



# Phased School Reopening Health and Safety Plan Template

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

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

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

## Health and Safety Plan: **DOWNINGTOWN AREA SCHOOL DISTRICT**

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Robert Reed</b>	District	Pandemic Coordinator
<b>Dale Lauver</b>	Facilities	Both
<b>Dawna Hankins</b>	Human Resources	Both
<b>Tim Hubbard</b>	Chief Security Officer	Both
<b>Jennifer Shealy</b>	Communications	Both
<b>Jennifer Mikulich</b>	Nurse Curriculum Leader	Both
<b>Meghan Dennis</b>	Pupil Services	Both

<b>Arthur Campbell</b>	Building Administrator	Health and Safety Plan Development
<b>Karen Welch</b>	Building Administrator	Health and Safety Plan Development
<b>Jonathan Ross</b>	Building Administrator	Health and Safety Plan Development
<b>Steven Pron</b>	Building Administrator	Health and Safety Plan Development
<b>Dawn Lawless</b>	Building Administrator	Health and Safety Plan Development
<b>Shawn Wright</b>	Building Administrator	Health and Safety Plan Development
<b>Lee Wisdom</b>	Board Member/Parent	Health and Safety Plan Development
<b>Anna Jordan</b>	Support Staff	Health and Safety Plan Development
<b>Lauren Fiske</b>	Teacher	Health and Safety Plan Development
<b>Craig Krusen</b>	Teacher	Health and Safety Plan Development
<b>Jeanne Casner</b>	Public Health Director, Chester County	Pandemic Crisis Response

## 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: **(INSERT TEXT)**

**Building cleaning staff will follow the District Cleaning Procedures Manual plus the added measures learned from COVID-19 training. The District is constantly reordering disinfectant, supplies and PPE. Cleaning procedures always follow OSHA guidelines. All buildings will be cleaned thoroughly daily and all cleaning staff use proper safety equipment (gloves, mask, etc.) and we only clean an area when it is unoccupied and public is outside the area (bathrooms will be unoccupied when cleaned). All staff will be supplied with spray bottles filled with disinfectant and towels to constantly clean personal areas, cleaning staff will do scheduled cleaning throughout the day, frequent cleaning in high volume areas. All custodial and maintenance staff will be trained in COVID-19 cleaning and disinfecting in late July. Training will be provided by an Environmental Engineer on site. All cleaning and disinfecting learned from the training will be added to the Custodial Procedures Manual and implemented into the daily cleaning routine.**



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)
Other cleaning, sanitizing, disinfecting, and ventilation practices					

## 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: **(INSERT TEXT)**

**Six foot distancing is required for classroom seating. Classroom configurations will be altered for maximal social distancing as feasible with limitations for face-to-face seating. Student desks will face forward with space between desks. For small group instruction, each instructor will be provided a face shield. Unnecessary furniture will be removed to maximize floor space for distancing.**

**Outdoor learning spaces will be utilized when the weather is appropriate and conducive to learning. Student medical needs will need to be taken into consideration before utilizing an outdoor learning space. In addition, not all school campuses will be able to provide an adequate learning environment outside of the school building.**

**The district has budgeted for an additional 6 buses for the 20-21 school year to minimize overcrowding. Students will be required to wear masks while riding district transportation. Bus drivers will also be required to wear face shields and/or**

**masks when students enter/exit the bus. Drivers will wear masks at all times when students are present. Drivers will disinfect high touch areas between each morning and afternoon bus run. At the end of each day, the driver will wipe down all seat surfaces with disinfectant. Windows on the bus will be opened, when possible, for ventilation.**

**Visitors and volunteers will only be permitted in the green phase who meet symptom free health guidelines. Volunteers will be limited to home and school board members in the green phase. All non-essential visitors and volunteers will be eliminated in the yellow phase.**

**Hand sanitizer will be available in all classrooms, main hallways, and communal spaces. Students will be required to wash or sanitize hands before and after lunch in the green and yellow phase. All staff will wash or sanitize hands before and after lunch as well as throughout the school day.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Implement a staggered schedule by alpha last name in an A/B rotation to reduce the number of students in buildings.</p> <p>Six foot distancing is required for classroom seating.</p> <p>Classroom configurations will be altered for maximal social distancing as feasible with limitations for face-to-face seating.</p> <p>Student desks will face forward with space between desks.</p> <p>For small group instruction, each instructor will be provided a face shield.</p> <p>Remove unnecessary furniture to maximize floor space for distancing.</p> <p>Limit students out of the classroom to one at a time when feasible.</p> <p>Require social distancing in offices and staff rooms.</p>	<p>Six foot distancing is required for classroom seating.</p> <p>Classroom configurations will be altered for maximal social distancing as feasible with limitations for face-to-face seating.</p> <p>Student desks will face forward with space between desks.</p> <p>For small group instruction, each instructor will be provided a face shield.</p> <p>Remove unnecessary furniture to maximize floor space for distancing.</p> <p>Limit students out of the classroom to one at a time when feasible.</p> <p>Require social distancing in offices and staff rooms</p>	<p>Building Principals Classroom Teacher Paraprofessional</p>	<p>Face shields</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Implement a staggered schedule by alpha last name in an A/B rotation to reduce the number of students in buildings.</p> <p>Lunch will be eaten in the cafeteria following the guidelines of 25 students as well as classroom spaces.</p> <p>Designate peanut free areas within each classroom.</p> <p>No large group gatherings will occur for assemblies, concerts, or other programs involving large numbers of students or staff during the school day.</p> <p>Surfaces where food was eaten will be cleaned after lunch.</p>	<p>K-5 elementary schools will contain less than 250 students at one time in the cafeteria.</p> <p>School based gatherings for assemblies will be limited to 250 students.</p> <p>6-12 secondary schools will utilize cafeteria space for 250 students and the rest of the students will use classroom spaces, outdoor dining (weather appropriate), and other common areas.</p> <p>Surfaces where food was eaten will be cleaned after lunch.</p>	<p>Building Principal Head Custodian Food Services Dept Classroom Teachers</p>	<p>Classroom cleaning products for surfaces where food was eaten</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Hand washing and/or sanitizing will be made available throughout the school day and will be required for all students.</p> <p>Hand sanitizer stations will be increased in each school and students will be required to wash and/or sanitize hands before and after lunch.</p> <p>All individuals in the school will sanitize or wash their hands on a frequent basis.</p> <p>Students and staff will provide their own refillable water bottles.</p> <p>Physical contact such as handshakes, fist bumps, high fives, etc will be prohibited.</p>	<p>Hand washing and/or sanitizing will be made available throughout the school day and will be encouraged for all students.</p> <p>Hand sanitizer stations will be increased in each school and students will be required to wash and/or sanitize hands before and after lunch.</p> <p>All individuals in the school will sanitize or wash their hands on a frequent basis.</p> <p>Students and staff will provide their own refillable water bottles.</p> <p>Physical contact such as handshakes, fist bumps, high fives, etc will be prohibited.</p>	<p>Building Principal, Head Custodian, and Facilities Department</p>	<p>Additional Sanitizer Stations</p>	<p>Y</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>Signage will be added to all schools that emphasizes proper hygiene practices, safety measures, and hand washing techniques.</p>	<p>Signage will be added to all schools that emphasizes proper hygiene practices, safety measures, and hand washing techniques.</p>	<p>Building Principal, Head Custodian, and Facilities Department</p>	<p>Signage for all K-12 schools.</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>All non-essential visitors and volunteers will not be permitted in the school including student teachers and field experience students.</p> <p>Visitors and vendors will be subject to a temperature upon entrance to the building and will be required to follow mask and/or face shield protocols.</p> <p>Parents/guardians dropping off items to students should use a designated drop off table in the vestibule.</p>	<p>Volunteers will be limited to parents/adults that meet symptom free health guidelines and are members of the home and school association board.</p> <p>Visitors, volunteers, and vendors will be subject to a temperature scan upon entrance to the building and will be required to follow mask and/or face shield protocols.</p> <p>Parents/guardians dropping off items to students should use a designated drop off table in the vestibule.</p>	<p>Building Principal Office Staff</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Playground equipment will be closed and not permitted for use.</p> <p>Shared playground equipment will not be utilized (jump ropes, balls, etc)</p> <p>Games of catch, tag, or physical contact will be prohibited.</p> <p>K-5 recess can be held indoors in classrooms and follow normal protocols that we utilize for bad weather days.</p> <p>Physical education courses will utilize partitions in the gymnasiums to separate students into groups of 25 or utilize outdoor space when weather is appropriate.</p> <p>PE Staff will design lessons that do not involve physical contact.</p>	<p>K-5 schools who have daily recess will encourage social distancing during recess as well as minimize the sharing of hand held equipment.</p> <p>Physical education classes and activities will be designed to minimize the grouping or clustering of students as well as sharing hand held equipment.</p> <p>Shared fitness equipment should be wiped down after each individual use.</p>	<p>Building Principal Physical Education Curriculum Leader Classroom Teachers Recess Monitors</p>		<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<p>Communal supplies will be replaced with kits as available and feasible.</p> <p>Library books will not be signed out.</p> <p>Secondary laboratory classes who utilize shared materials/equipment should allow adequate time for cleaning between uses.</p>	<p>Minimize the use of communal supplies for students to the maximum extent possible.</p> <p>Returned library books will be wiped down and not returned to library shelves for a period of 3 days.</p>	Classroom Teachers Building Principals	Communal supplies will need to be purchased	N
<b>Staggering the use of communal spaces and hallways</b>	<p>Early arrival procedures will be modified to socially distance students and include having students immediately report to first period. Students receiving breakfast services will be accommodated.</p> <p>Students will use the right hand side of the hallways when walking to classes.</p> <p>Up and down staircases will be implemented.</p> <p>Secondary schools will consider staggering class dismissals to minimize hallway traffic.</p> <p>Class or large group meetings will not occur in person or in groups of larger than 25 persons.</p>	<p>Early arrival procedures will be modified to socially distance students in gathering areas and include having students report to first period as soon as possible.</p> <p>Students will use the right hand side of the hallways when walking to classes.</p> <p>Up and down staircases will be considered.</p> <p>Secondary schools will consider staggering class dismissals to minimize hallway traffic.</p> <p>Class meetings in large group areas will be limited to 250 students.</p>	Classroom Teachers Building Principals	Signage or maps/visuals for hallway and staircase procedures	N

<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Implement a staggered schedule by alpha last name in an A/B rotation to reduce the number of students on school buses.</p> <p>The district is adding 6 additional buses to reduce overcrowding.</p> <p>Students will be required to wear masks while utilizing district transportation.</p> <p>When feasible, students will be socially distanced on buses.</p> <p>Socially distancing at bus stops will be encouraged.</p> <p>Drivers will disinfect high touch areas between each morning and afternoon bus run. At the end of each day, the driver will wipe down all seat surfaces with disinfectant.</p> <p>Students will be assigned seats for contact tracing purposes and family members will sit together</p> <p>Windows should be open when possible for ventilation in buses.</p> <p>Windows should be at first latch (cracked) when weather prevents full open position.</p>	<p>The district is adding 6 additional buses to reduce overcrowding.</p> <p>Students will be required to wear masks while utilizing district transportation.</p> <p>When feasible, students will be socially distanced on buses.</p> <p>Socially distancing at bus stops will be encouraged.</p> <p>Drivers will disinfect high touch areas between each morning and afternoon bus run. At the end of each day, the driver will wipe down all seat surfaces with disinfectant.</p> <p>Students will be assigned seats for contact tracing purposes and family members will sit together.</p> <p>Windows should be open when possible for ventilation in buses</p> <p>Windows should be at first latch (cracked) when weather prevents full open position.</p>	<p>Supervisor of Transportation Building Principals Classroom Teachers Paraprofessionals</p>	<p>School district supplied disinfectant solution in a spray bottle. Drivers will wear Personal Protective Equipment during the disinfecting process.</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	The district will maximize social distancing given limitations to the available number of school buses and school bus drivers.				
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	No large group gatherings of students will be permitted.  Staff meetings and professional development will be limited to groups of 25 or conducted virtually.	Gatherings of students larger than 250 will not be permitted.  Staff meetings and professional development will be limited to groups of 250.	Building Principals Classroom Teachers		N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	“A Child’s Place” (ACP) director or site manager will meet with K-5 principals to review District health and safety plan and coordinate efforts.	“A Child’s Place” (ACP) director or site manager will meet with K-5 principals to review District health and safety plan and coordinate efforts.	ACP Director/Manager Elementary Principals		Y
<b>Other social distancing and safety practices</b>	Procedures and protocols will be reassessed to ensure student and staff health and safety.	Procedures and protocols will be reassessed to ensure student and staff health and safety.	Building Principals District Pandemic 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: (INSERT TEXT)**

**Signs and symptoms of COVID-19 will be shared with students, staff, and parents/guardians. All staff will be expected to monitor themselves daily for symptoms which includes temperature checks when necessary. Staff will remain at home if ill. Parents/guardians will screen their children before the school day. No students with symptoms will be sent on a bus or brought to school. Students and staff will go to the nurse immediately if feeling symptomatic.**

**Per CDC guidelines, students and staff who experienced symptoms may return to school after 3 days of no fever AND symptoms improved AND 10 days since symptoms first appeared. Per CDC guidelines, students and staff who tested positive for COVID-19 may return after 10 days since the COVID-19 test. Anyone who has been in close contact with someone with COVID-19 should stay home for 14 days after exposure based upon the time it takes to develop illness.**

**In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.**

**Training will be offered virtually through Safe Schools, in person, and via mass communication. Posters will be placed in all common areas, hallways, and break rooms and will include all required information for understanding symptoms and protective measures.**

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>Signs and symptoms of COVID-19 will be shared with students, staff, and parents/guardians. All staff and students, in cooperation with parents, will be expected to monitor themselves for symptoms which includes temperature checks when necessary.</p> <p>Children with symptoms will not be sent on a bus or brought to school.</p> <p>All staff will remain at home if ill.</p> <p>Students will go to the nurse immediately if feeling symptomatic.</p> <p>Staff will notify the office if feeling symptomatic and will be sent home.</p> <p>Monitor daily attendance rates for students and staff.</p> <p>Staff at higher risk are responsible for notifying the human resources department.</p> <p>Staff at higher risks should avoid gathering in groups of any size and avoid common areas such as staff rooms.</p>	<p>Signs and symptoms of COVID-19 will be shared with students, staff, and parents/guardians. All staff and students, in cooperation with parents, will be expected to monitor themselves for symptoms which includes temperature checks when necessary.</p> <p>Children with symptoms will not be sent on a bus or brought to school.</p> <p>All staff will remain at home if ill.</p> <p>Students will go to the nurse immediately if feeling symptomatic.</p> <p>Staff will notify the office if feeling symptomatic and will be sent home.</p> <p>Monitor daily attendance rates for students and staff.</p> <p>Staff at higher risk are responsible for notifying the human resources department.</p> <p>Staff at higher risks should avoid gathering in groups of any size and avoid common areas such as staff rooms.</p>	<p>Building Principal District Pandemic Team School Nurse</p>	<p>Communication of protocols to staff, students, and parents/guardians</p>	<p>Y</p>

	<p>Students and staff must notify the school if an absence is due to COVID-19.</p> <p>It is recommended that students or staff who travel to high incident states as identified by the Department of Health should quarantine for a period of 14 days.</p>	<p>Students and staff must notify the school if an absence is due to COVID-19.</p> <p>It is recommended that students or staff who travel to high incident states as identified by the Department of Health should quarantine for a period of 14 days.</p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Individuals will be isolated in the health room office area or designated isolation area within the building.</p> <p>Individuals demonstrating symptoms will be required to wear a mask if developmentally appropriate in the isolation room.</p> <p>Individuals will be sent home and advised to seek medical attention.</p> <p>Staff and students should not return to school until they have met CDC's criteria for safe return.</p>	<p>Individuals will be isolated in the health room office area or designated isolation area within the building.</p> <p>Individuals demonstrating symptoms will be required to wear a mask if developmentally appropriate in the isolation room.</p> <p>Individuals will be sent home and advised to seek medical attention.</p> <p>Staff and students should not return to school until they have met CDC's criteria for safe return.</p>	<p>Building Principal District Pandemic Team School Nurses</p>		<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Per CDC guidelines, students and staff who experienced symptoms may return to school after 3 days of no fever AND symptoms improved AND 10 days since symptoms first appeared.</p> <p>Per CDC guidelines, students and staff who tested positive for</p>	<p>Per CDC guidelines, students and staff who experienced symptoms may return to school after 3 days of no fever AND symptoms improved AND 10 days since symptoms first appeared.</p> <p>Per CDC guidelines, students and staff who tested positive for</p>	<p>Building Principal District Pandemic Team School Nurses</p>	<p>Communication of protocols to staff, students, and parents/guardians</p>	<p>Y</p>

	COVID-19 may return after 10 days since the COVID-19 test.	COVID-19 may return after 10 days since the COVID-19 test.			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Superintendent or Designee will communicate any changes in safety practices, protocols, procedures on the district website, district social media, and through the district mass communication system.	Superintendent or Designee will communicate any changes in safety practices, protocols, procedures on the district website, district social media, and through the district mass communication system.	Superintendent Director of Communications		N
<b>Other monitoring and screening practices</b>	<p>Students who appear ill or are exhibiting COVID-19 symptoms during the school day will be evaluated by the school nurse.</p> <p>Staff who appear ill or are exhibiting COVID-19 symptoms during the school day should be evaluated by a medical professional.</p> <p>In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.</p>	<p>Students who appear ill or are exhibiting COVID-19 symptoms during the school day will be evaluated by the school nurse.</p> <p>Staff who appear ill or are exhibiting COVID-19 symptoms during the school day should be evaluated by a medical professional.</p> <p>In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.</p>	School Nurses		Y

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

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

**Summary of Responses to Key Questions: (INSERT TEXT)**

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>Identify students and staff at higher risk. (CDC includes individuals at high risk as 65 or over and people of all ages with underlying medical conditions particularly if not well controlled.)</p> <p>Students and staff should self-monitor for symptoms prior to leaving for school.</p> <p>Students and staff will be encouraged to stay home if they are ill.</p> <p>Review attendance policies and make necessary adaptations.</p>	<p>Identify students and staff at higher risk. (CDC includes individuals at high risk as 65 or over and people of all ages with underlying medical conditions particularly if not well controlled.)</p> <p>Students and staff should self-monitor for symptoms prior to leaving for school.</p> <p>Students and staff will be encouraged to stay home if they are ill.</p> <p>Review attendance policies and make necessary adaptations.</p>	<p>District Pandemic Team</p> <p>Pupil Services</p> <p>School Nurses</p> <p>Human Resources</p>		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face masks and shields will be provided to staff and will be required throughout the work day if teachers cannot adequately distance from students or staff. Masks will also be required when staff are moving throughout the buildings.</p>	<p>Face masks and shields will be provided to staff and will be required throughout the work day if teachers cannot adequately distance from students or staff. Masks will also be required when staff are moving throughout the buildings</p>	<p>Building Principal District Pandemic Team</p>	<p>Purchase of shields and masks</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face masks will be provided (as available) to students and will be required throughout the school day if students cannot adequately distance from other persons. Masks will also be required when students are moving throughout the buildings.</p> <p><i>Mask requirements will be adjusted accordingly with any change in guidance from the DOH or PDE.</i></p> <p>Identify and implement mask free zones for students to take a break from wearing a mask while maintain social distancing.</p> <p>Students will be required to wear masks while on district provided transportation and entering and exiting the school.</p>	<p>Face masks will be provided (as available) to students and will be required throughout the school day if students cannot adequately distance from other persons. Masks will also be required when students are moving throughout the buildings.</p> <p><i>Mask requirements will be adjusted accordingly with any change in guidance from the DOH or PDE.</i></p> <p>Identify and implement mask free zones for students to take a break from wearing a mask while maintain social distancing.</p> <p>Students will be required to wear masks while on district provided transportation and entering and exiting the school.</p>	<p>Building Principal District Pandemic Team</p>	<p>Purchase of student masks</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Students with IEP's or 504 Service Plans who have complex needs or are vulnerable, will be provided health and safety provisions.	Students with IEP's or 504 Service Plans who have complex needs or are vulnerable, will be provided health and safety provisions.	Building Principal Classroom Teacher IEP Teacher Pupil Services		Y
<b>Strategic deployment of staff</b>	<p>Staff meetings of more than 25 people will not occur in a face-to-face format.</p> <p>Virtual meetings will be used for groups larger than 25.</p> <p>Staff who share communal work spaces will socially distance or be provided an alternate site for planning and preparation.</p>	<p>Staff meetings or gatherings of more than 250 will not be utilized.</p> <p>Virtual meetings are required when staff cannot be adequately socially distanced.</p> <p>Staff who share communal work spaces will socially distance or be provided an alternate site for planning and preparation.</p>	District Pandemic Team		N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Proper cleaning techniques and guidelines for disinfecting surfaces against Coronavirus	All custodial and maintenance staff	ECS Environmental Engineer+John Campbell/Cust. Supervisor	1-4 hour session	All cleaning products, machines, safety equipment, PPE and demo area	July 20, 2020	July 20, 2020
DASD Health and Safety Plan	Administration and 12 month staff	District Pandemic Team	Virtual Meeting or Groups of 25	Handout or Weblink	August 2020	August 2020
COVID-19 Prevention	ACP	Building Principal	Virtual Meeting or Groups of 25	Handout or Weblink	August 2020	August 2020
DASD Health and Safety Plan	ACP	Building Principal	Virtual Meeting or Groups of 25	Handout or Weblink	August 2020	August 2020
COVID-19 Prevention	10 Month Staff	Building Principal and School Nurses	Staff Meetings	Handout or Weblink	August 2020	August 2020
DASD Health and Safety Plan	10 Month Staff	Building Principal and School Nurses	Staff Meetings	Handout or Weblink	August 2020	August 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
DASD Health and Safety Plan	Bus Drivers	Supervisor of Transportation; Bus Contractor Managers	Virtual Meeting or Groups of 25	Handout or Weblink	August 2020	August 2020
COVID-19 Prevention	Bus Drivers	Supervisor of Transportation; Bus Contractor Managers	Virtual Meeting or Groups of 25	Handout or Weblink	August 2020	August 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
Self-monitoring and symptom screening guidance	Staff and Parents/Guard	Director of Communications	General information messaging via email, website and social media  Full plan will be shared via direct mass email, posted on website, and announced on social media	Week of June 29  Once approved by the Board	
Hygiene Protocols and Guidelines	Staff and Parents/Guard	Director of Communications	General information messaging via email, website and social media  Full plan will be shared via direct mass email, posted on website, and announced on social media	Week of June 29  Once approved by the Board	
Protecting High Risk Students	Parent/Guardian	Director of Pupil Services	Email	Once approved by the Board	
Procedures for quarantine/isolation of students and staff	Staff and Parents/Guard	Director of Communications	Full plan will be shared via direct mass email, posted on website, and announced on social media	Once approved by the Board	

## Health and Safety Plan Summary: **DOWNINGTOWN AREA 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>Ventilation systems will be cleaned regularly and operating at ASHRAE standards for occupied buildings.</p> <p>Water fountains will be bagged off except for bottle filling stations, all flat surfaces, door handles and commonly touched surfaces will be disinfected nightly.</p> <p>Fogging machines, electrostatic misters and aerosol bombs will be used in large gathering areas and stair towers and elevators nightly.</p> <p>Hallway floors will be disinfected and cleaned nightly with auto scrubbers and hall walls will be fog misted.</p> <p>Spray bottles with disinfectant and towels will be available for every teacher and staff member. Face masks or face shields will be made available for all staff.</p> <p>Buses will be sanitized daily and high contact areas will be sanitized in between bus runs.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <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></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> <li>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></li> </ul>	<p>Six foot distancing is required for classroom seating.</p> <p>Classroom configurations will be altered for maximal social distancing as feasible with limitations for face-to-face seating.</p> <p>Student desks will face forward with space between desks.</p> <p>For small group instruction, each instructor will be provided a face shield.</p> <p>Remove unnecessary furniture to maximize floor space for distancing.</p> <p>Limit students out of the classroom to one at a time when feasible.</p> <p>Promote social distancing in offices and staff rooms. Required in yellow phase.</p> <p>In the yellow phase, implement a staggered schedule by alpha last name in an A/B rotation to reduce the number of students on school buses and in the school buildings.</p>
<b>Limiting the sharing of materials among students</b>	
<b>Staggering the use of communal spaces and hallways</b>	
<b>Adjusting transportation schedules and practices to create social distance between students</b>	
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>CAFETERIA: GREEN</p> <p>K-5 elementary schools will contain less than 250 students at one time in the cafeteria.</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>School based gatherings for assemblies will be limited to 250 students.</p> <p>6-12 secondary schools will utilize cafeteria space for 250 students and the rest of the students will use classroom spaces, outdoor dining (weather appropriate), and other common areas.</p> <p>Surfaces where food was eaten will be cleaned after lunch.</p>
<b>Other social distancing and safety practices</b>	<p>CAFETERIA YELLOW:</p>

**Requirement(s)**

**Strategies, Policies and Procedures**

Lunch will be eaten in the cafeteria following the guidelines of 25 students as well as classroom spaces.

Designate peanut free areas within each classroom.

No large group gatherings will occur for assemblies, concerts, or other programs involving large numbers of students or staff during the school day.

Surfaces where food was eaten will be cleaned after lunch.

Hand washing and/or sanitizing will be made available throughout the school day and will be encouraged for all students.

Hand sanitizer stations will be increased in each school and students will wash and/or sanitize hands before and after lunch.

All individuals in the school will sanitize or wash their hands on a frequent basis.

Signage will be added to all schools that emphasizes proper hygiene practices, safety measures, and hand washing techniques.

K-5 schools who have daily recess will encourage social distancing during recess as well as minimize the sharing of hand held equipment.

Physical education classes and activities will be designed to minimize the grouping or clustering of students as well as sharing hand held equipment.

Shared fitness equipment should be wiped down after each individual use.

## Requirement(s)

## Strategies, Policies and Procedures

Minimize the use of communal supplies for students to the maximum extent possible.

Returned library books will be wiped down and not returned to library shelves for a period of 3 days.

Early arrival procedures will be modified to socially distance students in gathering areas and include having students report to first period as soon as possible.

Students will use the right hand side of the hallways when walking to classes.

Up and down staircases will be considered.

Secondary schools will consider staggering class dismissals to minimize hallway traffic.

Class meetings in large group areas will be limited to 250 students in the green phase. Meetings will be limited to 25 students in the yellow phase or will occur virtually.

The district is adding 6 additional buses to reduce overcrowding.

Students will be required to wear masks while utilizing district transportation.

When feasible, students will be socially distanced on buses.

Socially distancing at bus stops will be encouraged.

Drivers will disinfect high touch areas between each morning and afternoon bus run. At the end of each day, the driver will wipe down all seat surfaces with disinfectant.

Requirement(s)	Strategies, Policies and Procedures
	<p>Students will be assigned seats for contact tracing purposes and family members will sit together.</p> <p>Windows should be open when possible for ventilation in buses.</p> <p>Windows should be at first latch (cracked) when weather prevents full open position.</p> <p>Gatherings of students larger than 250 will not be permitted in the green phase.</p> <p>Staff meetings and professional development will be limited to groups of 250 in the green phase.</p> <p>Class or large group meetings will not occur in person or in groups of larger than 25 persons in the yellow phase.</p> <p>“A Child’s Place” (ACP) director or site manager will meet with K-5 principals to review District health and safety plan and coordinate efforts.</p> <p>Procedures and protocols will be reassessed to ensure student and staff health and safety</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Monitoring students and staff for symptoms and history of exposure</b></li> <li>* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></li> <li>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></li> </ul>	<p>Signs and symptoms of COVID-19 will be shared with students, staff, and parents/guardians.</p> <p>All staff and students, in cooperation with parents, will be expected to monitor themselves for symptoms which includes temperature checks when necessary.</p> <p>Children with symptoms will not be sent on a bus or brought to school.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>All staff will remain at home if ill.</p> <p>Students will go to the nurse immediately if feeling symptomatic.</p> <p>Staff will notify the office if feeling symptomatic and will be sent home.</p> <p>Monitor daily attendance rates for students and staff.</p> <p>Staff at higher risk are responsible for notifying the human resources department.</p> <p>Staff at higher risks should avoid gathering in groups of any size and avoid common areas such as staff rooms.</p> <p>Students and staff must notify the school if an absence is due to COVID-19.</p> <p>It is recommended that students or staff who travel to high incident states as identified by the Department of Health should quarantine for a period of 14 days.</p> <p>Individuals will be isolated in the health room office area or designated isolation area within the building.</p> <p>Individuals demonstrating symptoms will be required to wear a mask if developmentally appropriate in the isolation room.</p> <p>Individuals will be sent home and advised to seek medical attention.</p> <p>Staff and students should not return to school until they have met CDC's criteria for safe return.</p> <p>Per CDC guidelines, students and staff who experienced symptoms may return to school after 3 days of no fever AND symptoms improved AND 10 days since symptoms first appeared.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Per CDC guidelines, students and staff who tested positive for COVID-19 may return after 10 days since the COVID-19 test.</p> <p>Superintendent or Designee will communicate any changes in safety practices, protocols, procedures on the district website, district social media, and through the district mass communication system.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Identify students and staff at higher risk. (CDC includes individuals at high risk as 65 or over and people of all ages with underlying medical conditions particularly if not well controlled.)</p> <p>Students and staff should self-monitor for symptoms prior to leaving for school.</p> <p>Students and staff will be encouraged to stay home if they are ill.</p> <p>Review attendance policies and make necessary adaptations.</p> <p>Face masks and shields will be provided to staff and will be required throughout the work day if teachers cannot adequately distance from students or staff. Masks will also be required when staff are moving throughout the buildings.</p> <p>Face masks will be provided (as available) to students and will be required throughout the school day if students cannot adequately distance from other persons. Masks will also be required when students are moving throughout the buildings.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p><i>Mask requirements will be adjusted accordingly with any change in guidance from the DOH or PDE.</i></p> <p>Identify and implement mask free zones for students to take a break from wearing a mask while maintain social distancing.</p> <p>Students will be required to wear masks while on district provided transportation.</p> <p>Students with IEP's or 504 Service Plans who have complex needs or are vulnerable, will be provided health and safety provisions.</p> <p>Staff meetings or gatherings of more than 250 will not be utilized in the green phase.</p> <p>Staff meetings of more than 25 people will not occur in a face-to-face format in the yellow phase.</p> <p>Virtual meetings are encouraged.</p> <p>Staff who share communal work spaces should socially distance or be provided an alternate site for planning and preparation.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Downingtown Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 23, 2020**.

The plan was approved by a vote of:

<u>9</u>	Yes
<u>0</u>	No

Affirmed on: **July 23, 2020**

By:



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*(Signature\* of Board President)*

Jane Bertone

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.