



# Phased School Reopening Health and Safety Plan

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

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

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

## Health and Safety Plan: *Springfield 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.

*This plan documents SSD's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in the community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.*

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?

- *The planning for this is articulated in the following document.*
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - *Community feedback forum on district website, end of school year survey, frequent communications and virtual meetings with state and local health professionals*
- How will you communicate your plan to your local community?
  - *Document will be shared on the district website where comments can be submitted via the website. The Board will vote on it during a special Board meeting, tentatively scheduled for Thursday, September 23, 2020.*
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - *As directed by the Chester County Department of Health, or any other governing local, state, or federal agency*

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):** *(October 8, 2020)*

### **Pandemic Coordinator/Team**

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of

planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Anthony Barber	Superintendent / co/Pandemic Coordinator	Both
Donald Mooney	Director of Operations / co/Pandemic Coordinator	Both
Cynthia Mattei	Director of Teaching & Learning (K-5) / Academic Coordinator	Both
Dr. Jeffrey Zweiback	Director of Teaching & Learning (6-12) / Academic Coordinator / co/Pandemic Coordinator	Both
Linda Bellace	Director of Human Resources / Administrative Offices	Both
Dr. Kristin Nash	Director of Special Education / Administrative Offices	Both
Dr. Melissa Butler	Director of Technology, Assessment & Communications	Both
Glenn Mallon	Athletic Director / Athletics & Activities	Both
Tom Lemieux	Assistant Athletic Director / Athletics & Activities	Both
Joseph Hepp	Building Principal/ HS	Both
Dr. Dan Tracy	Building Principal/ MS	Development
Dr. Peter Brigg	Building Principal/ Elementary	Development
Dr. Madeleine O’Dowd	Building Principal/ Elementary	Development
Susan Trella	Building Principal/ Elementary	Development
Theresa Kramer	Transportation Services	Both

<b>Pete Olsen</b>	Facilities Director / Maintenance and Custodial	Both
<b>Matt Owens</b>	Facilities and Custodial Supervisor / Maintenance and Custodial	Both
<b>Brandon Lang</b>	Director of Dining Services / Food Service	Both
<b>School Nurses</b>	Health Services	Response
<b>Dr. Jennifer Lofland</b>	School Board Representative	Development
<b>Dr. Robert Sing</b>	District Physician	Development
<b>Dr. Chris Davis</b>	District Physician	Development
<b>Mrs. Jeanne Casner</b>	Director, Chester County Health Department	Both
<b>Dr. PJ Brennan</b>	Consultant, Chief Medical Officer and Senior Vice President of the University of Pennsylvania Health System	Development
<b>Dr. David Rubin</b>	Consultant, Director of PolicyLab and Population Health at Children's Hospital Philadelphia	Development

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.

- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

### Summary of Responses to Key Questions:

*The district has made a significant investment in procuring cleaning supplies and PPE. We will be utilizing protocols to increase social distancing while following the CDC's guidance for cleaning and disinfecting schools. All touchpoints will be regularly disinfected with a cleaning protocol that includes frequent cleaning of student areas, including desks and any potential shared materials (Electronics, cameras, technology, etc.). Additional custodial staff will be utilized to support building cleaning. Handwashing, hand-sanitizing will be enforced throughout the day as part of daily classroom routines. Drinking fountains will be disabled and the use of personal water bottles will be promoted. Bathroom usage will be monitored closely to increase social distancing. Buses will be cleaned between runs. Lunches will utilize numerous locations to increase social distancing and the areas will be cleaned/disinfected after each use. Fresh air will be utilized to the greatest extent possible and ventilation systems will be monitored closely to ensure the maximum fresh air exchange feasible.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>Increased use of PPE required (masks, gloves, face-shields)</li> <li>Increased Social Distancing and Hygiene Practices reinforced</li> <li>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools.</li> <li><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></li> <li>All high-touch surfaces will be cleaned/disinfected throughout the day (door handles, light switches, etc.) following posted EPA / CDC / manufacturer guidelines.</li> <li>All desks will be cleaned on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible.</li> <li>All individuals will be required to sanitize / wash</li> </ul>	<ul style="list-style-type: none"> <li>Increased use of PPE required (masks, gloves, face-shields)</li> <li>Increased Social Distancing and Hygiene Practices reinforced</li> <li>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools.</li> <li><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></li> <li>All high-touch surfaces will be cleaned/disinfected throughout the day (water fountains, door handles, light switches, etc.) following posted EPA / CDC / manufacturer guidelines.</li> <li>All desks will be cleaned on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible.</li> <li>All individuals will be required to sanitize / wash hands on a frequent basis. Hand</li> </ul>	<p>Pete Olsen, Director of Facilities</p> <p>Matt Owens, Facilities and Custodial Supervisor</p> <p>Theresa Kramer, Transportation</p> <p>Brandon Lang, Director of Dining Services</p> <p>Building maintenance</p>	<ul style="list-style-type: none"> <li>PPE: Masks, Gloves, Shields</li> <li>CDC Website Guidance</li> <li>COVID – 19 Cleaning Checklist</li> <li>Electrostatic Sprayers</li> <li>Cleaning Supplies</li> </ul> <p>Flexible daytime custodial schedules</p>	Y



	<p>hands on a frequent basis. Hand sanitizer stations will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</p> <ul style="list-style-type: none"> <li>• Water fountains will be disabled. Single-use water bottles will be permitted, and students and staff will be permitted to use water bottles from home.</li> <li>• Bathroom stalls will be reduced in order to allow for social distancing.</li> <li>• School buses and other transportation vehicles will be disinfected between each run.</li> <li>• Common meal areas will be disinfected between each meal service.</li> <li>• Training for all contractor employees on social distancing and approved cleaning and sanitizing procedures provided by the contractor.</li> </ul>	<p>sanitizer stations will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</p> <ul style="list-style-type: none"> <li>• Water fountains will be disabled. Single-use water bottles will be permitted, and students and staff will be permitted to use water bottles from home.</li> <li>• Bathroom stalls will be reduced in order to allow for social distancing.</li> <li>• School buses and other transportation vehicles will be disinfected between each run.</li> <li>• Common meal areas will be disinfected between each meal service.</li> <li>• Training for all contractor employees on social distancing and approved cleaning and sanitizing procedures provided by the contractor.</li> </ul>			
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<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>Classrooms and common areas will be ventilated when available/possible using windows.</li> <li>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces on a regular basis.</li> <li>Laptops, equipment, educational materials wiped down regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Classrooms and common areas will be ventilated when available/possible using windows.</li> <li>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces on a regular basis.</li> <li>Laptops, equipment, educational materials wiped down regularly.</li> </ul>	Pete Olsen, Director of Facilities  Matt Owens, Facilities and Custodial Supervisor  Building administrators	Increased operational/settings visits from HVAC contractors to ensure proper mixture of outside airflow.	Y
<b>Requirement</b>	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

## 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:

*Assigned classroom seating will be configured in staggered rows facing the same direction where feasible to achieve social distancing. Students will be grouped when feasible to increase student cohort groupings and reduce contact with other students when feasible. Student assemblies, large gatherings will be eliminated during the school year. Arrival and dismissal procedures will be adjusted to maximize social distancing and reduce cross-student interactions. Cafeteria seating will be significantly reduced and satellite “lunch-rooms” will be established throughout the building in order to increase student social distancing. Auditoriums and gymnasium occupancies will be reduced. Instructional practices that utilize frequent outside learning opportunities will be promoted. Students will be reminded at day start and throughout the day of proper hygiene and hand-washing, with specific emphasis placed on before and after lunches. Bus schedules, arrival and dismissal procedures will be updated to reduce the number of students waiting in a group setting. Car line procedures and parent drop-offs will also require adjustment as students will be discouraged from entering the building until the start of the student day (barring inclement weather). Only essential visitors and volunteers who have school-related business as determined by the district/building administration will be allowed to enter the building. Parents dropping off materials for students will be provided a space to leave labeled materials for their children. Parents, students, staff, and any essential visitor/volunteer will be provided detailed instructions regarding our social distancing, hygiene, and health screening procedures. All substitute staff will receive the same information and be provided with district issued PPE.*

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>	<ul style="list-style-type: none"> <li>Blended Instructional program that balances in-person and remote learning for all students, alternating student days reducing the number of students attending school (A/B schedule with Hybrid Instructional Model).</li> <li>Classroom seating will be configured in staggered rows facing the same direction where feasible to achieve six feet guideline for social distancing.</li> <li>Students and staff will be required to have face-coverings during all school-day activities. The only exceptions to this would be for teacher supervised, scheduled “face-covering” breaks that may not exceed 10 minutes; or, for those individuals that have a documented medical/mental health condition which is clearly referenced in a district developed IEP/504 plan</li> <li>Substitute Teachers, related service providers and other</li> </ul>	<ul style="list-style-type: none"> <li>Blended Instructional program that balances in-person and remote learning for all students, alternating student days reducing the number of students attending school (A/B schedule with Hybrid Instructional Model).</li> <li>Classroom seating will be configured in staggered rows facing the same direction where feasible to achieve six foot guideline for social distancing.</li> <li>Students and staff will be required to have face-coverings during all school-day activities. The only exceptions to this would be for teacher supervised, scheduled “face-covering” breaks that may not exceed 10 minutes; or, for those individuals that have a documented medical/mental health condition which is clearly referenced in a district developed IEP/504 plan</li> <li>Substitute Teachers, related service providers and other</li> </ul>	<p>Matt Owens, Facilities and Custodial Supervisor Kristin Nash, Director of Special Education</p> <p>Classroom teachers, Paraprofessionals, Building administrators</p>	<p>Physical reconfiguration of teaching and learning spaces</p> <p>Painter/Floor Tape to designate safe distancing for seating and standing</p>	N

	<p>personnel will be provided a mask/face covering upon entering the building if needed.</p> <ul style="list-style-type: none"> <li>• Limits will be placed on the number of students allowed outside the classroom at one time.</li> <li>• Soft-surface and unnecessary furniture will be removed.</li> <li>• Seating charts will be utilized in all settings in order to assist with contact tracing.</li> </ul>	<p>personnel will be provided a mask/face covering upon entering the building if needed.</p> <ul style="list-style-type: none"> <li>• Limits will be placed on the number of students allowed outside the classroom at one time.</li> <li>• Soft-surface and unnecessary furniture will be removed.</li> <li>• Seating charts will be utilized in all settings in order to assist with contact tracing.</li> <li>• *Please note: If the medical experts and / or Governor's orders direct public schools to decrease the number of students per classroom, or enforce six feet physical distancing, but still allow in-person instruction, the district will move to an A/B schedule with a Hybrid Instructional Model.</li> </ul>			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Alternate schedule for students will reduce the number of students, however we will also use secondary eating locations in order to maximize the socially distancing of students avoiding any large congregation of students, (I.e., classrooms,</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary eating locations will be utilized in order to socially distance students and reduce large congregate areas. (I.e., classrooms, gymnasiums, hallways, theaters, auditoriums, etc.).</li> </ul>	<p>Matt Owens, Facilities and Custodial Supervisor</p> <p>Brandon Lang, Director of Dining Services</p> <p>Building administrators, Lunch/Duty aides</p>	<p>Physical reconfiguration of cafeteria spaces and large group rooms</p>	<p>Y</p>

	<p>gymnasiums, hallways, theaters, auditoriums, etc.).</p> <ul style="list-style-type: none"> <li>• All students and staff will wash/sanitize hands before and after eating.</li> <li>• Meal schedules and seating areas will be modified/staggered to maximize social distancing.</li> <li>• Faculty rooms and other congregate areas will operate on restricted capacity levels.</li> <li>• Seating charts will be utilized in order to assist with contact tracing.</li> <li>• Increased cleaning between lunch sessions</li> <li>• Lunch options will be reduced to reduce lines and allow time for movement to alternate locations.</li> <li>• Payment processing will be modified to reduce touchpoints and speed up processing.</li> </ul>	<ul style="list-style-type: none"> <li>• All students and staff will wash/sanitize hands before and after eating.</li> <li>• Meal schedules and seating areas will be modified/staggered to maximize social distancing.</li> <li>• Faculty rooms and other congregate areas will operate on restricted capacity levels.</li> <li>• Seating charts will be utilized in order to assist with contact tracing.</li> <li>• Increased cleaning between lunch sessions</li> <li>• Lunch options will be reduced to reduce lines and allow time for movement to alternate locations.</li> <li>• Payment processing will be modified to reduce touchpoints and speed up processing.</li> </ul>	Building custodians		
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>• Only visitors or volunteers with school related business will be permitted in the school buildings. They will be screened before entering the building and educated on district hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors or volunteers permitted in the school buildings will be limited. They will be screened before entering the building and educated on district hygiene practices.</li> </ul>	Building administrators, Classroom teachers, Paraprofessionals, Building secretaries, Maintenance staff	Signs sourced from CDC and/or PA Department of Health, Hand Sanitizer stations, PPE	Y

	<ul style="list-style-type: none"> <li>• All students and staff will be educated on the manner and frequency of hand-washing, cough/sneeze etiquette, and other best practices for preventing disease transmission.</li> <li>• All students and staff will be required to wash/sanitize hands upon entrance and regularly throughout the school day.</li> <li>• Increased signage throughout all buildings focused on proper hygiene and hand sanitizing.</li> <li>• Morning announcements will include regular reminders on proper hygiene practices.</li> <li>• Handwashing stations will be installed at entrances to cafeterias.</li> <li>• Hand sanitizer stations installed throughout the building, common areas and all classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• All students, staff, visitors and volunteers educated on the manner and frequency of hand-washing, cough/sneeze etiquette, and other best practices for preventing disease transmission.</li> <li>• All students, staff, visitors, and volunteers required to wash/sanitize hands upon entrance and regularly throughout the school day.</li> <li>• Increased signage throughout all buildings focused on proper hygiene and hand sanitizing.</li> <li>• Morning announcements will include regular reminders on proper hygiene practices.</li> <li>• Handwashing stations will be installed at entrances to cafeterias.</li> <li>• Hand sanitizer stations installed throughout the building, common areas and all classrooms.</li> </ul>			
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how</b></p>	<ul style="list-style-type: none"> <li>• District issued signs will be posted on all exterior doors depicting requirements for mask-wearing and restrictions for individuals</li> </ul>	<ul style="list-style-type: none"> <li>• District issued signs will be posted on all exterior doors depicting requirements for mask-wearing and restrictions for individuals</li> </ul>	<p>Pete Olsen, Director of Facilities</p> <p>Matt Owens, Facilities and Custodial Supervisor</p>	<p>Demonstration videos from PA Department of Health and other providers. Signs sourced from CDC</p>	<p>N</p>

to stop the spread of germs	<p>exhibiting signs/symptoms of COVID-19.</p> <ul style="list-style-type: none"> <li>Posters and signs will be posted throughout buildings, including classrooms, and bathrooms to encourage and remind individuals of hygiene practices.</li> </ul>	<p>exhibiting signs/symptoms of COVID-19.</p> <ul style="list-style-type: none"> <li>Posters and signs will be posted throughout buildings, including classrooms, and bathrooms to encourage and remind individuals of hygiene practices.</li> </ul>	<p>Maintenance staff School Security</p>	<p>and/or PA Department of Health</p>	
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> <li>Visitors and volunteers will be restricted from school buildings other than for essential school business (e.g. parent picking up a child will meet child at school entryway; parent meetings will be held virtually where feasible; guest speakers will present virtually where feasible) Visitors will be screened prior to entrance.</li> <li>Essential visitors and / or volunteers (when deemed appropriate) will follow the monitoring, face covering, and hygiene guidelines established for staff.</li> <li>Essential visitor/volunteer logs will be utilized to facilitate contact tracing as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors and volunteers will be limited from school buildings (e.g. parent picking up a child will meet child at school entryway; parent meetings will be held virtually where feasible; guest speakers will present virtually where feasible) Visitors will be screened prior to entrance.</li> <li>Visitors and / or Volunteers (when deemed appropriate) will follow the monitoring, face covering, and hygiene guidelines established for staff.</li> <li>Visitor/volunteer logs will be utilized to facilitate contact tracing as needed.</li> </ul>	<p>Lind Bellace, Director of HR</p> <p>Building administrators</p> <p>School security personnel</p>		Y
* Handling sporting activities for recess and physical	<ul style="list-style-type: none"> <li>Blended reopening will reduce the number of</li> </ul>	<ul style="list-style-type: none"> <li>Recess/playground equipment will be regularly sanitized.</li> </ul>	<p>Pete Olsen, Director of Facilities</p>	<p>Cleaning materials, PPE</p>	N



<p><b>education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>students at recess and in PE classrooms.</p> <ul style="list-style-type: none"> <li>• Recess/playground equipment will be regularly sanitized.</li> <li>• During recess, students will be assigned playground locations and rotated on a tracked/daily basis.</li> <li>• Students wash/sanitize hands after lunch and PE class.</li> <li>• Recess and physical education activities will continue as long as those activities limit physical contact and touching, when feasible.</li> <li>• Materials and equipment used in recess and physical education class will be sanitized on a frequent basis.</li> <li>• Staff will utilize face coverings during all instructional and classroom activities and when monitoring recess.</li> <li>• During PE classes, locker room utilization will be staggered and monitored to allow for social distancing.</li> <li>• Sports will follow PIAA guidelines and</li> </ul>	<ul style="list-style-type: none"> <li>• During recess, students will be assigned playground locations and rotated on a tracked/daily basis.</li> <li>• Students wash/sanitize hands after lunch and PE class.</li> <li>• Recess and physical education activities will continue as long as those activities limit physical contact and touching, when feasible.</li> <li>• Materials and equipment used in recess and physical education class will be sanitized on a frequent basis.</li> <li>• Staff will utilize face coverings during all instructional and classroom activities and when monitoring recess.</li> <li>• During PE classes, locker room utilization will be staggered and monitored to allow for social distancing.</li> <li>• Sports will follow PIAA guidelines and recommendations as outlined in our SSD Athletics and Activities plan.</li> </ul>	<p>Matt Owens, Facilities and Custodial Supervisor</p> <p>Glenn Mallon, Athletic Director</p> <p>Tom Lemieux, Asst. Athletic Director</p> <p>Building administrators</p> <p>Physical education teachers</p>		
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	recommendations as outlined in our SSD Athletics and Activities plan.				
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Communal or shared school supplies, including special areas materials, will be limited to only essential items, such as cameras, pottery wheels, etc., will be sanitized on a daily basis.</li> <li>Students will carry their own materials.</li> <li>When library books are checked back in there will be a 3 day wait time after books are wiped down until they are returned to the shelves.</li> <li>Food may not be shared in the classrooms or cafeterias. No communal drinks may be utilized.</li> <li>FCS courses will limit sharing of material.</li> <li>Musical instruments will be taken home and cleaned per instructor guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Communal or shared school supplies, including special areas materials, will be significantly reduced.</li> <li>When needed, students will carry their own materials to the special areas.</li> <li>Students will carry their own materials.</li> <li>When library books are checked back in there will be a 3 day wait time after books are wiped down until they are returned to the shelves.</li> <li>Food may not be shared in the classrooms or cafeterias. No communal drinks may be utilized.</li> <li>FCS courses will limit sharing of material.</li> <li>Musical instruments will be taken home and cleaned per instructor guidelines.</li> </ul>	Matt Owens, Facilities and Custodial Supervisor Building administrators, Classroom teachers	Cleaning Materials, Cleaning guidelines for instruments	Y
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Schedules and hallway traffic patterns will be adjusted to maximize social distancing during passing times and transitions.</li> </ul>	<ul style="list-style-type: none"> <li>Schedules and hallway traffic patterns will be adjusted to maximize social distancing during passing times and transitions.</li> </ul>	Building administrators, Classroom teachers, Paraprofessionals / Duty Aides	Painter/Floor Tape to designate safe distancing and directionality	N

	<ul style="list-style-type: none"> <li>Building schedules will be adjusted to reduce student transitions where feasible.</li> <li>Bus arrival/dismissal schedules and student queueing locations will be modified/staggered to maximize social distancing where feasible.</li> </ul>	<ul style="list-style-type: none"> <li>Building schedules will be adjusted to reduce student transitions where feasible.</li> <li>Bus arrival/dismissal schedules and student queueing locations will be modified/staggered to maximize social distancing where feasible.</li> </ul>	Theresa Kramer, Transportation  Building maintenance		
<b>Staggering the use of the Health/Nurse offices</b>	<p>Limit nurse visits to students feeling ill.</p> <p>Stagger medication administrations, as appropriate.</p> <p>Providing isolation room for students being screened or suspected of symptoms associated with Covid-19</p>	<p>Limit nurse visits to students feeling ill.</p> <p>Stagger medication administrations, as appropriate.</p> <p>Providing isolation room for students being screened or suspected of symptoms associated with Covid-19.</p>	School Nurses, Classroom teachers		
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Alternating student schedules will significantly reduce the number of students on buses and vans. Assigned seating will provide maximum social distancing while on the bus.</li> <li>Bus routes will be limited.</li> <li>Siblings will be required to sit together, when feasible.</li> <li>All students required to wear masks/shields while riding the bus.</li> </ul>	<ul style="list-style-type: none"> <li>Students on school buses and vans will be limited to two (2) students to a seat.</li> <li>Siblings will be required to sit together, when feasible.</li> <li>All students required to wear masks/shields while riding the bus.</li> <li>All drivers required to wear masks/shields when students are entering or exiting the</li> </ul>	Theresa Kramer, Transportation  Don Mooney, Director of Operations  Bus aides, Bus drivers, Paraprofessionals		Y

	<ul style="list-style-type: none"> <li>• All drivers required to wear masks/shields when students are entering or exiting the bus.</li> <li>• Students and drivers will be educated on the importance of passengers facing forward on the bus (not sideways or backwards).</li> <li>• Bus windows and roof hatch will be opened when feasible.</li> <li>• Buses will be disinfected after the morning run and after the afternoon run.</li> <li>• Masks must be worn at bus stops.</li> </ul>	<p>bus.</p> <ul style="list-style-type: none"> <li>• Students and drivers will be educated on the importance of passengers facing forward on the bus (not sideways or backwards).</li> <li>• Bus windows and roof hatch will be opened when feasible.</li> <li>• Buses will be disinfected after the morning run and after the afternoon run.</li> <li>• Masks must be worn at bus stops.</li> </ul>			
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Alternating student schedules will reduce the number of students in the classroom.</li> <li>• Instructional practices modified to maximize social distancing.</li> <li>• Assigned seating utilized in all classrooms, buses and lunchrooms to assist with contact tracing.</li> <li>• Special area classroom teachers may provide instruction in the regular education teacher's classroom when feasible.</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional practices modified to maximize social distancing.</li> <li>• Assigned seating utilized in all classrooms, buses and lunchrooms to assist with contact tracing.</li> <li>• Staff meetings and PD delivered either to small groups or virtually.</li> <li>• No assemblies or other large gatherings.</li> <li>• Fundraisers will be moved to the Spring.</li> </ul>	Building administrators, Classroom teachers, Paraprofessionals		Y

	<ul style="list-style-type: none"> <li>• Staff meetings and PD delivered either to small groups or virtually.</li> <li>• No assemblies or other large gatherings.</li> <li>• Fundraisers will be cancelled.</li> <li>• Concerts and other large gathering activities will be cancelled.</li> <li>• No field trips; no educational excursions to be scheduled until deemed safe by local, state, and/or federal agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Concerts and other large gathering activities will be moved to the Spring in order to better assess student needs.</li> <li>• No field trips; no educational excursions to be scheduled until deemed safe by local, state, and/or federal agencies.</li> </ul>			
<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>	<ul style="list-style-type: none"> <li>• YMCA and childcare providers will meet with district administration staff to coordinate efforts in conjunction with the building and transportation plans, pick up and drop off plans.</li> <li>• Gold Pass Academy will offer community-based classes that are able to be socially distanced.</li> <li>• Teachers and attendees will wear masks when able to during class time. Materials should not be shared.</li> </ul>	<ul style="list-style-type: none"> <li>• YMCA and childcare providers will meet with district administration staff to coordinate efforts in conjunction with the building and transportation plans, pick up and drop off plans.</li> <li>• Gold Pass Academy will offer community-based classes that are able to be socially distanced.</li> <li>• Teachers and attendees will wear masks when able to during class time. Materials should not be shared.</li> </ul>	District administration, Pete Pete Olsen, Director of Facilities  Matt Owens, Facilities and Custodial Supervisor  Theresa Kramer, Transportation  Building administration  Gold Pass Academy Supervisor		N
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>• Continue to reassess procedures for all areas to</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to reassess procedures for all areas to</li> </ul>	Tony Barber, Superintendent		N

	ensure student and staff safety is at the forefront.	ensure student and staff safety is at the forefront.	District administration,  Building administrators		
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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, 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 confirm to have COVID-19 need to meet to safely return to school? 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?
- 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:

*It will be communicated frequently of the need for students (with parent/guardian support) and staff to self-monitor every morning before school. Any student or adult with symptoms is required to remain home and contact a medical professional for clearance to attend school. Throughout the day, students or staff members showing COVID-19 related symptoms will be referred to the nurse, placed in an isolation space, evaluated and sent home if necessary. HR has developed policies for staff to remain home while isolating based on symptoms. Flexible attendance policies will be enacted to support students remaining home while isolating.*

*Building principals, district administration, and school nurses will confer on all COVID-19 suspected cases, and those individuals will be referred to the Chester County Department of Health for further guidance and response protocols. Established criteria for school return are outlined in the action steps of this section. In keeping with our standard protocol for reportable disease and infections (i.e., Measles, Pertussis, etc.), Human Resources will consult with the Chester County Department of Health and PA Department of Health before public notification occurs.*

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>	<ul style="list-style-type: none"> <li>All students, staff, parents/guardians, visitors/volunteers educated on the signs and symptoms of COVID-19 and instructed to stay home when sick/symptomatic/recently exposed.</li> <li>All students (parents), staff, required to self-screen every morning before reporting to school. Any COVID-19 related symptomatology requires students/staff to remain at home.</li> <li>Adopt flexible attendance regulations for students to support community/building health.</li> <li>All students are regularly reminded at the start of school day of the signs and symptoms of COVID-19 and requirement for visiting the school nurse if symptoms develop.</li> <li>Morning announcements will include regular reminders on signs and symptoms of COVID-19 and requirements for visiting the nurse if symptoms develop.</li> <li>All staff educated on how to identify signs and symptoms of</li> </ul>	<ul style="list-style-type: none"> <li>All students, staff, parents/guardians, visitors/volunteers educated on the signs and symptoms of COVID-19 and instructed to stay home when sick/symptomatic /recently exposed.</li> <li>All students (parents), staff, required to self-screen every morning before reporting to school. Any COVID-19 related symptomatology requires students/ staff to remain at home.</li> <li>Adopt flexible attendance policies for students to support community/building health.</li> <li>All students will be regularly reminded at the start of school day of the signs and symptoms of COVID-19 and requirement for visiting the school nurse if symptoms develop.</li> <li>Morning announcements will include regular reminders on signs and symptoms of COVID-19 and requirements for visiting the nurse if symptoms develop.</li> <li>All staff educated on how to identify signs and symptoms of</li> </ul>	<p>Linda Bellace, Director of HR</p> <p>Jeffrey Zweiback, Director of Teaching and Learning (Secondary)</p> <p>Building Principals, Classroom teachers, School nurses</p>	Professional development resources	Y



	<p>COVID-19 and procedures for reporting suspected cases.</p> <ul style="list-style-type: none"> <li>Increased random screenings of students for COVID-related symptoms.</li> </ul>	<p>COVID-19 and procedures for reporting suspected cases.</p> <ul style="list-style-type: none"> <li>Random screenings of students for COVID-related symptoms.</li> </ul>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>Any individual who feels sick or exhibits symptoms will be required to report immediately to the school nurse for evaluation and COVID-19 Screening Questions.</li> <li>Student isolation spaces identified in all buildings.</li> <li>Following triage by a school nurse, any individual presumed positive for COVID-19 isolated, treated, as feasible, and sent home. Parent pick up should be within 30 minutes. Nurse reports case to building principal and, Director of Teaching and Learning, and county health department.</li> <li>Isolation space is disinfected.</li> <li>In consultation with the CCHD and other medical professionals, the district has exclusion protocols in place to support community health.</li> </ul>	<ul style="list-style-type: none"> <li>Any individual who feels sick or exhibits symptoms will be required to report immediately to school nurse for evaluation and COVID-19 Screening Questions.</li> <li>Student isolation spaces identified in all buildings</li> <li>Following triage by a school nurse, any individual presumed positive for COVID-19 isolated, treated, as feasible, and sent home. Parent pick up should be within 30 minutes. Nurse reports case to building principal and, Director of Teaching and Learning and county health department.</li> </ul>	<p>Linda Bellace, Director of HR</p> <p>Jeffrey Zweiback, Director of Teaching and Learning</p> <p>Building administrators, Classroom teachers, School nurses</p>	Professional development resources	Y
<p><b>* Returning isolated or quarantined staff, students,</b></p>	<ul style="list-style-type: none"> <li>Symptomatic students &amp; employees will remain home until: at least 10 days has passed since the onset of symptoms, at least 24 hours fever free without fever</li> </ul>	<ul style="list-style-type: none"> <li>Symptomatic students &amp; employees will remain home until: at least 10 days has passed since the onset of symptoms, at least 24 hours fever free without fever</li> </ul>	<p>Linda Bellace, Director of HR</p> <p>Building administrators,</p>		Y

or visitors to school	reducing medications, and improvement in respiratory symptoms. Students/employees may return before that timeline only if they have a doctor's note indicating that symptoms are not Covid-19 Related. Quarantined (14 day) students/employees may return on the 15 <sup>th</sup> day as long as they Covid-19 symptom free	reducing medications, and improvement in respiratory symptoms. Students/employees may return before that timeline only if they have a doctor's note indicating that symptoms are not Covid-19 Related. Quarantined (14 day) students/employees may return on the 15 <sup>th</sup> day as long as they Covid-19 symptom free	School nurses		
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>• The District will consult with the Chester County Health Department on any decision related to the closure of classrooms, schools, or districts.</li> <li>• The District will only recommend closure of a classroom, school, and/or district if the Chester County Health Department indicates to the District the necessity or requirement to do so.</li> <li>• In collaboration with the Chester County Office of Public Health, the District will implement strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• The District will consult with the Chester County Health Department on any decision related to the closure of classrooms, schools, or districts.</li> <li>• The District will only recommend closure of a classroom, school, and/or district if the Chester County Health Department indicates to the District the necessity or requirement to do so.</li> <li>• In collaboration with the Chester County Office of Public Health, the District will implement strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID-19.</li> </ul>	Tony Barber, Superintendent	District Web site, School Messenger®, District e-mail system	N

	<ul style="list-style-type: none"> <li>• In the event of a school closure or within-school-year change in safety protocols, the District will utilize all of its communication platforms to provide notification to staff, families, and the public.</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of a school closure or within-school-year change in safety protocols, the District will utilize all of its communication platforms to provide notification to staff, families, and the public.</li> </ul>			
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>• The District will collaborate with the Chester County Health Department to provide contract tracing and any mandated isolations or quarantines, in the event of a confirmed case.</li> <li>• The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Chester County Health Department specific to the public release of such protected information.</li> </ul>	<ul style="list-style-type: none"> <li>• The District will collaborate with the Chester County Health Department to provide contract tracing and any mandated isolations or quarantines, in the event of a confirmed case.</li> <li>• The District will limit the public release of COVID 19-impacted student and staff names and coordinate with the Chester County Health Department specific to the public release of such protected information.</li> </ul>	Tony Barber, Superintendent		N

## 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:

*Per order of the Governor and the PA Department of Health on July 1, 2020, all staff, personnel, visitors, etc., are required to wear face masks and/or face shields while on school grounds. The only exceptions to this order are outlined in the guidance titled, "Universal Face Coverings Order FAQ." District/Building personnel, in consultation with medical professionals, will work to develop individual student and staff plans for those at high risk.*

*Students with underlying medical conditions that warrant an alternative learning setting will be provided an opportunity to choose a 100% virtual educational program option. The Springfield Cyber-Academy will utilize a professional online self-contained virtual learning program developed by a leading company in the industry - similar in scope to PA approved online cyber-schools. District staff will support students and families if this option becomes necessary.*

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>	<ul style="list-style-type: none"> <li>Student-specific plan will be developed by a nurse, guidance counselor, and the building principal, in consultation with appropriate health officials that facilitates his/her safe return to school using increased social distancing strategies, where feasible.</li> <li>Staff who are at high risk should consult with HR to determine appropriate plans for continued performance of educational duties.</li> <li>Year start, Springfield Virtual Academy option will be available for students that are unable to attend due to underlying medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>Student-specific plan will be developed by a nurse, guidance counselor, and the building principal, in consultation with appropriate health officials that facilitates his/her safe return to school using increased social distancing strategies, where feasible.</li> <li>Staff who are at high risk should consult with HR to determine appropriate plans for continued performance of educational duties.</li> <li>Year start, Springfield Virtual Academy option will be available for students that are unable to attend due to underlying medical needs.</li> </ul>	<p>Linda Bellace, Director of HR</p> <p>Directors of Teaching and Learning</p> <p>School physicians, School nurses</p>	<p>District doctor consultation</p> <p>Cyber Program Licenses</p>	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>Per order of the Governor and the PA Department of Health on July 1, 2020:</p> <ul style="list-style-type: none"> <li>All students are required to wear face masks and/or face shields while on school grounds. The only exceptions to this order are outlined in the</li> </ul>	<p>Per order of the Governor and the PA Department of Health on July 1, 2020:</p> <ul style="list-style-type: none"> <li>All students are required to wear face masks and/or face shields while on school grounds. The only exceptions to this order are outlined in the</li> </ul>	<p>District administrators, Building administrators, Classroom Teachers</p>	Masks, shields, signs	Y

	guidance titled, "Universal Face Coverings Order FAQ".	guidance titled, "Universal Face Coverings Order FAQ".			
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>IEPs or 504 Service Plans in collaboration with medical plans, will provide health and safety provisions for students with complex needs/vulnerable individuals.</li> </ul>	<ul style="list-style-type: none"> <li>IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.</li> </ul>	Kristin Nash, Director of Special Education,  Supervisors of Special Education  Special education teachers, Guidance counselors	Individualized input, IEP/504 meetings	Y
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Minimal on-site staff, virtual meetings when needed, shared spaces will be divided by barriers, when feasible or staff will be relocated.</li> </ul>	<ul style="list-style-type: none"> <li>Minimal on-site staff, virtual meetings when needed, shared spaces will be divided by barriers, when feasible or staff will be relocated.</li> </ul>	District administrators, Building Principals	Plexiglass, technology access	N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>COVID-19 Prevention</b>	All staff, all students, essential visitors, essential volunteers	District Administrators, Building administrators, School nurses	Videos, fliers, posters	Videos, fliers, posters	August 15, 2020	Ongoing
<b>SSD Health &amp; Safety Plan</b>	All staff, students, essential visitors, essential volunteers	Superintendent, District admin	Shared via email	Completed plan	July 15, 2020	Ongoing review
<b>Handwashing / Hygiene demonstrations</b>	All staff, students, essential visitors, essential volunteers	Building administrators, Technology Department	Videos, fliers	Videos, fliers	August 15, 2020	Ongoing

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Process for symptom screening/monitoring	Parents/Guardians	District administration	Email	July 15, 2020	Ongoing
Process for symptom screening/monitoring	Employees	Director of HR	Email	July 15, 2020	Ongoing
Hygiene guidelines	Parents/Guardians, students	District administration	Email	July 15, 2020	Ongoing
Plan for Social Distancing	Staff	Building administrators	Staff training, videos	July 15, 2020	Ongoing
Plan for Social Distancing	Parents/Guardians, Students	Building administrators	Website, email notifications	July 15, 2020	Ongoing
Process for cleaning/sanitizing	Parents/Guardians, Students, Staff	Facilities and Custodial Supervisor, Building administrators	Website, email notifications	July 15, 2020	Ongoing



## Health and Safety Plan Summary: **SPRINGFIELD SCHOOL DISTRICT**

**Anticipated Launch Date: September 23, 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, hallways, and transportation)</b>	<p>The district has made a significant investment in procuring cleaning supplies and PPE. We will be utilizing protocols to increase social distancing while following the CDC's guidance for cleaning and disinfecting schools. All touchpoints will be regularly disinfected with a cleaning protocol that includes frequent cleaning of student areas, including desks and any potential shared materials (Electronics, cameras, technology, etc.). Additional custodial staff will be utilized to support building cleaning. Students and staff will be instructed to ensure student work areas are cleaned after any student exchanges in classroom/instructional areas.</p> <p>Handwashing, hand-sanitizing will be enforced throughout the day as part of daily classroom routines. Drinking fountains will be disabled and the use of personal water bottles will be promoted. Bathroom usage will be monitored closely to increase social distancing. Buses will be cleaned between runs. Lunches will utilize numerous locations to increase social distancing and the areas will be cleaned/disinfected after each use. Fresh air will be utilized to the greatest extent possible and ventilation systems will be monitored closely to ensure the maximum fresh air exchange feasible.</p> <p>All buildings/rooms will be fogged with electrostatic sprayers regularly. Touchpoints and classroom surfaces will be wiped with hospital grade cleaners throughout the day.</p>

Filters will be changed on ventilation units monthly and daily monitoring of ventilation systems will be observed to ensure the proper exchange of outside air is present to provide fresh and adequate air to students and staff. Restrooms will be disinfected throughout the day by custodial staff. Drinking fountains will be disabled and students/staff will be encouraged to bring water bottles from home. Buses will be disinfected after the morning runs and after the afternoon runs.

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul>	<p>Assigned classroom seating will be configured in staggered rows facing the same direction where feasible to achieve social distancing. Students will be grouped when feasible to increase student cohort groupings and reduce contact with other students when feasible. Student assemblies, large gatherings will be eliminated during the school year. Arrival and dismissal procedures will be adjusted to maximize social distancing and reduce cross-student interactions. Cafeteria seating will be significantly reduced and satellite “lunch-rooms” will be established throughout the building in order to increase student social distancing. Auditoriums and gymnasium occupancies will be reduced. Instructional practices that utilize frequent outside learning opportunities will be promoted. Students will be reminded at day start and throughout the day of proper hygiene and hand-washing, with specific emphasis placed on before and after lunches. Bus schedules, arrival and dismissal procedures will be updated to reduce the number of students waiting in a group setting. Car line procedures and parent drop-offs will also require adjustment as students will be staggered when entering or leaving the building until the start of the student day (barring inclement weather). Only essential visitors and volunteers as determined by the district/building administration will be allowed to enter the building. Parents dropping of materials for students will be provided a space to leave labeled materials for their children. Parents, students, staff, and any essential visitor/volunteer will be provided detailed instructions regarding our social distancing, hygiene, and health screening procedures. All substitute staff will receive the same information and be provided with district issued PPE. Signs regarding social distancing, wearing of masks and hygiene will be posted in visible locations throughout the buildings. Sports, recess and physical education classes will be socially distanced to the maximum extent feasible. Activities will be altered to reduce student contact and sharing or equipment/materials.</p>
Limiting the sharing of materials among students	
Staggering the use of communal spaces and hallways	
Adjusting transportation schedules and practices to create social distance between students	

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Staff and students will wash or sanitize hands before and after recess, lunches, and in between changing of classes. Hand sanitizing dispensers will be placed throughout the buildings and in classrooms. Shared materials will be reduced to the greatest extent feasible with students encouraged to bring personal materials as much as possible. Passing times and hallway usage will be staggered and structured to reduce student interactions and increase distancing. Classrooms seating arrangements will be designed to the maximum point feasible to ensure social distancing.</p>
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## 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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>It will be communicated frequently of the need for students (with parent/guardian support) and staff to self-monitor <u>every</u> morning before school. Any student or adult with symptoms is required to remain home and contact a medical professional for clearance to attend school. Throughout the day, any student or staff member showing COVID-19 related symptoms will be referred to the nurse, placed in an isolation space and evaluated and sent home if necessary. Human Resources has developed policies for staff to remain home while isolating based on symptoms. Flexible attendance regulations will be enacted to support students remaining home while isolating.</p> <p>Building principals, district administration, and school nurses will confer on all COVID-19 suspected cases and those individuals will be referred to the Chester County Department of Health for further guidance and response protocols. Established criteria for school return are outlined in the action steps of this section. In keeping with our standard protocol for reportable disease and infections (I.e., Measles, Pertussis, etc.), Human Resources will consult with the Chester County Department of Health and PA Department of Health before public notification occurs.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
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<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Per order of the Governor and the PA Department of Health on July 1, 2020, all staff, personnel, visitors, etc., are required to wear face masks and/or face shields while on school grounds. The only exceptions to this order are outlined in the guidance titled, "Universal Face Coverings Order FAQ." District/Building personnel, in consultation with medical professionals, will work to develop individual student and staff plans for those at high risk. Students with medical conditions that warrant an alternative learning setting will be provided an opportunity to choose a 100% virtual educational program option. The Springfield Cyber-Academy will utilize a professional online self-contained virtual learning program developed by a leading company in the industry - similar in scope to PA approved online cyber-schools. District staff will support students and families if this option becomes necessary.</p>
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## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Springfield School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **September 24, 2020**

By:

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

  
\_\_\_\_\_  
(Print Name of Board President)

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

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

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