



**Health and Safety Plan**  
Susquehanna Township School District  
Phased Reopening  
Covid-19 Pandemic

2020-2021

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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: Susquehanna Township School District

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

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

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

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (PA 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?

- 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 Team

**Pandemic Coordinator:** Takia Colston-Krow, Safety & Security Coordinator

## 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 a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Tamara Willis	Superintendent	Both
Richard Kaskey	Assistant Superintendent	Both
Jesse Gantt	School Board Member	Both
Barry Seilhamer	Director of Operations & Maintenance	Both
Mark Holman	Director of Human Resources	Both
Justin Green	Director of Technology	Both
Dyana Cooper	Registrar & Transportation Specialist	Both
Carrie Martin	Supervisor of Special Education	Both
Pat Raugh	Supervisor of Curriculum & Instruction	Both
Jackie McMichael	Director of Food Services	Both
Oslwen Anderson	Business Manager	Both
Glenn Zimmerman	Supervisor of Buildings & Grounds	Both
Jennifer Halfond	Nursing Department Coordinator	Both
Michael Cordas	District/UPMC Physician	Both
Steven Collina	UPMC Physician	Both
Cecelia Pharris	STSD School Social Worker	Both

<b>Jill Debroisse</b>	<b>SLAC School Counselor</b>	<b>Plan Development</b>
<b>Kaila Mitchell</b>	<b>STHS School Counselor</b>	<b>Plan Development</b>
<b>Denise Short</b>	<b>STMS School Counselor</b>	<b>Plan Development</b>
<b>Robin Harris</b>	<b>TWH School Counselor</b>	<b>Plan Development</b>
<b>Jeff Engle</b>	<b>Shaffer Engle Law Offices</b>	<b>Plan Development</b>
<b>Theresa Bowley</b>	<b>STEA Representative</b>	<b>Plan Development</b>
<b>Desiree Weaver</b>	<b>STEA Representative</b>	<b>Plan Development</b>
<b>Megan Krot</b>	<b>STEA Representative</b>	<b>Plan Development</b>
<b>Hannah Sprenkle</b>	<b>STEA Representative</b>	<b>Plan Development</b>

## Glossary

AAP	American Academy of Pediatrics
AS	Autism Support
CCSSO	Council of chief State School Officers
CDC	Centers for Disease Control and Prevention
COVID-19	Coronavirus Disease 2019
ES	Emotional Support
FFCRA	Families First Coronavirus Response Act
HCP	Health Care Provider
LEA	Local Education Agency
LSS	Life Skills Support
MDS	Multiple Disability Support
OA	Outside Air
OCC	Occupied
PA DOH	Pennsylvania Department of Health
PD	Professional Development
PDE	Pennsylvania Department of Education
PE	Physical Education
POS	Point of Sales
PPE	Personal Protective Equipment
SDS	Safety Data Sheets
SLAC	Sara Lindemuth/Anna Carter Primary School
STEA	Susquehanna Township Education Association
STHS	Susquehanna Township High School
STMS	Susquehanna Township Middle School
STSD	Susquehanna Township School District
TWH	Thomas W. Holtzman, Jr. Elementary School
WHO	World Health Organization

# Cleaning, Sanitizing, Disinfecting and Ventilation

## Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? 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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Increased use of Personal Protective Equipment (PPE) required (masks, gloves, face-shields)</p> <p>Increased Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the Centers for Disease Control's (CDC) Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Frequently clean and disinfect frequently touched surfaces and objects within the school and on buses, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to reduce the use of</p>	<p>Increased use of Personal Protective Equipment (PPE) required (masks, gloves, face-shields)</p> <p>Increased Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the Centers for Disease Control's (CDC) Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Frequently clean and disinfect frequently touched surfaces and objects within the school and on buses, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to reduce the use of</p>	<p>Barry Seilhamer Director of Maintenance &amp; Operations</p> <p>Glenn Zimmerman, Supervisor of Buildings &amp; Grounds</p>	<p>PPE</p> <p>CDC Website</p> <p>COVID-19 Daily Cleaning Checklist</p> <p>COVID-19 Weekly Cleaning Checklist</p> <p>Supervisor Inspection Form</p>	Yes

	<p>communal drinking fountains.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Checklists and Work Plans</p> <p>Increase ventilation rates from occupied (OCC) hours only to 24/7 operation.</p> <p>Increase Outside Air% (OA) to 40%</p>	<p>communal drinking fountains.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Checklists and Work Plans</p> <p>Increase ventilation rates from occupied (OCC) Hours Only to 24/7 Operation</p> <p>Increase Outside Air% (OA) to 40%</p>			
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Regular use of Clorox Total 360 electrostatic sprayer to disinfect common spaces.</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p>	<p>Regular use of Clorox Total 360 electrostatic sprayer to disinfect common spaces.</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p>	Glenn Zimmerman, Supervisor of Buildings & Grounds		

# 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:

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students</p> <p>Limit the number of individuals in a classroom or other space to the extent possible to allow for 6 feet of separation.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p>	Building Administrators	Building Level Schedule	Yes

	<p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart.</p> <p>Consider upholstered furnishings, etc.</p>	<p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart.</p> <p>Consider upholstered furnishings, etc.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Where appropriate, student meals may be delivered to classrooms or alternate settings for consumption.</p> <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias and/or classroom, prior to consuming food or beverages.</p> <p>Parents/guardians will be encouraged to pack student lunches.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited, pre-packaged and provided to students with their meals</p> <p>Students will not be permitted to serve themselves items such as beverages, fruit and or vegetable selections. Staff will serve students all meal components. Selection of beverages,</p>	<p>Where appropriate, student meals may be delivered to classrooms or alternate settings for consumption.</p> <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias and/or classroom, prior to consuming food or beverages.</p> <p>Parents/guardians will be encouraged to pack student lunches.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited, pre-packaged, and provided to students with their meals</p> <p>Students will not be permitted to serve themselves items such as beverages, fruit and or vegetable selections. Staff will serve students all meal components. Selection of beverages,</p>	<p>Building Administrators</p> <p>Jackie McMichael, Director of Food Services</p> <p>Glenn Zimmerman, Supervisor of Buildings &amp; Grounds</p>	N/A	No

	<p>fruits and vegetables will be limited.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and disinfected between lunch periods.</p> <p>Consider use of alternate spaces for meals to include auditorium, gymnasium, and outdoor space.</p>	<p>fruits and vegetables will be limited.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and disinfected between lunch periods.</p> <p>Consider use of alternate spaces for meals to include auditorium, gymnasium, and outdoor space.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Develop and deploy K-12 hygiene instruction to promote healthy hygiene practices based upon CDC guidelines (<a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>).</p> <p>Develop and deploy healthy hygiene instruction for all team members to promote healthy hygiene practices.</p> <p>All staff will be trained on healthy hygiene practices so they can demonstrate and teach students</p> <p>Ensure healthy hygiene instruction for students and team members to include the manner and frequency of handwashing.</p> <p>Implement handwashing routine and schedule handwashing breaks for students.</p> <p>Ensure adequate supplies are available (e.g., soap,</p>	<p>Develop and deploy K-12 hygiene instruction to promote healthy hygiene practices based upon CDC guidelines (<a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>).</p> <p>Develop and deploy healthy hygiene instruction for all team members to promote healthy hygiene practices.</p> <p>All staff will be trained on healthy hygiene practices so they can demonstrate and teach students.</p> <p>Ensure healthy hygiene instruction for students and team members to include the manner and frequency of handwashing.</p> <p>Implement handwashing routine and schedule handwashing breaks for students.</p> <p>Ensure adequate supplies are available (e.g., soap,</p>	<p>Building Administrators</p> <p>Jennifer Halfond, Nursing Department Supervisor</p> <p>Takia Colston-Krow, Safety &amp; Security Coordinator</p>	<p>Hand soap</p> <p>Alcohol Based Sanitizer</p>	<p>Yes</p>

	paper towels, hand sanitizer, tissue) to support healthy hygiene practices.	paper towels, hand sanitizer, tissue) to support healthy hygiene practices.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Post CDC and Pennsylvania Department of Health (PA DOH) Posters in District cafeterias, restrooms, common areas, and other high traffic areas.</p> <p><a href="#">CDC Stop the Spread</a></p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wearing a Mask</a></p>	<p>Post CDC and Pennsylvania Department of Health (PA DOH) Posters in District cafeterias, restrooms, common areas, and other high traffic areas.</p> <p><a href="#">CDC Stop the Spread</a></p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wearing a Mask</a></p>	<p>Takia Colston-Krow, Safety &amp; Security Coordinator</p> <p>Building Administrators</p>	CDC Website	No
* Identifying and restricting non-essential visitors and volunteers	<p>Restrict nonessential visitors, all volunteers, and activities that involve other groups.</p> <p>No outside individuals renting facilities under Policy 707.</p> <p>All field trips, assemblies and large gatherings will be canceled.</p> <p>Do not schedule large group activities including, but not limited to assemblies, concerts, and theater.</p>	<p>Restrict nonessential visitors, all volunteers, and activities that involve other groups.</p> <p>No outside individuals renting facilities under Policy 707.</p> <p>Limit large group activities such as extracurriculars</p> <p>Ensure all large group activities including, but not limited to assemblies, concerts, and theater shows follow social distancing.</p>	<p>Takia Colston, Krow, Safety and Security Coordinator</p> <p>Oslwen Anderson, Business Manager</p> <p>Building Administrators</p>	N/A	No
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p><b>Physical Education (PE)</b></p> <p>Select and provide safe opportunities for exercise and sports events for students.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>Physical proximity of players</li> <li>Amount of touching of shared equipment</li> </ul>	<p><b>Physical Education (PE)</b></p> <p>Select and provide safe opportunities for exercise and sports events for students.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>Physical proximity of players</li> <li>Amount of touching of shared equipment</li> </ul>	<p>Takia Colston-Krow, Safety &amp; Security Coordinator</p> <p>Building Administrators</p> <p>Physical Education Department Chairs</p>		Yes

	<ul style="list-style-type: none"> <li>• Ability to engage in social distancing while not engaged in active play.</li> <li>• Modifications for students at higher risk for severe illness.</li> <li>• Size of team.</li> </ul> <p>Train teachers and staff on all safety protocols.</p> <p>The District will follow the <a href="#">CDC Considerations for Youth Sports guidance</a>.</p> <p><b>Recess</b></p> <p>Limit recreation areas to open spaces.</p> <p>Greatly restrict or eliminate use of playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items. Outdoor play equipment with high-touch surfaces such as railings and handles will be cleaned and disinfected regularly. Hand hygiene will be emphasized before and after use of these spaces.</p> <p>Limit team sports and group games following social distancing guidelines.</p>	<ul style="list-style-type: none"> <li>• Ability to engage in social distancing while not engaged in active play.</li> <li>• Modifications for students at higher risk for severe illness.</li> <li>• Size of team.</li> </ul> <p>Train teachers and staff on all safety protocols.</p> <p>The District will follow the <a href="#">CDC Considerations for Youth Sports guidance</a>.</p> <p><b>Recess</b></p> <p>Following social distancing guidelines when using playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items. Outdoor play equipment with high-touch surfaces such as railings and handles will be cleaned and disinfected regularly. Hand hygiene will be emphasized before and after uses of these spaces.</p> <p>Limit team sports and group games following social distancing guidelines.</p>			
Handling Music Activities and Classes	Follow <a href="#">Covid-19 Instrument Cleaning Guidelines</a> . Teachers will provide students instruction on these cleaning policies prior to	Follow <a href="#">Covid-19 Instrument Cleaning Guidelines</a> . Teachers will provide students instruction on these cleaning policies prior to	Building Administrators	Instrument Cleaning Policies	Yes

	<p>resuming instrumental music lessons or classes.</p> <p>Select and provide safe opportunities for music instruction for students.</p> <ul style="list-style-type: none"> <li>● Limit Physical proximity of students.</li> <li>● Use appropriate facilities to accommodate social distancing.</li> <li>● Do not permit shared use of equipment.</li> <li>● Engage in social distancing at all times.</li> <li>● Modifications for students at higher risk for severe illness.</li> <li>● Ensure space is appropriate for the size of the group.</li> </ul>	<p>resuming instrumental music lessons or classes.</p> <p>Select and provide safe opportunities for music instruction for students.</p> <ul style="list-style-type: none"> <li>● Limit Physical proximity of students.</li> <li>● Use appropriate facilities to accommodate social distancing.</li> <li>● Limit shared use of equipment.</li> <li>● Engage in social distancing at all times.</li> <li>● Modifications for students at higher risk for severe illness.</li> <li>● Ensure space is appropriate for the size of the group.</li> </ul>			
Limiting the sharing of materials among students	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time.</p> <ul style="list-style-type: none"> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul>	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time.</p> <ul style="list-style-type: none"> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul>	Building Administrators	Cleaning Materials  Individual Student Spaces	No

	<p>Remove all soft and cloth/fabric-based toys and materials that cannot be properly disinfected between use.</p> <p>Limit use of other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<p>Remove all soft and cloth/fabric-based toys and materials that cannot be properly disinfected between use.</p> <p>Limit use of other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>			
Staggering the use of communal spaces and hallways	<p>Require mask usage in hallways and all common areas.</p> <p>Adjust building schedules to reduce the number of students in the hallways during transition.</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing if events are held.</p>	<p>Require mask usage in hallways and all common areas.</p> <p>Adjust building schedules to reduce the number of students in the hallways during transition.</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing if events are held.</p>	Building Administrators	Hallway Signage	No
Adjusting transportation schedules and practices to create social distance between students	<p>Routes will be developed, paying particular attention to balancing student ridership.</p> <p>Students will be required to wear masks. They will also be encouraged to social distance from other students, to the greatest extent possible.</p> <p>All extracurricular and educational trips will be canceled.</p>	<p>Routes will be developed, paying particular attention to balancing student ridership.</p> <p>Students will be required to wear masks. They will also be encouraged to social distance from other students, to the greatest extent possible.</p> <p>Extracurricular and Educational field trips will</p>	Dyana Cooper, Registrar & Transportation Specialist		No

	<p>Roof hatches and windows will be opened whenever possible to allow for the optimal ventilation.</p> <p>School buses and vehicles will be disinfected daily, at minimum.</p>	<p>be limited and assessed on an individual basis.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the optimal ventilation.</p> <p>School buses and vehicles will be disinfected daily, at minimum.</p>			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>To the extent feasible, consider identification of small groups and keep them together (cohorting).</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups, if possible.</p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>To the extent feasible, consider identification of small groups and keep them together (cohorting).</p> <p>Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).</p> <p>Limit mixing between groups, if possible.</p>	Building Administrators	N/A	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Update the STSD website with any transportation changes.</p> <p>Notify District childcare and preschool partners with updates on protocol changes.</p>	<p>Update the STSD website with any transportation changes.</p> <p>Notify District childcare and preschool partners with updates on protocol changes.</p>	<p>Cecelia Pharris, District Social Worker</p> <p>Trinity-Lynn Thornhill, Public Relations Specialist</p>		No

Other social distancing and safety practices	Installing Sneeze-Guards in Main Offices, Cafeteria Point-of-Sales (POS) areas, and other customer-facing locations.	Installing Sneeze-Guards in Main Offices, Cafeteria Point-of-Sales (POS) areas, and other customer-facing locations.	Takia Colston-Krow, Safety & Security Coordinator  Barry Seilhamer, Director of Maintenance & Operations	Sneeze-Guards  Plexiglass	No
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# Monitoring Student and Staff Health

## Key Questions

- How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the monitoring take place?
- When and how frequently will the monitoring take place?
- 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? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- 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:

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)
* Monitoring students and staff for symptoms and history of exposure	<p>Symptom and exposure screening will be done at home by parent/guardian on a daily basis.</p> <p>No children with symptoms or exposure will be sent on a bus or brought to school.</p> <p>Clear expectations will be provided to parents/guardians on what symptoms to screen for and what is considered an exposure.</p> <p>District staff will perform daily self-monitoring for symptoms and exposure at home on a daily basis.</p>	<p>Symptom and exposure screening will be done at home by parent/guardian on a daily basis.</p> <p>No students with symptoms or exposure will be sent on a bus or brought to school.</p> <p>Clear expectations will be provided to parents/guardians on what symptoms to screen for and what is considered an exposure.</p> <p>District staff will perform daily self-monitoring for symptoms and exposure at home on a daily basis.</p>	<p>Jennifer Halfond, Nursing Department Coordinator</p> <p>Takia Colston-Krow, Safety &amp; Security Coordinator</p>	<p>Self-Monitoring and Reporting Procedures and Forms</p> <p>Staff training</p> <p>Parent and Community education and communications</p>	Yes

	<p>No staff with symptoms or exposure will arrive to work.</p> <p>Clear expectations will be provided to staff on what <a href="#">symptoms to screen</a> for and what is considered an exposure.</p> <p>Staff will be required to submit a <a href="#">self-reporting form</a> if they develop symptoms, been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Parents/guardians are encouraged to submit a student reporting form if their student has been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Temperature screening will not be required upon entrance to school for students or staff.</p> <p>Students and staff will follow the District procedures and guidelines for symptom evaluation.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>The District will share resources with the school community to help families understand the symptoms of COVID-19, how to prevent the spread, and what to do if someone becomes sick.</p>	<p>No staff with symptoms or exposure will arrive to work.</p> <p>Clear expectations will be provided to staff on what <a href="#">symptoms to screen</a> for and what is considered an exposure.</p> <p>Staff will be required to submit a <a href="#">self-reporting form</a> if they develop symptoms, been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Parents/guardians are encouraged to submit a student reporting form if their student has been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Temperature screening will not be required upon entrance to school for students or staff.</p> <p>Students and staff will follow the District procedures and guidelines for symptom evaluation.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>The District will share resources with the school community to help families understand the symptoms of COVID-19, how to prevent the spread, and what to do if someone becomes sick.</p>			
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	<a href="#">Symptoms of COVID-19</a> <a href="#">Stop the Spread</a> <a href="#">If You Are Sick</a> <a href="#">What You Need to Know</a> <a href="#">Guide for Large or Extended Families Living Together</a>	<a href="#">Symptoms of COVID-19</a> <a href="#">Stop the Spread</a> <a href="#">If You Are Sick</a> <a href="#">What You Need to Know</a> <a href="#">Guide for Large or Extended Families Living Together</a>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>Individuals with COVID-19 symptoms will be separated from others until they can be sent home and advised to contact a health care provider (HCP).</p> <p>School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions</a> as outlined by the CDC when caring for sick people.</p> <p>Areas use by an individual testing positive for COVID-19, or being advised to isolate due to symptoms, will be closed off and not used before cleaning and disinfecting.</p> <p>Individuals having close contact on district grounds with a student, staff member, or visitor testing positive for COVID-19 or being advised to isolate due to</p>	<p>Work with school administrators, nurses, and other healthcare providers to identify a designated room or area to separate individuals who have COVID-19 symptoms.</p> <p>Individuals with COVID-19 symptoms will be separated from others until they can be sent home and advised to contact a health care provider (HCP).</p> <p>School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions</a> as outlined by the CDC when caring for sick people.</p> <p>Areas use by an individual testing positive for COVID-19 or being advised to isolate due to symptoms will be closed off and not used before cleaning and disinfecting.</p> <p>Individuals having close contact on district grounds with a student, staff member, or visitor testing positive for COVID-19 or being advised to isolate due to</p>	<p>Jennifer Halfond, Nursing Department Coordinator</p>	<p>Isolation Area</p> <p>Notification Letter</p> <p>Additional PPE for staff caring for sick individuals</p>	<p>Yes</p>

	<p>symptoms will be notified, while maintaining confidentiality, separated from others until they can be sent home, and advised to contact their HCP.</p>	<p>symptoms will be notified, while maintaining confidentiality, separated from others until they can be sent home, and advised to contact their HCP.</p>			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Individuals testing positive for COVID-19 or being advised by a health care provider to isolate due to symptoms may return to in person attendance when all the following conditions have been met:</p> <p>≥10 days from the onset of symptoms.</p> <p>Resolution of fever for ≥3 days without the use of medication.</p> <p>Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p> <p>OR</p> <p>Meeting test-based or time-based criteria set forth by the CDC in <a href="#">Discontinuation of Isolation of Persons with COVID-19 Not in a Hospital Setting</a></p> <p>Individuals who have been instructed to quarantine due to close contact with someone testing positive for COVID-19 may return to in person attendance when the following conditions have been met:</p>	<p>Individuals testing positive for COVID-19 or being advised by a health care provider to isolate due to symptoms may return to in person attendance when all the following conditions have been met:</p> <p>≥10 days from the onset of symptoms.</p> <p>Resolution of fever for ≥3 days without the use of medication.</p> <p>Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p> <p>OR</p> <p>Meeting test-based or time-based criteria set forth by the CDC in <a href="#">Discontinuation of Isolation of Persons with COVID-19 Not in a Hospital Setting</a></p> <p>Individuals who have been instructed to quarantine due to close contact with someone testing positive for COVID-19 may return to in person attendance when the following conditions have been met:</p>	<p>Jennifer Halfond, Nursing Department Coordinator</p> <p>Building Administrators</p>		<p>Yes</p>

	<p>≥14 days from the last close contact</p> <p>AND</p> <p>No symptoms of COVID-19 develop.</p> <p>Individuals who have been sent home due to symptoms of COVID-19 may return to in person attendance when the following has been met:</p> <p>A health care provider has advised that they DO NOT need to obtain a COVID-19 test or isolate due to symptoms.</p> <p>AND</p> <p>Resolution of symptoms for ≥24 hours without the use of medication.</p>	<p>≥14 days from the last close contact</p> <p>AND</p> <p>No symptoms of COVID-19 develop.</p> <p>Individuals who have been sent home due to symptoms of COVID-19 may return to in person attendance when the following has been met:</p> <p>A health care provider has advised that they DO NOT need to obtain a COVID-19 test or isolate due to symptoms.</p> <p>AND</p> <p>Resolution of symptoms for ≥24 hours without the use of medication.</p>			
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Post Health and Safety Plan on STSD Website</p> <p>Provide regular updated information on STSD website and in Campus messenger parent communications.</p> <p>Virtual parent meetings to discuss changes and provide 2-way communication.</p> <p>Disseminate information to District community partners, to include childcare providers.</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed.</p>	<p>Post Health and Safety Plan on STSD Website</p> <p>Provide regular updated information on STSD website and in Campus messenger parent communications.</p> <p>Virtual parent meetings to discuss changes and provide 2-way communication.</p> <p>Disseminate information to District community partners, to include childcare providers.</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed.</p>	<p>Tamara Willis, Superintendent of Schools</p> <p>Takia Colston-Krow, Safety &amp; Security Coordinator</p> <p>Triniti-Lynn Thornhill, Public Relations Specialist</p>		No

Other monitoring and screening practices	Other considerations as provided by CDC, PA DOH and PDE	Other considerations as provided by CDC, PA DOH and PDE	<p>Takia Colston-Krow, Safety and Security Coordinator</p> <p>Jennifer Halfond, Nursing Department Coordinator</p>		Yes
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## Other Considerations for Students and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable 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?
- 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 address staff who are ill, or who have family members who have become ill?
- 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:

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	<p>Cancel all non-essential travel to include all educational and field trips.</p> <p>Provide enhanced PPE for staff at higher risk for severe illness (to include masks, face shields, and gloves as needed)</p> <p>The District will provide additional mental health supports to help manage stress and anxiety.</p> <p>The district will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).</p>	<p>Limit or cancel all non-essential travel to include all educational and field trips.</p> <p>Provide enhanced PPE for staff at higher risk for severe illness (to include masks, face shields, and gloves as needed)</p> <p>The District will provide additional mental health supports to help manage stress and anxiety.</p> <p>The district will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).</p>	<p>Mark Holman, Director of Human Resources</p> <p>Carrie Martin, Supervisor of Special Education</p>	EAP Resources	No

	Discourage the use of perfect attendance awards and incentives.	Discourage the use of perfect attendance awards and incentives.			
* Use of face coverings (masks or face shields) by all staff	<p>Face coverings (to include masks and face shields) are required for all staff members.</p> <p>Face shields are required during active direct instruction.</p> <p>In addition to face shields, face masks will be required when working closely (within 3 feet) with students.</p> <p>Face masks are required hallways and all common areas.</p>	<p>Face coverings (to include masks and face shields) are required for all staff members.</p> <p>Face shields are required during active direct instruction.</p> <p>In addition to face shields, face masks will be required when working closely (within 3 feet) with students.</p> <p>Face masks are required hallways and all common areas.</p>	Building Administrators	Training and professional development	Yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Face coverings are required when students are not able to maintain 6 feet social distance.</p> <p>Face coverings are required for all students in hallways and all common areas.</p>	<p>Face coverings are required when students are not able to maintain 6 feet social distance.</p> <p>Face coverings are required for all students in hallways and all common areas.</p>	Building Administrators	<p>Signage Regarding Expectations</p> <p>K-12 hygiene instruction to promote healthy hygiene practices.</p>	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Extra precautions in low incidence programs: Autism Support (AS), Multiple Disability Support (MDS), Life Skills Support (LSS), Emotional Support (ES).</p> <p>Students in low incidence programs include students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-</p>	<p>Extra precautions in low incidence programs: Autism Support (AS), Multiple Disability Support (MDS), Life Skills Support (LSS), Emotional Support (ES).</p> <p>Students in low incidence programs include students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-</p>	Carrie Martin, Supervisor of Special Education	Face coverings (to include masks, shields, and eye protection) and gloves as needed.	Yes

	<p>hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Extra precautions will be implemented include:</p> <p>If a sink is available in the classroom, staff are required to thoroughly wash hands immediately before and after working with a student. Hand sanitizer may be used if soap and water are not available.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object must be disinfected immediately before and after student use.</p> <p>Personal student devices must be disinfected daily.</p> <p>The district's feeding protocol must be followed when feeding students. Staff are required to wear gloves when feeding students.</p> <p>Bathrooms and changing tables must be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand washing as needed. Students should be encouraged to wear masks while in common areas such as the</p>	<p>hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Extra precautions will be implemented include:</p> <p>If a sink is available in the classroom, staff are required to thoroughly wash hands immediately before and after working with a student. Hand sanitizer may be used if soap and water are not available.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object must be disinfected immediately before and after student use.</p> <p>Personal student devices must be disinfected daily.</p> <p>The district's feeding protocol must be followed when feeding students. Staff are required to wear gloves when feeding students.</p> <p>Bathrooms and changing tables must be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand washing as needed. Students should be encouraged to wear masks while in common areas such as the</p>			
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	<p>hallway and during transport.</p> <p>Students should be encouraged not to touch walls and fixtures when in hallways and classrooms.</p>	<p>hallway and during transport.</p> <p>Students should be encouraged not to touch walls and fixtures when in hallways and classrooms.</p>			
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	<p>Mark Holman, Director of Human Resources</p> <p>Building Administrators</p>	N/A	No

## 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.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students</b>	Custodial Staff  Buildings & Grounds Staff  Food Services Staff	Barry Seilhamer, Director of Maintenance & Operations	In-person trainings w/ handouts and digital resources  Ongoing training via Comply	CDC Guidance for Cleaning and Disinfecting Schools  Safety Data Sheet (SDS)
<b>Clorox Total 360 Electrostatic Sprayer</b>	Custodial Staff  Buildings & Grounds Staff	Barry Seilhamer, Director of Buildings & Grounds	In-person trainings w/ handouts	Company provided instruction manual
<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>	Professional Staff	Takia Colston-Krow, Safety & Security Coordinator  Building Administrators	In-person trainings w/ handouts and digital resources  Ongoing training via Comply	CDC Guidance for Reopening Schools  Building floor plans for maximum occupancy
<b>Healthy Hygiene Practices</b>	All Staff	Jennifer Halfond, Nursing Department Coordinator	In-person trainings w/ digital resources	CDC Guidance for Healthy Hygiene Practices

			Ongoing training via Comply	
<b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	All elementary teachers  Physical Education Teachers	Jennifer Halfond, Nursing Department Coordinator  Building Administrators	Training via Comply	CDC Considerations for Youth Sports
<b>Handling Music Activities and Classes</b>	All Music Teachers	Takia Colston-Krow, Safety & Security Coordinator	Training via Comply	<a href="#">Covid-19 Instrument Cleaning Policies</a>
<b>Monitoring students and staff for symptoms; Isolation and Quarantine; Return to School</b>	Nursing Department  Building Administrators	Jennifer Halfond, Nursing Department Coordinator	In-person trainings w/ digital resources  Ongoing training via Comply	CDC Guidance & PA DOH for Monitoring Symptoms, Isolation, and Quarantine  District Physicians
<b>Safety Protocols for Students with Complex Needs</b>	Special Education Department	Carrie Martin, Supervisor of Special Education	In-person trainings w/ digital resources  Ongoing training via Comply	
<b>Use of Face Coverings</b>	All Staff  Students	Jennifer Halfond, Nursing Department Coordinator	In-person trainings w/ digital resources	CDC Guidance for Wearing Face Coverings
<b>Deployment of the STSD Health and Safety Plan</b>	All Staff	Tamara Willis, Superintendent	Online Training via Comply	STSD Health & Safety Plan
<b>Deployment of the STSD Health and Safety Plan Leadership Team</b>	Leadership Team	Tamara Willis, Superintendent	In Person Training	STSD Health & Safety Plan
<b>COVID 19 Health Care Procedures for Nurses</b>	All Nurses	Jennifer Halfond, Nursing Department Coordinator	In Person Training	District Physicians

## 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
<b>2020-2021 District Instructional Options</b>	Staff Guardians Community	Tamara Willis, Superintendent	Video Surveys (2) Parent Forums (4) Township Presentation
<b>Board of Directors COVID-19 Update</b>	STSD Board of Directors and Community	Tamara Willis, Superintendent	Executive Session Public Presentation
<b>Parents' Advisory Committee (PAC) Meeting</b>	Parent Representatives	Tamara Willis, Superintendent	Zoom Meetings
<b>Return to School Survey</b>	Guardians	Triniti-Lynn Thorhill, Public Relations Specialist	Email Text Robocall Video
<b>District Reopening Letter</b>	Community	Tamara Willis, Superintendent	Email Text
<b>Parent/Guardian Updates</b>	Guardians	Richard Kaskey, Asst. Supt. for Student Svcs.	District Website Parent FAQ
<b>Staff Updates</b>	Staff	Mark Holman, Director of Human Resources	Email Virtual Meetings Videos from Supt.
<b>Health and Safety Communication</b>		Takia Colston-Krow, Pandemic Coordinator Pandemic Response Team	Email Board Presentations

# Health and Safety Plan Summary: Susquehanna Township School District

**Anticipated Launch Date:** August 31, 2020

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

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>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>Increased use of PPE required (masks, gloves, face-shields)</p> <p>Increased Social Distancing &amp; Hygiene Practices</p> <p>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p> <p>Frequently clean and disinfect frequently touched surfaces and objects within the school and on buses, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to reduce the use of communal drinking fountains.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Checklists and Work Plans</p> <p>Increase ventilation rates from OCC Hours Only to 24/7 Operation</p> <p>Increase OA% to 40%</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students</p> <p>Limit the number of individuals in a classroom or other space to the extent possible to allow for 6 feet of separation.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart. Consider upholstered furnishings, etc.</p> <p>Where appropriate, student meals may be delivered to classrooms or alternate settings for consumption.</p> <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias and/or classroom, prior to consuming food or beverages.</p> <p>Parents/guardians will be encouraged to pack student lunches.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited, pre-packaged, and provided to students with their meals</p> <p>Students will not be permitted to serve themselves items such as beverages, fruit and or vegetable selections.</p> <p>Staff will serve students all meal components. Selection of beverages, fruits and vegetables will be limited.</p> <p>Student dining areas and cafeteria serving areas will be cleaned and disinfected between lunch periods.</p> <p>Consider use of alternate spaces for meals to include auditorium, gymnasium, and outdoor space.</p>

	<p>Develop and deploy K-12 hygiene instruction to promote healthy hygiene practices based upon CDC guidelines (<a href="#">health promotion materials</a>, information on <a href="#">proper handwashing technique</a>, and <a href="#">tips for families to help children develop good handwashing habits</a>).</p> <p>Develop and deploy healthy hygiene instruction for all team members to promote healthy hygiene practices.</p> <p>All staff will be trained on healthy hygiene practices so they can demonstrate and teach students.</p> <p>Ensure healthy hygiene instruction for students and team members to include the manner and frequency of handwashing.</p> <p>Implement handwashing routine and schedule handwashing breaks for students.</p> <p>Ensure adequate supplies are available (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p> <p>Post CDC and PA DOH Posters in District cafeterias, restrooms, common areas, and other high traffic areas. <a href="#">CDC Stop the Spread</a></p> <p><a href="#">CDC Germs are Everywhere</a></p> <p><a href="#">CDC Wearing a Mask</a></p>
<p>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> 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><b>Physical Education</b></p> <p>Select and provide safe opportunities for exercise and sports events for students.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Physical proximity of players</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play.</li> <li>• Modifications for students at higher risk for severe illness.</li> <li>• Size of team.</li> </ul> <p>Train teachers and staff on all safety protocols.</p> <p>The District will follow the <a href="#">CDC Considerations for Youth Sports guidance</a>.</p> <p><b>Recess</b></p>

<p>Other social distancing and safety practices</p>	<p>Following social distancing guidelines when using playground structures.</p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items. Outdoor play equipment with high-touch surfaces such as railings and handles will be cleaned and disinfected regularly. Hand hygiene will be emphasized before and after uses of these spaces.</p> <p>Limit team sports and group games following social distancing guidelines.</p> <p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time.</p> <ul style="list-style-type: none"> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul> <p>Remove all soft and cloth/fabric-based toys and materials that cannot be properly disinfected between use.</p> <p>Limit use of other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p> <p>Require mask usage in hallways and all common areas.</p> <p>Adjust building schedules to reduce the number of students in the hallways during transition.</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing if events are held.</p> <p>Routes will be developed, paying particular attention to balancing student ridership.</p>
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Students will be required to wear masks. They will also be encouraged to social distance from other students, to the greatest extent possible.

Extracurricular and Educational field trips will be limited and assessed on an individual basis.

Roof hatches and windows will be opened whenever possible to allow for the optimal ventilation.

School buses and vehicles will be disinfected daily, at minimum.

To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.

To the extent feasible, consider identification of small groups and keep them together (cohorting).

Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children).

Limit mixing between groups, if possible.

Update the STSD website with any transportation changes.

Notify District childcare and preschool partners with updates on protocol changes.

Installing Sneeze-Guards in Main Offices, Cafeteria P.O.S. areas, and other customer-facing locations.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Symptom and exposure screening will be done at home by parent/guardian on a daily basis.</p> <p>No students with symptoms or exposure will be sent on a bus or brought to school.</p> <p>Clear expectations will be provided to parents/guardians on what symptoms to screen for and what is considered an exposure.</p> <p>District staff will perform daily self-monitoring for symptoms and exposure at home on a daily basis.</p> <p>No staff with symptoms or exposure will arrive to work.</p> <p>Clear expectations will be provided to staff on what <a href="#">symptoms to screen</a> for and what is considered an exposure.</p> <p>Staff will be required to submit a <a href="#">self-reporting form</a> if they develop symptoms, been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Parents/guardians are encouraged to submit a student reporting form if their student has been advised by a health care provider to isolate, received a positive test, or had an exposure.</p> <p>Temperature screening will not be required upon entrance to school for students or staff.</p> <p>Students and staff will follow the District procedures and guidelines for symptom evaluation.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>The District will share resources with the school community to help families understand the symptoms of COVID-19, how to prevent the spread, and what to do if someone becomes sick.</p> <p><a href="#">Symptoms of COVID-19</a></p> <p><a href="#">Stop the Spread</a></p> <p><a href="#">If You Are Sick</a></p> <p><a href="#">What You Need to Know</a></p>

[Guide for Large or Extended Families Living Together](#)

Work with school administrators, nurses, and other healthcare providers to identify a designated room or area to separate individuals who have COVID-19 symptoms.

Individuals with COVID-19 symptoms will be separated from others until they can be sent home and advised to contact a health care provider (HCP).

School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) as outlined by the CDC when caring for sick people.

Areas use by an individual testing positive for COVID-19 or being advised to isolate due to symptoms will be closed off and not used before cleaning and disinfecting.

Individuals having close contact on district grounds with a student, staff member, or visitor testing positive for COVID-19 or being advised to isolate due to symptoms will be notified, while maintaining confidentiality, separated from others until they can be sent home, and advised to contact their HCP.

Individuals testing positive for COVID-19 or being advised by a health care provider to isolate due to symptoms may return to in person attendance when all the following conditions have been met:

≥10 days from the onset of symptoms.

Resolution of fever for ≥3 days without the use of medication.

Improvement in respiratory symptoms (e.g., cough, shortness of breath)

OR

Meeting test-based or time-based criteria set forth by the CDC in [Discontinuation of Isolation of Persons with COVID-19 Not in a Hospital Setting](#)

Individuals who have been instructed to quarantine due to close contact with someone testing positive for COVID-19 may return to in person attendance when the following conditions have been met:

≥14 days from the last close contact

AND

No symptoms of COVID-19 develop.

Individuals who have been sent home due to symptoms of COVID-19 may return to in person attendance when the following has been met:

A health care provider has advised that they DO NOT need to obtain a COVID-19 test or isolate due to symptoms.

AND

Resolution of symptoms for  $\geq 24$  hours without the use of medication.

Post Health and Safety Plan on STSD Website

Provide regular updated information on STSD website and in Campus messenger parent communications.

Virtual parent meetings to discuss changes and provide 2-way communication.

Disseminate information to District community partners, to include childcare providers.

Prepare parents and families for remote learning if school is temporarily dismissed.

Other considerations as provided by CDC, PA DOH and PDE

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Limit or cancel all non-essential travel to include all educational and field trips.
* Use of face coverings (masks or face shields) by all staff	Provide enhanced PPE for staff at higher risk for severe illness (to include masks, face shields, and gloves as needed)
* Use of face coverings (masks or face shields) by older students (as appropriate)	The District will provide additional mental health supports to help manage stress and anxiety.
Unique safety protocols for students with complex needs or other vulnerable individuals	The district will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).
Strategic deployment of staff	<p>Discourage the use of perfect attendance awards and incentives.</p> <p>Face coverings (to include masks and face shields) are required for all staff members.</p> <p>Face shields are required during active direct instruction.</p> <p>In addition to face shields, face masks will be required when working closely (within 3 feet) with students.</p> <p>Face masks are required hallways and all common areas. Face coverings are required when students are not able to maintain 6 feet social distance.</p> <p>Face coverings are required for all students in hallways and all common areas.</p> <p>Extra precautions in low incidence programs (AS, MDS, LSS, ES).</p> <p>Students in low incidence programs include students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>Extra precautions will be implemented include:</p> <p>If a sink is available in the classroom, staff are required to thoroughly wash hands immediately before and after working with a student. Hand sanitizer may be used if soap and water are not available.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object must be disinfected immediately before and after student use.</p>

Personal student devices must be disinfected daily.

The district's feeding protocol must be followed when feeding students. Staff are required to wear gloves when feeding students.

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

Students should be encouraged to wear masks while in common areas such as the hallway and during transport.

Students should be encouraged not to touch walls and fixtures when in hallways and classrooms.

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

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Susquehanna Township School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 13, 2020**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **July 13, 2020**

By:

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*(Signature of Board President)*

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*(Print Name of Board President)*