



**Health and Safety Plan**  
**2020-2021 School Reentry Plan**

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The Loyalsock Township School District recognizes that their school community of students, parents, teachers, administrators and Board of Education members value and strongly believe that schools reopened for in-person instruction and that there is a return to our traditional school day. The district shares this common goal with their community and will work diligently to take the step necessary to return students to their schools. By following the COVID-19 Health and Safety Plan, we are dedicated to reducing or compromising our school community.

The Department of Education and Pa Department of Health each provide health guidelines that schools must follow, the Loyalsock Township School District must apply that information to the school structure and determine if classes resume in person, remotely, or a combination of both options “hybrid” or in-person and remote.

The Loyalsock Township School District is required to develop a Health and Safety Plan, which identifies personnel and procedures that will be put into place in each educational phase. The document contains supplemental information from the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (AAP).

The school district recognized that depending upon the public health conditions in the county, the district’s plan needs to be flexible, adaptable, and change with new developments. It should be expected that there may be cycling back and forth throughout the school year between less restrictive to more restrictive designation (green, yellow and red phases). If these changes need to occur the district will communicate through multiple forms of media outlets.

The Loyalsock Township School District Health and Safety Plan was created in accordance with advice provided by health care and educational professionals. The Health and Safety Plan describes the key strategies, policies, and procedures the district will utilize to ensure the health and safety of students and staff. It is critical that families and all employees thoroughly read the plan to understand all recommendations and key information to work cooperatively with the district to support the health and safety of our students, staff, and school community.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: Loyalsock Township 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?
  - Signage
  - Social Distancing where possible
  - Hallway Procedures
  - Increase Cleaning and Sanitizing
  - Promote hand washing and hand sanitizer
  - Hand sanitizing bottles and/or stations in every room and common area
  - Training Staff and Students
  - Breakfast Format Change - HS
  - Limit parents and volunteers in the building
  - Celebrations/Party/Food Day Regulations
  - Busing - Encourage car riders
  - Temperature Checks
  - Cyber Options
  - Attendance Restrictions - eased
  - Lunch Modifications
  - Playground Modifications
  - Special Education Modifications
  
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - Surveys to student's families and school staff
  - Invited stakeholders to communicate concerns
  
- How will you communicate your plan to your local community?
  - Communication via text, website, social media, email, etc...
  
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - Recommendations of the Local, State, and Federal regulatory bodies

**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).

**Details**

**Anticipated launch date for in-person learning: August 31, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Gerald McLaughlin	LTSD Superintendent	Pandemic Coordinator ~ Both
M. Daniel Egly	LTSD Business Manager	Both
Suzanne Foresman	LTSD Supervisor of Curriculum and Instruction	Both
Lisa Fisher	LTSD Special Education Director	Both

<b>Matthew Reitz</b>	Loyalsock Township High School Principal	Both
<b>Jamie Yonkin</b>	Loyalsock Township High School Assistant Principal	Both
<b>Ashley Sekel</b>	Loyalsock Township Middle School Principal	Both
<b>Matthew Johnson</b>	Donald E. Schick Elementary Principal K-2	Both
<b>Preston Shellenberger</b>	Donald E. Schick Elementary Principal 3-5	Both
<b>Eric Gee</b>	LTSD Director of Technology	Both
<b>Brian Bubb</b>	Supervisor of Building and Grounds	Both
<b>Carolyn Smith</b>	LTSD HS/MS Nurse	Both
<b>Noelle Roman</b>	LTSD ES Nurse	Both
<b>Lisa Dunkleberger</b>	LTSD HS/MS/ES Nurse	Both
<b>Mike Knight</b>	LTSD SPO	Health and Safety Plan Development
<b>Beth Hufnagel</b>	LTSD Director of Food Services	Health and Safety Plan Development
<b>Christine Prohidney</b>	LTSD Director of Transportation	Health and Safety Plan Development
<b>Kirk Bower</b>	High School Teacher	Health and Safety Plan Development
<b>Bradley Grey</b>	High School Teacher	Health and Safety Plan Development
<b>Nick Hessert</b>	Middle School Teacher	Health and Safety Plan Development
<b>Wanita Antonacci</b>	Middle School Teacher	Health and Safety Plan Development
<b>Jennifer Bomboy</b>	Middle School Teacher	Health and Safety Plan Development
<b>Derreck Godin</b>	Middle School Teacher	Health and Safety Plan Development

<b>Ashley Nagele</b>	Donald E. Schick Elementary Teacher	Health and Safety Plan Development
<b>Kaylene Francis</b>	Donald E. Schick Elementary Teacher	Health and Safety Plan Development
<b>Shannon Butters</b>	Parent	Health and Safety Plan Development
<b>Julie Dowell</b>	Parent	Health and Safety Plan Development
<b>Vicki and Joseph Shimko</b>	Parent	Health and Safety Plan Development
<b>Keith Boyer</b>	UPMC Representative/Parent	Health and Safety Plan Development
<b>Larry Allison</b>	Parent	Health and Safety Plan Development
<b>Hal Gee</b>	Parent	Health and Safety Plan Development
<b>Susan Spivey</b>	Parent	Health and Safety Plan Development
<b>Kayla Nielsen</b>	Parent	Health and Safety Plan Development
<b>Laurie Emery</b>	Parent	Health and Safety Plan Development
<b>John Raymond</b>	Board Member	Health and Safety Plan Development
<b>Paul Young</b>	Board Member	Health and Safety Plan Development
<b>Melvin Wentzel</b>	Board Member	Health and Safety Plan Development
<b>Chip Edmonds</b>	Board Member	Health and Safety Plan Development
<b>Robert Leidhecker</b>	Board Member	Health and Safety Plan Development

## 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:** In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned daily in student/staff occupied areas. Electrostatic Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available for students/staff and all learning spaces. Two additional electrostatic sprayers have been purchased for use in the nurses' offices. There will be a focused cleaning of the building nightly or prior to student arrival. The Supervisor of Building and Grounds will provide professional development and appropriate cleaning resources to all maintenance staff, building operators, and cleaning personnel.

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>Required use of PPE required (masks, gloves, face-shields)</p> <p>Increase Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p>	<p>Required use of PPE required (masks, gloves, face-shields)</p> <p>Increase Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p>	Brian Bubb Principals	<p>PPE</p> <p>CDC Website</p> <p>COVID-19 Daily Cleaning Job Checklist</p> <p>spray bottle</p> <p>rags</p> <p>wipes</p> <p>gloves</p> <p>sanitizer</p>	Y

	<p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, and sink handles.</p> <p>Steps will be taken to eliminate the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p>	<p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p>		Modified water fountains.	
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Weekly use of Electrostatic Spray Disinfectant</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air through HVAC systems.</p> <p>Disinfectant will be available to all staff/students and all learning and communal spaces.</p>	<p>Weekly use of Electrostatic Spray Disinfectant</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air through HVAC systems.</p> <p>Disinfectant will be available to all staff/students and all learning and communal spaces.</p>			Y

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?

- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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

While in the Green Phase, master schedules will be designed to maximize space to the maximum extent feasible. Teachers will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

For student lunch in the cafeteria, modifications will be made to increase social distancing to the extent feasible while in the cafeteria lines at all schools. There will be a limited number of meal choices during breakfast and lunch service. Grab and Go Breakfasts will be available for students in all buildings. All food, utensils, and condiments will be individually wrapped for students. Markings will be used to indicate social distancing in food service lines, and students will be asked to use the markings as they move forward in the line. In addition, student lunchtimes may be modified to decrease the number of students in the cafeteria at one time. All surfaces will be disinfected between serving times. Classroom spaces and/or other designated areas will be used for student meals as needed.

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

All students will have hand sanitizer available throughout the district, on district transportation, and upon entering and exiting buildings. There will be visible signage in both school campuses highlighting topics such as handwashing, personal hygiene, and social distancing.

All athletics and extra-curricular teams will follow the recommendations of PIAA. Weather permitting, all physical education classes will be conducted outside and all sports equipment will be cleaned before/after use. Activities will be designed and implemented to maintain social distancing guidelines.

During recess, the students and staff will follow the recommendations of CDC by limiting one grade level at a time.

In an effort to limit the sharing of materials among elementary students; students will utilize their own tool box with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices between uses. In an effort to limit the sharing of materials among middle

school and high school students, all students are assigned their own personal lockers in a staggered manner. There will be a cleaning of shared devices between uses and it is encouraged for students to use their own personal educational items when able.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Team will share the Loyalsock Township School District’s Reopening Health and Safety Plan with applicable providers who may share building facilities.

In the event that the school district must return to the Yellow Phase, more restrictive procedures may be implemented while all precautions from the Green Phase will be maintained. For scheduling, a modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. A rotational schedule has been developed that allows for face-to-face and remote instruction. This will allow all social distancing requirements to be met in all settings since approximately half the students will be present at any given time in each classroom. Large spaces may be utilized to maintain social distancing guidelines considering that only half of the learners will be present at any given time.

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>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>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students</p> <p>Use of a staggered hybrid schedule will be implemented to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>To the maximum extent possible, classroom seating will be</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Reduce interactions between groups of students</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>To the maximum extent possible, classroom seating will be established to maintain the most appropriate social distancing. It is recommended that traditional rows be used to accommodate adjusted seating. In areas where traditional</p>	Principals	<p>Removal of desks, table, furniture and in order to accommodate social distancing needs.</p> <p>Signage</p>	Y

	<p>established to maintain the most appropriate social distancing. It is recommended that traditional rows be used to accommodate adjusted seating. In areas where traditional seating is not feasible, rooms will be structured to create social distancing to the maximum extent for both students and staff. For large or specialized learning spaces (band/choral room, auditorium, gymnasium), teachers should also consider maximizing those spaces in order to afford appropriate social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible. Art class, and general Music may occur on a cart at the elementary level</p> <p>Turn desks facing the same direction or have students socially distance when using a table.</p> <p>Library books checked out will be placed in quarantine for a minimum of three days upon return.</p>	<p>seating is not feasible, rooms will be structured to create social distancing to the maximum extent for both students and staff. For large or specialized learning spaces (band/choral room, auditorium, gymnasium), teachers should also consider maximizing those spaces in order to afford appropriate social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible. Art class, and general Music may occur on a cart at the elementary level.</p> <p>Turn desks facing the same direction or have students socially distance when using a table.</p> <p>Library books checked out will be placed in quarantine for a minimum of three days upon return.</p>			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Student lunch schedules will be staggered to maximize social distancing guidelines to the extent feasible. Elementary lunches will operate on a modified lunch schedule to limit the number of students in the cafeteria. The Middle School and High School</p>	<p>Student lunch schedules will be staggered to maximize social distancing guidelines to the extent feasible. Elementary lunches will operate on a modified lunch schedule to limit the number of students in the cafeteria. The Middle School and High School</p>	<p>Principals/Food Service Director</p>	<p>Additional long rectangular tables in order to accommodate social distancing needs.</p> <p>Signage</p>	<p>Y</p>

	<p>will serve meals in the cafeteria or other designated areas to meet social distancing guidelines.</p> <p>All meals will be served in the cafeteria, classrooms, and other designated areas under this schedule.</p> <p>Markings will be used at tables/seating to allow for additional social distancing reference points. Students may receive assignments for seat location.</p> <p>Eliminate use of pin pads, students at all buildings will be utilizing ID cards or other devices for meal purchases.</p> <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks.</p> <p>Meal condiments will be individually portioned and provided to students on the serving trays.</p> <p>Utensils will be individually wrapped and provided to students.</p>	<p>will serve meals in the cafeteria or other designated areas to meet social distancing guidelines.</p> <p>All meals will be served in the cafeteria, classrooms, and other designated areas under this schedule.</p> <p>Markings will be used at tables/seating to allow for additional social distancing reference points. Students may receive assignments for seat location.</p> <p>Eliminate use of pin pads, students at all buildings will be utilizing ID cards or other devices for meal purchases.</p> <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks.</p> <p>Meal condiments will be individually portioned and provided to students on the serving trays.</p> <p>Utensils will be individually wrapped and provided to students.</p>			
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	<p>Students will not be permitted to serve themselves at the elementary school. Limited selections will be available at the MS/HS. Staff will serve students most meal components.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and sanitized between meal periods.</p> <p>Signage will be placed on the floors to promote social distancing while waiting in the service line.</p>	<p>Students will not be permitted to serve themselves at the elementary school. Limited selections will be available at the MS/HS. Staff will serve students most meal components.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and sanitized between meal periods.</p> <p>Signage will be placed on the floors to promote social distancing while waiting in the service line.</p>			
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>CDC - handwashing resources that include <a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>.</p>	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>CDC - handwashing resources that include <a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>.</p>	School Nurse/Principals	Additional sanitizer stations, signage, and electronic communication will be used to remind students and staff.	Y

	Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.	Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.				
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas.</p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wash Your Hands</a></p> <p><a href="#">Translated Posters</a></p>	<p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas.</p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wash Your Hands</a></p> <p><a href="#">Translated Posters</a></p>	Brian Bubb Principals		Y	
<b>* Identifying and restricting non-essential visitors and volunteers</b>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>Any essential regular/school liaison visitor to any building shall be screened upon entering.</p> <p>Limited individuals renting facilities under Policy 707.</p> <p>Do not schedule large group activities including, but not limited to assemblies, concerts, and theater.</p>	<p>Parent volunteers and classroom guests will be limited.</p> <p>Any essential regular/school liaison visitor to any building shall be screened upon entering.</p> <p>Limited individuals renting facilities under Policy 707.</p> <p>Do not schedule large group activities including, but not limited to assemblies, concerts, and theater.</p>	School Police Officers Principals Business Manager	Office personnel will develop procedures in which to screen and record	Raptor for sign-in Infrared Thermometer	Y
<b>* Handling sporting activities for recess and physical education</b>	<b><u>Middle School and High School: Physical Education</u></b> Select and provide safe opportunities for exercise and	<b><u>Middle School and High School: Physical Education</u></b> Select and provide safe opportunities for exercise and		Each teacher/coach will require training in the correct protocol.	Y	

<p><b>classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>sports events for students. Consider;</p> <ul style="list-style-type: none"> <li>• Physical proximity of players</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play.</li> <li>• Engagement of players at higher risk.</li> <li>• Size of team.</li> </ul> <p><b><u>Elementary School: Recess/Physical Education</u></b> Limit recreation areas to open spaces.</p> <p>Eliminate use of playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Playground equipment will be supplied for individual classrooms.</p> <p>Limit team sports and group games following social distancing guidelines.</p> <p>Train teachers, coaches, officials, and staff on all safety protocols.</p> <p><a href="#">CDC Considerations for Youth Sports</a></p>	<p>sports events for students. Consider;</p> <ul style="list-style-type: none"> <li>• Physical proximity of players</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play.</li> <li>• Engagement of players at higher risk.</li> <li>• Size of team.</li> </ul> <p><b><u>Elementary School: Recess/Physical Education</u></b> Limit recreation areas to open spaces.</p> <p>Reduce use of playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Playground equipment will be supplied for individual classrooms.</p> <p>Limit team sports and group games following social distancing guidelines.</p> <p>Train teachers, coaches, officials, and staff on all safety protocols.</p> <p><a href="#">CDC Considerations for Youth Sports</a></p>		<p>Elementary school teachers will simply follow their communicated schedule.</p> <p>Middle School and High School the Certified Athletic Trainer will train necessary staff.</p>	
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	<p><b>Music/Band/Chorus</b> As outlined on Guidelines established by <a href="#">National Association for Music</a> in order to deliver the programs</p> <p><b>Athletic Programs</b> All athletic teams will follow the latest PIAA Guidelines</p>	<p><b>Music/Band/Chorus</b> As outlined on Guidelines established by <a href="#">National Association for Music</a> in order to deliver the programs</p> <p><b>Athletic Programs</b> All athletic teams will follow the latest PIAA Guidelines</p>			
<p><b>Limiting the sharing of materials among students</b></p>	<p>Clean and disinfect shared items.</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. This will include the addition of individual student kits.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and that a disinfection/quarantine period exists between use.</p> <ul style="list-style-type: none"> <li>● Textbooks, novels, trade books that are shared</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE/Playground Equipment</li> <li>● Manipulatives</li> <li>● Classroom Libraries</li> </ul>	<p>Students will be discouraged from sharing school materials with another student.</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers, or other areas if possible.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and that a disinfection/quarantine period exists between use.</p> <ul style="list-style-type: none"> <li>● Textbooks, novels, trade books that are shared</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE/Playground Equipment</li> <li>● Manipulatives</li> <li>● Classroom Libraries</li> </ul>	Principals/Teachers		Students will need to be trained for proper cleaning procedure

	<p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p> <p>Employees will be discouraged from congregating in rooms or other locations in the building where social distancing cannot be maintained.</p>	<p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p> <p>Employees will be discouraged from congregating in rooms or other locations in the building where social distancing cannot be maintained.</p>			
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Structured hallway movement and traffic patterns. Directional signage will be present.</p> <p>Students will regularly be reminded to maintain a social distance during change of class times.</p> <p>Staff will be present to monitor transitions to assure students are not congregating.</p> <p>Separate students within common areas to the extent possible.</p> <ul style="list-style-type: none"> <li>● Foyers</li> <li>● Cafeterias</li> <li>● Lockers/Hallway Areas</li> <li>● Locker Rooms</li> </ul> <p>Locker assignments will be staggered to maintain social distancing.</p>	<p>Structured hallway movement and traffic patterns. Directional signage will be present.</p> <p>Students will regularly be reminded to maintain a social distance during change of class times.</p> <p>Staff will be present to monitor transitions to assure students are not congregating.</p> <p>Separate students within common areas to the extent possible.</p> <ul style="list-style-type: none"> <li>● Foyers</li> <li>● Cafeterias</li> <li>● Lockers/Hallway Areas</li> <li>● Locker Rooms</li> </ul> <p>Locker assignments will be staggered to maintain social distancing.</p>	Principals	<p>Signage</p> <p>Modified schedules</p> <p>Locker Assignments</p> <p>Modified</p>	

	Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Teachers will train students on proper hallway travel.	Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Teachers will train students on proper hallway travel.			
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Parents/guardians will need to remain in their vehicles for pick-up and drop-off procedures.</p> <p>Attention will be given to balancing student ridership.</p> <p>Students are required to wear masks. They will also be encouraged to sit with members of their household.</p> <p>Extracurricular and Educational field trips will be eliminated.</p> <p>Roof hatches and windows may be opened whenever possible to allow for the best ventilation.</p> <p>School buses and vehicles will be disinfected regularly</p>	<p>Parents/guardians will need to remain in their vehicles for pick-up and drop-off procedures.</p> <p>Attention will be given to balancing student ridership.</p> <p>Students are required to wear masks. They will also be encouraged to sit with members of their household.</p> <p>Extracurricular and Educational field trips will be limited.</p> <p>Roof hatches and windows may be opened whenever possible to allow for the best ventilation.</p> <p>School buses and vehicles will be disinfected regularly</p>	Business Manager/Coordinator of Transportation	Attendance and charts for seating on buses	
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions</b>	To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.	To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.	Principals	<p>Markings on desks, floors</p> <p>Adjusted scheduling for transitions, recesses, lunches, band, chorus, and intervention services, etc.</p>	

<p><b>between groups of students</b></p>	<p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups if possible.</p> <p>Restrict interactions between groups of students.</p> <p>Elementary School: Limit students' travel to classes throughout the day. Staff (including WIN, Special Education and departmentalized 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 groups pulled out from different classes will occur only when absolutely necessary. Special area instruction will take place in classrooms 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>For large or specialized learning spaces (band/choral room,</p>	<p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups if possible.</p> <p>Restrict interactions between groups of students.</p> <p>Elementary School: Limit students' travel to classes throughout the day. Staff (including WIN, Special Education and departmentalized 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 groups pulled out from different classes will occur only when absolutely necessary. Special area instruction will take place in classrooms 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>For large or specialized learning spaces (band/choral room,</p>			
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	auditorium, gymnasium), teachers should also consider maximizing those spaces in order to afford appropriate social distancing.	auditorium, gymnasium), teachers should also consider maximizing those spaces in order to afford appropriate social distancing.			
<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>	Update the LTSD website with any changes.  Collaboration with outside agencies to provide assistance where possible.	Update the LTSD website with any changes.  Collaboration with outside agencies to provide assistance where possible.	District Office Superintendent and Business Manager Director of Technology Supervisor of Curriculum and Instruction		
<b>Other social distancing and safety practices</b>	Installing Sneeze-Guards in Main Offices and Cafeteria P.O.S. Areas, and labs where feasible  Tables and seating will be arranged and marked so that social distancing will be maintained as much as possible.	Installing Sneeze-Guards in Main Offices and Cafeteria P.O.S. Areas, and labs where feasible  Tables and seating will be arranged and marked so that social distancing will be maintained as much as possible.	Administrative Team		

## 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 families in the school district will be provided with information and materials on the signs and symptoms of COVID-19 in children so that they can monitor their children at home. If students exhibit any symptoms, families will be asked to keep their child/children at home until they are symptom free and it will be recommended to consult with a medical professional. Any student who is absent from school for a day may be screened on the next day that he/she attends school. The screening will involve having their temperature taken by the district's nursing staff and a brief screening to ensure they are symptom free of COVID-19. If the child has symptoms, they will be placed in the isolation room and the parent will be contacted to pick up the child. A doctor's note will be required before the child can return to school if sent home with COVID-19 symptoms.

All permanent staff employees will be required to self-monitor their temperatures, each day, prior to reporting to work. All substitute employees and approved contracted workers will have their temperatures checked and screened by school staff prior to reporting to his/her work assignment within a school building. Any visitors entering our school district will go through a screening process to include infrared temperature scanning and completion of questions through the use of our Raptor System.

Professional development for all employees will be conducted to include training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19 and what to look for when assessing others for potential COVID-19. The district's health and safety plan outlines

steps required should an employee exhibit any COVID-19 symptoms or been exposed to an individual with COVID-19. All staff in the district will be trained on the signs and symptoms of COVID-19 in children, and will be asked to constantly monitor the children's health they are working with. If they believe a child is exhibiting symptoms of COVID-19, the nursing staff in the school will be contacted to screen the student and take their temperature. If the student has COVID-19 symptoms following the nurse screening, the child will be placed in the isolation room and the parent will be contacted to pick up the child. A doctor's note will be required before the child can return to school if sent home with COVID-19 symptoms.

During the school day, if a child becomes ill or shows symptoms, he/she will be quarantined in the nurse's office in the isolation room until a parent or guardian can pick him/her up. Any child showing symptoms of COVID-19 will be required to return home immediately and wear a mask while waiting to be transported home. If the school is made aware during the school day that a student has been exposed to an individual with a confirmed positive for COVID-19, the student will immediately be placed in the nurse's office in an isolation room until a parent or guardian can pick him/her up. The student will also be required to immediately wear a mask. If any employee becomes ill and or has been exposed to an individual confirmed positive for COVID-19, that employee will immediately report to his/her Supervisor or Principal, with his/her personal belongings and will be required to immediately exit the building and return home. A doctor's note will be required upon the employee's return to work. If any employee has been in contact with a COVID-19 positive individual, he/she must immediately follow the recommendations for self-quarantine provided by the Department of Health, and may not return to work without a doctor's note.

All staff in the district will be provided basic training on protocols for monitoring children for signs and symptoms of COVID-19. The training will be provided to staff before students return to school on staff in-service days. All health services staff in the district will be provided comprehensive training on protocols and procedures for monitoring staff and students health in relation to COVID-19. This training will be provided in person and with support and advice from the district's pandemic coordinator and Pennsylvania Department of Health.

If there is a confirmed positive case of COVID-19 with a student or staff member, all parents in the school will be notified through our media outlets. If students have to be excluded and quarantined due to direct exposure with another student or staff member, parents will be notified via phone, text, and with a letter sent home. If a student or students have been directly exposed to a COVID-19 positive case, they will be excluded from school according to directions provided by the Department of Health. The student will be provided instruction remotely while absent from school. Decisions on exclusions due to direct exposure will be made in consultation with the district's pandemic coordinator, medical professionals, and the Department of Health. If there is a change to the local safety plan in the district, all families will be notified through our parent notification systems via phone and text, district's website and other social media platforms.

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>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought to school.</p> <p>All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screening will be performed on students at the beginning of the students' school day.</p> <p>Students, staff, and guardians will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p> <p><a href="#">AAP When to Keep Your Child Home</a></p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought to school.</p> <p>All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screening may be performed on students at the beginning of the students' school day.</p> <p>Students, staff, and guardians will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p> <p><a href="#">AAP When to Keep Your Child Home</a></p>	<p>Administrative Team School Nurses Transportation Coordinator</p>	<p>Hand held infrared thermometers for all classroom teachers, office staff, supervisors, directors, principals.</p> <p>At-home screening tool for parents and staff members.</p>	

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions when caring for sick people</a>.</p> <p>Notify local health officials who will be part of the decision making process. Follow CDC guidelines and recommendations from local health officials.</p> <p><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></p> <p>Close off the area used by a person exhibiting symptoms for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed cases while maintaining confidentiality.</p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions when caring for sick people</a>.</p> <p>Notify local health officials who will be part of the decision making process. Follow CDC guidelines and recommendations from local health officials.</p> <p><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></p> <p>Close off the area used by a person exhibiting symptoms for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed cases while maintaining confidentiality.</p>	<p>Administrative Team School Nurses</p>	<p>Critical Care Sanitizer</p> <p>Modifications to health suites to ensure a setting is created for isolation</p>	<p>Yes</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation following</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation following</p>	<p>Administrative Team School Nurses</p>	<p>Screening Tool/Checklist</p>	

	instructions given by the PA Department of Health Guidelines.  Students or staff may return to school with a doctor's note specifying a return to school date.	instructions given by the PA Department of Health Guidelines.  Students or staff may return to school with a doctor's note specifying a return to school date.			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Post Health and Safety Plan on LTSD Website  Provide regular update information on LTSD website and in parent flyers/letters.  Prepare parents and families for remote learning if school is temporarily dismissed	Post Health and Safety Plan on LTSD Website  Provide regular update information on LTSD website and in parent flyers/letters.  Prepare parents and families for remote learning if school is temporarily dismissed	Administrative Team School Nurses	Parentlink LTSD Website Social Media Outlets District App	
<b>Other monitoring and screening practices</b>			Administrative Team School Nurses		

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?

**Summary of Responses to Key Questions:** In the green phase, students will be provided with a full remote learning environment if they so choose through the Lancer Learning Institute. Staff at risk of the coronavirus will be addressed on a case by case basis. According to the July 6th order of the Secretary of the Pennsylvania Department of Health, staff members and students must wear a mask at this time. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. During the yellow phase, we will continue to monitor and evaluate the health and safety of our students and staff. All staff members and students will be required to wear a mask unless they have a medical condition. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.

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>Protecting students and staff at higher risk for severe illness</b>	<p>Cancel all non-essential travel.</p> <p>The district will follow guidelines set forth in the (FFCRA) <a href="#">Families First Coronavirus Response Act</a></p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Limit or cancel all non-essential travel.</p> <p>The district will follow guidelines set forth in the (FFCRA) <a href="#">Families First Coronavirus Response Act</a></p> <p>Discourage the use of perfect attendance awards and incentives.</p>	School Nurses Administrative Team		
* <b>Use of face coverings (masks or face shields) by all staff</b>	Face coverings are required.	Face coverings are required where 6 feet of social distancing cannot be met.	School Nurses Administrative Team	Masks/shields	Y
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Face coverings are required unless the individual has a medical note and 504 Accommodations.	Face coverings are required unless the individual has a medical note and 504 Accommodations.	School Nurses Administrative Team	Masks/shields	Y

	Face coverings are required for use during times when groups of individuals pass or are in close proximity such as hallway transitions	Face coverings are required for use during times when groups of individuals pass or are in close proximity such as hallway transitions			
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<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Protocols will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Staff members will be required to wear gloves when assisting students with personal needs.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p>	<p>Protocols will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Staff members will be required to wear gloves when assisting students with personal needs.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p>	<p>School Nurses Administrative Team</p>	<p>Gloves, masks, face shields</p>	<p>y</p>
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	<p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways</p> <p>Staff members will be required to wear gloves when assisting students with assistive tech devices.</p>	<p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways</p> <p>Staff members will be required to wear gloves when assisting students with assistive tech devices.</p>			
<b>Strategic deployment of staff</b>	Identify critical job functions and positions, and plan for alternative coverage by redefining roles and cross-training staff.	Identify critical job functions and positions, and plan for alternative coverage by redefining roles and cross-training staff.	Administrative Team		Y

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	All staff All students	Administrative Team Supervisor of Buildings and Grounds School Nurses School Police Officers	online  in-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	Literature Sanitizers Cleaning supplies	8/1/2020	8/28/2020
Electrostatic Spray Disinfectant	School Nurse Custodial Staff	Supervisor of Buildings and Grounds	in-person (in accordance to the direction and guidance of the DOH, PDE,	Electrostatic Spray Machine Step-by-step directions	6/15/2020	8/28/2020

			Governor's Office)			
<b>Healthy Hygiene Practices</b>	All staff All Students Parents/Guardians	School Nurse Teachers Counselors	online  In-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	CDC Guidelines, handouts and literature Screen checklists Health Suite Protocols	8/1/2020	ongoing
<b>Implementing the LTSD Health and Safety Plan Discussion</b>	LTSD Community	Administrative Team		HSP Google slides Survey Results CDC, DOH, APA Guidelines	6/15/2020	ongoing
<b>Social Distancing and Safety Protocols for :</b> Physical Education Transportation Cafeteria Transitions Playground Bathroom Locker Bays Locker Room Auditorium Arrival and Dismissal	All students All staff	School Nurses Administrative Team Staff	online  in-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	Checklists Training Modules Teacher Instruction	8/1/2020	ongoing
<b>Implementing the LTSD Health and Safety Plan for Building</b>	Teachers	Administrative Team Supervisor of Buildings and Grounds Director of Food Services	Online  In-person (in accordance to the direction and guidance of the DOH, PDE,	Summary Document Safety Checklist	8/1/2020	

			Governor's Office)			
<b>COVID 19 Health Care Procedures for Nurse Referrals</b>	Teachers	School Nurses Administrative Team	Online  In-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	Nurse Suite Protocols CDC Guidelines Health kits for individual classrooms	8/1/2020	
<b>Safety Protocols for Students with Complex Needs</b>	Teachers Paras	School Nurses Supervisor of Special Education	Online  In-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	CDC, DOH, APA Guidelines Training Modules	8/1/2020	ongoing
<b>Hand held Infrared Temperature Scanning</b>	All staff members	School Nurses	Online  In-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	Step-by-step directions for use, reading and data collection	6/15/2020	ongoing
<b>Proper Mask Wearing</b>	All Staff All Students	School Nurses Teachers Administrative Team	Online  In-person (in accordance to the direction and guidance	CDC, DOH, APA Guidelines Training Modules	8/1/2020	ongoing

			of the DOH, PDE, Governor's Office)			
<b>Social and Physical Distancing Protocols</b>	All Staff All Students	School Nurses Teachers Administrative Team	Online  In-person (in accordance to the direction and guidance of the DOH, PDE, Governor's Office)	CDC, DOH, APA Guidelines Training Modules	8/1/2020	

## 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>2020-2021 District Instructional Options</b>	LTSD School Community	Administrative Team	Electronic and Written Media	7/29/2020	9/01/2020
<b>Board of Directors COVID-19 Update</b>	LTSD School Community	Administrative Team	Electronic and Written Media	6/8/2020	ongoing
<b>Health and Safety Planning Committee</b>	LTSD School Community	Administrative Team	Electronic and Written Media	6/8/2020	7/29/2020
<b>Parent Survey</b>	LTSD School Community	Administrative Team	Electronic and Written Media	6/15/2020	7/8/2020
<b>Return to School Survey</b>	LTSD School Community	Administrative Team	Electronic and Written Media	8/07/2020	8/21/2020
<b>LTSD Building Reopening Letter</b>	LTSD Families	Administrative Team	Electronic and Written Media	7/31/2020	8/07/2020
<b>Parent/Guardian Updates</b>	LTSD Families	Administrative Team	Electronic and Written Media	ongoing	ongoing
<b>Staff Updates</b>	LTSD Employees	Administrative Team	Electronic and Written Media	ongoing	ongoing
<b>Dept. of Health Communication</b>	LTSD School Community	Superintendent	Electronic and Written Media	ongoing	ongoing

## Health and Safety Plan Summary: Loyalsock Township School District

**Anticipated Launch Date: August 31, 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
<p><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>	<p>Increased use of PPE required (masks, gloves, face-shields)</p> <p>Increase Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the CDC’s Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards</p>

Classrooms and common areas will be ventilated with additional circulation of outdoor air through the HVAC system when possible by:

Increase time of ventilation.

Increase outside air percentage.

Weekly use of Electrostatic Spray Disinfectant

Disinfectants will be available to all staff/students in all learning and communal spaces.

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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>Student lunch schedules will be staggered to maximize social distancing guidelines to the extent feasible.. Elementary lunches will operate on a modified lunch schedule to limit the number of students in the cafeteria. The Middle School and High School will serve meals in the cafeteria or other designated areas.</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>All meals will be served in the cafeteria, classrooms, and other designated areas under this schedule.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Markings will be used at tables/seating to allow for additional social distancing reference points. Students may receive assignments for seat location.</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>Eliminate use of pin pads, students at all buildings will be utilizing ID cards or other devices for meal purchases.</p>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Meal condiments will be individually portioned and provided to students on the serving trays.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Utensils will be individually wrapped and provided to students.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Students will not be permitted to serve themselves at the elementary school. Limited selections will be available at the middle school and high school. Staff will serve students most meal components.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and sanitized between meal periods.</p>

<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Signage will be placed on the floors to promote social distancing while waiting in the service line.</p>
	<p>All staff will be trained on healthy hygiene practices so they can teach these to students.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>CDC - handwashing resources that include <a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>
	<p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas.</p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wash Your Hands</a></p> <p><a href="#">Translated Posters</a></p>
	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>Any essential regular/school liaison visitor to any building shall be screened upon entering.</p> <p>Limited individuals renting facilities under Policy 707.</p>

	<p>Do not schedule large group activities including, but not limited to assemblies, concerts, and theater.</p>
	<p><b><u>Middle School and High School: Physical Education</u></b>  Select and provide safe opportunities for exercise and sports events for students. Consider;</p> <ul style="list-style-type: none"> <li>● Physical proximity of players</li> <li>● Amount of touching of shared equipment</li> <li>● Ability to engage in social distancing while not engaged in active play.</li> <li>● Engagement of players at higher risk.</li> <li>● Size of team.</li> </ul> <p><b><u>Elementary School: Recess and Physical Education</u></b>  Limit recreation areas to open spaces.</p> <p>Eliminate use of playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Playground equipment will be supplied for individual classrooms.</p> <p>Limit team sports and group games following social distancing guidelines.</p> <p>Train teachers, coaches, officials, and staff on all safety protocols.</p> <p><a href="#">CDC Considerations for Youth Sports</a></p> <p><b><u>Music/Band/Chorus</u></b>  As outlined on Guidelines established by <a href="#">National Association for Music</a> in order to deliver the programs</p> <p><b><u>Athletic Programs</u></b>  All athletic teams will follow the latest PIAA Guidelines</p>

	<p>Clean and disinfect shared items.</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. This will include the addition of individual student kits.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and that a disinfection/quarantine period exists between use.</p> <ul style="list-style-type: none"><li>• Textbooks, novels, trade books that are shared</li><li>• Technology</li><li>• Art Supplies</li><li>• PE/Playground Equipment</li><li>• Manipulatives</li><li>• Classroom Libraries</li></ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p> <p>Employees will be discouraged from congregating in rooms or other locations in the building where social distancing cannot be maintained.</p>
	<p>Structured hallway movement and traffic patterns. Directional signage will be present in all buildings.</p> <p>Students will regularly be reminded to maintain a social distance during change of class times.</p> <p>Staff will be present to monitor transitions to assure students are not congregating.</p> <p>Separate students within common areas to the extent possible.</p> <ul style="list-style-type: none"><li>• Foyers</li><li>• Cafeterias</li><li>• Lockers/Hallway Areas</li><li>• Locker Rooms</li></ul>

	<p>Locker assignments will be staggered to maintain social distancing.</p> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Teachers will train students on proper hallway travel.</p>
	<p>Parents/guardians will need to remain in their vehicles for pick-up and drop-off procedures.</p> <p>Attention will be given to balancing student ridership.</p> <p>Students are required to wear masks. They will also be encouraged to sit with members of their household.</p> <p>Extracurricular and Educational field trips will be eliminated.</p> <p>Roof hatches and windows may be opened whenever possible to allow for the best ventilation.</p> <p>School buses and vehicles will be disinfected regularly</p>
	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups if possible.</p> <p>Restrict interactions between groups of students.</p> <p>Elementary School: Limit students' travel to classes throughout the day. Staff (including WIN, Special Education and departmentalized teachers) will travel to specific classrooms for instructional purposes</p>

	<p>instead of having students come to them when feasible and will wash hands in between each class. Small groups pulled out from different classes will occur only when absolutely necessary. Special area instruction will take place in classrooms 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>Update the LTSD website with any changes.</p> <p>Collaboration with outside agencies to provide assistance where possible.</p>
	<p>Installing Sneeze-Guards in Main Offices and Cafeteria P.O.S. Areas, and labs where feasible</p> <p>Tables and seating will be arranged and marked so that social distancing will be maintained as much as possible.</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
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<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought to school.</p> <p>All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screening will be performed on students at the beginning of the students' school day.</p> <p>Students, staff, and guardians will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p> <p><a href="#">AAP When to Keep Your Child Home</a></p>
	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions when caring for sick people</a>.</p> <p>Notify local health officials who will be part of the decision making process. Follow CDC guidelines and recommendations from local health officials.</p> <p><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection</a>.</p>

	<p>Close off the area used by a person exhibiting symptoms for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed cases while maintaining confidentiality.</p>
	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation following instructions given by the PA Department of Health Guidelines.</p> <p>Students or staff may return to school with a doctor's note specifying a return to school date.</p>
	<p>Post Health and Safety Plan on LTSD Website</p> <p>Provide regular update information on LTSD website and in parent flyers/letters.</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
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<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Cancel all non-essential travel.</p> <p>The district will follow guidelines set forth in the (FFCRA) <a href="#">Families First Coronavirus Response Act</a></p> <p>Discourage the use of perfect attendance awards and incentives.</p> <p>Face coverings are required.</p> <p>Face coverings are required unless the individual has a medical note and 504 Accommodations.</p> <p>Face coverings are required for use during times when groups of individuals pass or are in close proximity such as hallway transitions.</p> <p>Protocols will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Staff members will be required to wear gloves when assisting students with personal needs.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p>
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Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.

Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.

Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways

Staff members will be required to wear gloves when assisting students with assistive tech devices.

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Staff members will be required to wear gloves when assisting students with assistive tech devices.

	Identify critical job functions and positions, and plan for alternative coverage by redefining roles and cross-training staff.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Loyalsock Township School District** reviewed and approved the Phased School Reopening Health and Safety Plan on July 29, 2020 .

The plan was approved by a vote of:

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

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

Affirmed on: **July 29, 2020**

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.