



**West Branch Area SD**  
**Phased School Reopening**  
**Health and Safety Plan**  
**Board Approved – 7/27/2020**

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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.

## Health and Safety Plan: **West Branch Area SD**

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?
  - Signage
  - Social Distancing where possible
  - Hallway Procedures
  - Increase Cleaning and Sanitizing
  - Promote handwashing and hand sanitizer
  - Hand sanitizing stations in every room and common areas
  - Training Staff and Students
  - Breakfast Format Change - HS
  - Limit parents and volunteers in the building
  - Celebrations/Party/Food Day Regulations
  - Busing - Encourage car riders
  - Temperature Checks
  - Cyber Options
  - Attendance restrictions - eased
  - Lunch Modifications
  - Playground Modifications
  - Special Education Modifications
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - Surveys to student's families and school staff
  - Invited stakeholders to communicate concerns
- How will you communicate your plan to your local community?
  - Communication via text, website, social media, email, etc....
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - Recommendations of the Local, State, and Federal regulatory bodies

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):** August 24, 2020

## **Pandemic Coordinator/Team**

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

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

- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Name	Stakeholder Group	Pandemic Team Role
Michelle Dutrow	District Office – Pandemic Coordinator	Both
Joseph Holenchik	High School	Both
Mark Mitchell	Middle School	Both
Allison Koleno	Elementary School / Special Education	Both
David Catherman	District Office	Both
Nik Bisko	Technology Department	Both
Dave Williamson	Athletics / Transportation	Both
Tiffany English	Food Service	Both
Erick Johnston	District Office	Both
Bethany Briskar	Health Services	Both
Stephanie MacTavish	WBEA / Parent	Health & Safety Plan Development
Holly Petriskey	WBSEP / Grandparent	Health & Safety Plan Development
Kevin Hubler	MS Professional Staff / Parent	Health & Safety Plan Development
Michele Koleno	Elementary Professional Staff / Parent	Health & Safety Plan Development
Tabatha Carr	PTO / Parent	Health & Safety Plan Development
Julie McDowell	PTO / Parent	Health & Safety Plan 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 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 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 both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) will be cleaned twice a day in student/staff occupied areas. In addition, touchless bottle fillers are being installed to replace traditional water fountains. Electrostatic Foggers will be used to disinfect large spaces or frequently used areas. Spray bottles of disinfectant and wipes will be available in all learning spaces. Administration and staff will be responsible to for sanitizing desks at the high school level between classes. There will be a focused cleaning of the building nightly or prior to student arrival after any break.

The Maintenance Supervisor will provide professional development and appropriate cleaning resources to all maintenance staff, building operators, and employees assigned cleaning duties.

Requirements	Action Steps under Yellow Phase <b>(Staggered Schedule Model)</b>	Action Steps under Green Phase <b>(Full Reopening Model)</b>	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Same as Green Phase except for the addition of the following: <ul style="list-style-type: none"> <li>• Focused cleaning on Wednesday between Group A and Group B in-person school days</li> </ul>	<ul style="list-style-type: none"> <li>• High Contact Areas (bathroom fixtures, water foundations, door handles, light switches, etc.) are cleaned twice a day in student/staff occupied areas</li> <li>• Student desks will be cleaned after each use</li> <li>• Disinfectant will be available for all students/staff within all learning spaces</li> </ul>	Dave Catherman, Maintenance Supervisor	Cleaning/Disinfectant Supplies  PPE	Y

		<ul style="list-style-type: none"> <li>• Focused cleaning of the building nightly</li> <li>• Signage will be installed to remind students of good hygiene habits.</li> <li>• Hand sanitizer stations will be installed near high-touch areas throughout the buildings.</li> <li>• Installation of touchless paper towel dispensers as needed</li> <li>• Each classroom will be supplied with wipes and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment and between class changes at the high school level</li> </ul>			
Other cleaning, sanitizing, disinfecting, and ventilation practices		<ul style="list-style-type: none"> <li>• Check air filters and ventilation system on a rotational weekly basis.</li> </ul>	David Catherman, Maintenance Supervisor	Filters	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:**

While in the Green Phase, the master schedules will be designed to maximize space to the greatest extent feasible. Instructors will design learning spaces with respect to social distancing to the greatest extent possible. Building administration will limit the number of assemblies, programs, and events during the school day in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

Students will remain with their same group of peers at the Elementary and Middle School levels. Teachers will be rotated and/or pushed in when possible thereby limiting the need for students to move throughout the buildings. All students (PreK – 12) will wear masks while transitioning within the building to other areas for lunch, recess, restroom, breaks, and physical education class.

Large group areas such as the library, auditorium, and cafeteria will be used at the high school level for classes that do not permit social distancing as per the guidelines. Green spaces will be used for instruction as weather permits.

For student lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines. There will be a limited number of stations at the middle/high school level and choices at the elementary level. Grab and Go Breakfasts will be available for students in both buildings. Food service lines will have plexiglass partitions installed. All food, utensils, and condiments will be pre-packaged in lieu of the current system. Markings will be used to indicate 6 feet distances in food service lines. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions.

The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.

All students will access hand sanitizer when entering district transportation and/or buildings. There will be highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing.

All athletics and extra-curricular teams will follow the recommendations of PIAA and/or other state guidance. The Board approved Return to Play Plan will govern this area. During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time. Professional staff will be required to facilitate games/activities that can meet such guidelines while being developmentally appropriate and fun. Physical education classes will be conducted outside (weather permitting) and all equipment will be cleaned before/after use. All activities will be designed and implemented to maintain social distancing guidelines to the greatest extent possible.

To limit the sharing of materials among elementary students, students in the elementary school will utilize their own toolbox with their personal writing utensils, glue, scissors, crayons, etc. To limit the sharing of materials among high school students, all students are assigned their own personal lockers. There will be a cleaning of shared materials each day.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Team will share the West Branch Area School District's Reopening Health and Safety Plan with applicable providers who may utilize district facilities.

If returned to the Yellow Phase, more restrictive procedures will be implemented in addition to those utilized in the Green Phase. For scheduling, a staggered instructional calendar will be created with approximately half of the student population in each building at any given time for select grades. Select grades at the primary level plus select special needs students may be brought in daily if warranted. A rotational schedule has been developed that allows for face-to-face and remote instruction to run simultaneously. This will allow for better social distancing and more freedom of student movement within the facility.

Requirements	Action Steps under Yellow Phase <b>(Staggered Schedule Model)</b>	Action Steps under Green Phase <b>(Full Reopening Model)</b>	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Same as the Green Phase except for the addition of the following: <ul style="list-style-type: none"> <li>Only half the students will be present at any given time in each classroom.</li> <li>A rotational schedule has been developed that allows for face-to-face and remote instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Master schedules will be designed to maximize space as per CDC guidelines.</li> <li>Instructors will design learning spaces with respect to social distancing to the greatest extent possible.</li> <li>Use large group areas for classroom overflow as it relates to social distancing.</li> </ul>	Joseph Holenchik, HS Principal  Mark Mitchell, MS Principal  Allison Koleno, Elementary Principal	Building Schedules	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Same as the Green Phase except for the addition of the following: <ul style="list-style-type: none"> <li>Only half the students will be present at any given time in each seating.</li> </ul>	<ul style="list-style-type: none"> <li>Limit the number of assemblies, events, etc.</li> <li>Implement a touchless cafeteria experience.</li> <li>Limit the number of food stations at the MS/HS and entrée choices at the ES.</li> <li>Grab and Go Breakfast model for all students</li> <li>Food Service lines will have plexiglass partitions installed.</li> </ul>	Tiffany English, Food Services Director	<ul style="list-style-type: none"> <li>Plexiglass barriers</li> <li>Distance markers</li> <li>Disposable trays</li> <li>Pre-packaged utensils and condiments</li> <li>Signage</li> <li>Additional staff to serve and monitor</li> </ul>	Y

		<ul style="list-style-type: none"> <li>• Markings will be used to indicate 6 feet distances in food service lines</li> <li>• Utilize other school spaces for student seating during lunch when available</li> <li>• Groups entering will be staggered as to minimize contacts</li> <li>• All surfaces will be disinfected between serving sessions</li> </ul>			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Same as the Green Phase	<ul style="list-style-type: none"> <li>• Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage</li> <li>• Student and staff training</li> <li>• School announcements include training and reminders on hand-washing and best practices</li> <li>• All students will access hand sanitizer when entering district transportation and/or buildings</li> </ul>	Schools Nurse, Teachers, Building Principals	<p>Hand Sanitizer on district transportation, learning spaces, and facilities.</p> <p>Sinks and soap and water.</p> <p>Signage</p>	Y

* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Same as the Green Phase	<ul style="list-style-type: none"> <li>Highly visible signage in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing</li> </ul>	Dave Catherman, Maintenance Supervisor	Signage	N
* Identifying and restricting non-essential visitors and volunteers	Same as the Green Phase	<ul style="list-style-type: none"> <li>Restricting volunteers, presenters, and parent visitors when feasible</li> </ul>	Administrative Team	Signage	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Same as the Green Phase	<ul style="list-style-type: none"> <li>Follow the recommendations of CDC and PIAA</li> <li>Weather permitting, all physical education classes will be conducted outdoors and all equipment will be cleaned before/after use</li> <li>Activities will be designed and implemented to maintain social distancing guidelines to the greatest extent possible</li> <li>Limit 1 grade level to the playground at a time</li> </ul>	Joseph Holenchik, HS Principal  Mark Mitchell, MS Principal  Allison Koleno, Elementary Principal  Physical Education Teachers  Classroom teachers	Cleaning/Disinfectant Supplies	N
Limiting the sharing of materials among students	Same as the Green Phase	<ul style="list-style-type: none"> <li>Cleaning of shared materials between uses</li> <li>Students will utilize their own toolbox and computer device</li> </ul>	Classroom Teacher	Cleaning/Disinfectant Supplies Individual Toolboxes iPads/Chromebooks	N
Staggering the use of communal spaces and hallways	Same as the Green Phase except for the addition of the following: <ul style="list-style-type: none"> <li>Students numbers will be significantly reduced at any</li> </ul>	<ul style="list-style-type: none"> <li>Communal space use will be governed by the building schedule. Schedules are designed to limit the interactions of groups.</li> </ul>	Administrative Team		N

	given time in all areas due to hybrid scheduling	<ul style="list-style-type: none"> <li>Directional signage may assist in social distancing in communal spaces.</li> </ul>			
Adjusting transportation schedules and practices to create social distance between students	<p>Same as the Green Phase except for the addition of the following:</p> <ul style="list-style-type: none"> <li>Students will be significantly reduced on district transportation due to hybrid scheduling.</li> </ul>	<ul style="list-style-type: none"> <li>All students will use hand sanitizer when entering school transportation.</li> <li>Members of the same household will be assigned to sit together on school transportation when possible</li> <li>Face coverings may be used to address social distancing limitations</li> </ul>	<p>Dave Williamson, Director of Transportation</p> <p>Contracted Providers</p>	<p>Cleaning/Disinfectant Supplies Hand Sanitizer Temperature Check Equipment</p>	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Same as the Green Phase except for the addition of the following:</p> <ul style="list-style-type: none"> <li>Only half the students will be present at any given time in each classroom.</li> <li>A rotational schedule has been developed that allows for face-to-face and remote instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Master schedules will be designed to maximize space to the greatest extent feasible</li> <li>Instructors will design learning spaces with respect to social distancing to the greatest extent possible</li> <li>Limiting the number of teacher changes when possible</li> <li>Restricting volunteers, presenters, and parent visitors when feasible</li> </ul>	<p>Administrative Team</p> <p>Classroom Teachers</p>	<p>Building Schedules</p>	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars		<ul style="list-style-type: none"> <li>Members of the Pandemic Team will share the West Branch Area School District's Reopening Health and Safety Plan with applicable providers</li> </ul>	<p>Administrative Team</p>	<p>School Reopening Plan</p>	N

Other social distancing and safety practices					
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## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the monitoring take place?
- When and how frequently will the monitoring take place?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

In the Green Phase, there will be significant effort to monitor the health of all members of the school community. Temperature checks may be utilized each day for all students and employees. Anyone who presents with a fever will be quarantined and issued a second temp check within 15 minutes to ensure accuracy. Quarantine rooms will be established. Any person returning to school after a confirmed case of COVID-19 must have a doctor's excuse.

In the Yellow Phase, all the above steps shall be utilized.

All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger, the district website, and social media outlets.

The School Nurse will provide training to employees on the monitoring necessary to safeguard student and staff health.

Requirements	Action Steps under Yellow Phase (Staggered Schedule Model)	Action Steps under Green Phase (Full Reopening Model)	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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* Monitoring students and staff for symptoms and history of exposure	Same as the Green Phase except for the addition of the following: <ul style="list-style-type: none"> <li>Temperature checks shall be utilized each day for all students and employees.</li> </ul>	<ul style="list-style-type: none"> <li>Temperature checks may be utilized each day for all students and employees.</li> </ul>	Administrative Team School Nurse	Thermal Scanner and/or touchless thermometers	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Same as the Green Phase	<ul style="list-style-type: none"> <li>Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined quarantine locations (nurse's office, conference room, etc.) until he/she is able to safely leave the campus.</li> </ul>	Administrative Team School Nurse	Quarantine Rooms	N
* Returning isolated or quarantined staff, students, or visitors to school	Same as the Green Phase	<ul style="list-style-type: none"> <li>Any person returning to campus after a confirmed case of COVID-19 must have a doctor's excuse.</li> </ul>	Building Principals	NA	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Same as the Green Phase	<ul style="list-style-type: none"> <li>All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through standard channels.</li> </ul>	Administrative Team	School Messenger District Website Social Media Outlets	N
Other monitoring and screening practices	Same as the Green Phase	<ul style="list-style-type: none"> <li>The school nurses will communicate with the PA Department of Health and actively monitor all information that is relevant to the COVID-19 crisis.</li> </ul>	School Nurses	PA Department of Health website and email correspondence	N

## Other Considerations for Students and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

In the Green Phase, students will be provided with a full remote learning environment upon request via the in-house cyber model. Staff at risk of the coronavirus will be addressed on a case by case basis with accommodations and alternate assignments considered as is reasonable. Staff members and students will wear a face covering as governed by the plan. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis with appropriate accommodations made to support their safety and learning.

During the Yellow Phase, approximately half of the students will be present at any given time in each classroom. The same level and type of accommodation considerations will be provided.

Requirements	Action Steps under Yellow Phase (Staggered Schedule Model)	Action Steps under Green Phase (Full Reopening Model)	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Same as the Green Phase except for the following additions: <ul style="list-style-type: none"> <li>• Due to hybrid learning schedule, approximately half of the students will be present at any given time in each classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• All students will be provided with a full remote learning environment if requested via in-house cyber model</li> <li>• At-risk employees will be provided reasonable accommodations and/or</li> </ul>	Administrative Team	Remote Learning Environment  Computer Devices	N

	<ul style="list-style-type: none"> <li>All students will be provided with a full remote learning environment if they choose</li> <li>Staff will be addressed on a case by case basis</li> </ul>	alternate assignments as is reasonable.			
* Use of face coverings (masks or face shields) by all staff	Same as the Green Phase	<ul style="list-style-type: none"> <li>Staff will wear a face covering as recommended by the CDC and PA state Guidelines.</li> </ul>	Administrative Team	Masks	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	Same as the Green Phase	<ul style="list-style-type: none"> <li>Students will wear a mask as recommended by the CDC and State Guidelines.</li> <li>Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.</li> </ul>	Administrative Team Teachers	Masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as the Green Phase	<ul style="list-style-type: none"> <li>Protocols will be addressed on a case by case basis</li> <li>Appropriate accommodations will be made to support their safety and learning</li> </ul>	IEP/504 Teams	NA	N
Strategic deployment of staff	Same as the Green Phase	<ul style="list-style-type: none"> <li>Staff assignments may be adjusted based on student placement within the flexible instructional models offered as well as individual employee health needs.</li> </ul>	Administrative Team		N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures	Faculty and Staff	Principals / School Nurse	Faculty Meeting	Disinfectant and equipment use directions.  Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures-CDC Guidelines  Reopening Health and Safety Plan	August 24, 2020	August 27, 2020

Temperature Checks	Bus Drivers, Administration, Teaching Assistants, Faculty	School Nurse	Opening Inservice	Temperature Check Equipment	Same as Above	Same as Above
Signs and Symptoms of COVID-19	Faculty and Staff	School Nurse	Opening Inservice	Signs and Symptoms of COVID-19-CDC Guidelines	Same as Above	Same as Above
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	Maintenance and Cleaners	Maintenance Supervisor	Opening Inservice	Disinfectant and equipment use directions.  Reopening Health and Safety Plan	Same as Above	Same as Above
Chromebook/iPad Care	Faculty and Staff	Technology Coordinator	Faculty Meeting	Technology Cleaning Materials	August 24, 2020	August 27, 2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Reopening Plan	All stakeholders	Michelle Dutrow, Pandemic Coordinator	Website, Social Media, School Messenger, Mailings		
General School Updates	All stakeholders	Building Principals	Website, Social Media, School Messenger,		Ongoing

## Health and Safety Plan Summary: West Branch Area School District

**Anticipated Launch Date:** August 24, 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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) will be cleaned twice a day in student/staff occupied areas. In addition, touchless bottle fillers are being installed to replace traditional water fountains. Electrostatic Foggers will be used to disinfect large spaces or frequently used areas. Spray bottles of disinfectant and wipes will be available in all learning spaces. Administration and staff will be responsible to for sanitizing desks at the high school level between classes. There will be a focused cleaning of the building nightly or prior to student arrival after any break.

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	While in the Green Phase, the master schedules will be designed to maximize space to the greatest extent feasible. Instructors will design learning spaces with respect to social distancing to the greatest extent possible. Building administration will limit the number of assemblies, programs, and events during the school day in an effort to avoid large

\* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

\* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

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

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

Students will remain with their same group of peers at the Elementary and Middle School levels. Teachers will be rotated and/or pushed in when possible thereby limiting the need for students to move throughout the buildings. All students (PreK – 12) will wear masks while transitioning within the building to other areas for lunch, recess, restroom, breaks, and physical education class.

Large group areas such as the library, auditorium, and cafeteria will be used at the high school level for classes that do not permit social distancing as per the guidelines. Green spaces will be used for instruction as weather permits.

For student lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines. There will be a limited number of stations at the middle/high school level and choices at the elementary level. Grab and Go Breakfasts will be available for students in both buildings. Food service lines will have plexiglass partitions installed. All food, utensils, and condiments will be pre-packaged in lieu of the current system. Markings will be used to indicate 6 feet distances in food service lines. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions.

The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

All students will access hand sanitizer when entering district transportation and/or buildings. There will be highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing.

All athletics and extra-curricular teams will follow the recommendations of PIAA and/or other state guidance. The Board approved Return to Play Plan will govern this area. During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time. Professional staff will be required to facilitate games/activities that can meet such guidelines while being developmentally appropriate and fun. Physical education classes will be conducted outside (weather permitting) and all equipment will be cleaned before/after use. All activities will be designed and implemented to maintain social distancing guidelines to the greatest extent possible.

To limit the sharing of materials among elementary students, students in the elementary school will utilize their own toolbox with their personal writing utensils, glue, scissors, crayons, etc. To limit the sharing of materials among high school students, all students are assigned their own personal lockers. There will be a cleaning of shared materials each day.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Team will share the West Branch Area School District's Reopening Health and Safety Plan with applicable providers who may utilize district facilities.

If returned to the Yellow Phase, more restrictive procedures will be implemented in addition to those utilized in the Green Phase. For scheduling, a staggered instructional calendar will

	<p>be created with approximately half of the student population in each building at any given time for select grades. Select grades at the primary level plus select special needs students may be brought in daily if warranted. A rotational schedule has been developed that allows for face-to-face and remote instruction to run simultaneously. This will allow for better social distancing and more freedom of student movement within the facility.</p>
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**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Monitoring students and staff for symptoms and history of exposure</li> <li>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> <li>* Returning isolated or quarantined staff, students, or visitors to school</li> </ul> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>In the Green Phase, there will be significant effort to monitor the health of all members of the school community. Temperature checks may be utilized each day for all students and employees. Anyone who presents with a fever will be quarantined and issued a second temp check within 15 minutes to ensure accuracy. Quarantine rooms will be established. Any person returning to school after a confirmed case of COVID-19 must have a doctor’s excuse.</p> <p>In the Yellow Phase, all the above steps shall be utilized.</p> <p>All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger, the district website, and social media outlets.</p> <p>The School Nurse will provide training to employees on the monitoring necessary to safeguard student and staff health.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Protecting students and staff at higher risk for severe illness</li> </ul>	<p>In the Green Phase, students will be provided with a full remote learning environment upon request via the in-house cyber model. Staff at risk of the coronavirus will be addressed on a</p>

<p>* Use of face coverings (masks or face shields) by all staff (as appropriate)</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>case by case basis with accommodations and alternate assignments considered as is reasonable. Staff members and students will wear a face covering as governed by the plan. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis with appropriate accommodations made to support their safety and learning.</p> <p>During the Yellow Phase, approximately half of the students will be present at any given time in each classroom. The same level and type of accommodation considerations will be provided.</p>
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Copy and paste affirmation statement