



# Phased School Reopening Health and Safety Plan Template

---

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

# Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team .....	6
Key Strategies, Policies, and Procedures .....	8
Cleaning, Sanitizing, Disinfecting and Ventilation.....	10
Social Distancing and Other Safety Protocols .....	11
Monitoring Student and Staff Health.....	23
Other Considerations for Students and Staff .....	28
Health and Safety Plan Professional Development.....	34
Health and Safety Plan Communications.....	36
<b>Health and Safety Plan Summary</b> .....	37
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	37
Social Distancing and Other Safety Protocols.....	37
Monitoring Student and Staff Health .....	40
Other Considerations for Students and Staff .....	41
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	43

## Additional Information for Moniteau School District:

- Appendix A: Moniteau School District COVID-19 Employee Health Screening
- Appendix B: Moniteau School District COVID-19 Student Health Screening
- Appendix C: Moniteau School District COVID-19 Student/Parent Health Screening

*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: **Moniteau 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? **This question is answered throughout the plan.**
- How did you engage stakeholders in the type of re-opening your school entity selected? **We have five sub-committees within our Reopening Task Force that will handle all the details of the reopening process.**
- How will you communicate your plan to your local community? **This plan will be posted on the school website. The district's robo-call system will be utilized to inform parents of where to find the plan. Local media outlets may also cover the reopening plan.**
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations? **The district will base their school closure decisions on the recommendations of the CDC, PA DoH, and PDE. Any other reasons for school closure will be answered in the plan.**

**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):**

September 8, 2020

First Day of School (Traditional and Online Models)

September 3, 2020	In-Service Day, High School Open House
September 2, 2020	In-Service Day
September 1, 2020	In-Service Day, Elementary Open House
August 31, 2020	Clerical Day (Teachers Only)
August 27, 2020	Kindergarten Orientation
August 26, 2020	New Teacher Orientation
June 8, 2020	All Administrative and Custodial Staff report to work on-site

## 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)
Thomas Samosky	Administration	Both
Aubrie Schnelle	Pandemic Coordinator	Both
Nicole Fox	Administration	Both
Dustin Thompson	Administration	Both
Lance Fox	Administration	Both

<b>Paula Bredl</b>	Administration	Both
<b>Jeff Campbell</b>	Administration	Both
<b>Chad Dillon</b>	School Counselor/Coach	Both
<b>Leslie Fallen</b>	School Nurse	Both
<b>Sue Scialabba</b>	Teacher/Coach	Pandemic Crisis Response Team
<b>Diane O'Donovan</b>	Teacher	Pandemic Crisis Response Team
<b>Laura Campbell</b>	Teacher	Pandemic Crisis Response Team
<b>Susan Relihan</b>	Cafeteria Monitor	Pandemic Crisis Response Team
<b>Kerry McKinnis</b>	Paraprofessional	Pandemic Crisis Response Team
<b>Amy Brown</b>	Paraprofessional	Pandemic Crisis Response Team
<b>Tim Sisinni</b>	Supervisor of Head Start/Pre-K	Pandemic Crisis Response Team
<b>Bryan Dean</b>	Teacher	Pandemic Crisis Response Team
<b>Zachary Hefferan</b>	Teacher	Pandemic Crisis Response Team
<b>Jeremy Borkowski</b>	Teacher	Pandemic Crisis Response Team
<b>Zoe McDowell</b>	Teacher/Coach	Pandemic Crisis Response Team
<b>Laura Kleemook</b>	School Counselor	Both
<b>Wade Vogan</b>	School Counselor	Both
<b>Kristi McEwen</b>	School Nurse	Both
<b>Shelly Waid</b>	Secretary	Pandemic Crisis Response Team
<b>Kim Olar</b>	Custodian	Pandemic Crisis Response Team
<b>Luke Kunkel</b>	Athletic Trainer (NovaCare)	Both

<b>Jennifer Zellefrow</b>	Administration	Pandemic Crisis Response Team
<b>John Stoughton</b>	Administration	Both
<b>Alix Greenawalt</b>	Administration	Pandemic Crisis Response Team
<b>Garrick Lapusnak</b>	School Police Officer	Pandemic Crisis Response Team
<b>John D'Amore</b>	Administration	Pandemic Crisis Response Team
<b>Amber Dillaman</b>	Administration	Pandemic Crisis Response Team
<b>Linda Dillaman</b>	School Board Member	Pandemic Crisis Response Team
<b>Jennifer Rottman</b>	School Board Member	Pandemic Crisis Response Team
<b>Joann Duke</b>	School Board Member	Pandemic Crisis Response Team
<b>Amy Nagy</b>	Parent	Both
<b>Kristy Hanna</b>	Parent	Both
<b>Michael Schnelle</b>	Parent	Pandemic Crisis Response Team

## 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:

- This information will be provided in the chart below.
- We will work with our current providers to secure the disinfection materials we need. All current materials are approved by OSHA and CDC. If supplies from these providers become scarce we will seek other options.
- This information will be provided in the chart below.
- This information will be provided in the chart below.
- This information will be provided in the chart below.

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>	<p>All custodians will clean and disinfect frequently touched surfaces and objects within the schools at least twice a day. This will include:</p> <ul style="list-style-type: none"> <li>lockers</li> <li>sinks</li> <li>door handles</li> </ul> <p>Maintenance personnel will properly monitor the ventilation system to ensure that the system is operating properly and to change filters as needed.</p> <p>Drinking fountains will not be used, nor will the locker room showers.</p>	Same as the yellow phase.	Jeff Campbell, Director of Buildings and Grounds	<p>Inventory supplies and restock as needed.</p> <p>Review cleaning procedures.</p>	Y
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	A schedule will be developed to instruct all personnel on their cleaning areas and the amount of time needed to address those areas.	Same as the yellow phase.	Jeff Campbell, Director of Buildings and Grounds	Detailed listing of duties and responsibilities for each employee.	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:**

- This information is provided in the chart below.
- This information is provided in the chart below.
- This information is provided in the chart below.
- Outdoor spaces will be utilized when appropriate and the opportunity presents itself.
- This information is provided in the chart below.
- This information is provided in the chart below.
- This information is provided in the chart below.
- Yes, there will be some differences between the age ranges and is discussed in detail throughout the plan.
- This information is provided in the chart below.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>The district will operate on a hybrid schedule, where students will attend school two days a week and operate under a distance learning platform for three days a week. Students with last names A-K would attend school on Monday and Tuesday with distance learning being utilized Wednesday, Thursday, and Friday. Students with last names L-Z will attend school on Thursday and Friday, with distance learning being utilized Monday, Tuesday, and Wednesday. Students and staff members will maintain 6 feet of social distancing.</p>	<p>The entire district (K-12) will operate at full capacity. When appropriate, considerations for maintaining 6 feet of social distancing throughout instructional and non-instructional settings can be used. Under the guidance of cleaning and sanitizing procedures, students and staff can resume class changes and the use of small group instructional practices. Scheduling changes must occur for any areas that exceed 250 occupants.</p>	<p>Administrative team</p>	<p>N/A</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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>Secondary:</b> Additional spaces will be utilized in addition to the cafeteria. Plexiglass will be purchased and installed for additional protective measures. Marking will be placed on the floor and on seats to direct students. Face-to-face contact will be limited due to the placement of the directional markings.</p> <p><b>Elementary:</b> Additional spaces will be utilized in addition to the cafeteria. Plexiglass will be purchased and installed for additional protective measures. Marking will be placed on the floor and on seats to direct students. Face-to-face contact will be limited due to the placement of the directional markings.</p>	<p><b>Secondary:</b> Additional spaces will be utilized in addition to the cafeteria. Plexiglass will be purchased and installed for additional protective measures. Marking will be placed on the floor and on seats to direct students. Face-to-face contact will be limited due to the placement of the directional markings.</p> <p><b>Elementary:</b> Additional spaces will be utilized in addition to the cafeteria. Plexiglass will be purchased and installed for additional protective measures. Marking will be placed on the floor and on seats to direct students. Face-to-face contact will be limited due to the placement of the directional markings.</p>	<p>Building principals and Directors</p>	<p>Plexiglass</p>	<p>N</p>

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><b>Secondary:</b> Handwashing will be encouraged frequently throughout the day. Hand sanitizer stations will be installed in every classroom as well as the hallways and other prominent areas. Paper towel and soap dispensers will all be replaced with touchless dispensers.</p> <p><b>Elementary:</b> Develop hand-washing schedules for all students and staff members throughout the instructional day. Handwashing time will be built into the master schedule. Handwashing will be used when students enter the classroom and before they leave the classroom. Handwashing will need to occur before breakfast/lunch/snacks, but also if a student coughs or sneezes into their hand. More frequent handwashing will occur in grades K-2. Additionally, instruction will be provided to students on handwashing, respiratory hygiene, and cough etiquette. A review of handwashing procedures will occur each morning. A determination will be made that identifies high risk factors that would require proper hand washing procedures.</p> <p>Hand sanitizer stations will be installed in every classroom entrance as well as throughout the building. Touchless paper towel and soap dispensers will replace</p>	<p><b>Secondary:</b> Handwashing will be encouraged frequently throughout the day. Hand sanitizer stations will be installed in every classroom as well as the hallways and other prominent areas. Paper towel and soap dispensers will all be replaced with touchless dispensers.</p> <p><b>Elementary:</b> Develop hand-washing schedules for all students and staff members throughout the instructional day. Handwashing time will be built into the master schedule. Handwashing will be used when students enter the classroom and before they leave the classroom. Handwashing will need to occur before breakfast/lunch/snacks, but also if a student coughs or sneezes into their hand. More frequent handwashing will occur in grades K-2. Additionally, instruction will be provided to students on handwashing, respiratory hygiene, and cough etiquette. A review of handwashing procedures will occur each morning. A determination will be made that identifies high risk factors that would require proper hand washing procedures.</p> <p>Hand sanitizer stations will be installed in every classroom entrance as well as throughout the building. Touchless paper towel and soap dispensers will replace</p>	<p>Building principals, directors and school nurses</p>	<p><b>Both buildings:</b> Touchless hand sanitizer pumps</p> <p>Touchless paper towel dispensers</p> <p>Touchless soap dispensers</p> <p>Signage that identifies proper hand washing methods.</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>the current ones. Hand sanitizer will be available throughout the building, as needed.</p> <p>Signage will be posted throughout the building for good hand washing methods.</p>	<p>the current ones. Hand sanitizer will be available throughout the building, as needed.</p> <p>Signage will be posted throughout the building for good hand washing methods.</p>			
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be posted at entry points and in high traffic areas that provide messages which include:</p> <ul style="list-style-type: none"> <li>• Respiratory etiquette</li> <li>• Wearing masks</li> <li>• Social distancing guidelines</li> <li>• Hand washing methods</li> </ul> <p>Additionally, arrows, signs, and social distancing markers will be used to assist pedestrian traffic flow within the buildings.</p> <p>Signs will be posted in building offices providing information pertaining to COVID-19, including symptoms and appropriate responses if an individual suspects potential exposure.</p>	<p>Same as the yellow phase.</p>	<p>School nurses</p>	<p>Purchase of signs and social distancing markers.</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>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Only essential personnel will be allowed to enter the buildings. This includes community agency staff.</p> <ul style="list-style-type: none"> <li>Visitors will not be permitted in the buildings without the prior consent of the (building or district) administration.</li> <li>Meetings will be scheduled through phone or video conferencing, unless extenuating circumstances exist.</li> <li>Any visitors entering the buildings will still be required to enter through secure building entryways, but a temperature scanning and a self-check will be completed before entry is permitted. Individuals identified with a fever (100.4+) will not be permitted to enter the buildings.</li> <li>Visitors permitted to enter the buildings will only be able to access designated office meeting rooms, and not permitted to enter other areas of the building.</li> </ul> <p>Volunteers will not be able to work in the buildings.</p>	<p>Only essential personnel will be allowed to enter the buildings. This includes community agency staff.</p> <ul style="list-style-type: none"> <li>Visitors will not be permitted in the buildings without the prior consent of the (building or district) administration.</li> <li>Meetings will be scheduled through phone or video conferencing, unless extenuating circumstances exist.</li> <li>Any visitors entering the buildings will still be required to enter through secure building entryways, but a temperature scanning and a self-check will be completed before entry is permitted. Individuals identified with a fever (100.4+) will not be permitted to enter the buildings.</li> <li>Visitors permitted to enter the buildings will only be able to access designated office meeting rooms, and not permitted to enter other areas of the building.</li> <li>Volunteers will not be able to work in the buildings.</li> </ul>	<p>Superintendent Principals Secretaries School Police officers</p>	<p>Signs posted in the entryways indicating the visitor procedures.</p> <p>Information will also be placed on the district website.</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><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Locker room use will be restricted.</p> <p>Recess can occur while maintaining proper social distancing when possible.</p> <p>Physical education classes will be encouraged to be outdoors when possible.</p> <p>Activities in the gym will maintain proper social distancing when possible, requiring curricular adjustments to limit student contact and sharing of equipment. Equipment will be sanitized after student use.</p> <p>Students will sanitize hands before and after class.</p>	<p>Locker room use will be restricted.</p> <p>Recess can occur while maintaining proper social distancing when possible.</p> <p>Physical education classes will be encouraged to be outdoors when possible.</p> <p>Activities in the gym will maintain proper social distancing when possible, requiring curricular adjustments to limit student contact and sharing of equipment. Equipment will be sanitized after student use.</p> <p>Students will sanitize hands before and after class.</p>	<p>Principals Classroom teachers PE teachers</p>	<p>Disinfecting materials and hand sanitizing stations</p>	<p>Y</p>

<p><b>Limiting the sharing of materials among students</b></p>	<p><b>Secondary:</b></p> <ul style="list-style-type: none"> <li>To the fullest extent, class assignments and projects will be managed through the digital environment. The shift to a 1:1 initiative will permit students to utilize person-specific devices throughout the school day.</li> <li>Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized, according to CDC guidelines.</li> <li>Courses that require sharing of materials, such as: labs, physical education, art, family and consumer science, tech ed, etc. will limit the materials to individual use and sanitize items following individual use.</li> </ul> <p><b>Elementary:</b> Limit sharing when possible, for materials that will need to be shared, cleaning procedures or quarantine will be developed. (iPads, computers, utensils, books, classroom libraries, manipulatives, smartboard, science kit materials, special area items, toys, etc....)</p>	<p><b>Secondary:</b></p> <ul style="list-style-type: none"> <li>To the fullest extent, class assignments and projects will be managed through the digital environment. The shift to a 1:1 initiative will permit students to utilize person-specific devices throughout the school day.</li> <li>Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized, according to CDC guidelines.</li> <li>Courses that require sharing of materials, such as: labs, physical education, art, family and consumer science, tech ed, etc. will limit the materials to individual use and sanitize items following individual use.</li> </ul> <p><b>Elementary:</b> Limit sharing when possible, for materials that will need to be shared, cleaning procedures or quarantine will be developed. (iPads, computers, utensils, books, classroom libraries, manipulatives, smartboard, science kit materials, special area items, toys, etc....)</p>	<p>Principals Special Education Director</p>	<p>Sanitizing wipes</p> <p>Disinfecting spray</p> <p>Sanitary fogging device</p> <p>Possibly more manipulatives and/or books</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>Toys- Bin for played with toys. Once they are used they go in the bin to be sanitized (If in bin they must sit in there for a week or the teacher must clean). Toys that cannot prevent social distancing and the transfer of germs cannot be used.</p> <p>Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</p>	<p>Toys- Bin for played with toys. Once they are used they go in the bin to be sanitized (If in bin they must sit in there for a week or the teacher must clean). Toys that cannot prevent social distancing and the transfer of germs cannot be used.</p> <p>Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</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>Staggering the use of communal spaces and hallways</b></p>	<p>The district will be working under a hybrid model, which will significantly reduce the amount of traffic in the hallways.</p> <p><b>Secondary:</b> One-way traffic in the hallways, single-file movement. Students will wipe their desks/equipment prior to leaving their space. Students will eat in the cafeteria or auxiliary gym areas. Arrival and dismissal procedure schedule to allow for social distancing. Bathroom schedules and limited locker usage.</p> <p><b>Elementary:</b> Scheduled movement of classes in the hallways and use of the restrooms. When possible, one-way traffic patterns will be used. If special area rooms are used; time will be afforded between change of classes for sanitization of the area. Social distancing markers will be used to increase awareness of student spacing.</p>	<p><b>Secondary:</b> One-way traffic in the hallways, single-file movement. Students will wipe their desks/equipment prior to leaving their space. Students will eat in the cafeteria or auxiliary gym areas. Arrival and dismissal procedure schedule to allow for social distancing. Bathroom schedules and limited locker usage.</p> <p><b>Elementary:</b> Scheduled movement of classes in the hallways and use of the restrooms. When possible, one-way traffic patterns will be used. If special area rooms are used; time will be afforded between change of classes for sanitization of the area. Social distancing markers will be used to increase awareness of student spacing.</p>	<p>Building principals</p>	<p>Schedules for arrival and dismissal procedures.</p> <p>Bathroom schedules</p> <p>Social distancing markers</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)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>All students will wear face masks or face coverings while on the school bus.</p> <p>Students will receive assigned seats.</p> <p>Families, and those students who reside in the same home, but are not related, will be assigned to the same bus seat.</p>	<p>All students will wear face masks or face coverings while on the school bus.</p> <p>Students will receive assigned seats.</p> <p>Families, and those students who reside in the same home, but are not related, will be assigned to the same bus seat.</p>	Transportation Director	Disposable face masks	N
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p><b>Secondary:</b> Student desks should be cleaned between classes.</p> <p><b>Elementary:</b> Limit student travel to classes throughout the school day. Staff (special education teachers) will travel to specific classrooms for instructional purposes instead of having students come to them when feasible, and will wash hands in between each class. Small group pull out from difference classes will only occur when absolutely necessary. Special area instruction will take place in classroom or in the special area room, depending on the activity. If students move to the teacher (instead of the teacher moving to the student) student desks will be cleaned between classes.</p>	<p><b>Secondary:</b> Student desks should be cleaned between classes.</p> <p><b>Elementary:</b> Limit student travel to classes throughout the school day. Staff (special education teachers) will travel to specific classrooms for instructional purposes instead of having students come to them when feasible, and will wash hands in between each class. Small group pull out from difference classes will only occur when absolutely necessary. Special area instruction will take place in classroom or in the special area room, depending on the activity. If students move to the teacher (instead of the teacher moving to the student) student desks will be cleaned between classes.</p>	Building principals	Disinfecting wipes or disinfectant spray	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)
<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>	All COVID-19 communication will be available on the district website. Preschools and daycares may reference the website details at any time. Parent of students that may have been in contact with another person testing positive will be contacted and encouraged to tell their childcare facility.	All COVID-19 communication will be available on the district website. Preschools and daycares may reference the website details at any time. Parent of students that may have been in contact with another person testing positive will be contacted and encouraged to tell their childcare facility.	Elementary principals	N/A	N
<b>Other social distancing and safety practices</b>	<p>Hand washing will be encouraged and/or scheduled throughout the instructional day.</p> <p>Hand sanitizer stations will be installed in classrooms and throughout the school buildings, but especially in the high traffic areas.</p> <p>Signage will be used promoting social distancing.</p> <p>Students will be encouraged to bring their own water bottles to school, as all fountains will be non-operational.</p> <p>Maintain inventory all of cleaning and sanitizing equipment.</p>	<p>Hand washing will be encouraged and/or scheduled throughout the instructional day.</p> <p>Hand sanitizer stations will be installed in classrooms and throughout the school buildings, but especially in the high traffic areas.</p> <p>Signage will be used promoting social distancing.</p> <p>Students will be encouraged to bring their own water bottles to school, as all fountains will be non-operational.</p> <p>Maintain inventory all of cleaning and sanitizing equipment.</p>	Building principals	<p>Hand sanitizing stations</p> <p>Hand washing schedules</p>	Y

## 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:**

- All district employees will commit to completing a daily self-health check prior to reporting to work. If an employee is exhibiting COVID-19 symptoms, as defined by the CDC, has been on a commercial flight in the past 14 days, or traveled internationally in the past 14 days, they will not return to work. All district employees will submit to a temperature check using a non-contact thermometer prior to entering a district building. If an employee has a temperature of 99.5 degrees or above, they must submit to a temperature check with an oral thermometer. If the temperature reading with the oral thermometer is above 99.5 degrees, they must go home. Employees may return to work once they are released by their physician.
- Daily health checks upon entry to our schools for all students and staff. Daily temperature checks and a verbal screening for COVID-19 symptoms. If a student or staff member exhibits any symptoms, they will report directly to the nurse's office for a more thorough health screening.
- If a district employee, student, or community member has been exposed to an individual who has tested positive for COVID-19, the employee is directed to stay at home and monitor for symptoms until 14 days has passed since their exposure, or until medically cleared by a physician.

- The Superintendent and the Building Principals will be responsible for making decisions regarding the quarantine of students and/or staff members.
- Employees and/or students who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to their building administrator. They may return to work once they have been medically cleared by their physician. A variety of leave options are available to employees. Employees are encouraged to contact Human Resources to discuss their leave options.
- All students will have the option to return to school at the beginning of the 2020-2021 school year, provided they do not exhibit any symptoms of COVID-19. If the student has a fever, or any other symptoms, they should consult with their doctor before returning to school. The student may return to school with a written note from their doctor. For the 2020-2021 school year families will have the option to select their students' Learning Pathway. Options will include the Traditional Learning Pathway and the Distance Learning Pathway. Students in the Traditional Pathway will return to school five days a week for the entirety of the school day. Students who are not comfortable, or are unable to attend the traditional model of school, can elect to participate in the Distance Learning Pathway. In this pathway, students will complete the entirety of their education online, using the Edgenuity program.
- If/when the district receives notice that a student, faculty, or staff member has tested positive for COVID-19, we will:
  1. Post a message to our district website ([www.moniteau.org](http://www.moniteau.org)) in the "News and Announcements" that states a student or staff member has tested positive for COVID-19. The message will also identify the school building that the student attends or in which the staff member works. The same message will also be posted under the "News and Announcement" website of the school that is impacted. In addition, this message will be posted to the COVID-19 section of our website. This information will be freely accessible to everyone.
  2. An email communication will be sent to all faculty and staff members, district-wide, that states a student or staff member has tested positive for COVID-19. This message will also identify the school buildings that the student attends or in which the staff member works.
  3. An email and phone call communication will be sent to all parents or students who attend the school where there was a positive case of COVID-19.
  4. If the person who tested positive rides the school bus (or is a staff member who drives a school bus), an email and/or phone call will be sent to all parents who have a child that travels to or from school on the impacted bus.
  5. If the person who tested positive participates in any clubs, activities, or athletics (or is a staff member who sponsors the club/activity or coaches the athletic team), the club/activity sponsor or athletic coach will be notified and will alert all other participants. If the club, activity or athletic team came in contact with a group from another school district within the two weeks prior to receiving notice of the positive COVID-19 test, they will also be notified.

6. If the Moniteau School District must alter its operation in any way as a result of COVID-19, all faculty, staff, and parents will be notified in the following ways:

- A message will be posted to the “News and Announcements” section of the district website and each school’s website, as well as the COVID-19 section of the website.
  - An email will be sent to all parents, faculty, and staff members.
  - An automated text message will be sent and a phone call will be made to all parents, faculty, and staff members.
  - We will reach out to our local media (Butler Eagle and Butler Radio Network) and request that they publish this information.
- District school nurses will train all employees who will be conducting temperature screenings at school building entrances. This training will include how to use non-contact and oral thermometers to follow if an employee has a temperature reading over 99.5 degrees. Training will be conducted on in-service days prior to the start of the 2020-2021 school year. All employees will be trained on COVID-19 symptoms and preventative measures to take to minimize risk to the school community. Training will be conducted during in-service days prior to the start of the 2020-2021 school year.

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>	<p>All district employees commit to completing a daily health self-check prior to coming/entering a school building. If an employee answers yes to any of the questions on the daily self-check, they should not report to work.</p> <p>All employees will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees with a temperature above a designated threshold (100.4) will be sent home and will not be able to return until cleared by their doctor.</p>	<p>All district employees commit to completing a daily health self-check prior to coming/entering a school building. If an employee answers yes to any of the questions on the daily self-check, they should not report to work.</p> <p>All employees will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees with a temperature above a designated threshold (100.4) will be sent home and will not be able to return until cleared by their doctor.</p>	<p>Building nurses</p> <p>Building principals</p> <p>Directors</p> <p>Superintendent</p>	<p>Non-contact thermometers</p> <p>Employee resources to complete temperature checks</p> <p>Oral thermometers</p> <p>Tracking system for temperature tracking</p> <p>Daily self-check health form</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>	<p>If an employee or student has been exposed to an individual who has tested positive for COVID-19, said person is directed to stay home and monitor symptoms until 14 days from last exposure or until cleared by a physician.</p>	<p>If an employee or student has been exposed to an individual who has tested positive for COVID-19, said person is directed to stay home and monitor symptoms until 14 days from last exposure or until cleared by a physician.</p>	<p>School nurses</p>	<p>N/A</p>	<p>N</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Employees or students who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to the appropriate building administrator. They may return to work/school once they are cleared by their doctor to return. A doctor's release is required before the return to work/school.</p>	<p>Employees or students who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to the appropriate building administrator. They may return to work/school once they are cleared by their doctor to return. A doctor's release is required before the return to work/school.</p>	<p>School nurses</p>	<p>N/A</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)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Superintendent will disseminate announcements of closure and within school year changes in safety protocol.	Superintendent will disseminate announcements of closure and within school year changes in safety protocol.	Superintendent	N/A	N
<b>Other monitoring and screening practices</b>	Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.	Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.	Building principals Secretaries	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?
- 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:

- **Students:**  
Face masks/face coverings are required, as outlined in Governor Wolf's mandate effective beginning July 3, 2020 until further notice, unless documentation has been provided by a doctor excusing the student from this requirement.  
Any student who is experiencing or exhibiting COVID-19 symptoms is required to wear a face mask or face covering until he/she can return home.
- **Staff:**

Per Governor Wolf's mandate, effective July 3, 2020 all staff members are required to wear a face mask/face covering until further notice.

**After the mandate is lifted the district will follow the guidelines below:**

Faculty and staff are required to wear face masks/face coverings when working in close proximity to others (within 6 feet). Faculty and staff are encouraged, but not required, to wear face masks/face coverings when they are not working in close proximity to others (more than 6 feet away).

Any faculty or staff member who is exhibiting symptoms of COVID-19 is required to wear a face mask/face covering until he/she can return home.

Faculty and staff are required to wear face masks/face coverings when they are working with students who have any COVID-19 symptoms.

Staff are required to wear face masks/face coverings when they are cleaning any interior area.

Staff are encouraged, but not required, to wear face masks/face coverings when they are engaged in landscaping and other outdoor maintenance.

**Provision of Face Masks:**

One cloth face mask and one face shield will be provided to teachers, paraprofessionals, and cafeteria workers.

Administrative staff, secretaries, custodial staff, school nurses and school police officer will be provided two cloth face masks.

Students will be provided two cloth face masks.

**Face Mask Guidelines for Yellow Phase:**

All faculty, staff, and students will be required to wear face masks/face coverings

- All students and their families have the opportunity to choose the most appropriate Learning Pathway to meet their needs. Any student who is at a high risk for illness, has a family member at high risk of illness or is simply concerned about attending school in person may choose to participate in our Cyber School Pathway, provided by Edgenuity. We will provide personal protective equipment to all faculty and staff members who need it. Additionally, the Moniteau School District School Board is going to review our district policies for long-term absences and consider providing additional options for faculty and staff. The goal is to be able to provide options for faculty and staff members who are at risk for illness or have an immediate family member who is at a higher risk of illness.
- The district is actively seeking additional substitutes for all positions within the district.
- Moniteau School District will utilize Learning Pathways to support each individual student's academic development as well as their social emotional development, regardless of whether they are learning at home or at school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>For students, parents have the option to select different learning pathways, which includes cyber programming. For staff members, they are able to use their contractual sick days or request FMLA provided as per federal definitions.</p>	<p>For students, parents have the option to select different learning pathways, which includes cyber programming. For staff members, they are able to use their contractual sick days or request FMLA provided as per federal definitions.</p>	<p>District administrators</p>	<p>Chromebooks</p>	<p>Y</p>

<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face masks are required for everyone. If a person has a health issue that prevents them from being able to wear a face mask, they must present the district with a doctor's note in order for an exception to be made.</p>	<p>Face masks are encouraged, but not required, with the understanding that the district will follow the mandates from the governor. As of July 3, 2020 all staff members will be required to wear a face mask/face covering. If a staff member has a health issue that prevents them from being able to wear a face mask/face covering, they must present the district with a doctor's note in order for an exception to be made.</p> <p>Faculty and staff will follow the guidelines listed below once the governor indicates the district may do so: Faculty and staff are required to wear face masks/face coverings when working in close proximity to others (within 6 feet).</p> <p>Faculty and staff are encouraged, but not required, to wear face masks/face coverings when they are not working in close proximity to others (more than 6 feet away).</p> <p>Any faculty or staff member who is exhibiting symptoms of COVID-19 is required to wear a face mask/face covering until he/she can return home.</p> <p>Faculty and staff are required to wear face masks/face coverings when they are working with</p>	<p>Superintendent</p>	<p>Cloth masks Disposable masks</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>students who have any COVID-19 symptoms.</p> <p>Staff are required to wear face masks/face coverings when they are cleaning any interior area.</p> <p>Staff are encouraged, but not required, to wear face masks/face coverings when they are engaged in landscaping and other outdoor maintenance.</p>			
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face masks are required for everyone. If a student has a health issue that prevents them from being able to wear a face mask, they must present the district with a doctor's note in order for an exception to be made.</p>	<p>Face masks are encouraged, but not required, with the understanding that the district will follow the mandates from the governor. As of July 3, 2020 all students will be required to wear a face mask/face covering. If a student has a health issue that prevents them from being able to wear a face mask/face covering, they must present the district with a doctor's note in order for an exception to be made.</p> <p>Any student who is exhibiting any COVID-19 symptoms will be required to wear a face mask/face covering until he/she can return home.</p>	<p>Superintendent</p>	<p>Cloth masks</p> <p>Disposable masks</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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<p>Voluntary leave of absence options will be made available to employees.</p> <p>Each building will determine an isolation space for anyone displaying symptoms of COVID-19.</p> <p>School teams will work with parents and other members of IEP/504 teams to determine if alternate programming needs to be created.</p> <p>The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to Butler County CYS.</p>	<p>Each building will determine an isolation space for anyone displaying symptoms of COVID-19.</p> <p>School teams will work with parents and other members of IEP/504 teams to determine is alternate programming needs to be created.</p> <p>The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to Butler County CYS.</p>	<p>Building principals</p>	<p>TBD</p>	<p>N</p>
<b>Strategic deployment of staff</b>	<p>The district will operate under a remote learning schedule (K-12).</p>	<p>Paraprofessionals and other support staff will meet most student needs in an inclusive setting.</p>	<p>Director of Special Education</p> <p>Building principals</p>	<p>TBD</p>	<p>N</p>

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Cleaning procedures</b>	Custodians/Maintenance employees	Jeff Campbell	Small group	CDC Guidelines	March 2020	Ongoing
<b>Protective gear</b>	Custodians/Maintenance employees	Jeff Campbell	Small group	CDC Guidelines	March 2020	Ongoing
<b>Signage</b>	District employees and students	Aubrie Schnelle and Nicole Fox	Large and small group	CDC Guidelines	June 2020	Ongoing
<b>Social Distancing</b>	District employees and students	Aubrie Schnelle and Nicole Fox	Large and small group	CDC Guidelines	June 2020	Ongoing
<b>Hygiene Practices for Students and Staff</b>	Students and staff	Kristi McEwen and Leslie Fallen	Large and small group	CDC Guidelines, District Health and Safety Plan	August 2020	Ongoing
<b>Handling of Sports, Activities for Recess and PE Class</b>	PE Teachers and Coaches	John Stoughton	Small group	NFHS Guidelines, District Health and Safety Plan, Classroom activities, Coaches individualized sports plans	June 2020	August 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Limiting the sharing of materials</b>	Teachers	Aubrie Schnelle and Nicole Fox	Large group	District Health and Safety Plan, CDC Guidelines	August 2020	September 2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>COVID 19 Communication: What to do if a student or staff member has COVID-19 or has been exposed to COVID-19</b>	Faculty/Staff	Building Principals	Staff discussion, District webpage	August 2020	Ongoing
<b>COVID 19 Family Communication</b>	Parents/Guardians	District Administrators	Website, Emails, Text messages, and social media. Calls will also be used via the robo-call system	March 2020	Ongoing
<b>COVID 19 Student Communication</b>	Students	Building Principals	Videos, website, Google classroom platform	March 2020	Ongoing
<b>COVID 19 Faculty and Staff Communication</b>	Faculty and Staff	District Administrators	Website, emails, phone calls, text messages, video messages, google classroom	March 2020	Ongoing

## Health and Safety Plan Summary: **Moniteau School District**

Anticipated Launch Date: **July 21, 2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* <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>	The district will follow all recommendations for the CDC and provide staff with appropriate guidance and procedure and evaluate operations to make sure areas are being addressed as required.

### 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>	District buildings will run at full capacity in the green phase and on a hybrid schedule in the yellow phase. When appropriate, considerations for maintaining 6 feet of social distancing throughout instructional and non-instructional settings can be used. Under the guidance of cleaning and sanitizing procedures, students and staff can resume class changes and the use of small group instructional practices.
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Additional spaces will be utilized at the secondary and elementary levels for lunch shifts. Directional and social distancing markings will be used in lunch lines and in seating areas. Lunch numbers will be given to the cashiers verbally. Handwashing will occur before and after lunch. Procedures for cleaning and sanitizing the cafeteria and/or classrooms will be established.
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Handwashing and hand sanitizing will be encouraged throughout the day at the secondary level. The elementary level will develop handwashing schedules for all students and staff and time will be built in to the master schedule for this purpose. Students will complete this task before entering and upon leaving a classroom.

Requirement(s)	Strategies, Policies and Procedures
	Handwashing procedures will be reviewed during morning announcements. The district will determine high risk factors for hand washing procedures.
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signs will be posted in high traffic areas to promote handwashing and preventing the spread of germs. Floor decals will be utilized to demonstrate appropriate social distancing standards, as well as directional markers.
* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b>	<p>Locker room use will be restricted.</p> <p>Recess can occur while maintaining proper social distancing when possible.</p> <p>Physical education classes will be encouraged to be outdoors when possible.</p> <p>Activities in the gym will maintain proper social distancing when possible, requiring curricular adjustments to limit student contact and sharing of equipment. Equipment will be sanitized after student use.</p> <p>Students will sanitize hands before and after class.</p> <p>Youth sports programs, who utilize district spaces, will follow all regulations from their organization, but also the guidelines of the school district.</p>
* <b>Limiting the sharing of materials among students</b>	<p><b>Secondary:</b></p> <ul style="list-style-type: none"> <li>• To the fullest extent, class assignments and projects will be managed through the digital environment. The shift to a 1:1 initiative will permit students to utilize person-specific devices throughout the school day.</li> <li>• Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized, according to CDC guidelines.</li> <li>• Courses that require sharing of materials, such as: labs, physical education, art, family and consumer science, tech ed, etc. will limit the materials to individual use and sanitize items following individual use.</li> </ul> <p><b>Elementary:</b></p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Limit sharing when possible, for materials that will need to be shared, cleaning procedures or quarantine will be developed. (iPads, computers, utensils, books, classroom libraries, manipulatives, smartboard, science kit materials, special area items, toys, etc....)</p> <p>Toys- Bin for played with toys. Once they are used they go in the bin to be sanitized (If in bin they must sit in there for a week or the teacher must clean). Toys that cannot prevent social distancing and the transfer of germs cannot be used.</p> <p>Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible.</p>
<p><b>*Staggering the use of communal spaces and hallways</b></p>	<p><b>Secondary:</b> One-way traffic in the hallways, single-file movement. Students will wipe their desks/equipment prior to leaving their space. Students will eat in the cafeteria or auxiliary gym areas. Arrival and dismissal procedure schedule to allow for social distancing. Bathroom schedules and limited locker usage.</p> <p><b>Elementary:</b> Scheduled movement of classes in the hallways and use of the restrooms. When possible, one-way traffic patterns will be used. If special area rooms are used; time will be afforded between change of classes for sanitization of the area. Social distancing markers will be used to increase awareness of student spacing.</p>
<p><b>*Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Schedules will be created to allow for proper sanitization and disinfecting between each team practice. Students are expected to follow all rules outlines in the "Return to Play" document, created by the school district. The district will encourage social distancing on the school bus to and from events and has purchased disinfecting backpack sprayers to properly clean and sanitize between team use.</p>
<p><b>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p><b>Secondary:</b> Student desks should be cleaned between classes.</p> <p><b>Elementary:</b> Limit student travel to classes throughout the school day. Staff (special education teachers) will travel to specific classrooms for instructional purposes instead of having students come to them when feasible, and will wash hands in between each class. Small group pull out from difference classes will only occur when absolutely necessary. Special area instruction will take place</p>

Requirement(s)	Strategies, Policies and Procedures
	in classroom or in the special area room, depending on the activity. If students move to the teacher (instead of the teacher moving to the student) student desks will be cleaned between classes.
*Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All COVID-19 communication will be available on the district website. Preschools and daycares may reference the website details at any time. Parent of students that may have been in contact with another person testing positive will be contacted and encouraged to tell their childcare facility.
Other social distancing and safety practices	Our detailed social distancing plan will be available on each school building's website, as well as the district website.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	<p>All district employees commit to completing a daily health self-check prior to coming/entering a school building. If an employee answers yes to any of the questions on the daily self-check, they should not report to work.</p> <p>All employees will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees with a temperature above a designated threshold will be sent home and will not be able to return until cleared by their doctor.</p> <p>Students and families will have the opportunity to select their own Learning Pathway, which includes the Traditional School Model and the Remote Learning Model.</p>
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	If an employee or student has been exposed to an individual who has tested positive for COVID-19, said person is directed to stay home and monitor symptoms until 14 days from last exposure or until cleared by a physician.
* Returning isolated or quarantined staff, students, or visitors to school	Employees or students who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to the appropriate building administrator. They may return to work/school once they are cleared by their doctor to return. A doctor's release is required before the return to work/school.
*Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	The district website will have an entire page specifically for all COVID-19 related information including, but not limited to: communications,

Requirement(s)	Strategies, Policies and Procedures
	<p>assignments, resources, and more. We will continue to keep this website up-to-date for all stakeholders.</p> <p>The district will also utilize pop-up alerts as needed to ensure stakeholders notice important information.</p> <p>The district will use the Skylert system to reach out to families and staff members via text, email, and phone call.</p> <p>The district pandemic coordinator will always be informed of the most up-to-date information and will disseminate.</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>A variety of leave options are available to staff members. Employees wishing to explore these options should contact the superintendent's office.</p> <p>Employees will receive education of steps to minimize risks associated with COVID-19.</p> <p>Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>As per Governor Wolf's mandate on July 3, 2020, all school district employees and all students must wear face masks or face coverings until further notice.</p> <p>During the yellow phase: All faculty and staff are required to wear face masks/face coverings.</p> <p>During the green phase: Faculty and staff are required to wear face masks/face coverings when working in close proximity to others (within 6 feet).</p> <p>Faculty and staff are encouraged, but not required, to wear face masks/face coverings when they are not working in close proximity to others (more than 6 feet away).</p> <p>Any faculty or staff member who is exhibiting symptoms of COVID-19</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>is required to wear a face mask/face covering until he/she can return home.</p> <p>Faculty and staff are required to wear face masks/face coverings when they are working with students who have any COVID-19 symptoms.</p> <p>Staff are required to wear face masks/face coverings when they are cleaning any interior area.</p> <p>Staff are encouraged, but not required, to wear face masks/face coverings when they are engaged in landscaping and other outdoor maintenance.</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>As per Governor Wolf's mandate on July 3, 2020, all school district employees and all students must wear face masks or face coverings until further notice.</p> <p>During the yellow phase: All students will be required to wear face masks/face coverings.</p> <p>During the green phase: Face masks are encouraged, but not required.</p> <p>Any student who is exhibiting any COVID-19 symptoms will be required to wear a face mask/face covering until he/she can return home.</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Each building will determine an isolation space for anyone displaying symptoms of COVID-19.</p> <p>School teams will work with parents and other members of IEP/504 teams to determine is alternate programming needs to be created.</p> <p>The LEA will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to Butler County CYS.</p>
<p><b>Strategic deployment of staff</b></p>	<p>The district will be redefining roles and responsibilities to meet the needs defined in this plan.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Moniteau School District** reviewed and approved the Phased School Reopening Health and Safety Plan on July 20, 2020.

The plan was approved by a vote of:

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

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

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

By:

---

*(Signature\* of Board President)*

---

*(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.

**Appendix A**



**Moniteau School District COVID-19 Employee Screening**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employees should self-report as deemed necessary prior to each work day.

Temperature may be taken from a designated trained individual as needed (Mr. Jeff Campbell or Building Administrator). The other symptoms should be marked as “N” – NO or “Y” Yes answers.

For the column - “Close Contact” - the answer should reflect the following question:

- Within the past 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes, without PPE equipment.)

**If any responses are “YES”, employees will NOT be allowed to work at school and asked to see a physician to be cleared before returning to the school building. Temperatures at 100.4 or higher will be sent home. Mrs. Kirschner will maintain this document in the administration building for each employee.**

Date	Temp	Fever or chills	Cough	Sore Throat	Short of breath	Loss of Taste or Smell	Vomit or Diarrhea	Close contact

**Appendix B**



**Moniteau School District COVID-19 Student Screening**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Sports: \_\_\_\_\_

Students/Coaches should self-report as deemed necessary prior to each practice/event.

Temperature may be taken from a designated trained individual as needed. The other symptoms should be marked as “N” – NO or “Y” Yes answers.

For the column - “Close Contact” - the answer should reflect the following question:

- Within the past 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes, without PPE equipment.)

**If any responses are “YES”, students will NOT be allowed to practice or compete, and will be asked to leave school grounds. Temperatures at 100.4 or higher will be sent home. Parents/Guardians will be notified.**

Date	Temp	Fever or chills	Cough	Sore Throat	Short of breath	Loss of Taste or Smell	Vomit or Diarrhea	Close contact

**Appendix C**



**Moniteau School District COVID-19 Student/Parent Self-Health Screening**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Sports: \_\_\_\_\_

Students/Coaches should self-report as deemed necessary prior to each practice/event.

Temperature may be taken from a designated trained individual as needed. The other symptoms should be marked as “N” – NO or “Y” Yes answers.

For the column - “Close Contact” - the answer should reflect the following question:

- Within the past 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes, without PPE equipment.)

**If any responses are “YES”, students will NOT be allowed to practice or compete, and will be asked to leave school grounds. Temperatures at 100.4 or higher will be sent home. Parents/Guardians will be notified.**

Date	Temp	Fever or chills	Cough	Sore Throat	Short of breath	Loss of Taste or Smell	Vomit or Diarrhea	Close contact