>* Monitoring students and staff for symptoms and history of exposure</b>	Students	Principals Nurse Security Assigned staff	Virtual/Videos/Use of Temp. scanner UASD Decision Tree PPT		
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Staff & Students	Principals Nurse DOH	F2F/Virtual/video Letters School Web page UASD Decision Tree PPT		
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	Parents & Staff	Principals Nurse	F2F/Virtual/Videos, letters, school website UASD Decision Tree PPT		
<b>Other monitoring and screening practices</b>	Students & Staff	Nurses Principals	UASD Decision Tree PPT		
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Parents & Staff	Administrators Nurse	F2F/Virtual/Videos Letters and school website		

## Health and Safety Plan Summary: **Uniontown Area School District**

**Anticipated Launch Date: August 31, 2020; Remote Learning Model**

The Uniontown Area School District’s Health and Safety Plan, as outlined by the Commonwealth of Pennsylvania and completed by the school district, represents the current thoughts and intended plan of action to reopen our schools this August. The following provides an overview of school operations and references to key health and safety actions based on the Red, Yellow, and Green designations. Please note, these overviews and the health and safety action steps are subject to change as we adapt to health conditions in our community, guidance from the Department of Health & the Pennsylvania Department of Education, and the interests of our community.

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
<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>	Buildings will be cleaned, disinfected and ready according to steps indicated in the chart below using OSHA and CDC guidelines with all custodian staff trained. Other recommendations from the CDC will be followed and staff will be provided with appropriate guidance and procedures to ensure their safety. Operations will be evaluated to ensure all required areas are being addressed. Changes will be made as deemed necessary.

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<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> <b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b> <b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b> <b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	The following action steps address all aspects of a school day. The safety protocols and social distancing selected will be implemented to the extent possible. Prior to the start of the school year, the school district will issue letters of intent to parents to determine the number of students who will opt for the full-time remote learning option. This will provide the school district with expected attendance for face to face instruction and further planning can be done based on those actual numbers. In Green Phase: Buildings will operate at full capacity; parents will be given option to send their kids to school or participate in remote learning. Social distancing will be enforced to the extent practicable throughout instructional and non-instructional settings. <b>It will be required that students and staff wear face coverings at all times.</b>



Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <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>Under guidance of cleaning and sanitizing procedures, students and staff can resume class changes, following guidelines for hallways, and the use of small group instructional practices. Unnecessary congregations of students and staff will be minimized. Cafeteria procedures and seating will be established to promote social distancing to the extent practicable. Meals will be served by cafeteria staff. Barcodes on Student ID cards will be scanned to eliminate the use of a pin pad. Accounts made for students and staff will allow for Ala Carte items to be purchased on-line. Hygiene practices will be implemented throughout the school day and hand sanitizer made readily available to all students and staff. Signage that promote protective measures and how to present the spread of germs will be placed in highly visible areas, including cafeterias, gymnasiums, and other common areas throughout all buildings. Staff and students will receive training on the protocols.</p> <p>In Yellow Phase: Buildings will operate at 50% capacity; parents will be given option to send their kids to school (2 days/week) or participate in full-time remote learning. Social distancing guidelines will be in place to the extent practicable throughout instructional and non-instructional settings. <b>It will be required that students and staff wear face coverings at all times.</b> Under guidance of cleaning and sanitizing procedures, students and staff can resume class changes, following guidelines for hallways, and the use of small group instructional practices. Unnecessary congregations of students and staff will be minimized. Cafeteria procedures and seating will be established to promote social distancing to the extent practicable.) Meals will be served by cafeteria staff. Barcodes on Student ID cards will be scanned to eliminate the use of a pin pad. Accounts made for students and staff will allow for Ala Carte items to be purchased on-line. Hygiene practices will be implemented throughout the school day and hand sanitizer made readily available to all students and staff. Signage that promote protective measures and how to present the spread of germs will be placed in highly visible areas, including cafeterias, gymnasiums, and other common areas throughout all buildings. Staff and students will receive training on the protocols.</p>

**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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>The school district will have in place protocols for monitoring student and staff health, including the use of an isolation room/designated area. Communications regarding those protocols will be prepared for use in situations listed in this section. CDC and DOH guidelines will be followed regarding the quarantine and return to school of individuals exposed/ tested positive with COVID-19. Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to building administrator and Jackie Blackson. Families with health/safety concerns can opt for 100% distance learning. The school district's plan that includes the dual delivery of instruction by the teacher (face to face and remote) will allow students to move without interruption from one mode to another. Our OneCall system will be used to communicate with families via phone, text, and e-mail. Important updates will be shared on the district's social media page. District e-mail will be utilized to provide faculty and staff with the most up-to-date information. Trainings will be provided, and up-to-date information made available to faculty, staff, administrators, students, parents, and other community stakeholders.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Due to the Secretary of PA Department of Health's Order on August 17<sup>th</sup>, mandatory face coverings apply to all students, staff and visitors age two and older while in school entities, including public K-12 schools, brick and mortar. For any in-person instruction, face masks are required to be worn by students and staff at all times including, schools buses, cafeteria, classrooms, hallways, and in other large gatherings. Students may remove face coverings when students are:</p> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.</li> </ul> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>the student's health care provider, school nurse, and IEP/504 team. Schools must require all students over 2 years of age to wear face coverings, except for any student who has a medical or mental health condition or disability that precludes the wearing of a face covering in school. Notwithstanding Section 3, Paragraph B of <a href="#">Secretary Levine's July 1, 2020 Order regarding face coverings</a>, schools may require such students to provide medical documentation. PDE recommends that any documentation that is provided be in accordance with Section 504 of the Rehabilitation Act or IDEA of such medical or mental health condition or disability.</p> <p>Substitute teachers will receive training on the new protocols prior to the start of the school year and anytime a new substitute teacher is hired. The school district will partner with local agencies to provide social and emotional wellness support to students and staff. The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to Fayette County CYS.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** 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.