



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.

This document reflects guidance from the CDC, PA Governor's Office, the PA Department of Health, and the Allegheny County Department of Health as of July 13, 2020. This document is subject to change, and will most likely change over the coming weeks as we get closer to the start of school on August 24, 2020. This document focuses on the health and safety of the students and staff. At this time, the District continues to work on the details of instruction; these details will be communicated further during a virtual meeting being scheduled within the next two weeks. As of this time, the options for instruction are the following: 1) traditional, face-to-face, in the classroom; 2) synchronistic – meaning student will follow their daily schedule via Google Meets and will view and interact their teachers who are teaching from their classrooms; 3) Keystone Oaks Cyber Academy – meaning students will take online classes and will be facilitated by a District teacher who will facilitate the learning and who will be available for consultation. The District is also looking into an A-Day/B-Day schedule to minimize the number of students in the buildings at any one time.

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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: Keystone Oaks 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? (SELECT ONE BOX BELOW)

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

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

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Suzanne Lochie	Administration	Pandemic Coordinator / Plan Development & Response Team
John Lyon	Administration	Core Pandemic Team / Plan Development & Response Team
Kevin Lloyd	Administration	Core Pandemic Team / Plan Development & Response Team
Sarah Welch	Administration	Core Pandemic Team / Plan Development & Response Team

William P. Stropkaj, Ed.D.	Administration	Plan Development & Response Team
Joseph Kubiak	Administration	Plan Development & Response Team
Shannon Varley, Ed.D.	Administration	Plan Development
Desiree Burns	Administration	Plan Development
Aaron Smith	Administration	Plan Development
Mike Linnert	Administration	Plan Development
Jeff Kattan	Administration	Plan Development
Scott Mizikar	Administration	Plan Development
Brian Werner	Administration	Plan Development
Dave Thomas	Administration	Plan Development
Judi Fritz	School Nurse / KOEA	Plan Development
Lauren Harvilla	School Counselor / KOEA	Plan Development
Melissa Benincasa	Mental Health Therapist / KOEA	Plan Development
Kim Lucas	Secretary / KOESPA	Plan Development
Don Petruzzi	Custodian / SEIU	Plan Development
Tamara Dohahue	Parent	Plan Development
Raeann Lindsey	Parent	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 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:

Buildings will be cleaned and disinfected prior to the start of school, and daily throughout the school year, according to the steps indicated in the chart below, using OSHA guidelines. All custodial/maintenance staff and professional staff will be trained.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Buildings & Grounds Staff will utilize CDC guidelines to clean, sanitize, disinfect, and ventilate learning spaces, surfaces, and other areas.</p> <p>All products used meet OSHA & CDC requirements.</p> <p>Cleaning supplies will be provided for students and/or teachers to regularly clean desks throughout the day as needed.</p> <p>Commonly touched surfaces will be cleaned throughout the school day.</p> <p>Restrooms will be cleaned throughout the day, with restrooms closed on a rotating basis, where feasible.</p> <p>All facilities which include but are not limited to classrooms, rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc., must be disinfected/cleaned as per CDC and/or state health guidelines.</p> <p>All high touch surfaces will be disinfected regularly.</p> <p>Close water fountains to students and staff except for water bottle</p>	<p>Buildings & Grounds Staff will utilize CDC guidelines to clean, sanitize, disinfect, and ventilate learning spaces, surfaces, and other areas.</p> <p>All products used meet OSHA & CDC requirements.</p> <p>Cleaning supplies will be provided for students and/or teachers to regularly clean desks throughout the day as needed.</p> <p>Commonly touched surfaces will be cleaned throughout the school day.</p> <p>Restrooms will be cleaned throughout the day, with restrooms closed on a rotating basis, where feasible.</p> <p>All facilities which include but are not limited to classrooms, rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc., must be disinfected/cleaned as per CDC and/or state health guidelines.</p> <p>All high touch surfaces will be disinfected regularly.</p> <p>Close water fountains to students and staff except for water bottle</p>	<p>Director of Buildings, Grounds & Transportation</p>	<p>Cleaning Supplies – Ensure supply chain through multiple vendors</p> <p>Continuously monitor inventory</p>	<p>Y</p>

	<p>filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.</p> <p>Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection.</p> <p>Ensure custodians are trained in appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed.</p>	<p>filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.</p> <p>Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection.</p> <p>Ensure custodians are trained in appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>All filters in mechanical systems will be changed before the start of the school year. Filters will be replaced as needed.</p> <p>Increase circulation of outdoor air as much as possible when doing so does not pose a health and safety risk.</p>	<p>All filters in mechanical systems will be changed before the start of the school year. Filters will be replaced as needed.</p> <p>Increase circulation of outdoor air as much as possible when doing so does not pose a health and safety risk.</p>	<p>Director of Buildings, Grounds & Transportation</p>	<p>Cleaning Supplies – Ensure supply chain through multiple vendors</p> <p>Continuously monitor</p>	<p>Y</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?

- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The action steps below address all aspects of a school day. The safety protocols and social distancing will be implemented to the extent feasible. Keystone Oaks School District will conduct an enrollment campaign with the options for parents to choose the following instruction for their children: face-to-face (on-site); synchronistic learning; Keystone Oaks Cyber Academy. Enrollment in distance learning, combined with more students being transported to school via personal means, will lead to fewer students being transported via school bus.

Students and staff are required to wear face coverings on school buses, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering and/or exiting the building. Students and staff would not be required to wear face coverings while seated in the classroom, unless there is an order from the PA Department of Health and/or Allegheny County Health Department otherwise.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Survey families to determine what mode of instruction students would participate in (face-to face, online via teacher teaching in the classroom, KO Cyber Academy) , which may reduce in-person class size.</p> <p>Following recommendations from the CDC and the PA Department of Education, maintain 6 feet of separation among students and staff throughout the day to the maximum extent feasible.</p> <p>Class sizes will be balanced as much as possible. Classes that are unable to maintain six feet of separation will be assigned an alternate space to the extent possible.</p> <p>Unused desks and furniture will be removed from classrooms, to the extent possible, to maximize distancing.</p> <p>Desks/Tables will all face the same direction and students will sit only on one side of the desk/table.</p>	<p>Survey families to determine what mode of instruction students would participate in (face-to face, online via teacher teaching in the classroom, KO Cyber Academy) , which may reduce in-person class size.</p> <p>Following recommendations from the CDC and the PA Department of Education, maintain 6 feet of separation among students and staff throughout the day to the maximum extent feasible.</p> <p>Class sizes will be balanced as much as possible. Classes that are unable to maintain three feet of separation will be assigned an alternate space to the extent possible.</p> <p>Unused desks and furniture will be removed from classrooms, to the extent possible, to maximize distancing.</p> <p>Desks/Tables will all face the same direction and students will sit only on one side of the desk/table.</p>	<p>Building principals</p> <p>Director of Buildings, Grounds & Transportation</p> <p>Maintenance / Custodial Staff</p> <p>Professional Staff</p>	<p>Master Schedule</p> <p>Cleaning Supplies – Ensure supply chain through multiple vendors; continuously monitor inventory</p> <p>Purchase PPE</p>	<p>Y</p>

	<p>Physical interaction, such as group or partner work, will be limited to the maximum extent possible.</p> <p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Providing hand sanitizer for students and staff • Requiring students and staff to wear face masks/covering, as per the orders from the Pennsylvania Department of Health. • Limit unnecessary congregating of students and staff 	<p>Physical interaction, such as group or partner work, will be limited, but may be implemented if face coverings are worn by students and/or staff.</p> <p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Providing hand sanitizer for students and staff • Requiring students and staff to wear face masks/covering, as per the orders from the Pennsylvania Department of Health. • Limit unnecessary congregating of students and staff 			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff • Require handwashing for elementary students before and after meal service • Encourage handwashing for secondary students before and after meal service • Install plexiglass dividers between the register and in serving lines 	<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff • Require handwashing for elementary students before and after meal service • Encourage handwashing for secondary students before and after meal service • Install plexiglass dividers between the register and in serving lines 	<p>Building principals</p> <p>Director of Food Service</p> <p>Director of Buildings, Grounds, & Transportation</p> <p>Maintenance/Custodial Staff</p>	<p>Hand Sanitizer</p> <p>Sanitizing Wipes</p> <p>Cleaning Supplies</p> <p>Face Covering</p> <p>Plexiglass Dividers</p> <p>Pre-packaged and single-serve food items</p>	<p>Y</p>

	<ul style="list-style-type: none"> • Explore options for touchless student pin entry • Serve grab-and-go meals where feasible and in multiple locations • Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exits; • Seating spaced at a minimum of six feet to the maximum extent possible. • Purchase and use single-serve condiments • Use of outdoors when feasible • Purchase of tents to allow students to eat outside, weather permitting, and to allow for students to further distance themselves. <p>At the elementary level, students will be served breakfast and/or lunch in their classroom. While this will be in conflict with the District Food Allergy Management Policy, students with allergies will need to be seated apart from those without allergies, all within the confines of the classroom. Once lunch is complete, all desks will be sanitized before instruction may resume.</p> <p>At the secondary level, students will be able to consume meals in</p>	<ul style="list-style-type: none"> • Explore options for touchless student pin entry • Serve grab-and-go meals where feasible and in multiple locations • Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exits; • Seating spaced at a minimum of six feet to the maximum extent possible. • Purchase and use single-serve condiments • Use of outdoors when feasible • Purchase of tents to allow students to eat outside, weather permitting, and to allow for students to further distance themselves. <p>At the elementary level, students will be permitted to eat in the cafeteria. Seats will be marked accordingly so that distancing can be maintained.</p> <p>At the secondary level, students will be able to consume meals in the cafeteria and the gymnasium, giving them additional space to maintain distancing.</p> <p>All lunches will be served as a box lunch. There will be no food serving lines or traditional options.</p>			
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	<p>the cafeteria and the gymnasium, giving them additional space to maintain distancing.</p> <p>All lunches will be served as a box lunch. There will be no food serving lines or traditional options.</p>				
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Teach and reinforce good hygiene measures, such as handwashing, coverings, coughs, and face coverings</p> <p>Students will be given hand-washing breaks throughout the school day.</p> <p>Elementary students will be required to wash their hands before lunch and upon returning from recess.</p> <p>Any time that elementary students must move classrooms, they will wash their hands upon entering the new classroom and upon returning to their original classroom. As secondary students enter a room and leave a room, they will use hand-sanitizer.</p> <p>Hand sanitizing stations will be installed throughout the buildings.</p> <p>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash</p>	<p>Teach and reinforce good hygiene measures, such as handwashing, coverings, coughs, and face coverings</p> <p>Students will be given hand-washing breaks throughout the school day.</p> <p>Elementary students will be required to wash their hands before lunch and upon returning from recess.</p> <p>Any time that elementary students must move classrooms, they will wash their hands upon entering the new classroom and upon returning to their original classroom. As secondary students enter a room and leave a room, they will use hand-sanitizer.</p> <p>Hand sanitizing stations will be installed throughout the buildings.</p> <p>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash</p>	<p>Building principals</p> <p>School Nurses</p> <p>Director of Pupil Services</p> <p>Director of Buildings, Grounds & Transportation</p>	<p>Signage and videos</p>	<p>Y</p>

	can in all bathrooms, classrooms, and frequently trafficked areas.	can in all bathrooms, classrooms, and frequently trafficked areas.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>The District will post signage that promotes everyday proactive measures throughout the buildings. Signs will be posted in multiple languages.</p> <p>https://www.cdc.gov/coronaviruses/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p>	<p>The District will post signage that promotes everyday proactive measures throughout the buildings. Signs will be posted in multiple languages.</p> <p>https://www.cdc.gov/coronaviruses/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p>	<p>Director of Buildings, Grounds, & Transportation</p> <p>Director of Pupil Services</p> <p>Coordinator of Communication & Public Relations</p>	Laminated signs and posters	N
* Identifying and restricting non-essential visitors and volunteers	<p>Visitors will not be permitted to enter the building without a previously scheduled appointment.</p> <p>All visitors must wear a mask and maintain distancing while in the building.</p> <p>The District will continue to hold meetings virtually or via phone to the maximum extent possible.</p> <p>Refrain from scheduling large group activities, field trips, and extracurricular activities.</p> <p>No outside groups or organizations will be permitted to reserve Keystone Oaks facilities.</p>	<p>Visitors will not be permitted to enter the building without a previously scheduled appointment.</p> <p>All visitors must wear a mask and maintain distancing while in the building.</p> <p>The District will continue to hold meetings virtually or via phone to the maximum extent possible.</p> <p>Refrain from scheduling large group activities, field trips, and extracurricular activities.</p>	<p>Building principals</p> <p>Director of Buildings, Grounds & Transportation</p>	Policies and Procedures	N
* Handling sporting activities for recess and physical education classes consistent with	All sporting activities for recess and physical education classes will be handled consistent with the CDC Considerations for Youth Sports.	All sporting activities for recess and physical education classes will be handled consistent with the CDC Considerations for Youth Sports.	<p>Building principals</p> <p>Athletic Director</p> <p>Athletic Trainers</p>	Polices and Procedures	Y

<p>the CDC Considerations for Youth Sports</p>	<p>Refer to Keystone Oaks' Athletic Return to Play Health & Safety Plan</p>	<p>Refer to Keystone Oaks' Athletic Return to Play Health & Safety Plan</p>	<p>Coaches</p>		
<p>Limiting the sharing of materials among students</p>	<p>A cleaning and/or quarantining procedure will be put into place for any shared items, including toys, scissors, materials, manipulatives, books, computers, etc.</p> <p>Staff will wear face coverings when cleaning any classroom supplies.</p>	<p>A cleaning and/or quarantining procedure will be put into place for any shared items, including toys, scissors, materials, manipulatives, books, computers, etc.</p> <p>Staff will wear face coverings when cleaning any classroom supplies.</p>	<p>Building principals</p> <p>Teachers</p> <p>Director of Curriculum, Instruction, Assessment, and Staff Development</p> <p>Director of Technology</p> <p>Director of Finances and Human Resources</p>	<p>Art and science supplies</p> <p>Manipulatives</p> <p>Individual basic school supplies, such as scissors, rulers, pencils, notebooks</p> <p>Cleaning supplies</p> <p>PPE</p>	<p>Y</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Develop entry and exit procedures to limit number of students arriving or leaving through one main entry point. Require face coverings upon entry and exit.</p> <p>Establish a protocol for student pick-up/drop-off and designate entry/exit locations.</p> <p>Establish clear traffic patterns with appropriate visual supports.</p> <p>Close water fountains to students and staff except for water bottle filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.</p>	<p>Develop entry and exit procedures to limit number of students arriving or leaving through one main entry point. Require face coverings upon entry and exit.</p> <p>Establish a protocol for student pick-up/drop-off and designate entry/exit locations.</p> <p>Establish clear traffic patterns with appropriate visual supports.</p> <p>Close water fountains to students and staff except for water bottle filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.</p>	<p>Building principals</p> <p>Director of Buildings, Grounds, and Transportation</p> <p>Maintenance/Custodial Staff</p>	<p>Master Schedule</p> <p>Signage</p> <p>Procedures for arrival, dismissal, pick-up and drop-off</p> <p>Procedures for recess and cafeteria use</p>	<p>Y</p>

	<p>Limit movement throughout the building and restrict mixing between groups to the maximum extent possible.</p> <p>Elementary students will remain in their classrooms for all classes, unless a specials class requires the use of that specific classroom. Students will continue to practice the behavior of walking on one side of the hallway.</p> <p>Secondary principals will explore the possibility of staggered bell schedules to reduce the number of students in the hallway.</p>	<p>Limit movement throughout the building and restrict mixing between groups to the maximum extent possible.</p> <p>Elementary students will remain in their classrooms for all classes, unless a specials class requires the use of that specific classroom. Students will continue to practice the behavior of walking on one side of the hallway.</p> <p>Secondary principals will explore the possibility of staggered bell schedules to reduce the number of students in the hallway.</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Families will be asked to transport students.</p> <p>A maximum of two students per seat. Siblings will be assigned to the same seat.</p> <p>Require face coverings for bus drivers and students.</p> <p>Provide hand sanitizer for students and staff. Students will wash hands upon arrival to the classroom.</p> <p>Buses will be sanitized between each run by the bus company's personnel/drivers.</p>	<p>Families will be asked to transport students.</p> <p>A maximum of two students per seat. Siblings will be assigned to the same seat.</p> <p>Require face coverings for bus drivers and students.</p> <p>Provide hand sanitizer for students and staff. Students will wash hands upon arrival to the classroom.</p> <p>Buses will be sanitized between each run by the bus company's personnel/drivers.</p>	<p>Matthews Bus Company</p> <p>Director of Buildings, Grounds & Transportation</p>	<p>Cleaning Materials</p> <p>Sanitizer</p> <p>Face Coverings</p>	

	Establish protocols for bus stops, loading/unloading students to minimize congregation from different households.	Establish protocols for bus stops, loading/unloading students to minimize congregation from different households.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>The District will offer online learning options for the 2020-2021 school year. Students may follow their daily schedule remotely through Google Meets, interacting with their teachers and classmates who are in the classroom or students may choose the KO Cyber Academy where most instruction will be asynchronistic but facilitated by a district teacher who will be a mentor/guide to the students and who will also offer office hours for the students.</p> <p>Movement throughout the building will be limited.</p> <p>At the elementary level, the same student and staff groupings will be kept together throughout the school day to the maximum extent possible.</p> <p>Elementary students will remain in the classroom and teachers will switch classrooms, unless a lesson is not suitable for the regular classroom.</p> <p>At the secondary level, building administrators will explore the possibility of staggering bell schedules to limit the number of</p>	<p>The District will offer online learning options for the 2020-2021 school year. Students may follow their daily schedule remotely through Google Meets, interacting with their teachers and classmates who are in the classroom or students may choose the KO Cyber Academy where most instruction will be asynchronistic but facilitated by a district teacher who will be a mentor/guide to the students and who will also offer office hours for the students.</p> <p>Movement throughout the building will be minimized.</p> <p>At the elementary level, the same student and staff groupings will be kept together throughout the school day to the maximum extent possible.</p> <p>Elementary students will remain in the classroom and teachers will switch classrooms, unless a lesson is not suitable for the regular classroom.</p> <p>At the secondary level, building administrators will explore the possibility of staggering bell schedules to limit the number of</p>	<p>Building principals</p> <p>Director of Pupil Personnel</p> <p>Director of Special Education</p> <p>Director of Curriculum, Instruction, Assessment, and Staff Development</p>	<p>Master Schedule</p> <p>Signs and marking for floors and walls</p> <p>Policies and Procedures</p> <p>Cleaning Supplies</p> <p>PPE</p>	Y

	<p>students in the hallway. Masks will be required as students are moving between classes in the hallway and when students are in the bathrooms.</p> <p>Physical interaction, such as partner or group work, will be limited, but may be implemented if face coverings are worn by students and/or staff and a distance of 6 feet are maintained between students/staff.</p>	<p>students in the hallway. Masks will be required as students are moving between classes in the hallway and when students are in the bathrooms.</p> <p>Physical interaction, such as group or partner work, will be limited, but may be implemented if face coverings are worn by students and/or staff.</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>The District will continue to utilize School Messenger, a mass notification system, to keep the community informed of any changes or updates.</p> <p>The District will also update its website and social media platforms to share updates.</p> <p>Extended Day Services and Head Start will follow all District protocols found in the Health and Safety Plan.</p>	<p>The District will continue to utilize School Messenger, a mass notification system, to keep the community informed of any changes or updates.</p> <p>The District will also update its website and social media platforms to share updates.</p> <p>Extended Day Services and Head Start will follow all District protocols found in the Health and Safety Plan.</p>	<p>Coordinator of Communications and Public Relations</p> <p>Director of Buildings, Grounds & Transportation</p> <p>Director of Pupil Services</p> <p>Director of Special Education</p> <p>Building Principals of those schools that have Extended Day Services and Head Start present.</p>		N
<p>Other social distancing and safety practices</p>	N/A	N/A	N/A	N/A	N/A

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

The Keystone Oaks School District will have procedures in place for monitoring student and staff health and those procedures will be communicated via a variety of mediums, including website, social media, and through the District's mass notification system.

CDC and Department of Health guidelines will be followed regarding the quarantine and return to school of individuals diagnosed with COVID-19 and for those who have been exposed to COVID-19. Keystone Oaks' plan includes two types of instructional delivery by the classroom teacher that would allow any sick or quarantined student to move between in-person and distance learning without interruption.

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Encourage students/families and staff members to conduct a daily self-check at home for symptoms of COVID-19, in accordance with the PA Department of Health Symptom Monitoring Tool.</p>	<p>Encourage students/families and staff members to conduct a daily self-check at home for symptoms of COVID-19, in accordance with the PA Department of Health Symptom Monitoring Tool.</p>	<p>Director of Pupil Services School Nurses Building Principal</p>	<p>Policies and Procedures PPE</p>	<p>Y</p>
	<p>Use email communication and social media to regularly remind students/families staff of the symptoms of COVID-19 and to encourage them to monitor their symptoms and remain home if they are experiencing any symptoms or are feeling ill.</p>	<p>Use email communication and social media to regularly remind students/families staff of the symptoms of COVID-19 and to encourage them to monitor their symptoms and remain home if they are experiencing any symptoms or are feeling ill.</p>			
	<p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.</p>	<p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.</p>			
	<p>Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</p>	<p>Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</p>			
	<p>Staff and students must stay home if they are sick.</p>	<p>Staff and students must stay home if they are sick.</p>			
	<p>Flexible attendance policies for students.</p>	<p>Flexible attendance policies for students.</p>			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Identify a quarantine room in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>Close off areas used by a sick person and wait 24 hours before cleaning and disinfection. The 24-hour period is calculated from the last time a sick person was present in the area.</p> <p>The District will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>The District will work with the county and state health departments to determine when to notify staff and families of a possible case, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p>	<p>Identify a quarantine room in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>Close off areas used by a sick person and wait 24 hours before cleaning and disinfection. The 24-hour period is calculated from the last time a sick person was present in the area.</p> <p>The District will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>The District will work with the county and state health departments to determine when to notify staff and families of a possible case, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p>	<p>Director of Pupil Services</p> <p>School Nurses</p> <p>Building Principals</p> <p>Coordinator of Communications & Public Relations</p>	<p>Quarantine Room</p> <p>PPE for Health Professionals</p> <p>Sample communication</p> <p>Policies and Procedures</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	The District will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.	The District will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.	Director of Pupil Services School Nurses Building Principals Coordinator of Communications & Public Relations	Policies and Procedures	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The District will continue to utilize School Messenger, a mass notification system, to keep the community informed of any changes or updates. The District will also update its website and social media platforms to share updates.	The District will continue to utilize School Messenger, a mass notification system, to keep the community informed of any changes or updates. The District will also update its website and social media platforms to share updates.	Coordinator of Communications & Public Relations	Communication system updates	
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and the Keystone Oaks School District will comply with this order, as well as any and all orders from the Pennsylvania Department of Health and Allegheny County Health Department.

As per the July 1, 2020 from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.

Effective August 17, 2020, this order states the following in regards to face coverings for students:

- All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.
- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

- **Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.**
- **Schools may allow students to remove face coverings when students are:**
 - **Eating or drinking when spaced at least 6 feet apart; or**
 - **When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or**
 - **At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.**
- **Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.**

Should this order change, Keystone Oaks School District will continue to require staff and students to wear face coverings on school buses, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering or exiting the building. Any student or staff member who wishes to wear PPE in the classroom will be permitted to do so.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Students and staff will provide their own face covering</p> <p>Provide PPE to vulnerable students and staff as appropriate</p> <p>Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p> <p>The Director of Finances and Human Resources will work with staff who request special accommodations or support.</p>	<p>Students and staff will provide their own face covering</p> <p>Provide PPE to vulnerable students and staff as appropriate</p> <p>Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p> <p>The Director of Finances and Human Resources will work with staff who request special accommodations or support.</p>	<p>Director of Pupil Personnel</p> <p>School Nurses</p> <p>Direct of Finance & Human Resources</p> <p>Director of Special Education</p>	<p>Policies and Procedures</p>	<p>N</p>

	<p>Adhere to FERPA and HIPPA requirements.</p> <p>Allow vulnerable students and staff to wear PPE throughout the school day.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Adhere to state and federal employment law and extended leave allowances.</p> <p>Offer an Employee Assistance Program to all staff members.</p> <p>Limit large group gatherings/interactions for vulnerable students and staff.</p>	<p>Adhere to FERPA and HIPPA requirements.</p> <p>Allow vulnerable students and staff to wear PPE throughout the school day.</p> <p>Establish a process for regular check-ins with vulnerable students and staff.</p> <p>Adhere to state and federal employment law and extended leave allowances.</p> <p>Offer an Employee Assistance Program to all staff members.</p> <p>Limit large group gatherings/interactions for vulnerable students and staff.</p>			
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Provide information to staff on proper use, removal, and washing of cloth face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Follow the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside</p>	<p>Provide information to staff on proper use, removal, and washing of cloth face coverings.</p> <p>Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p>Follow the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside</p>	<p>Building Principals</p> <p>School Nurses</p> <p>Director of Pupil Personnel</p> <p>Coordinator of Communications & Public Relations</p>	<p>Masks</p> <p>Signage and Videos for Proper Use</p>	<p>N</p>

	<p>school buildings. This order also has exceptions for medical reasons. Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Documentation from a medical care provider (doctor, therapist, etc.) is required.</p> <p>If the PA Department of Health order should change, Keystone Oaks will require that face coverings be worn on the bus, in large group gatherings, and in transition outside of the classroom.</p> <p>Students and staff members are permitted to wear a face covering at all times if they wish.</p>	<p>school buildings. This order also has exceptions for medical reasons. Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Documentation from a medical care provider (doctor, therapist, etc.) is required.</p> <p>If the PA Department of Health order should change, Keystone Oaks will require that face coverings be worn on the bus, in large group gatherings, and in transition outside of the classroom.</p> <p>Students and staff members are permitted to wear a face covering at all times if they wish.</p>			
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Provide information to students and families on proper use, removal, and washing of cloth face coverings.</p> <p>Any policy regarding face coverings should be sensitive to</p>	<p>Provide information to students and families on proper use, removal, and washing of cloth face coverings.</p> <p>Any policy regarding face coverings should be sensitive to</p>	<p>Building Principal</p> <p>School Nurses</p> <p>Director of Pupil Personnel</p>	<p>Masks</p> <p>Signage and Videos for Proper Use</p>	

	<p>the needs of students with medical issues that make the wearing of a face covering inadvisable.</p> <p>If the PA Department of Health order should change, Keystone Oaks will require that face coverings be worn on the bus, in large group gatherings, and in transition outside of the classroom.</p> <p>Students are permitted to wear a face covering at all times if they wish.</p> <p>A parent/guardian must provide a written note for any student who is not to wear a face covering while in school due to medical conditions.</p>	<p>the needs of students with medical issues that make the wearing of a face covering inadvisable.</p> <p>If the PA Department of Health order should change, Keystone Oaks will require that face coverings be worn on the bus, in large group gatherings, and in transition outside of the classroom.</p> <p>Students are permitted to wear a face covering at all times if they wish.</p> <p>A parent/guardian must provide a written note for any student who is not to wear a face covering while in school due to medical conditions.</p>	<p>Coordinator of Communications & Public Relations</p>		
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Survey families with vulnerable children to gauge their intentions in returning to school in a traditional setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p>	<p>Survey families with vulnerable children to gauge their intentions in returning to school in a traditional setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p>	<p>Director of Special Education</p> <p>Director of Pupil Personnel</p> <p>Building Principal</p>		

	Reconvene IEP Meetings to adjust for special needs.	Reconvene IEP Meetings to adjust for special needs.			
Strategic deployment of staff	N/A	N/A	N/A	N/A	N/A

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
Hygiene Basics	Staff & Students	Nurse and Pandemic Coordinator	F2F/Virtual	CDC Resources		
Daily Cleaning / Deep Cleaning	Custodians / Bus Contractors	Director of Buildings, Grounds & Transportation	F2F/Virtual	CDC Resources / Cleaning Supplies		
Coordination with Local Childcare	Child Care Organizations	Coordinator of Communications & Public Relations	F2F/Virtual	Policies/Procedures		
Wellness Checks/Quarantine Procedures	Building principals, school nurses, administration	Nurse and Pandemic Coordinator	F2F/Virtual	Policies/Procedures		
Use of Face Coverings/PPE	Building principals, school nurses, administration	Nurse and Pandemic Coordinator	F2F/Virtual	Policies/Procedures Communication		

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Unique Safety Protocols for Students with Complex Needs or Vulnerable Individuals	Building Principals/Admin/Staff	Pandemic Coordinator, Director of Special Education, School Nurse	F2F/Virtual	Policies/Procedures		
Handling Sporting Activities for Recess and Physical Education Classes Consistent with the CDC Considerations for Youth Sports	Building Principals/Admin/Staff/Students	Pandemic Coordinator, Athletic Director	F2F/Virtual	Policies/Procedures		
Staggering the use of communal spaces and hallways	Building Principals/Staff/Students	Building Principals, Pandemic Coordinator	F2F/Virtual	Signs, Floor/Wall Markings Policies/Procedures Master Schedule		
Adjusting transportation practices to create social distance between students	Admin/Building Principals/Staff/Students	Director of Buildings, Grounds & Transportation, Pandemic Coordinator, Building Principals	F2F/Virtual	Policies/Procedures Master Scheduled		
Limiting the number of individuals in classrooms and other learning spaces and interactions between groups of students	Admin/Building Principals/Staff/Students	Director of Buildings, Grounds & Transportation, Pandemic Coordinator, Building Principals	F2F/Virtual	Policies/Procedures Signs, Floor/Wall Markings Master Schedule		

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Classroom / learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Building principals/Staff/Students	Director of Building, Grounds & Transportation / Pandemic Coordinator / Building Principals	F2F/Virtual	Sings, Wall/Floor Markings, Policies/Procedures, Master Schedule		
Restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms.	Building principals/Staff/Students	Director of Food Service / Building Principals	F2F/Virtual	Cleaning Supplies Master Schedule		
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	Maintenance/Custodial staff Cafeteria staff	Director of Buildings & Grounds / Director of Food Service	Virtual	Cleaning Supplies		
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and staff	School nurses, Pandemic Coordinator	Virtual	Signage and videos		
Monitoring students and staff for symptoms and history of exposure	Students and staff	School nurses, Pandemic Coordinator	Virtual	Signage and videos		
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	All building staff	Nurses, Building Principals, Pandemic Coordinator	Virtual	CDC guidance and Department of Health assistance, quarantine room		

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Returning isolated or quarantined staff, students, or visitors to school	All Building Staff	School Nurses, Pandemic Coordinator, Building Principals	Virtual, Communication with families and students	Videos, letters, school website		
Other monitoring and screening practices	Students and staff	School Nurses, Pandemic Coordinator, Building Principals	Virtual			
Unique safety protocols for students with complex needs or other vulnerable individuals	Parents and staff	School Nurse, Pandemic Coordinator, Director of Special Education	F2F/Virtual			

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	Staff, Parents, Community/Care Providers	Sarah Welch, Coordinator of Communications and Public Relations	Email, Phone, Text, Website, Social Media	7/15/2020	Ongoing
Release of Educational/Instructional Options for 20/21 School Year	Families	Sarah Welch, Coordinator of Communications and Public Relations	Email, Phone, Text, Website, Social Media	7/15/2020	7/24/2020
Virtual Q & A Regarding Health and Safety and Instruction Plans	Families	Dr. Stropkaj, Superintendent	Zoom Meeting	Tentative 7/21/2020	7/21/2020
Direct follow-up with families who did not complete Return to school Plans From	Families	Building Principals	Phone Calls	7/27/2020	7/31/2020
Release of videos explaining key components of Health and Safety Plan	Staff, Students, Families, Community/Care Providers	Sarah Welch, Coordinator of Communications and Public Relations	Website, Social Media	8/3/2020	Ongoing
Release of building-specific plans related to health and safety measures and instruction	Staff, Families	Building Principals	Email, Phone, Website, Social Media	8/10/2020	Ongoing
Release materials related to meal service	Students, Families	Sarah Welch, Coordinator of Communications and Public Relations	Email, Phone, Text, Website, Social Media	8/17/20	Ongoing

Health and Safety Plan Summary: **Keystone Oaks 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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>In Yellow & Green Phases:</p> <p>Buildings will be cleaned and disinfected prior to the start of school, and daily throughout the school year, according guidelines from OSHA and the CDC. All custodial/maintenance staff and professional staff will be trained.</p> <p>Cleaning supplies will be provided for students and/or teachers to regularly clean desks throughout the day as needed.</p> <p>Restrooms will be cleaned throughout the day, with restrooms closed on a rotating basis, where feasible. Commonly touched surfaces will be cleaned throughout the school day.</p> <p>All facilities which include but are not limited to classrooms, rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc., must be disinfected/cleaned as per CDC and/or state health guidelines.</p> <p>Water fountains will be closed to students and staff except for water bottle filling stations. Use of individual water bottles from home or disposable plastic bottles will be encouraged.</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>In the Yellow & Green Phases:</p> <p>Enrollment in distance learning, combined with more students being transported to school via personal means, will lead to fewer students being transported via school bus. The District will strive to maintain a minimum of six feet of separation (per CDC guidelines) between students and will balance class size to the extent possible. Transportation will be monitored to keep, to the fullest extent possible, no more than two students per seat. Students are required to wear masks on the buses.</p> <p>Secondary students will be served lunch in the cafeteria, gymnasium, and other large areas as feasible. All meals will be individually boxed and will be available as grab and go.</p> <p>In the Yellow Phase, elementary students will be served boxed meals in the classroom. In the Green Phase, elementary students may eat in the cafeteria if distancing is maintained. Boxed grab and go meals will be served.</p> <p>Hand sanitizer will be provided for students and staff. Elementary students are required to wash hands regularly, including before and after meal service. Secondary students are encouraged to wash hands throughout the day.</p> <p>Personal hygiene signage will be posted throughout the buildings, in multiple language.</p> <p>All sporting activities for recess and physical education classes will be handled consistent with the CDC Considerations for Youth Sports. Refer to Keystone Oaks' Athletic Return to Play Health & Safety Plan for more information.</p> <p>A procedure will be implemented for cleaning and quarantining any shared items.</p>
<p>Limiting the sharing of materials among students</p>	
<p>Staggering the use of communal spaces and hallways</p>	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	

Requirement(s)	Strategies, Policies and Procedures
<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>Following the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings. This order also has exceptions for medical reasons. Any parent who indicates that his/her child cannot wear a mask due to medical issues will sign a form indicating such. The District, under the July 1, 2020 guidelines, is not allowed to question why or what medical conditions that the child has that would prevent them from wearing a mask.</p> <p>If the PA Department of Health order should change, Keystone Oaks will require that face coverings be worn on the bus, in large group gatherings, and in transition outside of the classroom.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>In the Yellow & Green Phases:</p> <p>Keystone Oaks will implement a system where students/families and staff members will conduct a daily self-check at home for symptoms of COVID-19.</p> <p>Students/families and staff will be sent a weekly symptom check / history of exposure form.</p> <p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>The District will identify a quarantine room in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. The District will arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>The District will close off areas used by a sick person and follow CDC guidelines and/or health department guidelines before cleaning and disinfection.</p> <p>The District will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home, as well as to determine when to notify staff and families of a possible case, and to determine when a sick individual should return to the building.</p> <p>The District will continue to utilize School Messenger, a mass notification system, to keep the community informed of any changes or updates.</p> <p>The District will also update its website and social media platforms to share updates.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) 	<p>Follow the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings.</p> <p>The District will survey families with vulnerable children to gauge their intentions in returning to school in a traditional setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>The District will provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.</p> <p>The District will survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Keystone Oaks School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 14, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 14, 2020**

By:

Signature: Patricia Ann Shaw, Board President

Print: Patricia Ann Shaw, 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.