



# Phased School Reopening Health and Safety Plan Template

---

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

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team.....	6
Key Strategies, Policies, and Procedures .....	7
Cleaning, Sanitizing, Disinfecting and Ventilation.....	9
Social Distancing and Other Safety Protocols .....	12
Monitoring Student and Staff Health.....	20
Other Considerations for Students and Staff .....	23
Health and Safety Plan Professional Development.....	26
Health and Safety Plan Communications.....	28
<b>Health and Safety Plan Summary</b> .....	29
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	29
Social Distancing and Other Safety Protocols.....	29
Monitoring Student and Staff Health .....	31
Other Considerations for Students and Staff .....	32
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	33

*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: **Jamestown Area School District**

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

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

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

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

## Type of Reopening

### Key Questions

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

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

- 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). **11/02/2020 – 11/17/2020 High School Blended- 2 days in-person/3 days remote**  
**11/02/2020 - 11/25/2020 Elementary School Blended- 2 days in-person/3 days remote**  
**01/19/2021 Blended- 2 days in-person/3 days remote- District-Wide**

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):

- 08/26/2020 - 10/29/2020 Remote- District-Wide**
- 12/01/2020 - 01/15/2021 Remote- District-Wide**



## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Tracy L. Reiser	Pandemic Coordinator/ Administrative	Plan Development and Response Team
Brian Keyser	Administrative-High School Principal	Plan Development and Response Team
Kristin Hope	Administrative-Elementary School Principal	Plan Development and Response Team
Gary Kinnear	Administrative-Director of Special Education/School Psychologist	Plan Development and Response Team

<b>Jeff Polley</b>	Administrative-Director of Maintenance	Plan Development and Response Team
<b>Daniel Stence</b>	Administrative-Coordinator of Technology	Response Team
<b>Molly Snyder</b>	Administrative-Director of Food Services	Plan Development and Response Team
<b>Cindy Micsky</b>	JASD School Nurse-RN/Faculty Representative	Plan Development and Response Team
<b>Brenda Stevenson</b>	JASD Board Member Community Representative/Parent	Plan Development and Response Team
<b>Lisa Nuhfer</b>	Support Staff Member	Plan Development and Response Team
<b>Cameron Keyser</b>	JASD Student Representative	Plan Development
<b>Jamestown Area School District Parents/Guardians</b>	Community Representatives	232 Survey Respondents

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

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

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



## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

In order to safely welcome all staff and students back into the buildings for the 2020-2021 school year, the district maintenance staff will clean and disinfect all areas. The district has purchased disinfectant spray and misting machines in order to cover the maximum amount of surface area possible. Maintenance staff will utilize PPE during the disinfecting process. They will receive appropriate training and instructions regarding appropriate cleaning/deep cleaning approaches by the Director of Maintenance. The district will procure sanitation supplies by applying for grant funding through the Pennsylvania Department of Education as well as the Pennsylvania Commission on Crime and Delinquency.

Cleaning, disinfecting, and sanitization will occur throughout the school day by designated maintenance staff. Playground equipment will be sanitized between grade level usage. Deep cleaning will then occur in the afternoon/evening hours. If a confirmed case of COVID-19 exists within the staff or student body, the administration and school board may elect to hire an outside agency to deep clean the building prior to re-entrance. Additional classroom and building ventilation will occur by keeping doors and windows open to the maximum extent feasible while keeping safety at the forefront.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Clean and disinfect frequently touched surfaces and objects within the school, on the playground, and on school buses at least daily, including door handles, sink handles, desks/tables, and water fountain stations.</p> <p>Ensure circulation of outdoor air by opening windows and doors when possible.</p> <p>Encourage the use of personal water bottles and bottle filling stations. Restrict the use of communal drinking fountains with push button bubbler heads.</p>	<p>Same as yellow</p>	<p>Director of Maintenance</p>	<p>Gloves Gowns Face Coverings Disinfecting spray Misting machines</p> <p>Training to be conducted by the Director of Maintenance</p> <p>Disinfectant spray for buses Face Coverings</p>	<p>Yes</p> <p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Each classroom will be equipped with paper towels and cleaning supplies.</p> <p>Hand sanitizer will be provided to each classroom within each building.</p> <p>Additional soap dispensers will be installed at each sink area.</p> <p>Spray mist machines will be utilized by the maintenance staff in order to sanitize communal areas.</p> <p>New air filters will be installed as needed in both buildings to increase clean air exchange.</p> <p>Ensure circulation of outdoor air by opening windows and doors when possible.</p> <p>Air purifying machines will be used in each of the nurses suites.</p>	<p>Same as yellow</p>	<p>Director of Maintenance</p>	<p>Spray disinfectant Paper towels Hand-Sanitizer Hand soap Soap dispensers Spray mist machines Air filters</p>	<p>Yes</p>

## 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:

Each learning space will be set up to accommodate at least a 6-foot separation from other students when possible. Students and staff will be required to wear facial coverings while on buses and in school. During all hallway, scheduled course change, or engaging in an activity in a communal space, students will continue to be expected to wear a face cover. Students will not be expected to wear a face cover during a meal or when outside the buildings when a 6-foot separation can be achieved. Social distancing signage will be strategically placed within the school in order to remind students and staff of the safety guidance. Outdoor instruction will be encouraged whenever the classroom instructor believes it to be feasible, manageable, and safe.

Students will have access to hand-sanitizer and sinks for soap/water cleansing throughout the day. Water-bottle filling stations will be installed in several areas throughout each building in order to encourage proper hydration and prevent mouth-to-nozzle contact.

According to a survey that was conducted by the district administration, 112 families out of the 228 surveyed, intend to transport their children to and from school. The remaining students who require daily transportation, will be loaded from the rear of the bus to the front of the bus. Siblings will be seated together.

In order to mitigate the spread of the virus, non-essential building visitors will be greeted at office plexiglass windows. Unless deemed an essential visit, unauthorized persons will not be able to gain entrance to the building where students and staff are located. Building secretaries will be trained in order to enforce this requirement.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>All student seating areas will be 6 feet apart when possible in order to encourage social distancing regulations.</p> <p>6ft distancing signage will be posted within all classrooms and learning spaces</p> <p>Hand sanitizing stations will be located within each classroom setting.</p> <p>Hand sanitizing signage will be posted within all classrooms and learning spaces.</p>	<p>Same as yellow</p>	<p>Building administration will be responsible for posting classroom signs.</p> <p>Building administration and classroom teachers will monitor students and ensure proper hand sanitization.</p> <p>Building administration and classroom teachers will monitor that proper social distancing protocol is adhered to.</p>	<p>Classroom seating will be arranged in order to abide by the 6-foot social guidance when possible.</p> <p>All student chairs will face the same direction.</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Same as the green phase</p>	<p>For the high school and elementary buildings, breakfast will be consumed in the classrooms.</p> <p>Lunch- HS- Students will eat in the cafeteria space (An overflow area will be designated in a classroom location)</p> <ul style="list-style-type: none"> <li>• No more than 4 students per table</li> <li>• Tables will be spaced 6 ft apart</li> <li>• Additional classroom space will be utilized for students to eat</li> <li>• Food/drinks/condiments will be served to the students to prevent surface transfer</li> </ul> <p>Lunch- Elem- Students will continue to eat in the cafeteria space</p> <ul style="list-style-type: none"> <li>• No more than 6 students per table</li> <li>• Tables will be spaced 6 ft apart</li> <li>• Food/drinks/condiments will be served to the students to prevent surface transfer</li> </ul>	<p>HS- Building administration and cafeteria monitors will monitor students.</p> <p>Elem- Building administration and cafeteria monitors will monitor students.</p>	<p>The food service departments will have plexiglass shields installed in high traffic areas.</p> <p>Food service personnel will serve the students in order to prevent surface contact transfer.</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Utilize best practices from the CDC:  <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></p>	<p>Same as yellow</p>	<p>Building administration and classroom teachers/aides will monitor students and ensure proper hand sanitization.</p> <p>School Nurse will train students regarding the proper hand-washing methods at the elementary.</p> <p>Daily announcements will occur in each building that will remind students and staff to appropriately wash their hands and wear face coverings.</p>	<p>Hand Sanitizer Soap &amp; Water</p> <p>Restroom/Hallway signage</p>	<p>Yes</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be posted in all hallways, classrooms, and communal sites</p>	<p>Same as yellow</p>	<p>Building administration</p>	<p>Signs</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Upon building entry each visitor will be greeted via an intercom system. The building secretaries will determine if visitors are considered to be essential/non-essential.</p> <p>Pass-through access windows will be utilized for the high school, elementary, and administrative offices. All visitors will be asked to remain outside of the offices unless deemed necessary to enter the building offices.</p> <p>Plexiglass shields have been installed on the hs/elem office counters and any other high traffic areas.</p>	<p>Same as yellow</p>	<p>Office staff</p>	<p>Intercom System</p> <p>Pass-through windows</p> <p>Plexiglass</p>	<p>No</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>HS-The physical education curriculum will be tailored to encourage social distancing and limit team-based contact.</p> <p>Elem- HS-The physical education curriculum will be tailored to encourage social distancing and limit team-based contact.</p> <p>Students engaged</p>	<p>Same as yellow</p>	<p>Physical Education Teacher</p>	<p>Tailored Curriculum</p>	<p>No</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>All students will be supplied with school materials. They will be instructed not to share items.</p>	<p>Same as yellow</p>	<p>Classroom Teachers</p>	<p>Daily school supplies</p>	<p>No</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Staff will be instructed to monitor hallway usage prior to utilization.</p> <p>Hallways may utilize tape on the floors indicating “lanes” for traffic flow.</p>	<p>Staff will be instructed to monitor hallway usage prior to utilization.</p> <p>Bells at the high school will be disengaged so that staff will dismiss student’s class by class.</p>	<p>Classroom Staff</p>	<p>Face coverings</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>The district created a parent survey to determine willingness to transport their own children therefore, minimizing the amount of students on buses. During this phase, students will be assigned to a Monday/Wednesday or Tuesday/Thursday transportation and school day schedule. Students who require transportation will wear a face cover.</p>	<p>The district will assign any student in need of transportation to a bus roster and assigned bus seat. Siblings will be seated together. All students who ride district transportation will wear a face cover.</p>	<p>Bus drivers District Administration</p>	<p>Face Coverings</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Create schedules to limit the number of individuals in classrooms and other learning spaces to the greatest extent possible.</p> <p>Turn desks to face in the same direction or have students sit on only one side of tables, to the greatest extent possible.</p> <p>Refrain from scheduling large group activities such as field trips, student assemblies, and other large gatherings within each building.</p> <p>Select and provide safe opportunities for exercise and sports activities while reducing the amount of necessary touching of shared equipment.</p> <p>Encourage social distancing while not actively engaged in play.</p>	<p>Same as yellow</p>	<p>Building Administration and staff members</p>		<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Headstart- Families will remain in their vehicle for student drop-off and/or pick-up.  Family Center- No play group will be permitted during this phase.	Headstart- Families will wear face coverings when dropping their children off or picking them up from school.  Family Center- Play group will be conducted by following 6-foot social distancing guidelines and face covering requirements.	Headstart Teacher  Family Center Coordinator	Masks	No
Other social distancing and safety practices					

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

If a student or staff member is exposed to or has a confirmed case of COVID-19, resulting in changes to the district plan, families will be informed via the Blackboard Connect System.

In the green and yellow phases, all student and staff temperatures will be taken prior to building entrance. If a student or staff member is identified with a temperature above 100.0, the individual will be placed in an area of quarantine and the school nurse will be notified to assess the student or staff member.

If a confirmed case exists, the district will rely upon local health officials to recommend a safe return of the employee or student.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	Conduct routine, daily health checks and temperatures for every student and staff member.	Conduct routine, daily health checks and temperatures for all students and staff.	School Nurse, LPNs, and select staff members	Infrared Camera Thermometers or  Digital thermometers	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Close off areas used by a sick person and do not use before cleaning and disinfection.</p> <p>Follow all state and local health official recommendations regarding isolating and/or quarantining individuals who have become sick or been infected (i.e. procedures for returning to work/school).</p> <p>Establish and maintain communication with local and state authorities to determine current mitigation levels in our community.</p>	<p>Same as yellow</p>	<p>School Nurse/ Administration</p>	<p>Maintain communication with local and state health officials</p>	<p>No</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Follow all state and local health official recommendations regarding isolating and/or quarantining individuals who have become sick or been infected (i.e. procedures for returning to work/school).</p>	<p>Same as yellow</p>	<p>School Nurse/Administration</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Establish and maintain communication with local and state authorities to determine current mitigation levels in our community.</p> <p>Use the Black Board Connect System, written communications and/or district Facebook or website for within school-year notifications.</p>	Same as yellow	<p>District Superintendent</p> <p>School Nurse</p>	Maintain communication with local and state authorities	No
<b>Other monitoring and screening practices</b>					

### 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:

All staff and students will wear protective face coverings while in the buildings and buses. Through the district survey, students with a higher risk of severe illness may choose the remote/online learning option. If this option is not chosen, the district will create a health care plan in order to mitigate risk to the greatest extent possible.

The district continues to ensure all students have access to quality learning opportunities, as well as emotional wellness supports. The district will continue to monitor student progress through formative and summative assessments. The teachers will also monitor student progress and emotional wellness through communication with the students and their families.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	Follow CDC guidance pertaining to people who are at higher risk for severe illness: <a href="http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html">http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html</a>	Same as yellow	School Nurse District Administration	Student Health Care Plan	No
* <b>Use of face coverings (masks or face shields) by all staff</b>	Make protective face coverings available to all students, staff, and essential visitors.	Same as yellow	District Administration	Face Coverings	No
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	The use of face coverings by all staff and essential visitors is required at all times unless during a defined mask break or during consumption of food.	Same as yellow	District Administration	Face Coverings	No
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Consult and update individual health care plans for student with complex health needs.	Same as yellow	School Nurse District Administration	As specified by the individual Student Health Care Plan	Yes



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	Assign appropriate staff to monitor high traffic areas to ensure face coverings and appropriate social distancing are adhered to.	Same as yellow	District Administration		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.
- **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
<b>Cleaning Sanitizing Disinfecting and Ventilating Learning Spaces and other areas used by students</b>	Maintenance Staff and Faculty Members	District Administration	In-Service		08/14/2020	08/14/2020
		Anderson Bus Company	Summer Training		08/2020	08/2020
<b>Other Cleaning Sanitizing Disinfecting and Ventilation Practices</b>	Maintenance Staff and Faculty Members	District Administration	In-Service		08/14/2020	08/14/2020
<b>Hygiene Practices for Students and Staff</b>	All Faculty and Staff	District Administration	In-Service	CDC Website	08/14/2020	08/14/2020
<b>Adjusting Transportation Schedules and Practices to Create Social Distance</b>	Anderson Bus Company	District Administration	Meeting		08/2020	10/2020
<b>Monitoring Students and Staff for Symptoms and History of Exposure</b>	All Faculty and Staff	School Nurse/ District Administration	In-Service or Faculty Building Meeting		08/14/2020	08/14/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Unique Safety Protocols for Students with Complex Needs or Other Vulnerable Individuals</b>	All Faculty and Staff	School Nurse District Administration	Meeting		08/26/20	06/03/21

## 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

## Health and Safety Plan Summary: **Jamestown Area School District**

Anticipated Launch Date: **08/26/2020 Remote Learning Launch**

**11/02/2020 Revised for Hybrid Learning Launch**

**12/01/2020 Remote Learning Launch**

**01/19/2021 Revised for Hybrid Learning Launch**

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
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, sink handles, and water fountain stations.</p> <p>Ensure circulation of outdoor air by opening windows and doors when possible.</p> <p>Encourage the use of personal water bottles and bottle filling stations. Restrict the use of communal drinking fountains with push button bubbler heads.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<p>Create schedules to limit the number of individuals in classrooms and other learning spaces to the greatest extent possible.</p> <p>Turn desks to face in the same direction or have students sit on only one side of tables, to the greatest extent possible.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Avoid the use of buffet style meals and communal condiment tables.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Restrict the sharing of food and communal utensil containers.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Teach and reinforce washing hands and covering coughs and sneezes among students and staff.</p>
<p>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</p>	<p>Purchase adequate supplies, and carefully monitor inventory, to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and other requisite supplies.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Utilize best practices from the CDC: <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Utilize signage from CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a></p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Refrain from scheduling large group activities such as field trips, student assemblies, and other large gatherings within each building.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Restrict nonessential visitors, volunteers, and activities that involve non-Jamestown SD affiliated personnel.</p>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>Select and provide safe opportunities for exercise and sports activities while reducing the amount of necessary touching of shared equipment.</p>
<p><b>Other social distancing and safety practices</b></p>	<p>Encourage social distancing while not actively engaged in play.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible.</p> <p>Clean and disinfect shared items between uses to the greatest extent possible.</p> <p>Keep each student’s belongings separated from others to the greatest extent possible.</p> <p>Schedule the use of communal spaces to limit occupancy to the greatest extent possible.</p> <p>Limit or cancel all non-essential travel.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Conduct routine, daily health checks for any students/staff thought to be affected.</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Follow all local health official recommendations regarding isolating and/or quarantining individuals who have become sick or been infected.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Close off areas used by a sick person and do not use before cleaning and disinfection.</p>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Follow all state and local health official recommendations regarding isolating and/or quarantining individuals who have</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>become sick or been infected (i.e. procedures for returning to work/school).</p> <p>Establish and maintain communication with local and state authorities to determine current mitigation levels in our community.</p> <p>Use the Black Board Connect System, written communications and/or district Facebook or website for within school-year notifications.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Follow CDC guidance pertaining to people who are at higher risk for severe illness: <a href="http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html">http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html</a></p> <p>Make protective face coverings available to all students, staff, and essential visitors.</p> <p>The use of face coverings by all staff and essential visitors is required.</p> <p>Consult and update individual health care plans for student with complex health needs.</p> <p>Assign appropriate staff to monitor high traffic areas to ensure face coverings and appropriate social distancing are adhered to.</p>



Situational Questions	Response
If you are sick, ill, or otherwise unwell	Stay home until you feel better. Do not come to school.
If you have a temperature over 100.0	Stay home until you are fever free, without medication, for 72 hours.
If you have multiple symptoms and suspect you may have had direct primary exposure (15 minutes of close personal contact with a confirmed case) to COVID-19	Quarantine for 10 days beginning with the day AFTER exposure <b>OR</b> contact your primary care physician in order to be PCR tested. The PCR test should not occur prior to day 5 after exposure.
If you were told by the Pennsylvania Department of Health (or a representative) and informed that you have been contact traced as having been exposed	Follow the Pennsylvania Department of Health personnel guidance.
If you have returned from a COVID-19 “hot spot” as defined by the Pennsylvania Dept of Health	By Order issued November 17, 2020, the Wolf administration is requiring that travelers entering Pennsylvania from other countries and states, as well as Pennsylvanians who are returning home from other countries or states, have a negative COVID-19 test within 72 hours prior to entering the Commonwealth or quarantine for 10 days upon entry into Pennsylvania. If a traveler chooses to get tested upon entering the Commonwealth, or is waiting for test results, the traveler must quarantine for 10 days, or until receipt of a negative test result, whichever comes first.
If you were within close proximity to someone who was in close proximity to another person who tested positive for COVID-19	Limit unnecessary travel, take your temperature daily and monitor yourself for symptoms. Contact your physician with questions.
When can you return to school after you have had a confirmed positive COVID-19 test?	You may return to school 10 days from the onset of signs/symptoms <b>OR</b> after proof of a negative PCR test that has been administered on day 5 or after provided you remain asymptomatic. Quarantine may <u>NOT</u> be shortened to less than 7 days.
Where can I get tested for COVID-19?	Go to a Pennsylvania Department of Health approved testing center.



---

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Jamestown Area School District reviewed and approved the Phased School Reopening Health and Safety Plan on 07/13/2020.

The plan was approved by a vote of: 9-0

Yes

No

Affirmed on: 7/13/2020

By:

  
\_\_\_\_\_  
(Signature\* of Board President)

Tracie Runyon

\_\_\_\_\_  
Jamestown Area School District 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.

\*\*This plan is subject to change in accordance with new information obtained from local, state, or federal health officials.