



ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Thorough an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: **Keystone Oaks School District**

Initial Effective Date: June 23, 2021

Date of Last Review:

Date of Last Revision:

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?
 - Buildings & Grounds Staff will utilize CDC guidelines to clean, sanitize, disinfect, and ventilate learning spaces, surfaces, and other areas.
 - All products used meet OSHA & CDC requirements.
 - Cleaning supplies will be provided for teachers to regularly clean desks throughout the day as needed.
 - Commonly touched surfaces will be cleaned throughout the school day.
 - Restrooms will be cleaned throughout the day, with restrooms closed on a rotating basis, where feasible.
 - 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.
 - All high touch surfaces will be disinfected regularly.
 - 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.
 - Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection.
 - Ensure custodians are trained in appropriate cleaning techniques.
 - Assess and document whether appropriate techniques are being followed.
 - All filters in mechanical systems will be changed before the start of the school year. Filters will be replaced as needed.
 - Increase circulation of outdoor air as much as possible when doing so does not pose a health and safety risk.
 - Installation of touchless faucets and flushers.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

All District students, K-12, will have access to a one-to-one device, Chromebook/laptop/iPad, supplied by the District or a device of their own. Students will utilize the devices to access Google Classroom and Google Meet to receive instruction through their personal devices.

Students will be assigned work during remote learning, found in Google Classroom, to be completed using an electronic device while also receiving instruction through both synchronous (Google Meet) and asynchronous means. Students who need supports such as special education and English as a Second Language will meet with their teachers and paraprofessionals, using the personal devices. Information regarding free Internet service will also be provided to those families who lack funds. In addition, if a student does not have access to the Internet, paper copies will be provided for all assignments.

Weekly Sample Schedules

Scenario #1: Traditional Schooling – Instruction will be delivered in-person Monday through Friday following the daily schedules for each school building and District School Calendar.

Scenario #2: Remote Learning – Instruction will be delivered through synchronous and/or asynchronous means when students must quarantine due to exposure or testing positive for COVID-19. This may take place for a single student, small groups of students, or an entire school building. If families request periods of remote instruction for their children as a result of the pandemic, this method of learning will also be used. In addition, this method of learning may be used on an as needed basis in collaboration with the student, the student's parents/guardians, building principal, other school personnel, and Central Administration.

Scenario #3: Remote Learning Due to Large Cases – In the event of large cases of COVID-19 throughout the community/state whereby an order from the State or County indicates to limit capacity in school buildings, students will alternate days of in-person instruction and synchronous instruction. Students will be assigned a group as per their last name and will attend school on the alternate days as the example describes below; when synchronous, students will use their devices to attend classes remotely. There will be equity in that the number of days that the A-L group is in-person will be the same number of days that the M-Z group is in person. As an example, if this scenario must be followed for 10 days, then A-L will have 5 days in-person and M-Z will have 5 days in-person. District Administration will always have both groups be in-person an equally number of days.

| Last Name | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------------|--------------|--------------|--------------|--------------|
| A – L | Face to Face | Synchronous | Face to Face | Synchronous | Face to Face |
| M-Z | Synchronous | Face to Face | Synchronous | Face to Face | Synchronous |

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

| ARP ESSER Requirement | Strategies, Policies, and Procedures |
|--|---|
| a. Universal and correct wearing of masks ; | <p>The District will follow guidelines, orders, etc. from the CDC, Pennsylvania Governor’s Office, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Allegheny County Health Department regarding the use of face coverings for students, staff, and visitors.</p> <p>The school nurses will provide videos on the universal and correct wearing of face coverings.</p> <p>In the event face coverings are not required as per the agencies listed above, students are permitted to wear a face covering if they wish.</p> |
| b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding); | <p>The District will follow CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding student movement throughout the buildings.</p> <p>Survey families to determine what mode of instruction students would participate in (face-to face, KO Cyber Academy), which may reduce in-person class size.</p> <p>Follow recommendations from the CDC, the PA Department of Health, and the PA</p> |

ARP ESSER Requirement**Strategies, Policies, and Procedures**

Department of Education regarding physical distancing. When feasible, assign an alternate space to larger classrooms.

Class sizes will be balanced to the maximum extent possible to.

Cafeteria - Implement standard operating procedures while taking preventative measures such as:

- 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
- 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;
- Purchase and use single-serve condiments
- Use of outdoors when feasible
- Meals will be served following the guidelines of the CDC, USDA, PA Department of Health, PA Department of Education, and the Allegheny County Health Department.

Visitors will not be permitted to enter the building without a previously scheduled appointment.

The District may continue to hold meetings virtually or via phone to the

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maximum extent possible when cases of COVID-19 have been identified in the school buildings.

All group activities will be planned in accordance with CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines. This includes activities during the school day, in the evening, and all athletic events.

District will follow CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding student movement throughout the buildings.

District will follow CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding transportation of students.

c. Handwashing and respiratory etiquette;

Teach and reinforce good hygiene measures, such as handwashing, coverings, coughs, and face coverings. This will also be reinforced through the videos created by the school nurses.

Hand sanitizing stations will be installed throughout the buildings.

Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash can in all bathrooms, classrooms, and frequently trafficked areas.

d. Cleaning and maintaining healthy

A cleaning and/or quarantining procedure will be put into place for any shared items,

| ARP ESSER Requirement | Strategies, Policies, and Procedures |
|---|---|
| <p>facilities, including improving ventilation;</p> | <p>including toys, scissors, materials, manipulatives, books, computers, etc.</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. Students are encouraged not to share containers.</p> <p>The District will supply water to student athletes during sporting events, practices, etc. Student-athletes are encouraged to bring their own water and are not to share containers.</p> |
| <p>e. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</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>The District will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.</p> |
| <p>f. Diagnostic and screening testing;</p> | <p>Encourage students/families and staff members to conduct a daily self-check at home for symptoms of COVID-19, in</p> |

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g. Efforts to provide [vaccinations to school communities](#);

accordance with the PA Department of Health Symptom Monitoring Tool.

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.

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.

Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.

Staff and students must stay home if they are sick.

Identify a space in each school to separate anyone who exhibits COVID-19 symptoms.

School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.

Arrange for the transport of anyone who is sick to go home or to a healthcare facility.

The District will collaborate with the school doctor.

Vaccine clinics have been held and will continue to be held in collaboration with local health providers. These clinics will be open to the students, staff,

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h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and

i. Coordination with state and local health officials.

parents/guardians, and the community at large.

While vaccination clinics we be held, vaccinations will not be required to attend school unless the District is required to make such a mandate per the orders from the PA Governor’s Office, PA Department of Health, PA Department of Education, and/or Allegheny County Health Department.

PPE will be provided to vulnerable students as appropriate.

The teachers will collaborate with families of students with disabilities and will make appropriate accommodations on an as needed basis.

The District will follow the guidelines of the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Allegheny County Health Department.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Keystone Oaks School District** reviewed and approved the Health and Safety Plan on **Tuesday, June 22, 2021**.

The plan was approved by a vote of:

9 Yes
0 No

Affirmed on: **June 22, 2021**

By:



(Signature* of Board President)

Theresa Lydon

(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.