



OTTO-ELDRED SCHOOL DISTRICT

Phased School Reopening

Health and Safety Plan

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.

Purpose

It is the purpose of the Otto-Eldred School District to promote procedures which help to safeguard individuals from the spread of communicable diseases. The most important consideration is the health and safety of students and employees. In addition to this health and safety plan, over the next two months the District will develop additional options to provide in-person instruction, a hybrid model of in-person and remote learning and will also provide academic choices for students whose parents elect to keep them home during this pandemic even when schools are open.

The District has strived to successfully balance the desire to open our schools to students and staff while taking practical steps necessary to help mitigate risks to that same population and our community. This plan has been designed with stakeholder input and can, and will be, amended as our regional circumstances change.

Authority

The Board of School Directors of the Otto-Eldred School District is committed to maintaining a safe and healthful environment for its staff and students. Prevention of communicable disease transmission in school requires special attention. Therefore, it shall be the practice of the District to provide information and develop procedures to assist in risk mitigation efforts and processes to better avoid the spread of communicable disease.

Responsibility

Under the direction of the Pandemic Coordinator (Superintendent of Schools), the Pandemic Team of the Otto-Eldred School District has developed this Health and Safety Plan that includes procedures, developed in consultation with appropriate medical professionals, for implementing this policy. The requirements and guidance of this document are to be implemented and enforced by the Otto-Eldred School District Administration, supervisory personnel, and all staff responsible for the care of children.

Guidelines

Controls have been recommended by the US/PA Department(s) of Health, the Centers for Disease Control (CDC) for “social distancing” to minimize the spread of the virus that causes COVID-19. The Otto-Eldred School District will make a good faith effort to follow CDC, Department of Health, and the Pennsylvania Department of Education (PDE)

Guidelines/Recommendations for schools. There may be circumstances when actions conflict with the recommended practice. The guidelines contained herein are designed to maintain a healthy and productive environment and help prevent the spread of disease even in these instances.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

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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: OTTO-ELDRED 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. Students designated as “high need” will be provided preference for any permitted in-school instruction or support.
- 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.

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.

The Otto-Eldred School District located in McKean County, has been one of the first counties to enter the ‘green phase’. The Health and Safety Plan contained within this document continues with this assumption as a focus. Should the district counties cycle to yellow or red, this plan will be adapted and amended, as necessary. A red designation for McKean County would re-start the Continuity of Education Plan developed in the spring of 2020.

The Pennsylvania Department of Education will not approve or disapprove of this, or any school district plans in the Commonwealth, nor will it determine if schools can open. This is the sole responsibility of the local school boards, and in our case, the Otto-Eldred School District Board of Directors.

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):

Anticipated launch date for in-person learning: July 6, 2020 for summer programming.

The Otto-Eldred School District continues to anticipate the first day of regular classes for the 2020-2021 school year to begin on Wednesday, August 26, 2020.

A copy of the 2020-2021 approved school calendar is available by clicking the link below:

https://tb2cdn.schoolwebmasters.com/acnt_237834/site_237835/District%20Calendar%20-%20Otto-Eldred.pdf

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)
Matthew Splain	OESD Administration	Pandemic Coordinator
Lindsay Burns	OESD Administrator	Both
Melissa Merry	OESD Administrator	Both
Jim McDonald	OESD Technology	Health & Safety
Carl Templin	OESD Maintenance Supervisor	Both

Chris Krott	OESD Food Service Director	Both
Martha Wolf	OEHS School Counselor	Health & Safety
Lorinda Smith	OESD Speech (Service Provider)	Health & Safety
Mary Kay Templin	OESD Nurse	Both
Dianne Gardner	OEES Teacher	Health & Safety
Ricci Jeannerette	OEHS Teacher	Health & Safety
Julie Cochran	OESD Tech / OEHS Teacher	Health & Safety
Steve Jackson	Parent (Hospital Affiliation)	Health & Safety
Steve Ellison	Parent (UPB Affiliation)	Health & Safety
Steve Bell	Parent (Business)	Health & Safety
Jodi Flexman	OESD Business Office	Both
John Todd	Todd's Bus Garage	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?
OESD utilizes three shifts of custodians to clean buildings daily. All areas are cleaned prior to students/staff returning the next day. Day shift custodians will clean high touch areas each morning and afternoon, minimally.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
The Pandemic Coordinator along with a district secretary will secure supplies through trusted, reputable vendors. State purchasing opportunities will be evaluated as presented.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
Every area of use in each building will be cleaned daily. Many, high-touch areas will be cleaned multiple times per day, including bus/van interiors. When feasible, ventilation will be increase in classroom areas and communal spaces (gym, cafeteria, etc) through fresh air ventilation (windows) and open doors.
- What protocols will you put in place to clean and disinfect throughout an individual school day?
Staff will have access to Clorox wipes for daily use on student desks, classroom doorknobs, and other high touch classroom areas. Custodians are assigned specific building areas to clean during their daily shift. Water fountains will be converted to refillable water stations.
- 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?
All staff will be aware of cleaning procedures and classroom level responsibilities during the August in-service schedule.. Custodial staff is already trained in proper cleaning techniques. Transportation provider will receive support in implementation of a checklist of daily cleanings after all students depart the vehicle.

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>Custodians will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas.</p> <p>Sanitizing sprayer will be used in each building to clean shared objects, shared areas.</p> <p>UV light used to treat high need areas such as nurse’s office, quarantine room and any shared supply storage areas.</p> <p>Busses/Vans will be cleaned twice daily after students depart in the morning and afternoon.</p>	<p>Custodians will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas.</p> <p>Sanitizing sprayer will be used in each building to clean shared objects, shared areas.</p> <p>UV light used to treat high need areas such as nurse’s office, quarantine room and any shared supply storage areas.</p> <p>Busses/Vans will be cleaned twice daily after students depart in the morning and afternoon.</p>	<p>Carl Templin</p>	<p>Disinfectant, latex gloves, PPE gown, PPE plastic shield, PPE gloves, Clorox Wipes, Sanitizing mist sprayer, UV Light</p>	<p>Y – faculty & staff</p> <p>Custodial staff needs training in use of sanitizing mister and UV light. Transp. Provider – support to develop cleaning routine.</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Custodians will follow weekly schedule to clean/sanitize custodial equipment.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Each classroom will be equipped with one-time use sanitizing wipes (ex: Clorox Wipes). When students leave one classroom, they are to disinfect their desk / area.</p>	<p>Custodians will follow weekly schedule to clean/sanitize custodial equipment.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Each classroom will be equipped with one-time use sanitizing wipes (ex: Clorox Wipes). When students leave one classroom, they are to disinfect their desk / area.</p>	<p>Carl Templin</p> <p>Staff & Students</p>	<p>Disinfectant, Cleaning Wipes</p>	<p>Y –Staff and Students</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
Classrooms will be organized to minimize/eliminate student face-to-face proximity of less than 6 feet to the maximum extent feasible. Classroom stations will be set up for 1-2 student users. Otherwise, student workstations will be spread out to the greatest extent feasible with egress / safety as a priority in design.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
Elementary grade levels will transition to self-contained classrooms. Students will remain in same groups through the day, with teachers moving in and out of classrooms to the fullest extent possible. High school courses will transition to a block schedule, with students only transitioning between 4 classes and lunch/activity per day. Transitions will take place per staggered schedule in the hallways with one way stairs used to traverse floors at the high school level.
- What policies and procedures will govern use of other communal spaces within the school building?
Cafeteria
Classroom groups will eat together utilizing cafeteria/classroom/outdoor spaces. Cafeteria use will be decreased so that students are not facing each other while eating and maintain 6 feet of separation (as required). Plexiglas dividers would be used as appropriate. Other communal spaces will be used as needed to further distance students. Additional tables will be purchased for the cafeterias as needed.
- How will you utilize outdoor space to help meet social distancing needs?
PE / Recess / Lunch can be held outdoors as weather permits.
- What hygiene routines will be implemented throughout the school day?
Regular handwashing/ sanitizing as students enter, leave and transition during each day and before and after meals.
- How will you adjust student transportation to meet social distancing requirements?
Encourage families to transport students as much as possible. Limit seating on busses, only allow families to sit together. Provide drivers PPE. Any one school-provided transportation must wear a mask (as required).
- What visitor and volunteer policies will you implement to mitigate spread?
Visitors permitted only with special permission of building principal (green only).
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

Student transitions will occur more frequently at the HS and will be staggered. Stair traffic will be streamlined to minimize cross traffic. Elementary ages may need escorted in the halls.

- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? All staff will be trained on expectations for social distancing at start of year and reminders monthly through the year. Regular safety meetings will take place twice per month to discuss any challenges / successes.

CDC COVID-19 Print Resources

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

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>Classroom seating reduced to allow for 6 feet of separation between students. K-4th grade HR split between 2 classrooms with paraprofessional and teacher sharing supervisory responsibilities. 5th – 12th grades on alternating week schedule to reduce classroom use by half. 5th and 6th grade move to HS.</p> <p>The district will continue to evaluate / implement updated guidance from CDC, PA Department of Health and local medical professionals.</p> <p>No Summer School offering in Yellow.</p>	<p>When appropriate, classroom seating separated by as much space as possible, with students facing the same direction (no face-to-face seating). Classroom maximum of 25 persons.</p> <p>The district will continue to evaluate / implement updated guidance from CDC, PA Department of Health and local medical professionals.</p>	<p>Building Principals</p>	<p>Additional learning spaces</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Cafeteria seating altered to allow for seating on one side of tables, with 6 feet of separation.</p> <p>Outdoor seating, library seating and open classroom seating made available to staff and students in limited numbers based on supervision available in each building.</p>	<p>Cafeteria seating altered to allow for seating on one side of tables, with 6 feet of separation.</p> <p>Outdoor seating, library seating and open classroom seating made available to staff and students in limited numbers based on supervision available in each building.</p>	<p>C.Krott, Food Service Director. C.Templin, Maintenance Supervisor.</p>	<p>Plexiglass barriers, as appropriate.</p>	<p>N</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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students wash hands / sanitize as they enter the building, before and after each class and before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)</p>	<p>Students wash hands / sanitize as they enter the building, before and after each class and before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds)</p>	<p>All district employees</p>	<p>Soap, sanitizer, dispensers.</p>	<p>Y training for staff and students on process, frequency</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>CDC Guidance posted around each classroom, office, cafeteria and entrance: -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands!</p>	<p>CDC Guidance posted around each classroom, office, cafeteria and entrance: -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands!</p>	<p>Classroom teachers, C.Krott, C.Templin, Secretaries, Building Principals</p>	<p>Printed and laminated copies</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>No non-essential visitors or volunteers permitted in building.</p>	<p>Only permitted by special permission of administration. Anyone entering building must undergo brief health survey and temperature scan with data recorded by time, purpose, date, destination and responsible person</p>	<p>Building principal, building secretaries, district staff</p>	<p>Electronic log maintained by building/ district secretaries.</p>	<p>Y for office staff</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>PE/ Recess outdoors as weather permits.</p> <p>No use of hand held equipment.</p> <p>No activities that require close contact or touching.</p>	<p>PE/ Recess outdoors as weather permits.</p> <p>Limited use of hand held equipment. Any shared items sanitized between uses.</p> <p>No activities that required close contact.</p> <p>The Otto-Eldred School District will work collaboratively with the PIAA, District IX, local school districts, and other related organizations in determining what sports teams may be participating with the start of the 2020-2021 school year.</p> <p>A Summer 2020 PreSeason Activity will be in effect June 22, 2020.</p>	<p>Classroom teachers, Recess Monitors, Admin, Activities Director</p>	<p>Cleaning wipes</p>	<p>Y</p> <p>Suggested activities for recess staff / PE staff</p>
<p>Limiting the sharing of materials among students</p>	<p>No shared supplies/ resources / devices.</p>	<p>All students maintain own classroom supplies.</p> <p>No shared technology / devices.</p> <p>Daily cleaning of any shared classroom resources.</p>	<p>Classroom teacher</p>	<p>Additional elementary supplies, boxes to organize supplies</p>	<p>N</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)
Staggering the use of communal spaces and hallways	Minimize need for use of communal spaces and hallways. Elementary students escorted K-6. Hallway transitions staggered, "Be Right, Stay Right" enforced, One-way stair use (HS)	Hallway transitions staggered, "Be Right, Stay Right" enforced, One-way stair use (HS)	Classroom teacher	N/A	N

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>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Families provided transportation by request only.</p> <p>Utilization of small vans on staggered schedules preferred. Any use of bus only permits students to use every other seat, with families seated together.</p> <p>Masks required for anyone on school-provided transportation.</p> <p>As best practical and feasible, the district will review existing transportation runs and will make a determination prior to the start of the 2020-2021 year if rosters and/or bus stops can be altered to increase social distancing during bus runs.</p> <p>Parents will be encouraged not to place their child on any of the school buses or vans if they have any sign of illness.</p> <p>If a child develops any COVID-19 related symptoms during the school day, a parent / guardian will be required to pick them up from school.</p>	<p>Students grouped by family in bus seats.</p> <p>One student per seat otherwise, with students sitting on outside seat.</p> <p>Encourage families to drop students off and pick them up.</p> <p>Masks required for anyone on school-provided transportation.</p> <p>As best practical and feasible, the district will review existing transportation runs and will make a determination prior to the start of the 2020-2021 year if rosters and/or bus stops can be altered to increase social distancing during bus runs.</p> <p>Parents will be encouraged not to place their child on any of the school buses or vans if they have any sign of illness.</p> <p>If a child develops any COVID-19 related symptoms during the school day, a parent / guardian will be required to pick them up from school.</p>	<p>Transportation Director, Transportation Provider (Todds)</p>	<p>PPE for bus drivers. Sanitizer for busses Sanitizing mist for busses.</p>	<p>Y proper use of sanitizer mist on busses / vans</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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Classroom limit of up to 15, assuming 6 ft of space is feasible.</p> <p>5th – 12th grade on alternating weekly schedule (Flipped environment)</p> <p>K-4 utilizes multiple classrooms per HR with para professionals assisting.</p>	<p>Classroom limit of 25 persons.</p> <p>Elementary Self-Contained Classrooms.</p> <p>High School Block Scheduling</p>	Building principal	1 to 1 technology for students K-12	Y MS Office, video recording / posting, Flipped instruction
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>-No onsite childcare provided</p> <p>-Update bus schedules to minimize student wait time in each building.</p> <p>-Alternating weekly schedule 5th-12th grades (one week on, one week off – flipped). Move 5th/6th grade to HS</p>	<p>-No onsite childcare provided</p> <p>-Update bus schedules to minimize student wait time in each building.</p> <p>-No alteration of calendar</p>	Building principals, transportation director	N/A	N
Other social distancing and safety practices	<p>-Students will be screened for fevers as needed if student is not feeling well. Parents will be expected to ensure students are healthy prior to entering school.</p> <p>-The district will not recognize Perfect Attendance Awards</p> <p>-Should performance gatherings be permitted, the district will communicate social distancing and safety expectations for all attendee and participants.</p>	<p>-Students will be screened for fevers as needed if student is not feeling well. Parents will be expected to ensure students are healthy prior to entering school.</p> <p>-The district will not recognize Perfect Attendance Awards</p> <p>-Should performance gatherings be permitted, the district will communicate social distancing and safety expectations for all attendee and participants.</p>	M. Splain Building Principals Activity Director	No Touch Thermometers	Y Use of Thermometers, Guidance for performance gatherings

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? [Temperature checks will be encouraged to be completed by caregiver prior to school to ensure no fever is present before sending to school.](#)
- 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)? [Monitoring will be encouraged prior to coming to school by caregiver daily. Students reporting any concerning symptoms or with recognized symptoms will be screened.](#)
- 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? [If a staff member or student or any member of the school community becomes ill \(temp. > 100.4\) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.](#)
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? [Administration and/or School Nurse.](#)
- 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? [A doctor's note allowing return to school is the preferred option however persons with COVID-19 symptoms or exposure may return following the CDC guidelines. A survey will be sent to staff requesting input from any that have hesitation returning to school for medical or other legitimate reason.](#)
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? [Follow CDC guidelines or doctor's note. If students are uncomfortable returning, virtual learning will be an option. A survey will be sent to staff requesting input from any that have hesitation returning to school for medical or other legitimate reason.](#)
- 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? [Written correspondence will be provided to necessary individuals. Changes in the Health and Safety Plan will be announced via school messenger, social media and OESD website.](#)
- 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? Guidance will be provided to all staff related to symptoms. Training will occur in August 2020 prior to the restart of school.](#)

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase I staff related to symptoms.	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Temperature checks will be encouraged to be completed by caregiver prior to school to ensure no fever is present before sending to school. Monitoring will be encouraged prior to coming to school by caregiver school as well as needed throughout the day.</p> <p>Staff and parents will be encouraged to report concerning contacts with high risk individuals or locations.</p>	<p>Temperature checks will be encouraged to be completed by caregiver prior to school to ensure no fever is present before sending to school. Monitoring will be encouraged prior to coming to school by caregiver school as well as needed throughout the day.</p> <p>Staff and parents will be encouraged to report concerning contacts with high risk individuals or locations.</p>	<p>M.Splain MK Templin</p>	<p>Thermometers, Temperature scanning system, PPE, sanitizer, alcohol wipes</p>	<p>Y In-service Training</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If a staff member or student or any member of the school community becomes ill (temp. > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines. These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p>	<p>If a staff member or student or any member of the school community becomes ill (temp. > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines. These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p>	<p>MK Templin</p>	<p>Additional nurse office furniture. PPE, cleaning supplies</p>	<p>Y In-service Process for sending, notifying parents</p>

Requirements	Action Steps under Yellow Phase I staff related to symptoms.	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	-No fever for 3 days w/o meds -Respiratory symptoms have improved for 3 consecutive days -7 days passed since onset of symptoms OR confirmation from doctor in writing that cause of fever is not COVID-19 related. Students missing extended periods of time will be provided distance learning options.	-No fever for 3 days w/o meds -Respiratory symptoms have improved for 3 consecutive days -7 days passed since onset of symptoms OR confirmation from doctor in writing that cause of fever is not COVID-19 related. Students missing extended periods of time will be provided distance learning options.	MK Templin	N/A	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Any school closure, change in school calendar or change in protocols will be available via: -Written correspondence -School Messenger -Social Media -District Web Page	Any school closure, change in school calendar or change in protocols will be available via: -Written correspondence -School Messenger -Social Media -District Web Page	M.Splain	N/A	N
Other monitoring and screening practices	Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.	Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.	M.Splain	N/A	N

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? [Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Those at high risk will be encouraged to use face coverings at all times.](#)

- What special protocols will you implement to protect students and staff at higher risk for severe illness? [Recommend facemasks at all times, maintain social distancing, thorough cleaning of “high frequency areas”, limit traffic in halls and common areas.](#)
- How will you ensure enough substitute teachers are prepared in the event of staff illness? [The intent for the 2020-21 school year is to employ one or two full time substitute teachers to be available daily. Additional substitutes will be sought as normal. Teachers within each building will need to be prepared to transition to online learning options if staff become limited.](#)
- 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? [Additional staff time will be planned after normal school hours to be a resource for students in small group or individual support sessions. Social Worker will begin employment at the start of 2020-21 to support the efforts of the school counselor and other supports within the building and community.](#)

Summary of Responses to Key Questions:

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)
* Protecting students and staff at higher risk for severe illness	<p>Students and staff at high risk can telework / access education at home through video capability. Alternatively, a private work space may be provided within each building, separate from flow of school traffic.</p> <p>Decisions will be made on a case by case basis, with individual safety as the priority.</p>	<p>Students and staff at high risk can telework / access education at home through video capability as feasible. Alternatively, a private work space may be provided within each building, separate from flow of school traffic.</p> <p>Decisions will be made on a case by case basis, with individual safety as the priority. It is the responsibility of the persons impacted to notify building or district administration of the specific need/concern.</p>	M. Splain	Online course options, mobile hot spots, tech devices and private work spaces for those lacking internet. Additional staff supervision.	Y

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)
* Use of face coverings (masks or face shields) by all staff	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested. Staff at high risk are required to utilize protective masks or shields. Masks will be provided as requested.	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested. Staff at high risk are encouraged to utilize protective masks or shields at all times.	M.Splain	Masks / Shields	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested. Staff at high risk are required to utilize protective masks or shields. Masks will be provided as requested.	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested. Staff at high risk are encouraged to utilize protective masks or shields at all times.	M.Splain	Masks / Shields	N
Unique safety protocols for students with complex needs or other vulnerable individuals	504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.	504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.	Building Principals	TBD	N
Strategic deployment of staff	Full time substitutes will be utilized as well as additional hours for paraprofessionals to support needs of students.	Full time substitutes will be utilized as well as additional hours for paraprofessionals to support needs of students.	Building Principals	Full Time Substitutes	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
'Health and Safety Plan' Development	District employees, parents, students, local health officials	Matt Splain Superintendent; District administration	In person, Zoom meetings, phone conference, Share OneDrive	H & S plan draft, laptop, Zoom software.	Week of June 8, 2020	Ongoing
'Health and Safety Plan' Board Review	OESD Board of Directors	Matt Splain Superintendent	In person	Paper copy of H & S plan, laptop, projector.	August 11, 2020	August 11, 2020
'Health and Safety Plan' Professional Staff Review	OESD Professional Staff	Matt Splain Superintendent	In person, Zoom meetings	Paper copy of H & S plan, laptop, projector.	July, 2020	August, 2020
'Health and Safety Plan' Maintenance Staff Review	OESD Maintenance Staff	Matt Splain Superintendent	In person	Paper copy of H & S plan, laptop, projector.	July, 2020	July, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
'Health and Safety Plan' Food Service Staff Review	OESD Food Service Staff	Matt Splain Superintendent; C.Krott Food Service Director	In person	Paper copy of H & S plan, laptop, projector.	June, 2020	August, 2020
'Health and Safety' Plan Parent Review	District Parents and Students	Matt Splain Superintendent	In person, website video presentation	Paper copy of H & S plan, laptop, projector.	August, 2020	August, 2020
'Health and Safety Plan' Support Staff Review	OESD Support Staff	Matt Splain Superintendent	In person	Paper copy of H & S plan, laptop, projector.	August 24, 2020	August 25, 2020
Additional trainings regarding safety, hygiene, distance learning, and others for district employees to be held through the summer, the start of the 2020-2021 school year, and as needed.	OESD Staff	Matt Splain Superintendent, District administration, school nurses, regional health experts, and other related presenters.	In person	Various	June, 2020	May, 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
Community Presentation of Health & Safety Plan	OESD School Board	M.Splain	Zoom, June Board Meeting	June 16, 2020	Updates ongoing
Parent Mailed Communication	Parents of district students	Matt Splain Superintendent; District administration	Mailing	June 23, 2020	Ongoing
Community Presentation of Health & Safety Plan	OESD Community	M.Splain	Zoom, School District Website www.ottoeldred.org	End of June	TBD
Cleaning Techniques	Custodians / Todds Bussing	C.Templin/ MK Templin	In Person	July 1	July 3
Cleaning Techniques	All Remaining Staff	MK Templin	In Person	Aug 24	Aug 25
Health & Safety / Planning Updates	OESD Community	M.Splain	Zoom	March	TBD
Weekly meetings with school superintendents from McKean, Cameron and select Potter County districts	Regional superintendents	Various	Zoom meetings	March 16, 2020	Ongoing
Parent in person review of Otto-Eldred SD 'Health and Safety Plan'	Parents / Students	Matt Splain, Superintendent; District administration	In person	August, 2020	As needed
As needed public meetings determined by any board approved plan changes	Public	TBD	Various	TBD	TBD

Health and Safety Plan Summary: Otto-Eldred School District

Anticipated Launch Date: [July 6, 2020](#)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above. The below summary is GREEN guidance.

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>Custodians will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas.</p> <p>Sanitizing sprayer will be used in each building to clean shared objects, shared areas.</p> <p>UV light used to treat high need areas such as nurse's offices, quarantine rooms and storage areas for shared equipment.</p> <p>Busses/Vans will be cleaned twice daily after students depart in the morning and afternoon.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>When appropriate, classroom seating separated by as much space as possible, with students facing the same direction (no face-to-face seating). Classroom maximum of 25 persons.</p> <p>The district will continue to evaluate / implement updated guidance from CDC, PA Department of Health and local medical professionals.</p> <p>Cafeteria seating altered to meet PA Department of Health guidance: maintain 6 feet of separation and face one direction.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Staggering the use of communal spaces and hallways</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Outdoor seating, library seating and open classroom seating made available to staff and students in limited numbers based on supervision available in each building.</p> <p>Stagger transition times, one way stairs, “Be Right, Stay Right” Students wash hands / sanitize as they enter the building, before and after each class and before and after each meal and as they depart for the day.</p> <p>CDC Guidance posted around each classroom, office, cafeteria and entrance: -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands!</p> <p>See OESD Summer Activity Guidance</p>
<p>Limiting the sharing of materials among students</p>	<p>All students maintain own classroom supplies. No shared technology / devices. Daily cleaning of any shared classroom resources.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Students grouped by family in bus seats. One student per seat otherwise, with students sitting on outside seat. Masks required on school-provided transportation.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Encourage families to drop students off and pick them up.</p>
<p>Other social distancing and safety practices</p>	<p>Classroom limit of 25 persons. Elementary Self Contained Classrooms.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>High School Block Scheduling</p> <p>Visitors permitted by special permission of administration. Anyone entering building must undergo brief health survey and temperature scan with data recorded by time, purpose, date, destination and responsible person.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Guidance will be provided to all related to symptoms. Students should be evaluated at home for symptoms before being sent to school. Anyone recognized with symptoms will be screened.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>A separate quarantine room will be established in each building, with close proximity to an exit.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>-No fever for 3 days w/o meds -Respiratory symptoms have improved for 3 consecutive days -7 days passed since onset of symptoms OR confirmation from doctor in writing that cause of fever is not COVID-19 related.</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Any school closure, change in school calendar or change in protocols will be available via: -Written correspondence -School Messenger -Social Media -District Web Page Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.</p>

Requirement(s)	Strategies, Policies and Procedures

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Students and staff at high risk can telework / access education at home through video capability. Alternatively, a private work space may be provided within each building, separate from flow of school traffic.
* Use of face coverings (masks or face shields) by all staff	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested.
* Use of face coverings (masks or face shields) by older students (as appropriate)	Per the current state order, OESD will follow the Masking Requirements as applied to school settings. Masks will be provided as requested.
Unique safety protocols for students with complex needs or other vulnerable individuals	504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.
Strategic deployment of staff	Full time substitutes will be utilized as well as additional hours for paraprofessionals to support needs of students.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Otto-Eldred School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 11, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 11, 2020**

By:

(Signature of Board President)*

Cynthia Murphy

(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.

Otto-Eldred SD Health Office COVID –19 Return to School Plan

The purpose of this policy is to outline the OESD’s Health Office return to school guidelines during the COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community.

I. Sick Day Guidelines

a. Symptoms Requiring Absence

i. Fever/chills/generalized body aches

1. Fever is defined as 100.4 degrees Fahrenheit or higher. However, evaluate the clinical picture. A temperature of 100.1 with body aches likely indicates acute illness.
2. **If presenting with COVID-19 symptoms (fever, cough, shortness of breath), must follow up with a medical provider with a clearance note prior to returning to school.**

- a. Advise caregiver to contact Primary Care Provider for guidance regarding presenting symptoms if testing for COVID-19 is warranted

ii. Active vomiting or diarrhea

iii. The first 24 hours of various antibiotic treatments (i. e. strep throat, pink eye, etc.)

iv. Red eyes with yellowish-green drainage, waking with “crusty matted eyes”

v. Undiagnosed, new and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)

b. When to Return to School

i. If diagnosed with COVID-19 or symptomatic but were NOT tested. Return as per CDC protocol.

1. No fever for 3 days without fever reducing medication (acetaminophen, ibuprofen).
2. Respiratory symptoms have improved for 3 consecutive days.
3. Seven days passed since onset of symptoms.
4. OR confirmation from doctor in writing that cause of fever is non-COVID-19 related.

ii. During pandemic

1. Active vomiting or diarrhea – 72 hours since last episode.
2. Fever- 72 hours (3 days) fever free without use of fever-reducing medication (acetaminophen, ibuprofen).
3. After 24 hours on antibiotics for variety of bacterial causes.
4. Doctor’s note of clearance for various student-specific medical conditions.

iii. Non-pandemic

1. Same as above, with the exception that the 72 hours period is reduced to 24 hours symptom free.

c. School Support

i. Students, faculty, and staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the above-mentioned "Sick Day Guidelines" symptoms, they will need to go home until clearance criteria for school is met.

1. If presenting at school with fever &/or COVID-19 symptoms, the individual will be required to wear a mask and will be placed in isolation.

ii. Academic / Attendance

1. OESD will continue to support students with acute or chronic health conditions. Short term absences will be handled on a case-by-case basis with the student in touch with appropriate building principal &/or guidance counselor. Long term absences will be evaluated if criteria if appropriate for medical leave or other potential medical accommodations.
2. Perfect Attendance Awards will be eliminated.
3. Attendance policies will be relaxed as related to COVID-19 concerns.
4. Students at home will be supported via distance learning options as necessary.

iii. When to visit the health office

1. Student may independently ambulate to office for variety of individualized needs, so long as none of the following symptoms are present.
 - a. Confusion/ "doesn't seem to be themselves"/disorientation.
 - b. Decreased level of consciousness
 - c. Shortness of breath/Respiratory Distress
 - d. Fainting
 - e. Spinal Cord injury/head injury (complaining of neck pain)
DO NOT MOVE POSITION
 - f. Hypoglycemia
 - g. Seizures
 - h. Individual judgement call of faculty/staff
2. Students to stay in place for in-person evaluation if any of above criteria are met, or per faculty/staff best judgement.
 - a. If it is an emergency, 911 should NEVER be delayed.
3. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please limit student visits to health office with the following conditions.

- a. Paper cuts, small abrasions, picked scabs- have them wash hands and apply band aid if needed.
- b. Minor headaches and/or fatigue- allow them to get snack/drink of water first. Better after 20 minutes?
- c. Localized bug bite- if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching.

II. Personal Protective Equipment (PPE) Standards in the Health Office

- a. Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene.
 - i. Hand hygiene is required before and after each office encounter and after each intervention.
 - 1. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable.
 - 2. Soap and water handwashing must be used in the case of gross soiling.
 - b. Non-Respiratory Condition
 - i. GI
 - 1. Consider use of gowns, mask/facial shield, protective eye wear and shoe covers in the case of active or impending emesis.
 - 2. Move student to separate area in the case of active emesis.
 - ii. Integumentary
 - 1. Standard precautions, evaluate the need of PPE dependent on clinical picture such as draining wounds, potential exposure to blood borne pathogens.
 - iii. Miscellaneous
 - 1. Use clinical judgement to evaluate the risk of exposure and implement appropriate PPE.
 - c. Respiratory Condition
 - i. Upper Respiratory Complaint and Afebrile
 - 1. Consider mask use during assessment to prevent droplet transmission during close contact.
 - a. If lung sounds auscultated clear, secretions are clear or absent, and cough is intermittent or absent teach proper respiratory hygiene etiquette. Evaluate clinical picture if appropriate to remain in school.
 - b. If lungs auscultated other than clear and/or secretions are yellow or green, and cough is persistent – use mask and refer student out for evaluation. Move student to isolation room.
 - ii. Respiratory Condition and Febrile
 - 1. Per the CDC and NASN, “The use of facemasks for persons with respiratory symptoms and fever over 100.4 is recommended if

available and tolerated by the person and developmentally appropriate.”

a. Dependent on the clinical picture, consider use of protective eye wear, facial shield, gown and shoe covers if assessing within close proximity and risk of droplet transmission.

2. Isolate the student in separate area.

3. Must be sent home and follow up with a medical provider with a clearance note prior to returning to school.

d. Febrile with/without acute or comorbid condition.

i. Send home until “Return to School” Guidelines met

ii. Educate parents on recognizing warning signs about when to consult medical attention.

III. Communicable Disease Monitoring

a. Include tracking symptoms, etc.

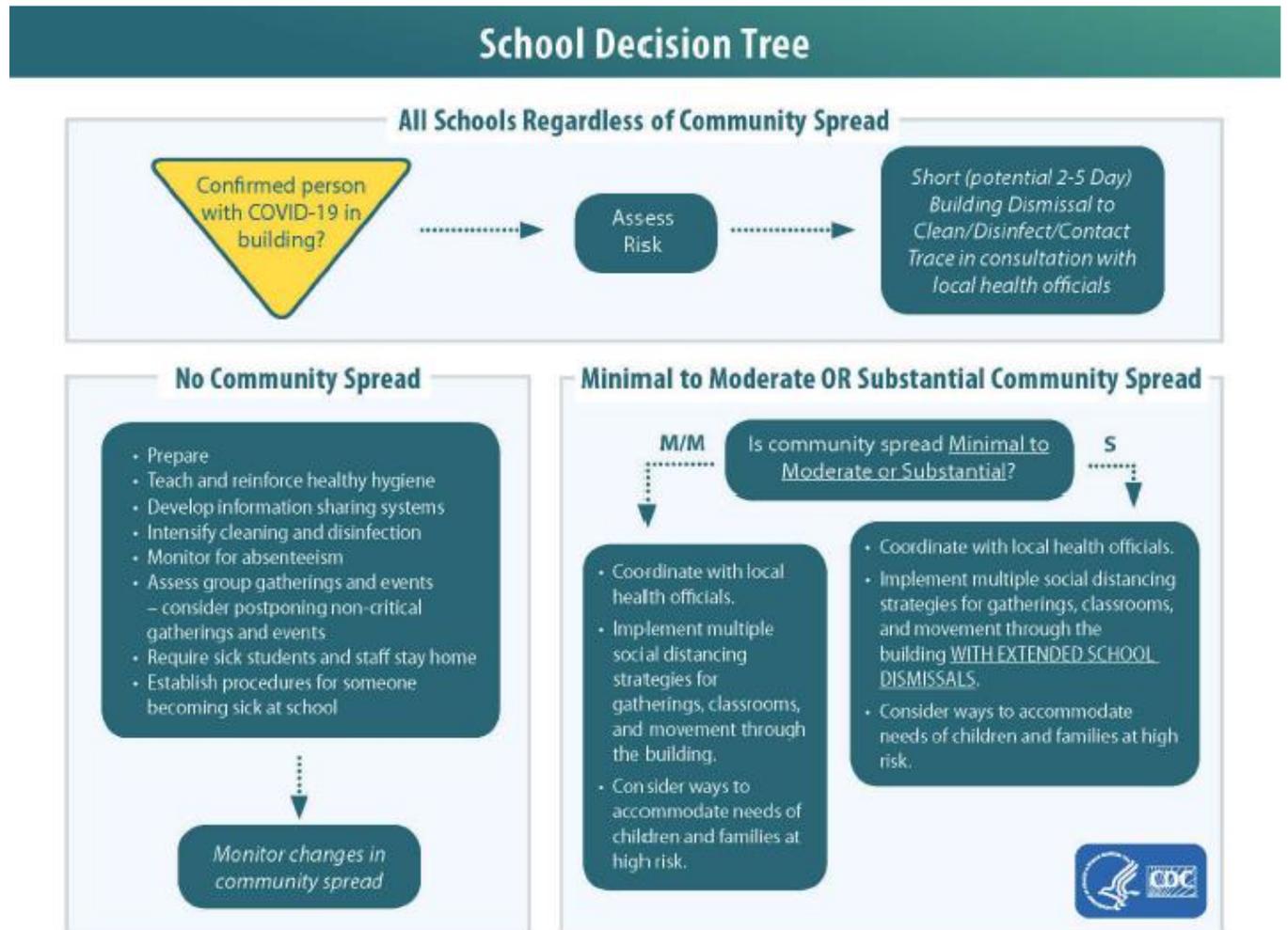
i. OESD will track regional / state data per PA Department of Health website.

ii. OESD will utilize available software (Health E Tools) to track local data.

b. Considerations for school closure

i. OESD will reference CDC “Considerations for School Closure” Guidelines.

ii. OESD will coordinate decision with local health officials and local school districts.



CDC Considerations for Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC School Decision Tree:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

Recommendations for Pre-K to 12 Schools in Determining Instructional Models

This chart below, using measurements from the White House Coronavirus Task Force, identifies thresholds representing low, moderate, or substantial community transmission of COVID-19, and corresponding instructional models recommended by the Departments of Health and Education.

For ease of use, once per week, the Department of Education will publish a list identifying the level of community transmission in each county over the most recent 7-day reporting period. This list is available on this page in the section called: Level of Community Transmission Table.

If fewer than 10 new cases are reported in a county in the most recent 7-day reporting period, the county will automatically qualify as exhibiting a low level of community transmission.

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models
Low	<10	AND	<5%	Full in-person Model OR Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model OR Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learn

Providing/requiring personal protective equipment (PPE) such as:

- Masks, gloves, face shields, etc.
- Personal hand sanitizer.

The purpose of PPE is to protect employees, students, and visitors from exposure to communicable diseases. PPE will be provided (to the extent possible, but staff and students may be asked to provide their own washable face coverings), used, and maintained when it has been determined that its use is required to ensure the safety and health of District employees, students, and visitors and that such use will lessen the likelihood of illness.

PPE is used as an important risk mitigation strategy to reduce transmission risk to/from employees, students, and visitors overall. PPE should be worn and sanitized per Center of Disease Control (CDC) guidelines. <https://www.cdc.gov/>

Face masks should cover the nose and mouth to ensure protection and effectiveness. Before touching or adjusting a face mask, employees should wash their hands or use hand sanitizer. Cloth face masks should be regularly cleaned, ideally after each use. A washing machine on the hot water setting with normal detergent should be sufficient for cleaning a cloth mask. Disposable masks should be thrown out after use.

Employees/students should avoid touching their faces and must wash hands thoroughly with soap and water several times during the day to reduce risk and prevent person-to-person potential infections, in addition to regular practices of hand-washing and proper hygiene practices.

Detailing cleaning procedures and procuring ongoing supplies.

In addition to maintaining pre-existing cleaning protocols, buildings will be cleaned and disinfected regularly in accordance with guidelines established by the CDC. Classrooms, hallways, school buses and other areas will need to undergo regular deep cleanings to minimize the spread of COVID-19.

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Procure any needed PPE recommended by public health officials including, but not limited to gloves, face masks, hand soap, hand sanitizer and disinfectant.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

CDC / EPA Cleaning Guidance:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

https://www.epa.gov/sites/production/files/202004/documents/316485c_reopeningamerica_guidance_4.19_6pm.pdf

Employee Benefits

Whether employees remained on the employer's benefits plans or not, certain notices or actions may be required to stay compliant. Communicating these changes to employees should be done as soon as possible.

Review such issues as:

- Flexible spending accounts
 - Review Dependent Care Assistance Program election changes with employees to ensure their new or revised elections are correct.
 - Over-the-counter medical products are now allowed under flexible medical accounts on a permanent basis and should be included in plan documents and communications.
 - Address new flexible spending account elections and allowable changes with employees.
- Paid leave
 - Review required leave under the Families First Coronavirus Response Act (FFCRA), ensure employees understand the eligibility requirements and provide them with a policy. Create a way to track time used and collect supporting documentation for tax credit purposes. The OESD Board of Education approved FMLA Expanded Leave policies on June 9, 2020 that are in compliance with the requirements of the FFCRA.
 - Understand the coordination of leave benefits and communicate these to employees as needed.

Remote Work/Education

Telecommuting and on-line education may have proven to work well during the pandemic for some employees and students. Using it not only as a short-term emergency tool to survive the next year but also as a permanent work/life balance and cost-saving measure should be considered.

Actions to consider include:

- Continuing to allow remote work/education where possible to keep employees and students safe. **The OESD Board of Education will consider a Telecommuting Policy in August 2020.**
- Staggering days/weeks in school/office and at home or part-time remote work on alternate weekdays for employees and students.
- Responding to employee and student requests to continue to work from home, including long-term arrangements.

- Updating technology to support virtual workers and students.
- Consider the long-term cost savings or impact of offering permanent remote work and on-line learning for certain employees/students, when feasible.
- Provide several learning options to include in-classroom instruction, remote learning and hybrid plans.
- By the start of the school year, assure all students have access to a device and the connectivity they need to access remote, at home learning, particularly among our low-income population.
- Identify and develop locations for remote or community wide Wi-Fi access.

*Employers have the right to order employees back to work. If it is not possible to make accommodations for employees (or all employees) not willing to return to work and you need these employees to operate, you could take action if they refuse, including termination.

Otto-Eldred School District COVID-19 Employee-Screening Procedures

Employees will be expected to screen for fever or symptoms prior to reporting to work. Employees shall report abnormal symptoms to building administration as soon as possible. Employees are not to report to work with high fever (over 100.1 degrees) or with multiple COVID-19 symptoms.

As needed, employees will be screened privately by a school nurse or administrator using a touchless forehead/ temporal artery thermometer or infrared thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Otto-Eldred School District COVID-19 Student-Screening Procedures

Parents/Guardians will be expected to screen students prior to sending them to school via school-provided transportation or other means. Students with abnormal temperature or multiple COVID-19 symptoms should not attend school.

As needed will be screened, including having his or her temperature taken, prior to entering the school building/bus. Students should report to designated locations (classrooms, cafeteria, etc) upon arrival at either building and prior to entering any other areas of Otto-Eldred School District property.

As needed, each student will be screened by a school employee using a touchless forehead/temporal artery thermometer or infrared thermometer. The student's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

A student who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The student (parent) should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

A student sent home can return to school when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

A student may return to school earlier if a doctor confirms the cause of a student's fever or other symptoms is not COVID-19 and releases the student to return to school in writing. The student's absence will be recorded as an excused absence during the time periods outlined above.

A student who experiences fever and/or respiratory symptoms while home should not report to school. Recommendations and updates regarding amended attendance policies and procedures will be distributed to students.

Otto-Eldred School District Notice of Workplace Exposure to a Communicable Disease

We have been notified that one of our employees/students has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform the District Office and contact your health care provider. The Otto-Eldred School District will keep all medical information confidential and will only disclose it on a need-to-know basis.

The Otto-Eldred School District is taking measures to ensure the safety of our employees and students during this coronavirus outbreak. These measures can be found in the Otto-Eldred School District's **Protocol for COVID-19 and Other Communicable Diseases**

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

Student Arrival

- Arrivals will not begin until a predetermined and announced time.
- Staff assisting with flow control will be at entrances to ensure an orderly progression, with safe distance, into the building.
- Before entering the building, students will sanitize / wash hands.
- Grab and Go breakfasts will be available for students. Students will take the breakfast to pre-determined locations in each building to consume.
- Staff will direct any student presenting with fever to report to quarantine room, followed up by notification to building office. Parents will be notified promptly to pick up the student.
- Students will report to classrooms directly after arriving, avoiding congregational setting.

Student Departure

- Students will wash hands/ sanitize before dismissal.
- Students (elementary) will be escorted to the designated door to board busses.
- Students (high school) will exit out pre-determined doors at designated times.
- Parent pick-ups will be scheduled to minimize cross-traffic with other students.
- As permitted, dinner program meals will be distributed as students leave the building.

As of the August 11, 2020 the Otto-Eldred Board of School Directors approved a resolution enacting sections 520.1, 1504 and 1504 of the PA School Code. In order to ensure an appropriate education for all students the following will apply:

- a. That, as the Otto-Eldred Board of School Directors has determined, pursuant to a Resolution approving the Health and Safety Plan, that the impact of COVID-19 has caused an emergency, such as contemplated in Section 520.1 of the School Code, such that the School Board may determine to take those actions as may be necessary to keep the schools open such days and number of days per week as the school board may deem necessary or desirable to meet the required minimum of 180 days of instruction and/or, as may be authorized by the Secretary of Education, a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.
- b. That to do so, the Otto-Eldred School District shall employ any combination of in-person, virtual (synchronous and asynchronous), and distance learning as the Superintendent seems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith, including requirements pertaining to instructional activities being delivered under the direction of certified school employees regardless of whether provided in synchronous or asynchronous formats.
- c. That it is the express desire of the Otto-Eldred School Board to utilize the 900/990 hours measurement methodology for the entire population of the School District, notwithstanding whether the student is being educated in-person, virtually or through distance learning. Some use of distance learning will be utilized in all three phases of the OESD Health and Safety Plan
- d. That it is the express intent of the Otto-Eldred School District to track student attendance during such hourly instruction through:
 - i. Direct (synchronous) live engagement with students either in building or present via live streaming.
 - ii. Completed activities or assignments done synchronously during the defined school day either in school or at a alternate setting.
 - iii. Asynchronous online courses or course work established as meeting curricular and time requirements for online learning platforms taught by PA certified educators.

WHEREAS, the World Health Organization has declared the current outbreak of COVID-19 a global pandemic; and

WHEREAS, the Pennsylvania Department of Education has determined that the COVID-19 pandemic constitutes an “emergency” within the meaning of Section 520.1 of the Public School Code; and

WHEREAS, the Board of School Directors of the Otto-Eldred School District (“District”) has determined that the risks COVID-19 presents to our students, faculty, and community requires an extraordinary response and necessitates greater flexibility in the District’s provision of instruction to its students during the COVID-19 pandemic;

WHEREAS, the Pennsylvania Public School Code allows for greater flexibility in the provision of instruction to students under the following sections:

- Section 520.1 of the School Code allows school districts to request the use of “temporary provisions” to allow for greater flexibility in the prescribed length of school days, number of days per week or usual hours of classes in times of emergency; and
- Section 1504 of the School Code authorizes the Secretary of Education to approve a school district’s request to shift from 180 days of instruction to 990 hours (secondary) and 900 hours (elementary) of instruction per school year in order to accommodate the implementation of a “meritorious educational program;” and
- Section 1505 of the School Code authorizes the Secretary of Education, upon his issuance of a health-related emergency declaration, to approve a school district meeting the 180 day of instruction requirement established in Section 1501 of the School Code through the provision of 990 hours of instruction at the secondary level and 900 hours of instruction at the elementary level; and

WHEREAS, the purpose of this Resolution is to effectuate Board approval in all ways necessary to provide the Superintendent the flexibility needed in order to instruct the students of the District during the COVID-19 pandemic.

NOW THEREFORE, on this _11_ day of August, 2020, the Board finds as fact and RESOLVES the following:

1. That the COVID-19 pandemic is an emergency within the meaning of Section 520.1 of the Pennsylvania School Code.
2. That the Superintendent needs greater flexibility in his provision of instruction to the students of the District as a result of the COVID-19 pandemic emergency. More specifically, flexibility is needed in the length of school days, number of days per week and/or the usual hours of classes in order to accommodate the unique conditions created by the COVID-19 pandemic.

3. That pursuant to the Pennsylvania Secretary of Education's June 3, 2020 Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools, this Board has previously approved, or hereby approves today, the District's Health and Safety Plan, as is attached hereto as Exhibit A, which outlines the District's guidelines for the reopening of the District's schools in the 2020-2021 school year, and the Board President is hereby authorized and directed to file the Health and Safety Plan Governing Body Affirmation Statement as required by the Pennsylvania Secretary of Education's June 3, 2020 Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.
4. Pursuant to Section 520.1 of the School Code, the Board authorizes the Superintendent to develop and adopt temporary provisions, for the duration of said pandemic but in no event for any period exceeding four years, which allow for a flexible provision of instruction to the District's students. According to guidance issued by the Pennsylvania Department of Education on July 6, 2020, Section 520.1 allows the Secretary of Education approve temporary provisions to ensure:
 - a. keeping the schools open such days and number of days per week as the school board may deem necessary or desirable to meet the required minimum of 180 days of instruction and/or, as maybe authorized by the Secretary of Education, a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level,
 - b. employing any combination of in-person, virtual, and distance learning as the Superintendent seems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students.
 - c. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith, including requirements pertaining to instructional activities being delivered under the direction of certified school employees regardless of whether provided in synchronous or asynchronous formats.

The utilization of these "temporary provisions" are included in the District's Health and Safety Plan. The "temporary provisions" shall be submitted to and are subject to the approval of the Secretary of Education.

5. In the event it is determined that the Secretary of Education must grant approval under Sections 1504 or 1505 of the School Code in order to authorize the District to utilize 990 instruction hours (secondary)/900 instruction hours (elementary) in lieu of 180 days of instruction, the Board hereby FURTHER RESOLVES as follows:
 - a. The instructional components outlined in the District's Health and Safety Plan, including the "temporary provisions" referenced in Section 4, along with the District's cyber education program, constitute in the Board's opinion "meritorious educational programs" which warrant approval of a

school year utilizing the use of 990/990 instructional hours in lieu of 180 days of instruction otherwise required by Section 1501 of the School Code. The Board authorizes the Superintendent to make this request pursuant to Section 1504(a) of the School Code to the Secretary of Education, in a manner or method required by the Department of Education, if the Superintendent believes this change to be necessary in order to effectuate the District's plan to deliver instruction during the COVID-19 pandemic.

- b. In the alternative, if the Secretary of Education declares a health-related emergency pursuant to Section 1505 of the School Code, the Board approves a school year which provides a minimum of 990 hours of instruction for secondary students and 900 hours of instruction for elementary students in lieu of the traditional 180 instructional days. The Board hereby authorizes the Superintendent to apply for such approval from the Secretary, in the form and manner required by the Department of Education pursuant to Section 1505(b), if the Superintendent believes this change to be necessary in order to effectuate the District's plan to deliver instruction during the COVID-19 pandemic.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly adopted by the affirmative vote of a majority of the members of the Board of School Directors of Otto-Eldred School District, McKean County, Pennsylvania, at a meeting held on August 11, 2020; that proper notice of such meeting was duly given as required by law; and that said Resolution has been duly recorded upon the Minutes of said Board of School Directors, showing how each member voted thereon.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said School District this 11 day of August, 2020.

(SEAL)

Secretary