

McGuffey School District

Phased School Reopening

Health and Safety Plan

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

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

Table of Contents

Health and Safety Plan

- Type of Reopening
- Pandemic Coordinator/Team
- Key Strategies, Policies, and Procedures
 - Cleaning, Sanitizing, Disinfecting and Ventilation
 - Social Distancing and Other Safety Protocols
 - Monitoring Student and Staff Health
 - Other Considerations for Students and Staff
 - Health and Safety Plan Professional Development
 - Health and Safety Plan Communications

Health and Safety Plan Summary

- Facilities Cleaning, Sanitizing, Disinfecting and Ventilation
- Social Distancing and Other Safety Protocols
- Monitoring Student and Staff Health
- Other Considerations for Students and Staff

Health and Safety Plan Governing Body Affirmation Statement

Sub-Committees

Resources

Health and Safety Plan Governing Body Affirmation Statement

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: MCGUFFEY 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). But some students/families opt for distance learning out of safety/health concern.
- 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 27, 2020

***This plan will be evaluated monthly or as directed by the McGuffey School Board.**

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) |
|---|-------------------------------|--|
| Craig McKee (Director of Facilities) | Pandemic Coordinator | Both |
| Amy Todd (Interim Superintendent) | | Both |
| Sheryl Fleck (CE Principal) | | Both |
| Matthew Wolfe (CE Assistant Principal) | | Both |
| Debbie Butterfield (School Nurse) | Community health; staff | Both |

| | | |
|--|-------------------------|------------------------------------|
| Karen Ealy (School Nurse) | Community health; staff | Both |
| Michael Wilson (Director of Transportation, Technology, & Child Accounting) | | Both |
| Mark Bonus (HS Principal) | | Both |
| Chet Welc (HS Assistant Principal) | | Both |
| Setrak Haroutounian (MS Principal) | | Both |
| Jake Kribel (MEA President, HS Teacher) | Staff | Both |
| Tracie Oechslein (MS/HS Teacher) | Staff | Health and Safety Plan Development |
| Laurel Celani (CE Teacher) | Staff, Students | |
| Toni Carroll (JW Teacher) | Staff, Families | |
| Charissa Rychcik (Supervisor of Special Education) | | Both |
| Dan Gottron (MS Assistant Principal, Joe Walker Acting Principal) | Staff | Both |

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- 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:

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|--|---|---|---|-------------------|
| <p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p> | <p>Follow established “self-health checks” protocol and aggressive social distancing.</p> <p>Follow all procedures outlined in the Green phase. Incorporate the use of electrostatic sprayers and ultraviolet lighting as an additional step to augment enhanced cleaning and ensure comprehensive surface coverage (e.g. computer keyboards, fabrics, hard to reach touch points)</p> | <p>Follow established “self-health checks” protocol and aggressive social distancing.</p> <p>Structure cleaning staff to provide continuous school day cleaning and disinfect surfaces and objects that are frequently touched .This will include cleaning high touch objects/surfaces (e.g. door knobs, light switches, classroom sink handles, countertops)</p> <p>Clean with EPA-registered disinfectants effective for use against the virus that causes COVID-19.</p> <p>Provide EPA-registered disposable wipes or equivalent so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.</p> <p>Additional cleaning and sanitizing materials can be</p> | <p>Facilities Director, custodians, maintenance staff</p> | <p>Electrostatic sprayers, Touchless restroom cleaning machine, portable ultraviolet lighting, Conversion kits to modify water fountains to become filling stations</p> | <p>Y</p> |

| | | | | | |
|--|--|---|--|----------------------------|---|
| | | made available to individual teachers as is requested | | | |
| Other cleaning, sanitizing, disinfecting, and ventilation practices | <p>Maintain avg. 72 deg.</p> <p>Cancel the use of facilities of outside groups to focus the need for disinfecting on normal school day operations.</p> <p>Disable all water fountains except bottle fill stations.</p> <p>Students will also be encouraged to bring their own hydration from home and avoid the use of shared water sources.</p> | <p>Establish touch free cleaning programs in restrooms.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible; for example, by opening windows and doors and increasing outdoor Air damper set points to create positive air pressure zones.</p> <p>Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.</p> <p>Limit the use of facilities of outside groups to focus the need for disinfecting on normal school day operations.</p> | Facilities Director, custodians, maintenance staff | Contracted outside vendors | Y |

Limit the number of water fountains in service so to focus frequent sanitizing efforts on a select few.

Students will also be encouraged to bring their own hydration from home and avoid the use of shared water sources.

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: The goal of the district is to deploy as many mitigation and prevention strategies as possible. To begin the school year, whether in the yellow or green phase, all students will report to the buildings for learning two days a week and will participate in remote learning three days a week. Students will be broken into two cohorts (with consideration of keeping families together) and will report to the buildings on either Monday and Tuesday or Thursday and Friday. All students will participate in distance learning on most Wednesdays so that the buildings can be cleaned more thoroughly. Wednesdays will be used as a make-up day if school is cancelled another day that week.

Mitigation and prevention strategies include limiting shared resources, using large spaces in buildings and temporarily repurposing larger areas to better promote more aggressive social distancing. When feasible, outdoor space may be utilized for physical education, music classes, additional cafeteria space, and recess.

When feasible, virtual meetings will be utilized for parent meetings. When it is necessary for an in person meeting to be held, meetings will be held in one central location that is cleaned thoroughly prior to the next use of the meeting space.

The school district will conduct enrollment into the distance learning program in July. This will provide the school district with expected attendance for face to face instruction and further planning can be done based on those actual numbers. This would allow for more space on buses and in the classrooms.

The McGuffey School District will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, and Pennsylvania Department of Health, as reviewed by the district solicitor. Due to the current state-wide mandate from the governor and secretary of health, students and staff are required to wear masks / shields/ coverings on school buses, in large gatherings outside of the classroom, and while transitioning from classroom to classroom. Students and staff may be permitted to remove their masks during the following exceptions.

1. Eating or drinking when spaced at least 6 feet apart;
2. Seated at desks or assigned work spaces at least 6 feet apart; or
3. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).

Any student who cannot wear a mask or face shield due to a verified medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Students and staff will be encouraged to wash their hands with soap and water or utilize hand sanitizer at consistent intervals throughout the day. Proper hand washing hygiene will be taught to all students. Students will use hand sanitizer or wash their hands with soap and water when relocating throughout the school building.

To begin the school year, all non-essential visitors and volunteers will be prohibited beyond the front office. Once visitors are permitted, pre-approval of visitors and volunteers will need to be given beforehand by a building administrator and/or their designee, and a safety screening will be conducted for all visitors and volunteers.

Training will be provided to staff, students, and the community during teacher in service and the first week of school regarding CDC protocols and best practices. Information will be disseminated to the community via social media, a return to school publication, and the district website.

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|---|--|---|--|
| <p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> | <p>Students will be in the building two days a week and will engage in distance learning the other three days a week.</p> <ul style="list-style-type: none"> ● Every classroom and learning space will be arranged to maximize separation between students and staff. ● Turn desks in the same direction. ● Students sit on one side of tables/desk facing the same direction ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing ● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> ○ Providing hand sanitizer and/or soap for students and staff ○ Limiting unnecessary | <p>Students will be in the building two days a week and will engage in distance learning the other three days a week.</p> <ul style="list-style-type: none"> ● Every classroom and learning space will be arranged to maximize separation between students and staff. ● Turn desks in the same direction. ● Students sit on one side of tables/desk facing the same direction ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing ● Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> ○ Providing hand sanitizer and/or soap for students and staff ○ Limiting unnecessary congregations of students and staff | <p>Administrators Faculty Staff Custodians</p> | <p>1:1 Chromebooks for all students</p> <p>Master Scheduling</p> <p>Cleaning Supplies – Ensure supply chain through multiple vendors; Continuously monitor inventory</p> <p>PPE</p> | <p>Y- flipped classrooms, technology, cleaning protocols</p> |

| | congregations of students and staff | | | | |
|---|--|---|-------------------------------|--|---|
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | <ul style="list-style-type: none"> ● Arrange seating at appropriate distances, and distance students in lunch lines. ● Directional markings will be utilized for one-way to limit face to face contact. ● Students will be able to provide their pin number verbally to the cashier instead of entering it on the pin pad themselves to eliminate that high touch area. ● Barcode readers may be used as available. ● Hand hygiene will occur before and after lunch. ● Cafeterias will have 6 feet markings and traffic flow signs. ● Procedures for cleaning and sanitizing the cafeteria and/or classrooms will be established. ● Masks worn by all persons when seated and not eating (in line, etc.). | <ul style="list-style-type: none"> ● Arrange seating at appropriate distances, and distance students in lunch lines. ● Directional markings will be utilized for one-way to limit face to face contact. ● Students will be able to provide their pin number verbally to the cashier instead of entering it on the pin pad themselves to eliminate that high touch area. ● Barcode readers may be used as available. ● Hand hygiene will occur before and after lunch. ● Cafeterias will have 6 feet markings and traffic flow signs. ● Procedures for cleaning and sanitizing the cafeteria and/or classrooms will be established. ● Masks worn by all persons when not eating (in line, etc.). | Cafeteria Staff Custodians | Hand Sanitizer Sanitizing Wipes Prepackaged Materials Signs | Y |

| | | | | | |
|--|---|---|------------------------------------|----------------------------------|---|
| | <ul style="list-style-type: none"> ● Meals brought from home to include only disposable materials in disposable containers. The exception to this will be students and staff may bring reusable water bottles. ● Meals provided by school to include line-served items or pre-packaged items (sandwiches, salads) with no open serving bars | <ul style="list-style-type: none"> ● Meals brought from home are encouraged to include only disposable materials in disposable containers but are not required. ● Reusable water bottles are permitted. ● Meals provided by school to include line-served items or pre-packed items (sandwiches, salads) with no open serving bars | | | |
| <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> | <ul style="list-style-type: none"> ● Install hand sanitizer stations throughout the building/every classroom entryway. Hand Sanitizer will be available for use as needed. ● Develop hand hygiene procedures for all students and staff to implement throughout the instructional day. Hand hygiene will also need to occur if a student coughs or sneezes into their hand. ● Provide instruction to students on handwashing, respiratory hygiene, and cough etiquette. ● Educate on high risk factors that would require additional hand washing procedures. | <ul style="list-style-type: none"> ● Install hand sanitizer stations throughout the building/every classroom entryway. Hand Sanitizer will be available for use as needed. ● Develop hand hygiene procedures for all students and staff to implement throughout the instructional day. Hand hygiene will also need to occur if a student coughs or sneezes into their hand. ● Provide instruction to students on handwashing, respiratory hygiene, and cough etiquette. ● Educate on high risk factors that would require additional hand washing procedures. | Administration Faculty Staff | Hand sanitizer stations Signs | Y |

| | | | | | |
|--|---|---|--|--|----------|
| <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> | <ul style="list-style-type: none"> • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. | <ul style="list-style-type: none"> • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. | <p>Administrators Faculty Staff</p> | <p>Signs CDC Resources</p> | <p>N</p> |
| <p>* Identifying and restricting non-essential visitors and volunteers</p> | <ul style="list-style-type: none"> • All visitors must wear a mask • Parents or visitors wishing to drop off an item to be delivered to a student will be given access to the school's front entrance and be asked to leave any item on a table located in the foyer of the main entrance. • Parents or visitors wishing to pick up their child for either an unannounced or previously scheduled appointment, will be given access at the main entrance to sign out the child and asked to wait in the foyer area until their child is delivered to or arrives in the main office area. • No visitors will be permitted entry to the building or main office area unless they have a previously scheduled appointment with school staff and is limited to individuals that | <ul style="list-style-type: none"> • All visitors must wear a mask • Parents or visitors wishing to drop off an item to be delivered to a student will be given access to the school's front entrance and be asked to leave any item on a table located in the foyer of the main entrance. • Parents or visitors wishing to pick up their child for either an unannounced or previously scheduled appointment, will be given access at the main entrance to sign out the child and asked to wait in the foyer area until their child is delivered to or arrives in the main office area. • No visitors will be permitted entry to the building or main office area unless they have a previously scheduled appointment with school staff and is limited to individuals that are essential to educational programming, | <p>Administrators Secretaries School Police Officers</p> | <p>Screening tool Stickers for badges Thermometer Table in Foyer</p> | <p>Y</p> |

| | | | | | |
|--|--|--|--|--|----------|
| | <p>are essential to educational programming, building operations, or essential district personnel.</p> <ul style="list-style-type: none"> ● Visitors, who are signing in and remaining in the building, must be screened using a symptom checker form and provided with a visitor badge sticker indicating proof of screening. . ● Visitors, who are signing in and remaining in the building, must sign a form attesting to being symptom-free for the past 10 days and not been recently exposed to anyone who has tested positive of COVID-19 to their knowledge. | <p>building operations, or essential district personnel.</p> <ul style="list-style-type: none"> ● Visitors, who are signing in and remaining in the building, must be screened using a symptom checker form and provided with a visitor badge sticker indicating proof of screening. ● Visitors, who are signing in and remaining in the building, must sign a form attesting to being symptom-free for the past 10 days and not been recently exposed to anyone who has tested positive of COVID-19 to their knowledge. | | | |
| <p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> | <ul style="list-style-type: none"> ● Physical education classes are encouraged to be outdoors when possible. ● Activities in the gym will maintain social distancing when possible requiring curricular adjustments to limit student contact and sharing of equipment. ● Consider sports/activities that do not require sharing equipment ● Equipment will be sanitized after student use. | <ul style="list-style-type: none"> ● Physical education classes are encouraged to be outdoors when possible. ● Activities in the gym will maintain social distancing when possible requiring curricular adjustments to limit student contact and sharing of equipment. ● Consider sports/activities that do not require sharing equipment ● Equipment will be sanitized after student use. | <p>Administration Faculty Custodians Coaches</p> | <p>Sanitizing wipes or other cleaning product Hand sanitizer</p> | <p>N</p> |

| | | | | | |
|---|---|---|---|---|---|
| | <ul style="list-style-type: none"> ● Students will use proper hand hygiene before and after class. ● Refer to the Return to Athletics and Co-curricular Health and Safety Plan | <ul style="list-style-type: none"> ● Students will use proper hand hygiene before and after class. ● Refer to the Return to Athletics and Co-curricular Health and Safety Plan | | | |
| Limiting the sharing of materials among students | <p>Secondary:</p> <ul style="list-style-type: none"> ● To the fullest extent, class assignments and projects will be managed through the digital environment, with students using person-specific devices throughout the school day. ● Additional texts and materials may be used in-class, but if so shall be quarantined and sanitized according to CDC guidelines. ● Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized according to CDC guidelines. ● Courses that require sharing of materials/ items, such as secondary labs, physical education, art, | <p>Secondary:</p> <ul style="list-style-type: none"> ● To the fullest extent, class assignments and projects will be managed through the digital environment, with students using person-specific devices throughout the school day. ● Additional texts and materials may be used in-class, but if so shall be quarantined and sanitized according to CDC guidelines. ● Additional texts and materials may be assigned to individual students to satisfy course requirements, but if returned, these items will be quarantined and sanitized according to CDC guidelines. ● Courses that require sharing of materials/ items, such as secondary labs, physical education, art, family and consumer science, tech ed., etc. will limit the materials to | Administration Faculty Custodians | 1:1 Chromebooks Gloves Spaces to quarantine materials Spaces to store individuals' materials Sanitizing wipes or other cleaning supplies | Y |

| | | | | | |
|--|--|--|---|--|--|
| | <p>family and consumer science, tech ed., etc. will limit the materials to individual use, and sanitize items following individual usage or students will utilize gloves while handling shared materials.</p> <p>Elementary:</p> <ul style="list-style-type: none"> ● Limit sharing, when possible, of materials that will need to be shared, sanitizing procedures, gloves for students while in use, or quarantine of materials will be put in place. ● Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. ● Each student must have their own pencil box with their own materials. | <p>individual use, and sanitize items following individual usage or students will utilize gloves while handling shared materials.</p> <p>Elementary:</p> <ul style="list-style-type: none"> ● Limit sharing, when possible, of materials that will need to be shared, sanitizing procedures, gloves for students while in use, or quarantine of materials will be put in place. ● Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. ● Each student must have their own pencil box with their own materials. | | | |
| <p>Staggering the use of communal spaces and hallways</p> | <p>Arrival and dismissal procedure schedule to allow for social distancing</p> <p>Close water fountains except bottle filling stations.</p> <p>Elementary:</p> <ul style="list-style-type: none"> ● Scheduled movement of classes in the hallways and use of the restrooms. | <p>Arrival and dismissal procedure schedule to allow for social distancing</p> <p>Close water fountains except bottle filling stations.</p> <p>Elementary:</p> <ul style="list-style-type: none"> ● Scheduled movement of classes in the hallways and use of the restrooms. | <p>Administration Faculty Staff</p> | <p>Master Schedule Signage</p> | |

| | | | | | |
|--|---|---|--|--|---|
| | <ul style="list-style-type: none"> ● One way traffic patterns will be used. If special area rooms are used; time will be afforded between changes of classes for sanitization of the area. ● Marks on floor to increase awareness of spacing of students ● Limit movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible. <p>Secondary:</p> <ul style="list-style-type: none"> ● One way traffic in the hallways, single-file movement. ● Staggered class dismissal times ● One way traffic in stairwells. | <ul style="list-style-type: none"> ● One way traffic patterns will be used. If special area rooms are used; time will be afforded between changes of classes for sanitization of the area. ● Marks on floor to increase awareness of spacing of students ● Limit movement throughout the building and restrict mixing between groups to the extent possible. Try to keep the same student and staff groupings together throughout the school day as much as possible. <p>Secondary:</p> <ul style="list-style-type: none"> ● One way traffic in the hallways, single-file movement. ● Staggered class dismissal times ● One way traffic in stairwells. | | | |
| Adjusting transportation schedules and practices to create social distance between students | <ul style="list-style-type: none"> ● Since not all students will be reporting to school daily, capacity will be reduced. ● Provide hand sanitizer for students and bus drivers ● Require face masks / coverings for bus drivers and students ● Utilize spaced seating (to the extent practicable) | <ul style="list-style-type: none"> ● Since not all students will be reporting to school daily, capacity will be reduced. ● Provide hand sanitizer for students and bus drivers ● Require face masks / coverings for bus drivers and students ● Utilize spaced seating (to the extent practicable) | Administration Bus Companies Bus Drivers | Cleaning Supplies Hand Sanitizer | Y |

| | | | | | |
|---|---|--|--|--|---|
| | <ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces on the bus at least daily • Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households • No Field Trips | <ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces on the bus at least daily • Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households • Field Trips will be approved on an case by case basis by the building administrator | | | |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | <ul style="list-style-type: none"> • Students will be in the building two days a week and will engage in distance learning the other three days a week to support social distancing • Limiting large group gatherings during the school day. | <ul style="list-style-type: none"> • Students will be in the building two days a week and will engage in distance learning the other three days a week to support social distancing. • Limiting large group gatherings during the school day. | Administration Faculty Staff Custodians | | N |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | <ul style="list-style-type: none"> • Increase communication as needed • All lessee organizations must follow all district guidelines related to Covid-19. | <ul style="list-style-type: none"> • Increase communication as needed • All lessee organizations must follow all district guidelines related to Covid-19. | Administration | | N |
| Other social distancing and safety practices | <ul style="list-style-type: none"> • With significantly less students physically present at the same time in buildings, spaces like lockers and cubbies will be less frequently accessed and/or spaced even further | <ul style="list-style-type: none"> • With significantly less students physically present at the same time in buildings, spaces like lockers and cubbies will be less frequently accessed and/or spaced even further apart to | | | |

- | | | | | | |
|--|---|---|--|--|--|
| | <p>apart to promote more aggressive distancing.</p> <ul style="list-style-type: none"> • Students will not be permitted to leave belongings overnight in the gym locker rooms. | <p>promote more aggressive distancing.</p> <ul style="list-style-type: none"> • Students will not be permitted to leave belongings overnight in the gym locker rooms | | | |
|--|---|---|--|--|--|

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 or 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: The school district will have in place protocols for monitoring student and staff health. Communications regarding those protocols will be prepared for use in situations listed in this section. CDC and DOH guidelines will be followed regarding the quarantine and return to school of individuals exposed / diagnosed with COVID-19. The school district's plan that includes the dual delivery of instruction by the teacher (face to face and remotely) will allow students to move without interruption from one mode to another.

| 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>* Monitoring students and staff for symptoms and history of exposure</p> | <ul style="list-style-type: none"> ● All district and contracted employees will complete a daily self-health check prior to coming/entering a school building. ● All students will be monitored at home and upon arrival at school and may include a temperature screening. ● Families will be provided information to assist in monitoring children's health. ● Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. ● Staff and students should stay home if they are sick. | <ul style="list-style-type: none"> ● All district and contracted employees will complete a daily self-health check prior to coming/entering a school building. ● All students will be monitored at home and upon arrival at school and may include a temperature screening. ● Families will be provided information to assist in monitoring children's health. ● Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases. ● Staff and students should stay home if they are sick. | <p>Certified School Nurses Administration Faculty Staff</p> | <ul style="list-style-type: none"> ● Self-health checks ● Educational Information ● Flexible student attendance policy ● Thermal scanners | <p>Y</p> |

| | | | | | |
|---|--|--|--|--|----------|
| <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <ul style="list-style-type: none"> • Isolation rooms will be available in all school buildings, monitored by school nurses. • Procedures for quarantining individuals who become ill at school will be developed and implemented. • Decisions on isolation will be made by certified school nurses based on medical guidelines. • Staff cleaning the isolation rooms will be equipped with proper PPE. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation. • The district will follow appropriate state DOH guidance for confirmed cases of COVID-19. | <ul style="list-style-type: none"> • Isolation rooms will be available in all school buildings, monitored by school nurses. • Procedures for quarantining individuals who become ill at school will be developed and implemented. • Decisions on isolation will be made by certified school nurses based on medical guidelines. • Staff cleaning the isolation rooms will be equipped with proper PPE. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation. • The district will follow appropriate state DOH guidance for confirmed cases of COVID-19. | <p>Certified School Nurses Administration Staff Department of Health</p> | <p>Cleaning Materials PPE Isolation Rooms Procedures</p> | <p>Y</p> |
| <p>* Returning isolated or quarantined staff, students, or visitors to school</p> | <ul style="list-style-type: none"> • Develop policies and procedures based on CDC guidelines and PA Department of Health guidelines | <ul style="list-style-type: none"> • Develop policies and procedures based on CDC guidelines and PA Department of Health guidelines | <p>Administration Certified School Nurses Department of Health CDC</p> | <p>Policies and Procedures</p> | <p>Y</p> |

| | | | | | |
|--|--|---|-------------------------------|-----------------------|---|
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | Notifications will be coordinated through the superintendent and made through district mass communication, including District One call, posting on Facebook and on the district website. | Notifications will be coordinated through the superintendent and made through district mass communication, including District One call, posting on Facebook, and on the district website. | Superintendent Administration | Communication Systems | N |
| Other monitoring and screening practices | Temperature scanning of individuals will be implemented as available. | Temperature scanning of individuals will be implemented as available. | | Temperature Scanners | 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: In alignment with the Governor and Secretary of Health’s mandate, masks will be mandatory for all faculty, staff, and students. The McGuffey School District remains committed to serving the unique needs of all students and problem solve on an individual basis as needed to meet the needs of all learners.

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|---|------------------------------------|--|-------------------|
| * Protecting students and staff at higher risk for severe illness | <ul style="list-style-type: none"> • Employees will receive education on steps to take to minimize risk. • Provide PPE to vulnerable students | <ul style="list-style-type: none"> • Employees will receive education on steps to take to minimize risk. • Provide PPE to vulnerable students | Administrators Faculty Staff | Policies and Procedures | Y |

| | | | | | |
|--|---|---|--|--|--|
| | <p>and staff as appropriate</p> <ul style="list-style-type: none"> ● Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings. ● Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials ● Administration will work with staff who request reasonable accommodations per the requirements under ADA. ● Adhere to FERPA and HIPPA requirements ● Establish a process for regular check-ins with vulnerable students and staff ● Adhere to state and federal employment law and extended leave allowances ● Offer an Employee Assistance Program to all staff members | <p>and staff as appropriate</p> <ul style="list-style-type: none"> ● Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings. ● Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials ● Administration will work with staff who request reasonable accommodations per the requirements under ADA. ● Adhere to FERPA and HIPPA requirements ● Establish a process for regular check- ins with vulnerable students and staff ● Adhere to state and federal employment law and extended leave allowances ● Offer an Employee Assistance Program to all staff members. | | | |
|--|---|---|--|--|--|

| | | | | | |
|---|--|--|---|-----------------------|----------|
| <p>* Use of face coverings (masks or face shields) by all staff</p> | <ul style="list-style-type: none"> ● All staff, unless medically unable to do so, will wear face coverings while in contact with others within the school building. ● Provide information on proper use, removal, and washing of cloth face coverings. | <ul style="list-style-type: none"> ● All staff, unless medically unable to do so, will wear face coverings while in contact with others within the school building. ● Provide information on proper use, removal, and washing of cloth face coverings. | <p>Administrators Faculty Staff</p> | <p>Face coverings</p> | <p>Y</p> |
| <p>* Use of face coverings (masks or face shields) by students (as appropriate)</p> | <ul style="list-style-type: none"> ● All students, unless medically unable to do so, will wear face coverings while in contact with others within the school building and on district transportation. (See social distancing in Other Safety Protocols Section) ● Provide information on proper use, removal, and washing of cloth face coverings. | <ul style="list-style-type: none"> ● All students, unless medically unable to do so, will wear face coverings while in contact with others within the school building and on district transportation. (See social distancing in Other Safety Protocols Section) ● Provide information on proper use, removal, and washing of cloth face coverings. | <p>Administrators Faculty Staff</p> | <p>Face coverings</p> | <p>N</p> |
| <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> | <p>The district will work on an individual basis to meet the unique needs of vulnerable individuals.</p> | <p>The district will work on an individual basis to meet the unique needs of vulnerable individuals.</p> | <p>Administrators Faculty</p> | | <p>N</p> |

| | | | | | |
|--------------------------------------|--|--|----------------|--|---|
| Strategic deployment of staff | Deployment of staff will be made based on students' needs. <ul style="list-style-type: none"> Substitutes will be recruited and deployed based upon need and will be provided the opportunity to participate in professional development opportunities, including PD focused on health and safety | Deployment of staff will be made based on students' needs. <ul style="list-style-type: none"> Substitutes will be recruited and deployed based upon need and will be provided the opportunity to participate in health and safety professional development opportunities, including PD focused on health and safety | Administrators | | 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 |
|-------|----------|--------------------------|----------------|--|------------|-----------------|
|-------|----------|--------------------------|----------------|--|------------|-----------------|

| | | | | | | |
|--|--|-------------------|---|---|------------------------------|--------------------------|
| Safety Protocols | Teachers, administration. Para-professionals, staff | Varies upon topic | Virtual/ Blended rotation to All sessions | IU1 Resources | TBA pending calendar changes | TBA-Before school starts |
| Digital Curriculum Implementation (at-home learning) (hybrid learning) | Teachers, administration, paraprofessionals | Varies upon topic | Virtual/ Blended rotation to All sessions | IU1 Resources | TBA pending calendar changes | TBA-Before school starts |
| Google Classroom Training | Teachers, administration, paraprofessionals, parents, and students | Varies upon topic | Virtual/ Blended rotation to All sessions | Teresa Engler, Staff | TBA pending calendar changes | TBA-Before school starts |
| Social and Emotional Training | Teachers, Administration, para-professionals, staff, parents | Varies upon topic | Virtual/Blended rotation to ALL sessions | IU1 Resources | TBA pending calendar changes | TBA-Before school starts |
| Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices | District staff and students | School nurses | Faculty meetings, lessons for students | Hand soap and hand sanitizer | August 2020 | August 2020 |
| Self-Check for Symptoms | District staff, students, and families | School nurses | Faculty meetings, lessons for students, information distributed to families | Informational flyer, postage for mailings | August 2020 | August 2020 |
| Cleaning changes/protocols | Custodians, maintenance staff | Varies on topic | Staff meetings, on-line training | Flyers, training manuals, etc. | August 2020 | Ongoing |

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 |
|--|----------------------|---|--|-----------------|----------------------------------|
| Calendar/Schedule changes | Families, Employees | Superintendent | District One call, posting on Facebook, posting on district website | immediate | ongoing |
| General building announcements | Families, Employees | Building principals | District one call and email distribution at least weekly and more often as needed | immediate | ongoing |
| Translation/Interpretation Services | Families when needed | Supervisor of Special Education | Use of Transperfect as needed to communicate with families who need communication outside of the English language | immediate | ongoing |
| Department of Health updates | School District | Certified School Nurses who report information to Supervisor of Special Education | Nurses receive emails and attend webinars and report pertinent information to administration and/or pandemic team | immediate | ongoing |
| Department of Education updates | School District | Superintendent | Superintendent receives emails and attends webinars and reports pertinent information to administration and/or pandemic team | immediate | ongoing |
| Pandemic Parent Handbook | Families | Parent engagement subcommittee | Posted on district website, emailed to families, hard copy mailed if requested, one call announcing handbook | August 15, 2020 | 8/20/2020 with updates as needed |
| | | | | | |

Health and Safety Plan Summary: MCGUFFEY SCHOOL DISTRICT

Anticipated Launch Date: **August 27, 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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p> | <p>Green and Yellow Phases: Structure cleaning staff to provide continuous school day cleaning and disinfect surfaces and objects that are frequently touched .This will include cleaning high touch objects/surfaces (e.g. door knobs, light switches, classroom sink handles, countertops) Clean with EPA-registered disinfectants effective for use against the virus that causes COVID-19. Provide EPA-registered disposable wipes or equivalent so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Establish touch free cleaning programs in restrooms. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible; for example, by opening windows and doors and increasing outdoor Air damper set points to create positive air pressure zones. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. Limit the use of facilities of outside groups to focus the need for disinfecting on normal school day operations.</p> |

Social Distancing and Other Safety Protocols

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> | <p>Every classroom and learning space will be arranged to maximize separation between students and staff.</p> |
| <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> | <p>Configure the cafeteria to maximize the separation between students.</p> <p>Add additional lunch areas in different school locations such as vestibules, gyms, and large group rooms, if needed. If needed, “grab and go” bag lunches will be utilized for students to eat in individual classrooms.</p> <p>Staggered lunch line groups and social distance lunch lines by placing markings for where students can stand.</p> |
| <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> | <p>Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</p> <p>If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).</p> <p>Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</p> |

| | |
|--|--|
| <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> | <p>An assortment of signage will be posted in high traffic areas encouraging students and staff to practice everyday protective measures as well as how to stop the spread of germs.</p> |
| <p>* Handling sporting activities consistent with the <u>CDC Considerations for Youth Sports</u> for recess and physical education classes</p> | |
| <p>Limiting the sharing of materials among students</p> | |
| <p>Staggering the use of communal spaces and hallways</p> | |
| <p>Adjusting transportation schedules and practices to create social distance between students</p> | |
| <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> | |
| <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> | |
| <p>Other social distancing and safety practices</p> | |

Monitoring Student and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|-------------------------------------|
|----------------|-------------------------------------|

- * **Monitoring students and staff for symptoms and history of exposure**
- * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**
- * **Returning isolated or quarantined staff, students, or visitors to school**

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

Other Considerations for Students and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|--|-------------------------------------|
| <ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p> | |

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **MCGUFFEY SCHOOL DISTRICT** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

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

By:

(Signature of Board President)*

(Carl Group, 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.

McGuffey Sub-Committees

| COMMITTEE | KEY INFORMATION |
|-----------|-----------------|
|-----------|-----------------|

| | |
|---|---|
| <p>TRANSPORT., FOODS, AND OPERATIONS</p> | <ul style="list-style-type: none"> ● Classroom capacities are approximately 50% with social distancing - see exact numbers from Craig McKee and Sherri Brownlee ● Capacity of buses - every other seat, siblings next to each other - see exact numbers from Mike Wilson ● Need to address cafeteria traffic flow, as well as seating ● Plexiglass for food service areas ● PCCD School safety grant - Craig has details |
| <p>SAFETY AND HEALTH</p> | <ul style="list-style-type: none"> ● Are temperature checks worth the investment? ● Options for those who don't feel safe or have compromised health ● Whether or not to wear masks - state guidelines versus local perception ● What are the procedures if staff/students fall ill in a building? ● Recommends masks for all staff and for all students when in common areas or when in classrooms where students move between classrooms throughout the day. ● Posters aligned with PBIS structure ● Draft Health and Safety Plan Statements ● Safety Subcommittee Procedures Charts |
| <p>LEARNING ENVIRONMENT OPTIONS</p> | <ul style="list-style-type: none"> ● Learning Environments <ol style="list-style-type: none"> 1. Full Return In Building 100% 2. Blended - 2 Days In Building/ 3 Days Remote <ul style="list-style-type: none"> ■ Schedule A <ul style="list-style-type: none"> ● M/T - In Building ● W/TH/F - Remote ■ Schedule B <ul style="list-style-type: none"> ● TH/F - In Building ● M/T/W - Remote b. Full Remote - 100% Remote (District Decision based on Regulations & Events) c. Full Remote - 100% Remote - Parent Choice |
| <p>ONLINE LEARNING</p> | <ul style="list-style-type: none"> ● Full Remote <ul style="list-style-type: none"> ○ 1-1 Devices provided by McGuffey School District ○ Internet Options provided for families who do not have Internet |
| <p>CURRICULUM AND INSTRUCTION</p> | <ul style="list-style-type: none"> ● Student Daily Attendance Required ● Students will be Assessed and Graded ● Communications & Expectations will be clear for transitioning between Learning Environments ● Google classroom training provided to staff, students & parents ● Email training for students |

FAMILY ENGAGEMENT

- [Family Engagement Survey results](#)
- 42% would absolutely need transportation (28% doesn't use it / 31% does use it but could find other means of transportation)
- 54% want all face to face, 39% want hybrid, 8% want all remote
- 27% have childcare concerns if we are remote/hybrid
- 40% will send their kids to school if masks required, 30% would not send their kids, and 30% have not decided
- 74% would send their kids to school if masks not required, 20% undecided, 6% would not send their kids
- Themes included:
 - Special Education
 - Fall outbreak
 - Lack of Internet
 - Sports/extra curriculars
 - Masks- those who are against masks have strong opinions
 - Western Area
 - Students needing socialization
 - Distance learning needs to include teachers interacting directly with students on video, grading, and attendance
 - Focus on hand hygiene
- Would like to develop COVID specific insert for handbooks
- Revisions to PBIS matrixes

| | |
|---|--|
| <p>SOCIAL AND EMOTIONAL LEARNING</p> | <ul style="list-style-type: none"> ● Would like as much time as possible for staff PD to be led by SEL team members - recommends calendar change to allow for more staff development time ● "We need to do something we have never done before because we have just experienced something we never have before" ● Emphasize trauma informed care ● Looking at two SEL programs for use with students, both free <ul style="list-style-type: none"> ○ SSET for Tier 1 use with all students in classroom lessons ○ and Bounceback for Tier 2 use and facilitated in small groups ● Would like to see modified schedule such as 2 hour delay or activity schedule for first week with students in order to schedule SEL time ● Feels SEL is critically important, especially now, and has concerns that it will be put on back burner if we throw all our focus into other areas ● If we don't address this side of things, our kids will not be ready to learn ● Would like a return to school wellness event for staff and families, planned for the week/weekend prior to students returning to school ● Would like to include information and resources in FOCUS newsletter ● Would like to update PBIS matrixes for new policies/procedures that are developed |
| <p>EXTRACURRICULAR AND ATHLETICS</p> | <ul style="list-style-type: none"> ● Has submitted initial return to play plan and received board approval <ul style="list-style-type: none"> ○ McGuffey Extra Curricular Return Plan Presentation ○ McGuffey Extra Curricular Return Plan ○ McGuffey Electronic Extra Curricular Student Waiver form ○ McGuffey Electronic Extra Curricular Coach/Sponsor Waiver Form |

Resources

[Considerations for Reopening](#)

KEY TAKEAWAYS:

-