



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: (Allentown 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)
Thomas Parker	Superintendent	Plan Development
Dr. Lucretia Brown	Deputy Superintendent	Plan Development/Response Team/ Pandemic Coordinator
Jen Ramos	Deputy Superintendent	Plan Development/Response Team
Anthony Pidgeon	Executive Director, Human Resources	Plan Development/Response Team

Melissa Smith	Executive Director, School Improvement	Plan Development/Response Team
Will Seng	Executive Director, Middle School	Plan Development/Response Team
Brandy Sawyer	Executive Director, Secondary	Plan Development/Response Team
Brian Siket	Executive Director, Special Education	Plan Development/Response Team
Tiffany Polek	Director of Student Services	Plan Development/Response Team
Jen Bryant	Director of Literacy	Plan Development/Response Team
Katie Gill	Director of ESOL	Plan Development/Response Team
Tom Smith	Director of Facilities	Plan Development/Response Team
Andrea Stock	Director of Food Services	Plan Development/Response Team
Takecia Saylor	Assistant to the Superintendent, Technology	Plan Development/Response Team
Dr. Kurt Berbaum	Director of Assessment/Accountability	Plan Development/Response Team
Keith Falko	Director of Operations	Plan Development/Response Team
Melissa Reese	Communications Manager	Plan Development/Response Team

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?
All potential touch surfaces including floors, tables, counters, desktops, doorknobs, switch plates, railings, kitchen and cafeteria furnishings, and bathroom fixtures will be aggressively cleaned and disinfected. All contact areas of the buildings have been cleaned multiple times since re-entry has been authorized. Disinfection procedures will be done with a disinfectant/cleaner, 3M™ Quat Disinfectant Cleaner Concentrate (5H) – EPA registration # 6836-78-10350. Any other disinfection agents needed for school procedures will meet the criteria defined in the U.S. EPA’s “Emerging Pathogen Policy specific to COVID-19” – “List N”. The schools were generally vacant for several months, so any COVID-19 virus on surfaces other than those recently touched since re-entry was authorized, would have died out. Only surfaces touched recently by a minimal number of staff (primarily custodial and maintenance) have any potential to harbor COVID virus and these surfaces are virtually all high contact surfaces that will be or already have been cleaned several times prior to re-opening.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
The standard yearly supply bidding process is expected to provide a more than adequate volume of required disinfection products. However, as with any previous supply shortfalls, the district has additional multiple vendor sourcing in place to provide any additional supplies needed
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
Major cleaning and sanitizing will occur on a daily basis and will include wiping and fine mist spraying of the 3M 5H product for larger coverage areas. Recommended contact times for the disinfecting products will be followed (for 3M 5H – 10 min. is recommended). Primary cleaning and disinfection will be directed toward common contact surfaces. Depending on the classroom scenario, students may remain in the classroom and the teachers will move from room to room for a specific subject in a given room. This will require only the teachers desk and immediate contact area to be disinfected for each class period. The teacher would bring their own laptop computer and other needed materials with them and take them along when the class period was over. At the end of the day the entire classroom will be disinfected. Bathrooms will be sanitized periodically during the day and frequent handwashing will be recommended at a minimum at the start of each class and as needed during classes.

All HVAC systems will be operational on a continuous flow basis to provide dilution and air exchange (exhaust fans in gang bathrooms or individual classroom bathrooms will be on as well to increase air exchange). Fresh air introduction will be maximized for dilution as well and will be monitored to prevent humidity issues inside the buildings. One of the earliest ideas that helped improve air quality in factories was “dilution is the solution to pollution” it applies here as well, if COVID-19 is considered a “pollutant”.

The district has approximately 250 roof top HVAC units and their cleaning and filter maintenance is contracted to McClure Co.®, the cooling chillers are controlled by Johnson Controls® and maintained, cleaned and sanitized by Proasys®. All individual room unit ventilators are maintained by District maintenance personnel.

All HVAC maintenance follows ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers) recommended guidelines modified by local climate requirements (for example some filter replacement may be needed more frequently than ASHRAE recommends).

- What protocols will you put in place to clean and disinfect throughout an individual school day?
Throughout the school day, custodial staff will be circulating and wiping down high contact surfaces with disinfectant (3M 5H) from spray bottles. All custodial staff will have available at all times a spray container of 3M 5H and clean rags for use as follows: If a custodian is asked to empty a trash can in a bathroom on the other side of the building they will use this opportunity to wipe high contact points (railings, doorknobs, switch plates, etc.) all along the way to the requested task. On the way back they will take a different route (different floor or different hallway) and wipe high contact points all along the way back to their office area.
- 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?
Custodial and maintenance staff and other stakeholders other than custodial and maintenance that may supply limited supplemental cleaning and sanitizing efforts would be provided with instruction for any methods they would be asked to use. These personnel would also be supplied with cleaning and sanitizing supplies. Training for custodial and maintenance staff will be provided on July 13 and 14, 2020, and will include Bloodborne Pathogen Awareness training with a COVID-19 segment. At

that time additional training will be provided on Asbestos Awareness and Right to Know/GHS. Testing will be performed to determine attendee understanding of the presented material.

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>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use.</p> <p>Daily cleaning and disinfection will be directed toward common contact surfaces, including floors, tables, counters, desktops, doorknobs, switch plates, railings, water fountains, kitchen and cafeteria furnishings, restroom fixtures and will occur during school hours.</p> <p>Primary daily cleaning, sanitizing and disinfecting of learning spaces, restrooms and health rooms will occur after school hours.</p> <p>Plastic and metal playground equipment, particularly high-touch surfaces such as railings, handles, etc., will be cleaned and disinfected frequently and routinely over the course of each day.</p>	<p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use.</p> <p>Daily cleaning and disinfection will be directed toward common contact surfaces, including floors, tables, counters, desktops, doorknobs, switch plates, railings, water fountains, kitchen and cafeteria furnishings, restroom fixtures and will occur during school hours.</p> <p>Primary daily cleaning, sanitizing and disinfecting of learning spaces, restrooms and health rooms will occur after school hours.</p> <p>Plastic and metal playground equipment, particularly high-touch surfaces such as railings, handles, etc., will be cleaned and disinfected frequently and routinely over the course of each day.</p>	<p>Thomas Smith, Director of Facilities</p>	<p>3M™ Quat Disinfectant Cleaner Concentrate (5H) – EPA registration # 6836-78-10350. Any other disinfection agents needed for school procedures will meet the criteria defined in the U.S. EPA's "Emerging Pathogen Policy specific to COVID-19" – "List N".</p> <p>All District Staff will be responsible to disinfect as required</p> <p>Custodial and maintenance staff and other stakeholders other than custodial and maintenance that may supply limited supplemental cleaning and sanitizing efforts would be provided with instruction for any methods they would be asked to use. These personnel would also be supplied with cleaning and sanitizing supplies.</p>	<p>Y</p>

	<p>Disinfection procedures will be done with a disinfectant/cleaner, 3M™ Quat Disinfectant Cleaner Concentrate (5H) – EPA registration # 6836-78-10350. Any other disinfection agents needed for school procedures will meet the criteria defined in the U.S. EPA’s “Emerging Pathogen Policy specific to COVID-19” – “List N”.</p> <p>Custodial/Maintenance PPE -masks, gloves. -Maintenance and custodial staff will be required to wear proper PPE for each daily task -all staff will receive training on how to properly apply and remove PPE -gloves will be changed frequently throughout the workday.</p> <p>Depending on the classroom scenario, students may remain in the classroom and the teachers will move from room to room for a specific subject in a given room. This will require only the teacher’s desk and immediate contact area to be disinfected for each class period. After school hours, the entire classroom will be disinfected.</p>	<p>Disinfection procedures will be done with a disinfectant/cleaner, 3M™ Quat Disinfectant Cleaner Concentrate (5H) – EPA registration # 6836-78-10350. Any other disinfection agents needed for school procedures will meet the criteria defined in the U.S. EPA’s “Emerging Pathogen Policy specific to COVID-19” – “List N”.</p> <p>Custodial/Maintenance PPE -masks, gloves. -Maintenance and custodial staff will be required to wear proper PPE for each daily task -all staff will receive training on how to properly apply and remove PPE -gloves will be changed frequently throughout the workday.</p> <p>Depending on the classroom scenario, students may remain in the classroom and the teachers will move from room to room for a specific subject in a given room. This will require only the teacher’s desk and immediate contact area to be disinfected for each class period. After school hours, the entire classroom will be disinfected.</p>			
Other cleaning, sanitizing, disinfecting, and	All HVAC systems will be operational on a continuous flow basis to provide dilution and air	All HVAC systems will be operational on a continuous flow basis to provide dilution and air	Thomas Smith, Director of Facilities	The district has approximately 250 roof top HVAC units and	N

<p>ventilation practices</p>	<p>exchange. Fresh air introduction will be maximized for dilution as well and will be monitored to prevent humidity issues inside the buildings.</p> <p>All HVAC maintenance follows ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers)</p> <p>Windows will be opened in areas where HVAC system is not capable of outside air transfer</p>	<p>exchange. Fresh air introduction will be maximized for dilution as well and will be monitored to prevent humidity issues inside the buildings.</p> <p>All HVAC maintenance follows ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers)</p> <p>Windows will be opened in areas where HVAC system is not capable of outside air transfer</p>		<p>their cleaning and filter maintenance is contracted to McClure Co. ®, the cooling chillers are controlled by Johnson Controls ® and maintained, cleaned and sanitized by Proasys ®. All individual room unit ventilators are maintained by District maintenance personnel.</p>	
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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:** Each Building principal has been supplied with a graphic schematic of a classroom layout with 6 feet of social distancing between student desks. This layout reduces an average 832 square foot classroom to a capacity of 16 students maximum. Additionally, principals have been instructed to plan for approximately 100

sq. ft of space per student. Overall populations with communal spaces will be drastically reduced to accommodate the 6 foot of distance rule. Weather permitting, outdoor space will be utilized where appropriate. Given the fact the district is basically landlocked, the lack of safe outdoor space for all students contributed to the decision to open virtually. All staff will be trained on health and safety protocols. Additionally, Security Staff have been identified as District Health Ambassadors and will support all staff and students with redirection when there is a lapse in adherence to District health and safety protocols. Once buildings reopen transportation seating will be adjusted to adapt to CDC and PDE transportation guidelines. Lastly, post training surveys will be used to identify gaps and opportunities for additional. Washing hands intervals for students and teachers throughout the day. Elementary seems feasible to allow for hand washing time, Middle school seems feasible, HS is more challenging due to the size and numbers of students. During certain periods of the day, allow the class to go to restroom and wash hands (maybe once in the morning and once in the afternoon – is this enough) .

- ?All stakeholders trained on protocols. Training will be provided over the summer or during the first three days of in-service for teachers. Training for students will occur during the first day of school (video training for students sent out to parents for students to watch before returning to school)
- What curriculum/core will be used for blended/scaffolded learning? Do we provide Edgenuity for all students at the MS-HS level to ensure all students are getting instruction whether we are virtual or in-person, alongside the use of Google Classroom and/or other platforms to ensure instruction is happening even when students are not in the building.

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>ASD will offer a full time virtual option for students who wish to continue online learning.</p> <p>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible (16 students in each classroom). This plan may require 4 days of in person instruction, to allow for one day of full virtual instruction and deep cleaning of buildings.</p> <p>Master schedules can be split into a group A/B. At MS and Elem level, option to have teachers move to keep students in the same classroom.</p> <p>* Focus on at risk IEP and EL students first. Targeted ELs should include Level 1 – 3.0 students. All self contained IEP students return.</p> <p>The Newcomer Academies can help with this type of re-opening plan with smaller class sizes to accommodate social distancing.</p> <p>Reduce excess furniture, limit/elminate communal storage,</p>	<p>ASD will offer a full time virtual option for students who wish to continue online learning.</p> <p>Consider flipped schedules that include alternating groups of students attending one week face-to-face and the next week online. This plan may require 4 days of in person instruction, to allow for one day of full virtual instruction and deep cleaning of buildings. Option to bring in K-8 to buildings, 9-12 full time virtual</p> <p>Focus on at risk IEP and EL students first. Targeted ELs should include Level 1 – 3.0 students. All self contained IEP students return. Lowest performing academics (15%)</p> <p>The Newcomer Academies can help with this type of re-opening plan with smaller class sizes to accommodate social distancing.</p> <p>Implications on cyber learning - large amounts of students will be in cyber learning, and per building will adjust to full time cyber teachers.</p>	<p>ESOL Dept, Building Admin and Virtual Team</p>	<p>Staff: ESL and classroom/content teachers</p>	<p>N</p>

	student partitions (trifolds), windows open whenever possible				
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>No assemblies or events with more than 25 people.</p> <p>Elementary - cafeteria usage must not exceed 50% capacity, building decision</p> <p>MS & HS - Grab and go breakfast and lunch, delivered to and eaten in the classroom. Staff would clean after lunch, not custodial</p>	<p>No assemblies or events with more than 25 people.</p> <p>Elementary - cafeteria usage must not exceed 50% capacity, building decision</p> <p>MS & HS - Grab and go breakfast and lunch, delivered to and eaten in the classroom. Staff would clean after lunch, not custodial</p>	<p>Building Leader</p> <p>Cafeteria Paras</p>	Signage, directional arrows, floor markers	N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>Masks - required</p> <p>Provide hand sanitizer & cleaning supplies in the rooms for teachers for classroom use</p> <p>Build in handwashing times by building</p>	<p>Masks - required</p> <p>Provide hand sanitizer & cleaning supplies in the rooms for teachers for classroom use</p> <p>Build in handwashing times by building</p>	<p>ASD Health Ambassador</p> <p>Classroom Teachers</p> <p>Building Leader</p>	Hand sanitizer, access to bathroom throughout the day	N
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs			Building Leader		
* Identifying and restricting non-essential visitors and volunteers	<p>No non-essential visitors / volunteers to school buildings.</p> <p>In the case of parent pick up, student must be escorted out of the building to the parent, parent</p>	<p>No non-essential visitors / volunteers to school buildings.</p> <p>In the case of parent pick up, student must be escorted out of the building to the parent, parent</p>	<p>Health Ambassadors</p> <p>Building Principals</p>	Signage	Y

	cannot go to health room, main office etc. Any visitors must be wearing a mask and hand sanitize upon entry. ID verification process must be followed.	cannot go to health room, main office etc. Any visitors must be wearing a mask and hand sanitize upon entry. ID verification process must be followed.			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	See Athletic Safety Plan Full time virtual students and students who are home on virtual learning days can participate in athletics (as long as they pass health screening outlined in athletic safety plan and attendance is verified) Gym Class - virtual online for all MS & HS students IEP - Health class through Unique fitness log Recess - building level decision, no mixing of classrooms, spread students in different sections of the building outside. Limit shared equipment.	See Athletic Safety Plan Full time virtual students and students who are home on virtual learning days can participate in athletics (as long as they pass health screening outlined in athletic safety plan and attendance is verified) Gym Class - virtual online for all MS & HS students IEP - Health class through Unique fitness log Recess - building level decision, no mixing of classrooms, spread students in different sections of the building outside. Limit shared equipment.	Director of Operations Building Principals Athletic Directors	See Athletic Safety Plan	Y
Limiting the sharing of materials among students	Every child must have their own chromebook - use digital learning platforms whenever possible Teachers should sanitize shared items (textbooks, headphones, etc) between use.	Option for Related arts to be online Related arts spaces may be used for classroom space to max social distancing Consider virtual science 9-12; this will help to ensure that any potential staffing issue is	Executive Directors Middle School Secondary and Alt Ed Directors Literacy, Student Service, Special Education, ESOL	Individual student supplies Storage containers	N

	<p>Keep student belongings separated and labeled - building level discretion</p> <p>Library /Related arts - building level discretion Elem - on a cart, front facing books, look with your eyes - follow public Library guidance (let books sit for 72 hours then sanitize before returning to shelf)</p> <p>MS & HS - best practices for computer lab, band / music, art rooms etc.</p>	addressed; labs can be done virtually	Building Principals		
Staggering the use of communal spaces and hallways	<p>Staggering the use of communal space Two-way traffic movement</p> <p>Use of communal areas as s and hallways</p>	<p>HS - Core subjects in pods, concern with science due to certifications</p> <p>MS - Need reduced number of students in buildings; move teachers and not students</p> <p>Elem -</p>	Building Principals	Signage, directional arrows	Y
Adjusting transportation schedules and practices to create social distance between students	Modified occupancy rosters	Modified occupancy rosters	<p>Director of Operations</p> <p>Transportation Manager</p>	N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Limit classroom occupancy to 16 for average classroom of 838 sq. ft.</p> <p>Larger spaces will use rule of 100 sq. ft per student.</p>	<p>Limit classroom occupancy to 16 for average classroom of 838 sq. ft.</p> <p>Larger spaces will use rule of 100 sq. ft per student.</p>	<p>Building Principals</p> <p>Health Ambassadors</p>	N/A	N

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Bi-monthly meetings held to address all child care centers within the ASD city limits to communicate on transportation, meal distribution, and the provision of appropriate learning space for students in while attending childcare center	Bi-monthly meetings held to address all child care centers within the ASD city limits to communicate on transportation, meal distribution, and the provision of appropriate learning space for students in while attending childcare center	Office of Family and Community Engagement	N/A	N
Other social distancing and safety practices					

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: We will have staff and families do a daily at-home symptom screening assessment each morning prior to coming to work/school. Staff/students who exhibit symptoms must stay home and follow CDC Guidance. Staff who are ill should stay home. Staff will report to their supervisor. Families can report symptoms or illness using the following methods: calling the office and leaving a message, COVID dedicated school email address, Let's Talk, school app or upon return. Temperature screening will not be required. However, it can be done in the health room on an as need or requested basis.

Staff will notify their supervisor or will be notified by their supervisor or HR if they need to be quarantined for the following reasons: Close contact with a person with Covid-19 who has been diagnosed, are waiting for test results or have symptoms of Covid-19. Schools have an identified separation area(s) in their building and take student monitoring into consideration in addition to the possibility of multiple students who need to be separated. All staff/student need to wear a mask and the area needs to be sanitized following their departure. Items to consider: Consider transportation for those that can't be picked up. The building principal/supervisor in collaboration with the nurse will make all decisions regarding separation/isolation of staff and students. Consult HR for staff and Student Services for students.

In order for students and staff to return to school from isolation or quarantine, ASD will follow the guidance set forth by the CDC that is noted in our district protocol document. Those who are unable or uncomfortable to return to work will need to provide documentation from their doctor and report it to their supervisor and HR to determine next steps. Students will be required to show evidence of the date of their positive test to determine their return date based on guidance from the PA DOH and the CDC. Students who are unable or uncomfortable to return can be set up virtually to continue through distance learning.

Families will be notified of confirmed staff or students in a timely manner by their supervisor via letter and school messenger if necessary, based on a case by case review in collaboration by The Allentown Health Bureau. Any changes to the Health and Safety Plan will be communicated to parents using School Messenger, email, social media and building based communication platforms.

All Building and Central Office Administrators will be trained on protocols for mitigation and monitoring staff/student health. PD will be provided prior to the return of school. Preparedness to implement as a result of the training will be measured using a staff survey following the training.

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)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> Self-Assessment Checks Temperature Checks in the HR on an as need basis. Potential self-temp check station. 	<ul style="list-style-type: none"> Self-Assessment Checks Temperature Checks in the HR on an as need basis. Potential self-temp check station. 	Building Principal	<ul style="list-style-type: none"> Temporal Thermometers Self-Assessment for staff and students 	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An separation room identified in each building.	An separation room identified in each building.	Building Principal	<ul style="list-style-type: none"> Protocol for contacting families. Separation Room protocol. 	Y
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> Follow CDC Guidance Administrators work in collaboration with HR, Student Services and the Allentown Health Bureau.	<ul style="list-style-type: none"> Follow CDC Guidance Administrators work in collaboration with HR, Student Services and the Allentown Health Bureau.	Building Principal Ex. Dir. Of HR Dir. Of Student Serv.	CDC Guidance PA Dept. of Health AHB	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Notification will be sent via email, letter and school messenger and shared on the district site and social media.	Notification will be sent via email, letter and school messenger and shared on the district site and social media.	Building Principal Ex. Dir. Of HR Dir. Of Student Serv. Dr. Brown		N
Other monitoring and screening practices	Visual Screening	Visual Screening			

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: Procedures related to proper Health and Safety protocol are developed at the cabinet level and distributed out through HR for Staff and Building principals for students and families. In addition to direct emails and social media blasts two areas have been added to the school website entitled Opening of Schools for Students and Families as well as Opening of Schools for Staff. This includes messaging on the following wearing of masks, reporting COVID 19 exposure, screening or self-assessments. With regard to high quality instruction, the District will continue to offer live virtual trainings, and prerecorded training that all instructional staff have access to through the new Staff Learning Management System. Students will have access to all courses through digital education platforms that are listed under the Opening of Schools tab on the website as well as the Virtual Campus Parent University web page under Digital Learning Platforms. ESS, the substitute provider, will partner with the District to ensure substitute teachers have access to training sessions prerecorded and led by internal instructional staff to support substitute teacher efficacy. Social emotional wellness will be addressed through guidance developed by the Virtual Campus Social Emotional and Wellness Principal Working group. Led by this team both intervention in small virtual breakout sessions as well as partner interventions (Communities in Schools) who have tailored their model to provide integrated student supports through alternative means.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Case by case basis collaboration between HR, Academics, SPED, and Student Services,	Case by case basis collaboration between HR, Academics, SPED, and Student Services,	ED HR Director of Student Services	District protocol acknowledgement	N
* Use of face coverings (masks or face shields) by all staff	Mandatory	Mandatory	ED HR ASD Health Ambassadors	District provided masks And face shields, or personal masks and face shields	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	Mandatory	Mandatory	ASD Health Ambassadors Building Leaders Classroom Teachers	District provided masks or personal masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Mandatory, case by case	Mandatory, case by case	Student Services (Nurses) SPED Building Leaders	Case by case basis	N
Strategic deployment of staff	Based on student numbers within buildings staff will be reallocated to support adherence to District Health and Safety protocols	Based on student numbers within buildings staff will be reallocated to support adherence to District Health and Safety protocols	ED HR Building Leaders	Building Level Reopening plans (Blended or Hybrid) Building Readiness Assessment	

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
ASD Disinfecting and Sanitization Process	Custodians, Teachers	Facilities	Live and recorded	Classroom disinfectant	September	ongoing
COVID 19 Basics	All Staff	HR	Safe Schools	PPE	September	ongoing
ASD Health Ambassador Training	Security Staff	HR	Live and Recorded	N/A	September	ongoing
Virtual Instruction PD	Instructional Staff	Academics	Live and recorded	Zoom Educator Licenses	July	ongoing

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety PPE Acquisition	Families and Communities	Communications Manager	Website, email, Parent working Groups, social media	July 2020	ongoing
Staff Health and Safety Survey	All Staff	Communications Manager	Website, email, town hall	July 2020	ongoing
Reopening Of Schools Zoom Updates	Community Partners, Childcare centers, local legislators	Superintendent's Office	Zoom meetings	July, 2020	ongoing
Staff Working and Processing Groups	Teachers, paras, parent liaisons	Pandemic Committee	Zoom, emails, socially distanced in-person meetings	July, 2020	ongoing
School Board of Directors Updates	Board and Community	Superintendent's Office	Public meetings (bi monthly)	June 29, 2020	ongoing

Health and Safety Plan Summary: ALLENTOWN SCHOOL DISTRICT

Anticipated Launch Date: **(NOVEMBER, 2020 IN-PERSON LEARNING)**

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>	

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Based on the recommendations from the CDC (Center for Disease Control) ASD has made the following purchases to ensure we are able to follow health & safety protocols when schools open in the fall. This information is available to the public on our website: https://bit.ly/3k6gvls</p> <ul style="list-style-type: none"> • Foaming hand soap and hand sanitizer have been purchased to increase hygiene best practices for students and staff. • Signage has already been posted in highly visible locations at all buildings to encourage social distancing and promote every day protective measures.

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</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> <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>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Students and staff will be monitored for symptoms and history of exposure using the Symptom Screening Tool</p> <p>Students staff or visitors will follow the quarantine / isolation protocol.</p> <p>Returning isolated or quarantined staff will follow the Exclusion and Return to School Guidance Protocol.</p>

Requirement(s)	Strategies, Policies and Procedures
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	

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) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff 	<p>While students learn in a virtual setting for the first quarter, some staff will have the option of teleworking depending on their position in the district. Positions that have the option to telework will follow ASD's Work from Home Procedure.</p> <p>When in the buildings, face coverings are required for all adults. (masks/shields). The district has already invested in 20,000 washable masks for staff and students.</p> <p>Wednesdays will be used to perform deep cleaning in all buildings. Limited staff may enter the buildings on M/T or Th/F and the number of staff cannot exceed 50% of building total. All staff that is coming into buildings will need to use the sign in and self reporting form.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(Allentown School District)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(July 23, 2020)**.

The plan was approved by a vote of:

 X Yes

 No

Affirmed on: **(July 23, 2020)**

By:

(Signature of Board President)*

Sara J. Brace

(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.