

**PORT ALLEGANY  
SCHOOL DISTRICT**



**PHASED SCHOOL REOPENING  
HEALTH AND SAFETY PLAN**

---



## **Purpose**

It is the purpose of the Port Allegany 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 past two months the District has developed additional options to provide in-person instruction, a hybrid model of in-person and remote learning, and will 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 balance the desire to successfully 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 and state directives change.

## **Authority**

The Board of School Directors of the Port Allegany 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 Port Allegany School District has developed this Health and Safety Plan that includes procedures, developed in consultation with appropriate medical professionals, for implementation. The requirements and guidance in this document are to be implemented and enforced by the Port Allegany 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 Port Allegany 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>

## **Plan Development**

This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time. This plan applies to the reopening of Port Allegany School District’s academic and extracurricular activities. In accordance with the Pennsylvania Department of Education (PDE), the Port Allegany School District identified a pandemic team to develop the preliminary reopening plan for the school district using PDE’s template. Different members of the pandemic team were assigned to review all of the different considerations provided in PDE’s Preliminary Guidance for Phased Re-opening of Pre-K to 12 Schools. The pandemic team worked diligently to develop a revised plan for Port Allegany School District’s August 20, 2020 board meeting. We anticipate this plan will require constant revision based on updated guidance and changing conditions within our schools and our community. As changes are made to the plan throughout the course of the school year, updates to the plan will be approved at future board meetings.

## **Flexible Framework**

The results of our ‘Return to School’ survey indicated the need to provide several different options to meet the needs of our students and families. Additionally, the dynamic nature of the pandemic requires the ability for the school district to seamlessly transition between different approaches that may be required based on changing conditions within our schools and our community.

The three different options the Port Allegany School District is making available to all students and families for the 2020-2021 school year are as follows:

1. **In-person instruction with Health and Safety Rules** - Currently, PDE allows school districts to offer in-person instruction in both the green phase and the yellow phase. The Port Allegany School District intends on providing in-person instruction to all students and families who select this option. This Health and Safety Plan document identifies the health and safety rules the school district will incorporate throughout the school day to help mitigate the spread of COVID-19.
2. **'Real-Time' Distance Learning from Home (Synchronous)** - Students and families who select this option will follow their school schedules from home using technology (i.e. Google Classroom / Zoom / Google Meet) to connect to their classroom(s) to complete activities and receive instruction directly from Port Allegany School District teachers.
3. **Port Allegany Cyber Academy (Asynchronous Distance Learning from Home)** - Students and families who select this option will use Port Allegany's Online Academy to select coursework and receive instruction through the Warren County School District Cyber Service. Please contact the high school office or elementary school office if you would like more information with this option.

Students and families will be asked to identify which educational approach they will use for the 2020-2021 school year and notify the school district if they wish to change their educational selection at the end of each marking period.

## **Attendance**

The importance of at home screenings (Temperature, Exposure, Symptoms and Travel) to help mitigate the spread of COVID-19 will require flexible attendance procedures.

Unlike the spring school closure period, all instructional options (1-3) will be planned and graded instruction. There will not be any ungraded enrichment activities.

Students who stay home to help mitigate the spread of illness due to being ill or due to at home screenings may participate in 'Real-Time' Distance Learning from Home (Option #2) on days they are not able to physically attend school.

## **Port Allegany School District Health and Safety Table of Contents**

<b>Health and Safety Plan: Port Allegany School District</b>	5
Type of Reopening	8
Pandemic Coordinator/Team	9
Key Strategies, Policies, and Procedures	11
Cleaning, Sanitizing, Disinfecting and Ventilation	12
Social Distancing and Other Safety Protocols	14
Monitoring Student and Staff Health	21
Other Considerations for Students and Staff	31
Health and Safety Plan Professional Development	35
Health and Safety Plan Communications	38
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	41

*This plan 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 World Health Organization, the White House, American Academy of Pediatrics, the University of Pittsburgh Medical Center, Highmark Allegheny Network, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, 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: Port Allegany School District

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within society or 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 governor 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.

The Port Allegany School District located in both McKean and Potter Counties, have been in the first group of counties to enter the 'green phase'. The Health and Safety Plan contained within this document continues with this assumption. Should the district counties cycle to yellow or red, this plan will be adapted and amended as necessary.

The Pennsylvania Department of Education will not approve or disapprove of this, or any school health and safety 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 Port Allegany School District Board of Directors.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings?
- 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?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- 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: August 26, 2020.**

**The Port Allegany School District continues to anticipate the first day of regular, in-person classes for the 2020-2021 school year, will begin on Wednesday, August 26, 2020.**

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

[Port Allegany School District 2020-2021 School Calendar](#)

## Port Allegany School District Health and Safety Plan Development and Review Team

- **Health and Safety Plan Development (HSPD):** Individual will play a role in drafting the Health and Safety Plan.
- **Pandemic Crisis Response Team (PCRT):** 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)
Gary Buchsen	Superintendent of Schools / Pandemic Coordinator	Both
Marc Budd	High School Principal	Both
Tracy Kio	Elementary Principal	Both
Erika Emerick	Assistant Principal / Student Services Coordinator	Both
Adam Moate	Business Manager	Both
Dr. Mark Carlson	School Board President	HSPD
Jason Stake	School Board Member	HSPD
Cindy Lasher	Secretary / Safety Committee Member	HSPD
George Riley	Guidance Counselor / Safety Committee Member	Both
Mackenna Bickford	High School Nurse	Both

<b>Ashlee Fillhart</b>	Elementary School Nurse	Both
<b>Mike Bodamer</b>	Athletic Director	Both
<b>Justin Bienkowski</b>	High School Teacher / Coach	HSPD
<b>Aaron Clark</b>	High School Teacher / Coach	HSPD
<b>Seth Lowery</b>	High School Teacher / Coach	HSPD
<b>Anthony Muccio</b>	Bus Contractor	Both
<b>Samantha Wight</b>	Elementary Teacher	HSPD
<b>Nichole White</b>	Elementary Teacher	HSPD
<b>Barb Delacour</b>	Elementary Teacher	HSPD
<b>Anna Stewart</b>	Elementary Teacher	HSPD
<b>Brad Stewart</b>	High School Teacher	HSPD
<b>Lisa VanGorden</b>	High School Teacher	HSPD
<b>Laurie Lathrop</b>	High School Teacher	HSPD
<b>Olivia Wolf</b>	Elementary Special Education Teacher	HSPD
<b>Gary Leschner</b>	Maintenance Supervisor	Both
<b>Steve Woodruff</b>	Maintenance Supervisor	Both
<b>Dr. Jason Tronetti</b>	School Physician	Both
<b>Jill Stuckey</b>	Elementary Secretary	HSPD
<b>Mindy Bernardi</b>	High School Secretary	HSPD
<b>Jessica Clark</b>	Paraprofessional	HSPD

<b>Georgia Wiles</b>	Paraprofessional	HSPD
<b>Kari Stake</b>	Food Service Management	Both
<b>Rachel Vargeson</b>	Food Service Management	Both
<b>Deb Kio</b>	Food Service Employee	HSPD
<b>Ink Young</b>	Parent	HSPD
<b>Tish Howard</b>	Parent	HSPD
<b>Laura Nelson</b>	Parent	HSPD

### Key Strategies, Policies, and Procedures

- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time the county is designated as green.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the 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 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?

### Summary of Responses to Key Questions:

The Port Allegany School District will continue to follow CDC Guidance for Cleaning and Disinfecting Schools to ensure the building is cleaned and ready to safely welcome staff and students. We already have an inventory of disinfection supplies on-hand for meeting the requirements related to COVID-19 and will continue to procure additional supplies on an as needed basis.

The district will provide daily cleaning, sanitizing, disinfecting and ventilation protocols throughout the school year and additional deep cleanings as necessary.

Requirements	Action Steps	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>	In addition to the regular cleaning schedule, the following will receive additional attention and shall be cleaned/disinfected on at least a daily basis; door handles, interior handrails, student and teacher desks, cafeteria tables, office counters, nurse's offices including desks, beds, etc....	District administration.  All school district staff.  Transportation contractors.	CDC recommended sanitizing supplies.  The CARES grant will allow for the necessary funding for purchase of these supplies.	Y

	<p>District wide provisioning of sanitizing wipes in each classroom. Staff to schedule time for students to wipe down desks after each class. Other student occupied spaces and high contact areas to be disinfected by custodial staff daily.</p> <p>Use of disinfecting sprayers for hallways and other large communal spaces and classrooms.</p> <p>Provide hand sanitizer in each classroom.</p> <p>Installation of touchless water bottle filling stations in both buildings. The traditional water fountains will be removed.</p> <p>To minimize the amount of times a classroom door handle is touched during a regular school day; teachers will be asked – when practical – to leave their classroom doors open during the day. All exterior doors to each of the buildings will remain locked and individuals requesting entrance will need to follow regular security procedures.</p> <p>Beyond the regular vehicle cleaning schedule, school buses and vans will be cleaned and disinfected after each morning and afternoon run including handrails, seats, seatbacks, and windows.</p>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></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>All school district staff.</p> <p>All students.</p>	<p>Sanitizing wipes must meet the criteria established for school use.</p>	<p>Y</p>

	Alternative arrangements will be made for students who are not able to handle and / or be around certain products.			
--	--	--	--	--

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- 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 practices will you implement to mitigate spread?

### Summary of Responses to Key Questions:

Upon completion and review of parent ‘back to school’ surveys, building classrooms and schedules will be modified to maximize space to meet social distancing guidelines to the maximum extent possible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies and number of attendees in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

During lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines and when seated. Alternative areas will be designated for overflow in order to maintain social distancing requirements. Breakfast will be a grab and go style available for all high school students and students in grades 3-6 at the elementary school.

The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times throughout the day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements on hand-washing best practices, good hygiene, and social distancing.

All athletics and extracurricular teams will follow the recommendations of the [Pennsylvania Interscholastic Athletic Association](#).

Weather permitting, physical education classes will be conducted outside.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom / learning space occupancy that allows for separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>To the maximum extent feasible, classroom desks and learning spaces will be separated to allow for space between students and staff.</p> <p>Desks to face in the same direction in rows where practical.</p> <p>Intent to hold group meetings such as parent-teacher conferences, open houses, orientation, and others virtually. .</p> <p>These guidelines will be continually reassessed as new guidance is provided to the Pennsylvania school districts by regional, state, and national health agencies.</p> <p>District administration and guidance counselors will review scheduling options for students through the summer of 2020. Class rosters may be adjusted to further minimize the number of students in particular classes.</p>	<p>Building principals, superintendent, and guidance counselors.</p>	<p>None.</p> <p>The district currently has the necessary supplies and related scheduling software to review this requirement over the summer break.</p>	<p>N</p>
<p><b>* Minimizing the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>The district will reconfigure existing seating in the elementary school and high school cafeterias. As practical, the district will use the elementary school Gator Den (LGI) and high school library for additional seating. These efforts will reduce the number of students in both areas and increase the</p>	<p>Building principals, superintendent, food service management, maintenance, food service personnel</p>	<p>Additional resources to allow for purchase of additional cafeteria seating in both buildings and a food cart for the elementary school.</p>	<p>N</p>

	<p>amount of physical space available per individual.</p> <p>In an effort to further reduce the number of students in the high school cafeteria, CTC students from Kane Area SD will not be participants in this year's lunch program.</p> <p>The elementary school will purchase a food cart for building use. This will be like the cart made available at the high school during the previous school year. 'Grab and Go' breakfast options will be provided to select grade levels in the morning. Students will take these meals directly to their classroom, further limiting the number of people using the elementary cafeteria in the morning.</p> <p>Parents / Guardians will be encouraged to deposit funds using the online payment option to reduce the handling of cash and checks in the cafeteria.</p> <p>Staff will serve meal components to achieve contactless service whenever possible. There will be no buffet style meal service.</p> <p>Additional tables and chairs will be available in additional seating areas to achieve physical distancing.</p> <p>Face coverings are required when walking to and from the cafeteria as well as going through the food line.</p> <p>Use of prepackaged / disposable items when possible, including meal condiments.</p>			
--	--	--	--	--

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Handwashing remains the number one way to prevent the spread of Coronavirus (COVID-19). Hygiene practices must be done properly and with soap and water. When soap and water are not available, the next best option is to use an alcohol-based hand sanitizer.</p> <p>Students and staff will be encouraged to wash their hands as often as practical.</p> <p>All classrooms will be provided with alcohol-based hand sanitizer. Use of alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>Over the summer and during the first in-service day, staff will be provided with an overview of the Port Allegany SD Health and Safety Plan. This training will be conducted by district administration and will include an overview of best practices for hygiene staff and their students.</p> <p>Teachers will also provide students with an overview of best hygiene practices and expectations for following these procedures in the school setting. Teachers will continue to reinforce with students as appropriate.</p>	<p>All district employees.</p>	<p>CDC recommended sanitizing materials.</p> <p>The CARES grant will allow for the necessary funding for purchase of these supplies.</p>	<p>N</p>
<p><b>* Posting signs, in highly visible locations, that</b></p>	<p>The Centers for Disease Controls (CDC) signage will be posted at multiple locations in the district. These signs include COVID-19</p>	<p>District administration.</p>	<p>None.</p>	<p>N</p>

<p><b>promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Quarantine v. Isolation, What you should know about COVID-19 to protect yourself and others, Help protect yourself and others in public settings, Symptoms of coronavirus (COVID-19), Stop the spread of germs, What to do if you are sick, and others.</p> <p>Additional signage will be provided as necessary throughout the school year.</p>		<p>These signs are free to the public and will be printed and distributed throughout both buildings.</p>	
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Access to the building will only be provided to essential educational and related services.</p> <p>Facility use requests by all outside organizations and individuals will be strictly limited. All within organization facility use requests must comply with the Port Allegany School District Health &amp; Safety Plan.</p> <p>Face coverings must be worn by all visitors upon entering the buildings.</p> <p>With the start of the school year all non-essential visitors and volunteers will have their temperature taken as a precautionary measure to reduce the spread of COVID-19.</p> <p>The district will use a touchless forehead / temporal artery thermometer or infrared thermometers.</p> <p>Visitors who have a temperature above 100.4 degrees Fahrenheit will be denied access to the building.</p>	<p>District administration or designee.</p>	<p>Temporal artery thermometer or infrared thermometers.</p> <p>CARES application will provide the necessary funding for this requirement.</p>	<p>Y</p>

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Minimize team activities and physical contact in physical education classes focusing on individual skill building.</p> <p>Limit the sharing of equipment in physical education class.</p> <p>Assign lockers in the locker room to maximize social distancing.</p> <p>Limit team and group games during recess to minimize contact and increase social distancing.</p> <p>Have students and staff wash their hands or use hand sanitizer, before and after being on the playgrounds.</p> <p>The Port Allegany 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 href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</a></p> <p>Additional measures can be found with the Port Allegany School District Athletics Health and Safety Plan.</p> <p>Both documents will be available for review on the Port Allegany School District website:</p> <p><a href="http://www.pasdedu.org">http://www.pasdedu.org</a></p>	<p>District administration, athletic director, coaches, athletic trainer, and HSPD / PCRT groups.</p>	<p>None.</p> <p>Necessary athletics supplies could be purchased through CARES funding.</p>	<p>Y</p>
--	--	---	--	----------

	Social distancing and personal hygiene measures will be followed during the opening of the high school weight room, main and auxiliary gymnasiums, and related fields of play.			
<b>Limiting the sharing of materials among students</b>	<p>Teachers will be encouraged – when practical – to limit the amount of materials shared among students.</p> <p>District administration will review requests for additional supplies from the professional and support staff to meet this expectation.</p> <p>Students will be encouraged to bring their own water bottle to be filled at water filling stations.</p>	District administration and professional staff.	CARES funding will be used to provide these related supplies.	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<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 should 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>Parents will be encouraged to provide transportation to and from school to further</p>	District administration and transportation contractor.	None.	N

	increase social distancing on district transportation buses and vans.			
<b>Other social distancing and safety practices</b>	<p>Indoor competitions limited to 25 individuals with no spectators.</p> <p>Outdoor competitions limited to 250 individuals with no spectators.</p> <p>As available, use of every other hallway locker in the high school and elementary school to increase social distancing.</p> <p>Windows, doors, and other areas will be opened as weather permits to improve ventilation. (Florence Nightingale technique during the Crimean War.)</p> <p>During the 2020-2021 school year, the district will not recognize any student for 'perfect attendance'. We strongly encourage parents / guardians to monitor their child's health and if they show any symptoms of illness, have them stay home.</p>	District administration.	None.	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

- Where will the monitoring take place?
- When and how frequently will the monitoring take place?
- Which stakeholders will be trained on protocols for monitoring student and staff health?

**Summary of Responses to Key Questions:**

With the opening of school, parents will be asked to take their child’s temperature prior to use of district transportation or entrance to either school building. Parents should keep their children home if the student presents with a fever and not return until fever free. Staff will be required to take their own temperature prior to reporting to their assigned building and are to remain home if their temperature is above 100.4 degrees. Anyone exhibiting a fever or other COVID-19 symptoms will be asked to return home and not return to school until a medical clearance is obtained.

Any person who demonstrates symptoms of COVID-19 at school will be quarantined in predetermined locations with the buildings until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 or recovering from suspected symptoms must provide a medical clearance to return to school. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through school messaging systems, the district website, and district social media platforms.

All guidelines are subject to change based on regulations and guidelines from the Centers for Disease Control, Department of Health, and the Pennsylvania Department of Education.

**Example School Symptom Screen Tool**

\*May be utilized as a screening tool for both at home and on-site practices.

Complete daily prior to school or work.

Employee or Student Name:

Grade Level or Assigned Building:

Temperature:

Are you / is the student taking any medication to treat or reduce a fever such as ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

Are you / is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose / congestion Chills New lack of smell or taste Muscle pain Nausea or vomiting Headache Diarrhea

Stay home if you or the student:

- Have one or more symptoms in Group A or
- Have two or more symptoms in Group B or
- Are taking a fever reducing medication.

Please notify school officials if you become sick with COVID-19 symptoms, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone confirmed or probable case of COVID-19.

Pre-K to 12 schools should communicate to everyone in the education community that staff and children should not come to school and to notify school officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.

Staff and students with fevers or [symptoms associated with COVID-19](#) should seek medical attention for further evaluation and instructions before returning to school.

Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).

Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until [release from isolation criteria](#) has been met.

A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on [Quarantine if You Might be Sick](#).

[DOH or county and municipal health departments](#) (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.

Schools should take every measure to maintain the confidentiality of the affected individual.

It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and

exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.

Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.

- If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).
- Establish procedures for safely transporting home sick individuals.
- Contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.
- The entire building does not need to be evacuated.
- Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow [CDC Guidance on Cleaning and Disinfecting protocols](#).
- Create a communication system to self-report symptoms and for notifying staff and families of exposures and closures. Schools should, however, take every measure to maintain the confidentiality of the affected individual.

The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation strategy.

Current quarantine guidance for close contacts of persons with COVID-19 may present attendance challenges for students who are quarantined because of a household contact with a case. A "close contact" is defined as either being within approximately 6 feet of a COVID-19 case for 15 or more minutes (close contact can occur while caring for, living with, visiting, or sharing a health care waiting

area or room with a COVID-19 case), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). See the [Department of Health Case versus Contact](#) for more information on these distinctions.

- Schools should be prepared to refer symptomatic individuals or those who have a known exposure to a confirmed case to an appropriate health care provider or testing site. Refer to DOH information on [Coronavirus Symptoms and Testing](#) for details on current testing locations throughout the Commonwealth.
- Schools should support students who are quarantined by allowing for leniency in absenteeism from in-person instruction and extra-curricular activities and transitioning to remote learning.

Requirements	Action Steps	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>Parents are encouraged to take their child's temperature prior to use of district transportation or entering of school buildings.</p> <p>Parents will be asked to not give fever reducing medications (Tylenol, Advil, Motrin, etc...) before sending their child(ren) to school with a fever of 100.4 degrees Fahrenheit or above.</p> <p>Students or staff members who have a temperature above 100.4 degrees Fahrenheit should remain home.</p> <p>If a student or staff present with a fever of 100.4 degrees Fahrenheit at school, they may be offered</p>	<p>District administration, school nurses, and other assigned district personnel.</p>	<p>Touchless forehead / temporal artery thermometer or infrared thermometers.</p>	<p>Y</p>

	<p>a second temperature within 15 minutes to ensure accuracy.</p> <p>Additionally, district personnel will look for other related symptoms of COVID-19 including cough and shortness of breath. Should an individual display any of these symptoms and are denied access to the buildings, a doctor's excuse will be necessary for reentry.</p> <p>As an additional safety check, the first teacher (first period, homeroom, etc...) that comes in contact with students each day will remind them of the signs and symptoms of COVID-19, with a prompt to go to the nurse.</p> <p>Students and staff will go directly to the nurse immediately if feeling symptomatic.</p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>The Port Allegany High School and the Elementary School buildings will both have a quarantine space should any student, staff, or visitor become sick and exhibit any related COVID-19 symptoms during the school day.</p> <p><a href="#">Standard and Transmission-Based Precautions.</a></p> <p>Any district employee aiding anyone placed in quarantine will be provided the necessary PPE to enter this quarantine area.</p>	<p>District administration, nurses, and maintenance staff.</p>	<p>Related personal protective equipment.</p> <p>CARES grant will provide necessary funds for purchase.</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain</p>	<p>District administration, professional staff, and nurses.</p>	<p>None.</p>	<p>N</p>

excluded from school / work until [release from isolation criteria](#) has been met.

A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on [Quarantine if You Might be Sick](#).

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Symptoms Based):

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.
- A written release to return to school from their medical provider.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Test Based):

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular

assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected greater than or equal to 24 hours apart (total of two negative specimens). See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 \(COVID-19\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

- A written release to return to school from their medical provider.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Symptoms Based):

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
- A written release to return to school from their medical provider.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to

	<p>care for themselves at home may discontinue isolation under the following conditions (Test Based):</p> <ul style="list-style-type: none"> <li>• Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours apart (total of two negative specimens). See <a href="#">Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19)</a>. Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.</li> <li>• A written release to return to school from their medical provider.</li> </ul> <p>Should students miss school for an extended period, distance learning options will be made available for them.</p>			
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>The Port Allegany School District will continue to use a variety of communication methods with families including the district website, Facebook, email, Swift K12 notification system, direct phone calls and mailings.</p> <p>Prepare parents and families for remote learning if school is temporarily cancelled or staff is quarantined.</p>	<p>All district employees.</p>	<p>None.</p> <p>All messaging systems are currently in place.</p>	<p>N</p>

<p><b>Other monitoring and screening practices</b></p>	<p>Please notify school officials if you become sick with <a href="#">COVID-19 Symptoms</a>, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.</p> <p>Schools should call DOH at 1-877-PA Health (1-877-724-3258); before acting in response to a known or suspected communicable disease. DOH will provide guidance regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <p>If the person is present on school property when DOH staff notifies the school of positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</p> <p>Establish procedures for safely transporting home sick individuals.</p> <p>Take every measure to maintain the confidentiality of the affected individual.</p>	<p>All district employees.</p>	<p>None.</p>	<p>N</p>
--	---	--------------------------------	--------------	----------

**Other Considerations for Students and Staff**

## Key Questions

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- 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?

## Summary of Responses to Key Questions:

On July 1, 2020, the [Secretary of Health issued an Order requiring all individuals to wear a face covering](#) when they leave their homes. The order outlines situations when a face covering must be worn and includes limited exceptions (see Section 3 of the Order). The Secretary issued this Order to continue to protect all in the Commonwealth from the spread of COVID-19, mindful of the need to slow the increase in the number of cases as the Commonwealth reopens.

This Order applies to any individual aged two and older whenever outside the home, including while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers, and intermediate units; educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; Private Academic Nursery Schools and locally-funded pre kindergarten activities.

The Order was effective July 1, 2020 and will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool.

"Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the Order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.

Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

The school district will collaborate with students and families and staff at higher risk for severe illness to determine how to meet their needs safely.

Our elementary and high school staff will work with our 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.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students at higher risk for severe illness</b></p>	<p>Cancel all non-essential travel.</p> <p>The district will follow guidelines set forth in the FFCRA (Families First Coronavirus Response Act).</p> <p>The Port Allegany School District will work with students and their families at risk for severe illness.</p> <p>Should a decision be made that it is not recommended or feasible to have a high risk student attend regular classes, the district will provide distance learning opportunities through its Warren County online curriculum or remote learning opportunities offered through current teachers in the building.</p>	<p>District administration, guidance counselors, and professional staff.</p>	<p>Technology and related traditional or online curriculum.</p>	<p>Y</p>

	<p>Higher risk students may be provided alternative schedules for movement within the buildings to reduce contact and increase social distancing.</p> <p>All students will be provided a fully remote learning environment if they choose.</p> <p>Options and best courses of action will be determined on a case-by-case basis working with families, medical professionals, and district staff.</p>			
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>In accordance with the Secretary’s orders, face coverings are required where one cannot consistently maintain 6 feet of social distance.</p>	<p>Superintendent, district administration, and the Port Allegany School Board of Directors.</p>	<p>Requested PPE supplies.</p> <p>These supplies can be purchased using CARE funds.</p>	<p>N</p>
<p><b>* Use of face coverings (masks or face shields) by students (as appropriate)</b></p>	<p>In accordance with the Secretary’s orders, face coverings are required where one cannot consistently maintain 6 feet of social distance.</p>	<p>Superintendent, district administration, and the Port Allegany School Board of Directors.</p>	<p>None.</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
'Health and Safety Plan' Development	District employees, parents, students, local health officials	Gary Buchsen, Superintendent; District administration	In person, Zoom meetings	H & S plan draft, laptop, Zoom software.	Week of June 8, 2020	Ongoing
'Health and Safety Plan' Board Review	Port Allegany SD Board of Directors	Gary Buchsen, Superintendent	In person	Paper copy of H & S plan, laptop, projector.	June 15, 2020	June 15, 2020
'Health and Safety Plan' Professional Staff Review	Port Allegany SD Professional Staff	Gary Buchsen, Superintendent	In person, Zoom meetings	Paper copy of H & S plan, laptop, projector.	July, 2020	August, 2020

<b>'Health and Safety Plan' Maintenance Staff Review</b>	Port Allegany SD Maintenance Staff	Gary Buchsen, Superintendent	In person	Paper copy of H & S plan, laptop, projector.	August, 2020	Ongoing
<b>'Health and Safety Plan' Food Service Staff Review</b>	Port Allegany SD Food Service Staff	Gary Buchsen, Superintendent; Kari Stake and Rachel Vargas	In person	Paper copy of H & S plan, laptop, projector.	August, 2020	Ongoing
<b>'Health and Safety' Plan Parent Review</b>	District Parents and Students	Gary Buchsen, Superintendent	In person, website video presentation	Paper copy of H & S plan, laptop, projector.	August, 2020	Ongoing
<b>'Health and Safety Plan' Support Staff Review</b>	Port Allegany SD Support Staff	Gary Buchsen, Superintendent	In person	Paper copy of H & S plan, laptop, projector.	August 24, 2020	Ongoing
<b>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.</b>	Port Allegany SD Staff	Gary Buchsen, Superintendent, District administration, school nurses, regional health experts, and other related presenters.	In person	Various	June, 2020	Ongoing
<b>Digital Classroom Applications and Strategies</b>	Port Allegany SD Professional Staff and Administration	Gary Buchsen, Superintendent; District administration	In person, remote	Laptop, Desktop, Internet access.	August 6, 2020	August 7, 2020
<b>Various Organizational Updates (Governor Wolf, PA Department of Health, PA Department of Education, Seneca Highlands Intermediate Unit 9, Appalachia Intermediate Unit 8,</b>	Port Allegany SD Professional Staff and Administration	Gary Buchsen, Superintendent; District administration	Remote	Desktop computer, camera, audio capabilities	March, 2020	Ongoing

<b>McKean County Superintendents)</b>						
---	--	--	--	--	--	--

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. 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>'Health and Safety Plan' Board Review and Approval</b>	Port Allegany SD Board of Directors	Gary Buchsen, Superintendent	In person	August 3, 2020	August 10, 2020
<b>Placement of Port Allegany SD 'Health and Safety Plan' on the district website.</b>	Public	Gary Buchsen, Superintendent	Online	June 16, 2020	Ongoing
<b>Parent / Guardian Mailed Communication</b>	Parents / guardians of district students	Gary Buchsen, Superintendent; District administration	Mailing	June 23, 2020	Ongoing
<b>Community notification and review of district 'Health and Safety Plan'</b>	Public	Gary Buchsen, Superintendent	Video overview and summary of the district's plan to be placed on the district website in July.	August, 2020	Ongoing
<b>Weekly meetings with school superintendents from McKean, Cameron and select Potter County school districts</b>	Regional superintendents	Various	Zoom meetings	March 16, 2020	Ongoing
<b>Parent in person review of Port Allegany SD 'Health and Safety Plan'</b>	Parents / Students	Gary Buchsen, Superintendent;	Video overview and posting to the district's website.	August, 2020	As needed

		District administration			
<b>As needed public meetings determined by any board approved plan changes</b>	Public	TBD	Various	TBD	TBD



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for the **Port Allegany School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 10, 2020**.

The plan was approved by a vote of:

  8   Yes

  0   No

Affirmed on: **August 10, 2020**.

By:

***Dr. Mark Carlson, DMD***

---

*(Signature of Board President)*

Dr. Mark Carlson

---

*(Print Name of Board President)*