



Phased School Reopening Health and Safety Plan Template

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

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

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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: Bermudian Springs School District

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

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

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

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

Type of Reopening

Key Questions

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

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

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

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 a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Shane Hotchkiss	Safety & Security	Pandemic Co-Coordinator
Jon Fox	Instructional	Pandemic Co-Coordinator
Justin Peart	Business Operations	Plan Development and Response Team
Wade Hunt	Student Services	Plan Development and Response Team
Lisa Conrad	Special Education	Plan Development and Response Team
Jennifer Heller	Human Resources	Plan Development
Kheila Dunkerly	Information Technology	Plan Development
Jason Ahlers	Facility Operations	Plan Development
Dave Cook	Facilities Cleaning	Plan Development
Judy Sterling	Food Service	Plan Development
Jon DeFoe	Education	Plan Development
Shannon Myers	Education	Plan Development
Jennifer Eley	Education	Plan Development
Dave Orwig	Operations	Plan Development
Ethan Sentz	Education	Plan Development
Mark Fleming	Education	Plan Development
Mandy Gerringer	Parent	Plan Development
Quinn Turocy	Parent	Plan Development

Mark Herb	Education	Plan Development
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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: All District maintenance and custodial staff members have been trained in best practices for cleaning and methods to maintain safety for our students and staff per the CDC guidelines. Written protocols for cleaning and sanitizing have been established and provided. The District supervisors (Business Office, Maintenance, and Custodians) communicate with staff on a daily basis and monitor the cleaning and maintenance efforts on a daily basis. Cleaning products and equipment have been ordered that adhere to all CDC recommendations and best practices and are being utilized to implement our cleaning, sanitation, and disinfecting protocols. These supplies are in the District and are being utilized during our summer cleaning process. In addition, numerous supplies have been ordered to support our ability to adhere to our protocols once students return to our schools. Custodial staff will be assigned various responsibilities according to their assigned buildings to address cleaning and sanitization throughout the school day. Adjustments to those assignments and locations will be made as necessary to address the cleaning and sanitization needs. Walkthroughs and strategic feedback with staff will become routine in an effort to ensure a safe return for students and staff. Professional development needs will be addressed in the professional development section of this document.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> • Clean and sanitize all rooms daily. • Cleaning / disinfecting all high-touch surfaces throughout the day (door handles, light switches, handrails, desktops etc.) • Classrooms, hallways, large spaces will be disinfected during the second shift • Lockers will be cleaned and sanitized daily • All individuals wash hands on a frequent basis. • Hand sanitizer will be available in common areas, hallways, and in all classrooms • Water fountains will not be utilized unless they have a bottle filling station. • Single-use water bottles and permitting students and staff to use water bottles from home. • Ventilation status will be monitored and enhanced to 	<ul style="list-style-type: none"> • Same as Yellow 	<p>Justin Peart – Business Manager</p> <p>All Custodial and maintenance staff</p>	<p>Approved COVID-19 cleaning and sanitizing supplies</p> <p>Approved PPE</p>	Y

	allow for maximum fresh air intake.				
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> We will ventilate all classrooms and common areas when available/possible using windows. Daily use of disinfectant misters will be utilized 	<ul style="list-style-type: none"> Same as Yellow Same as Yellow 	<p>Jason Ahlers – Director of Maintenance</p> <p>David Cook - Supervisor of Custodians</p>	Approved COVID-19 cleaning and sanitization supplies	Y

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: Student and staff movement between groups will be minimized to the greatest extent possible throughout our buildings by keeping the majority of students and staff in teams, grade levels, hallways, etc. Students and staff will be required to wear masks when traveling outside of classrooms in hallways or communal areas. Additional hygiene protocols will be taught and implemented from the beginning of the year. All buildings will restrict non-essential visitors and volunteers from coming into the buildings unless in an emergency or a meeting is scheduled in advance. We will make every effort to conduct essential meetings via Zoom when possible. Student desks and other seating will be spaced between three to six feet apart to the maximum extent possible. Larger communal areas such as gymnasiums, cafeterias, media centers, and playgrounds will have staggered schedules for student use and will be disinfected between uses where necessary. Some students may be asked to eat lunch in their classrooms if cafeterias are not able to be used or scheduled adequately. We will ask students to only bring essential items with them to school. Student belongings will be separated from others' and stored in individually labeled containers, cubbies, lockers, or other areas in the classroom. The District will obtain additional resources and supplies to limit student sharing of materials such as art supplies, math manipulatives, science equipment, etc. Supplies and equipment that must be shared will be limited in their use and assigned to specific groups of children with additional cleaning and disinfecting between uses. The District will work in concert with our transportation carriers to adjust bus runs and seating as necessary to socially distance students on the bus. Students will be required to wear a mask/face shield to and from school while riding on District transportation. Training topics are addressed in the professional development section of the plan.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> Student seating will be assigned and configured so that students are facing the same direction and a social distance of 3-6 feet will be maintained for up to 25 students* When possible, students will be in cohort groups and teachers will rotate into classrooms. 	<ul style="list-style-type: none"> Same as Yellow 	Jennifer Eley – Elementary School Shannon Myers – Middle School Jon DeFoe – High School	Desks to accommodate students	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> Recommend using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating. 	<ul style="list-style-type: none"> Same as Yellow 	Jennifer Eley – Elementary School Shannon Myers – Middle School Jon DeFoe – High School	Desks to accommodate students Seating Charts	N

	<ul style="list-style-type: none"> • Recommend positioning desks and work areas in staggered rows facing the same direction using physical distancing, when feasible. • 6-foot physical distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students.* • Recommend no less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) physical distancing is recommended by the WHO*. <ul style="list-style-type: none"> o https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public • Recommend assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary. <p><i>*Note: Current Executive Order from the Governor's Office and DOH requirement that all students</i></p>				
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	<p><i>wear face masks at all times in school (August 17, 2020)</i></p> <p><u>PDE Information on Masks</u></p>				
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Students will be seated in a staggered arrangement to avoid “across-the-table” seating. All individuals will be reminded of the importance of washing hands before and after eating. Floor markings will be used to assist with social distancing as students stand in line. Parents / Guardians will be encouraged to deposit funds using the online payment portal. Meal condiments will be limited. Students will not be permitted to serve themselves. Staff will serve students all components of their meals. 	<ul style="list-style-type: none"> Same as yellow 	<p>Judy Sterling – Director of Food Service</p>	<p>Hand Sanitizer Stations</p>	<p>N</p>

	<ul style="list-style-type: none"> Assigned seating for students Students will either eat lunch in the classrooms or in the cafe on a rotating basis to reduce the numbers in large, communal spaces. 				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> All staff will be trained on healthy hygiene practices in order to properly train all students. Hand washing / sanitizing upon entering the building, after using the restroom, before and after eating, and as needed throughout the day. Cough and sneeze into your arm. Stay home when sick. Don't touch your face, especially your mouth and nose. Wash or sanitize hands after touching face or blowing nose. Face Masks are required use for students and staff at all times. 	<ul style="list-style-type: none"> Same as yellow 	Building principals School Nurses	Hand soap Alcohol based sanitizer	Y

	<ul style="list-style-type: none"> Students may bring a water bottle to hydrate; there will be no use of water fountains. 				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas.</p> <p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p> <p>Geisinger Medical: Resources and Signage</p>	Same as yellow	<p>Building Principals</p> <p>Building administrative assistants provide posters</p>	Posters	N
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> Limit non-essential visitors and volunteers. Visitors are encouraged to schedule appointments and will be limited to the office. Communicate with potential visitors to discourage in person or contact visits in the 	<ul style="list-style-type: none"> Same as Yellow 	Building Principals	<p>Hand Sanitizer</p> <p>Face Masks/Shields</p> <p>Thermometer</p>	N

	<p>interest of their own/family members' health.</p> <ul style="list-style-type: none"> • When possible, inform potential visitors and volunteers before they travel to the school that they should self screen for COVID-19 (including a temperature check) • All visitors/volunteers must sign-in in the event contact tracing is required. • All visitors will be required to wear a mask. • Facilities will not be available for usage by outside organizations at this time. 				
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> • Recommend continuing with recess and physical education activities as long as those activities limit physical contact and touching, when feasible. • Recommend sanitizing materials and equipment used in recess and physical 	<ul style="list-style-type: none"> • Schedule use of playground equipment by classroom. • Sanitize hands before and after use of equipment in PE or recess. 	<p>Building Principals</p> <p>Physical Education Teachers</p>	<ul style="list-style-type: none"> • Hand Sanitizer Stations for Recess and physical education 	<p>Y-PE Teachers</p>

	education class, when feasible.				
Limiting the sharing of materials among students	<ul style="list-style-type: none"> Keep student belongings separated from others and in individually labeled containers, cubbies, lockers or other areas. Students, when feasible, will be issued their own supplies, but if materials need to be shared students will be required to sanitize before and after. 	<ul style="list-style-type: none"> Keep student belongings separated from others and in individually labeled containers, cubbies, lockers or other areas. Students will be issued their own supplies, but if materials need to be shared students will be required to sanitize before and after. 	Building Principals Classroom Teachers	Bins or containers	N
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Recommend limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing. Masks must be worn by students and staff when traveling through hallways or communal areas. One way traffic patterns throughout the hallways will be encouraged. 	<ul style="list-style-type: none"> Same as Yellow 	Building Principals	Masks Building Signage	N
Adjusting transportation schedules and		<ul style="list-style-type: none"> Same as Yellow 	Wade Hunt-	Contractors will be cleaning the buses	N

<p>practices to create social distance between students</p>	<ul style="list-style-type: none"> • Routes will be developed, paying particular attention to balancing student ridership. • Recommend limiting students on school buses and vans to two (2) students to a seat with the understanding that all individuals wear masks while on the bus. • Recommend educating students and drivers of the importance of passengers facing forward (not sideways or backwards). • Recommend increasing ventilation on vehicles by opening windows, when feasible. • Bus rosters and seating charts will be provided and followed on a daily basis 		<p>Assistant to the Superintendent for Student Services</p> <p>Contracted Providers</p>		
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or</p>	<ul style="list-style-type: none"> • Recommend requiring on-site before/after care providers to follow the same standards as adopted by BSSD. 	<ul style="list-style-type: none"> • Same as Yellow 	<p>Building Principals</p>		<p>N</p>

modified school-year calendars					
Other social distancing and safety practices	<ul style="list-style-type: none"> Recommend limiting all field trips, inter-group activities, and extracurricular activities. Replace assemblies with outdoor activities or virtual events. 	<ul style="list-style-type: none"> Same as Yellow. 	Building Principals Club Advisors		N

Monitoring Student and Staff Health

Key Questions

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

- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: The District will frequently educate students, staff and families on identifying the symptoms of COVID-19 to assure accurate and timely reporting. This will include requesting parents to evaluate their child, including a temperature check, before sending their child to school.

Protocols have been developed and dedicated space identified at each school building if a student/staff member's symptoms determine the need for quarantine. Once a student/staff member is sent home with suspected COVID-19 symptoms, a doctor's note will be required prior to the student/staff member returning to school. If the District encounters a confirmed case of COVID-19, staff and family who have had contact with said person will be notified of their exposure. All staff will be trained on signs and symptoms of COVID-19 and will notify the building nurse of any suspicion of illness. Education will be done through in person presentations, videos and emails.

Requirement	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • Educating all stakeholders(students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. • Educating parents/guardians on the importance of keeping symptomatic children home from school. 	Same as Yellow	Wade Hunt- Assistant to the Superintendent for Student Services Building Nurses Parents/Guardians Parents/Guardians	Thermometers for families in need	Y

	<p>nurse's suite and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).</p> <ul style="list-style-type: none"> Quarantining such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite or other isolated area until he/she is dismissed from school. Students and staff follow the PA Department of Health guidelines along with guidance from your Primary Care Physician (PCP) 			building and for the school psychologist.	
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> PA Department of Health guidance will be used to educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Wade Hunt, Assistant to the Superintendent for Student Services</p> <p>Jon Fox, Assistant Superintendent</p>	<p>Our nurses will consult with our district physician for PD needs. CDC guidelines. https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html</p>	Y

	<ul style="list-style-type: none"> • A healthcare provider letter of a fit to return to work is required. Requirement waived if out for at least 14 calendar days and not symptomatic or two consecutive negative authorized COVID-19 tests (staff, teachers, and administrators) • Students may return to school on notification of two negative consecutive tests or quarantining of 14 days being not symptomatic. 		<p>Jennifer Heller, Assistant Business Manager</p> <p>Building Nurses</p>		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> • Recommend consulting with up to date PA Department of Health, PDE, & CDC guidelines • Post Health and Safety Plan on the Bermudian Springs School District Website 	<ul style="list-style-type: none"> • Same as Yellow 	Administration	Communication with the PA Department of Health	
Other monitoring and screening practices		<ul style="list-style-type: none"> • Same as Yellow 	Administration	Keep all communications confidential on	

	<ul style="list-style-type: none"> • Limit the release of COVID 19-impacted student and staff names. • PA Dept of Health will be contacted for support and direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case. • Provide regular updated information on District website and sent through Peachjar flyer system concerning health tips and notices 			suspected or confirmed cases.	
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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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: The district will supply face coverings for all students / staff / visitors if they do not have those PPE items. It will be recommended that everyone wear the PPE face coverings if they cannot be socially distanced. Individuals (students, staff, visitors) will be required to wear face coverings while walking around the building in hallways, etc. The needs of students at higher risk will be considered on an individualized basis so as to best meet those needs. We will utilize a staff substitute service to better ensure that we have enough staff for supervision in the case of staff illness. We have a plan in place for a hybrid model for K - 12th grade. All students will have time in the buildings so that our students have access to adults to help them meet their educational and social emotional well being needs. We will have our counselors and other staff members available to assist with any specific social emotional needs that come up in school and we will also have something in place in case kids or families need help at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Recommend developing for students at higher risk a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. Staff, teachers, and administrators are required to wear masks or clear face shields, as an alternative to masks at all times, except when eating and drinking (spaced 6ft. apart), wearing a face covering creates an 	<ul style="list-style-type: none"> Same as Yellow 	Lisa Conrad- Director of Special Education Building Nurses Building Principals	Construction of specialized plans for students as needed. Masks for students and staff Face Shields for staff, administrators, and teachers	N

	<p>unsafe condition in which to operate equipment. "Face covering breaks" last no longer than 10 minutes when students and staff are 6ft. apart from each other.</p> <ul style="list-style-type: none">● Recommend staff, teachers, and administrators wear masks or clear face shields if they are considered at risk based on the CDC Guidelines.				
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<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> Staff, teachers, and administrators are required to wear masks or clear face shields, as an alternative to masks at all times, except when eating and drinking (spaced 6ft. apart), wearing a face covering creates an unsafe condition in which to operate equipment. "Face covering breaks" last no longer than 10 minutes when students and staff are 6ft. apart from each other. 	<ul style="list-style-type: none"> Same as Yellow 	Administration	Signage Masks	N
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<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> Students are required to use face coverings at all times (DOH August 17, 2020) unless eating or drinking when spaced at least 6ft. apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least 6ft. apart during “face-covering breaks” to last no longer than 10 minutes. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Administration</p>	<p>Signage regarding expectations</p>	<p>N</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> Develop a plan for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for students and staff. 	<ul style="list-style-type: none"> Same as Yellow 	<p>Wade Hunt- Assistant to the Superintendent for Student Services</p> <p>Lisa Conrad- Director of Special Education</p> <p>Building Nurses</p> <p>Administration</p>	<p>Utilize a team development for individualized plans for students who have complex health or learning needs that may require specific considerations.</p>	<p>N</p>

Strategic deployment of staff	<ul style="list-style-type: none"> Alternative coverage through cross-training of staff. The possibility of relocating staff or teachers to buildings, grades or areas of demand and need. 	<ul style="list-style-type: none"> Same as yellow 	Administration		N
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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
Monitoring Student and Staff Health	Teachers, Staff, Students	Administration Nurses Wade Hunt- Assistant to the Superintendent for Student Services	Online In Person Class Meetings	Digital Recording Decision Flowchart Reference Card	8/3/20	Staff- Prior to Start of School Students- First Week
Hygiene Practices	Teachers, Staff, Students, Community	Nurses Wade Hunt-	Online In Person Student Videos	Digital Recording Signage	8/3/20	Prior to Start of School Ongoing

		Assistant to the Superintendent for Student Services	(Elementary, Secondary) Posters			
Mental Health and Social Emotional Learning Strategies	Teachers, Staff, Community	Lisa Conrad- Director of Special Ed. Nancy Rhoades, School Psychologist School Counselors Classroom Teachers	In Person Online	Digital Recording Social Emotional Learning Curriculum	8/3/20	Prior to Start of School Ongoing
Social Distancing	Teachers, Staff, Students, Community	Administration Wade Hunt- Assistant Superintendent for Student Services Nurses	In Person Online	Digital Recording Posters	8/3/20	Prior to Start of School
Cleaning and Disinfecting	Custodial Staff, Teachers, Staff	Dave Cook- Supervisor of Custodians	In Person Online	In Person Training	8/3/20	Prior to Start of School
Self Screening-When to stay home	Teachers, Staff, Students, Community	Nurses Building Principals	In Person Online	Digital Recording Social Media	8/3/20	Prior to Start of School

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
2020-2021 Roadmap to Reopen Presentation	Staff, Teachers, Guardians and Community	Shane Hotchkiss-Superintendent	Zoom Meeting	May 14, 2020	Ongoing
Remote Learning Survey: Brightbytes	Staff, Teachers, Guardians, Students and Administrators	Shane Hotchkiss-Superintendent	Phone and Email Message	May 14	May 28
Board Updates on Roadmap to Reopen	BSSD Board and community	Shane Hotchkiss-Superintendent	Meetings-livestream	April 2020	Ongoing
Adams County School District Health and Safety Plan Meeting	Administrators across Adams County	Superintendents of Adams County School Districts	In Person Meeting	July 08	July 08
Guardian Roadmap to Reopen Survey	Guardians of students (2020-2021) who attend or will attend BSSD	Shane Hotchkiss-Superintendent & Survey Task Force	Email Message with Video Presentation	June 19	June 26
Special Board Workshop: Presentation "Draft" of the Health and Safety Plan	BSSD Board and community	Shane Hotchkiss-Superintendent	Verbal reporting during meeting along with livestream	July 15	July 15
Health and Safety Planning Team Meetings	Planning Team	Shane Hotchkiss-Superintendent	In Person Meetings	July 1	ongoing
Send "Draft" Health and Safety Plan to the community for review and input	Guardians of students, staff, and teachers	Shane Hotchkiss-Superintendent	Email, phone and/or video message	July 16	ongoing

Staff and Teacher Updates	Staff, Teachers and Administrators	Shane Hotchkiss-Superintendent	Virtual Meetings	ongoing	ongoing
Health and Safety Plan Sent to the Community	District Community	Shane Hochkiss-Superintendent	Email and Website	July 23	ongoing

Health and Safety Plan Summary: Bermudian Springs School District

Anticipated Launch Date: August 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)	<p>The District custodial and maintenance staff has been trained in the best practices for cleaning and methods to maintain safety for our students and staff per CDC guidelines. Written protocols for cleaning and sanitizing have been established and will be monitored by building and District supervisors after they are shared with staff members. The District purchasing supplies meeting specified requirements necessary to implement cleaning, sanitation and disinfecting protocols. These supplies will be maintained as long as they are available. The District ordered new equipment for more efficient and effective cleaning across the District buildings. Custodial staff will be assigned different zones and tasks according to their location and shift to address cleaning and sanitizing throughout the day and after school hours. Walkthroughs and discussions have taken place to ensure a safe return for students and staff.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * 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 	<p>Classrooms will be configured to allow the placement of desks to be from 3ft to 6ft apart, facing one direction, and have capacity for 25 students. Assigned seating will also be a consideration.</p> <p>Students will not be permitted to serve themselves in the cafe as staff will provide all meal options for students. Floor markings will be used to space students out while waiting in line. Meal condiments will be limited and provided to students on the serving tray.</p> <p>Students will be encouraged to hand wash before and after they eat. Hand sanitizing stations will also be located inside and around the cafe.</p> <p>Signage, posters, handouts and information is available from the CDC website and through Geisinger Medical Group website: https://www.geisinger.org/coronavirus/news-and-resources/educationresources</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	Limit nonessential visitors, volunteers, and activities that involve outside groups.

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>PIAA Athletics will follow the June 16, 2020, Board approved Athletic Health and Safety Plan: https://www.bermudian.org/cms/lib/PA01916420/Centricity/Domain/424/Approved%20Athletic%20Health%20Safety%20Plan.pdf</p> <p>Clean and disinfect shared items between uses.</p> <p>Physical education teachers will select safe opportunities for exercise while following physical distancing guidelines and avoiding high touch shared equipment activities.</p> <p>Limit large group gatherings and activities.</p> <p>Hand sanitation stations for recess and physical education classes.</p> <p>Student belongings will be kept separated from others and labeled containers, cubbies, lockers, or other areas.</p> <p>Installing Sneeze- Guards in Main Office areas as needed.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>All teachers, staff, and administrators will self assess and screen each morning before the start of school. No student who is experiencing symptoms should be sent on the bus or to school.</p> <p>Staff members experiencing symptoms will contact their supervisor at least an hour before they are scheduled to arrive and will stay home if not feeling well.</p>

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	<p>Staff, teachers, and administrators that may experience symptoms should immediately go to the nurse office.</p> <p>District staff will educate all stakeholders on the symptoms and signs of COVID-19.</p>
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</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>Develop specialized health plans for students with specific needs.</p> <p>We will follow the expectations provided, to the fullest extent possible, the expectations set forth by the Pennsylvania Department of Health and the Pennsylvania Department of Education in regards to the wearing of masks or face shields for both teachers, staff, and students.</p> <p>Extra masks will be available for students who lost or forgot their mask.</p> <p>Staff will be crossed trained in various critical areas to provide alternative coverage. Staff could be allocated based on need.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Bermudian Springs School District reviewed and approved the Phased School Reopening Health and Safety Plan on August 26, 2020.

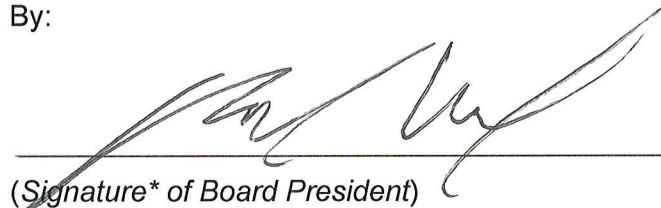
The plan was approved by a vote of: 9-0

☒ **Yes**

☐ **No**

Affirmed on: August 26, 2020

By:



(Signature* of Board President)

Mr. Michael Wool

(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.