

# Ephrata Area School District Phased School Reopening Health and Safety Plan

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions advance. 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 document 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, D.C.*

## Health and Safety Plan: EPHRATA AREA SCHOOL DISTRICT

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

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

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Brian Troop	Administrator	Pandemic Coordinator
Dr. Richard Hornberger	Administrator	Plan Development and Response Team
Dr. Jacy Clugston Hess	Administrator	Plan Development and Response Team

Dr. Scott Galen	Administrator	Health and Safety Plan Development
Mr. Peter Kishpaugh	Administrator	Health and Safety Plan Development
Dr. Kevin Deemer	Administrator	Health and Safety Plan Development
Mr. Josh McCracken	Administrator	Health and Safety Plan Development
Ms. Laura Jordan	Administrator	Health and Safety Plan Development
Dr. Tim McCormick	Administrator	Health and Safety Plan Development
District Families (via survey)	Students and Families	Health and Safety Plan Development
Mrs. Heidi Kuska	Nursing Department Supervisor	Health and Safety Plan Development
Ms. Susan Summers-Steffy	Administrator	Health and Safety Plan Development
Mrs. Kristee Reichard	Business Manager	Health and Safety Plan Development
Mr. Stephen Goss	Instrumental Music Teacher	Health and Safety Plan Development
Mr. Daniel Delaney	Department Supervisor	Health and Safety Plan Development
Mr. Bryan Redcay	Director of Facilities and Maintenance	Health and Safety Plan Development

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary

should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the 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:**

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Buses will be cleaned between each run.</p> <p>All schools will be disinfected by using electrostatic sprayers, allowing a 10-minute set up time and then wiped down with clean water. This will be done by custodians in all classrooms, M-F nights and on weekends as needed.</p> <p>Locker rooms and hallways will be done in the same manner.</p> <p>All bathrooms will be cleaned twice during each school day.</p> <p>Bottle-filler water fountains will be installed throughout all schools.</p>	<p>Buses will be cleaned between each run.</p> <p>All schools will be disinfected by using electrostatic sprayers, allowing a 10-minute set up time and then wiped down with clean water. This will be done by custodians in all classrooms, M-F nights and on weekends as needed.</p> <p>Locker rooms and hallways will be done in the same manner.</p> <p>All bathrooms will be cleaned twice during each school day.</p> <p>Bottle-filler water fountains will be installed throughout all schools.</p>	<p>Director of Facilities and Maintenance; Building Head Custodians</p>	<p>Electrostatic sprayers and bottle-filler water fountains</p>	<p>Yes</p>

<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>All buildings will be cleaned with an approved disinfectant cleaner.</p> <p>High-touch points will be cleaned and disinfected several times a day.</p> <p>Outside air dampers in occupied areas of buildings will be opened to bring in fresh air while still being able maintain a comfortable temperature.</p> <p>The “occupied” mode time on HVAC systems will be extended to increase air circulation.</p> <p>All HVAC unit coils and filters have been cleaned. Units will be monitored daily.</p> <p>Hallways, restrooms, classrooms, and all offices will be treated daily with an electrostatic sprayer and disinfectant.</p> <p>Hand sanitizer dispensers have been installed in classrooms for grades 5-12. Teachers in grades K-4 will administer the use of hand sanitizer.</p> <p>Playgrounds will be disinfected every morning.</p>	<p>All buildings will be cleaned with an approved disinfectant cleaner.</p> <p>High-touch points will be cleaned and disinfected several times a day.</p> <p>Outside air dampers in occupied areas of buildings will be opened to bring in fresh air while still being able maintain a comfortable temperature.</p> <p>The “occupied” mode time on HVAC systems will be extended to increase air circulation.</p> <p>All HVAC unit coils and filters have been cleaned. Units will be monitored daily.</p> <p>Hallways, restrooms, classrooms, and all offices will be treated daily with an electrostatic sprayer and disinfectant.</p> <p>Hand sanitizer dispensers have been installed in classrooms for grades 5-12. Teachers in grades K-4 will administer the use of hand sanitizer.</p> <p>Playgrounds will be disinfected every morning.</p>	<p>Director of Facilities and Maintenance; Building Head Custodians</p>	<p>Hand sanitizer dispensers and disinfectant wipes</p>	<p>Yes</p>
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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)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices (continued)</b>	<p>A hand sanitizer station will be in each entrance way and classroom in all buildings.</p> <p>Disinfectant wipes will be located at each copier and in computer labs.</p> <p>All sink areas in classrooms will have soap dispensers.</p>	<p>A hand sanitizer station will be in each entrance way and classroom in all buildings.</p> <p>Disinfectant wipes will be located at each copier and in computer labs.</p> <p>All sink areas in classrooms will have soap dispensers.</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:**

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>The social distance of at least six (6) feet will be the target while a lesser distance is acceptable if six (6) feet is not achievable to meet the needs of students.</p> <p>There will be a minimum spacing of three (3) feet, the social distancing recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infections via the droplet spread of coughs and sneezes.</p> <p>When less than the current legally required distance is possible, face coverings will be used.</p>	<p>The social distance of at least six (6) feet will be the target while a lesser distance is acceptable if six (6) feet is not achievable to meet the needs of students.</p> <p>There will be a minimum spacing of three (3) feet, the social distancing recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infections via the droplet spread of coughs and sneezes.</p> <p>When less than the current legally required distance is possible, face coverings will be used.</p>	<p>Assistant Superintendents and Building Principals</p>	<p>Extra cafeteria tables, classroom desks, and chairs</p>	<p>Yes</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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Bagged breakfast and lunch will be available for all students regardless of Instructional Delivery Mode.</p> <p>Breakfast will be available to students upon arrival and will be eaten in the classroom.</p> <p>Families of students in Online Learning will pick up meals in a grab-and-go fashion.</p> <p>Students will take home meals for the days when they are learning at home.</p> <p>Specific direction on students with allergies will be provided at the building level depending upon the student's allergy, age, and context of lunch classroom.</p>	<p>Bagged breakfast and lunch will be available for all students regardless of Instructional Delivery Mode.</p> <p>Breakfast will be available to students upon arrival and will be eaten in the classroom.</p> <p>Families of students in Online Learning will pick up meals in a grab-and-go fashion.</p> <p>Students will take home meals for the days when they are learning at home.</p> <p>Specific direction on students with allergies will be provided at the building level depending upon the student's allergy, age, and context of lunch classroom.</p>	<p>Director of Food Service</p>	<p>Lunch boxes, classroom cleaning supplies, and potential additional Food Service staff</p>	<p>No</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>The last five (5) minutes of any class that requires students to change classrooms will include hand washing and surface disinfecting with District-provided cleaning supplies.</p> <p>Disinfectant wipes and sprays will be used to clean touch points and countertop areas.</p>	<p>The last five (5) minutes of any class that requires students to change classrooms will include hand washing and surface disinfecting with District-provided cleaning supplies.</p> <p>Disinfectant wipes and sprays will be used to clean touch points and countertop areas.</p>	<p>Director of Facilities and Maintenance</p>	<p>Disinfectant wipes and sprays</p>	<p>No</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><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be posted in high traffic areas and online displaying the location-specific expectations regarding everyday protective measures and how to stop the spread of germs. These messages will be promoted digitally on the District website and through social media.</p>	<p>Signs will be posted in high traffic areas and online displaying the location-specific expectations regarding everyday protective measures and how to stop the spread of germs. These messages will be promoted digitally on the District website and through social media.</p>	<p>Director of Community Relations; Nursing Department Supervisor</p>	<p>Signage</p>	<p>No</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>The number of visitors will be significantly reduced and monitored.</p> <p>Drop-off boxes and tables will be utilized within each building office.</p> <p>Meetings with parents and outside partners will be conducted digitally whenever possible.</p>	<p>The number of visitors will be significantly reduced and monitored.</p> <p>Drop-off boxes and tables will be utilized within each building office.</p> <p>Meetings with parents and outside partners will be conducted digitally whenever possible.</p>	<p>Office staff at each location</p>	<p>Drop-off boxes for each building office</p>	<p>No</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><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Recess will be conducted by classroom for grades K-6 and will take place in designated areas.</p> <p>Students will wash hands before and after recess each day.</p> <p>Outdoor equipment will be disinfected daily.</p> <p>Physical Education courses will be conducted using the following guidance when possible:</p> <ul style="list-style-type: none"> <li>• Utilize individual equipment</li> <li>• Utilize outdoor spaces (weather permitting)</li> <li>• Utilize multiple class spaces (gym, weight room, health room)</li> <li>• Equipment that can be disinfected between classes will be used.</li> </ul>	<p>Recess will be conducted by classroom for grades K-6 and will take place in designated areas.</p> <p>Students will wash hands before and after recess each day.</p> <p>Outdoor equipment will be disinfected daily.</p> <p>Physical Education courses will be conducted using the following guidance when possible:</p> <ul style="list-style-type: none"> <li>• Utilize individual equipment</li> <li>• Utilize outdoor spaces (weather permitting)</li> <li>• Utilize multiple class spaces (gym, weight room, health room)</li> <li>• Equipment that can be disinfected between classes will be used.</li> </ul>	<p>Building Principal and Instructional Staff Members</p>	<p>Playground markers and cones</p>	<p>Yes</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible.</p>	<p>Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible.</p>	<p>Building Principal and Instructional Staff Members</p>	<p>Cleaning supplies for these areas and equipment</p>	<p>No</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><b>Staggering the use of communal spaces and hallways</b></p>	<p>Hallways and common spaces will be used in a limited manner when possible.</p> <p>Students will be required to wear face coverings when using hallways or any other common area when maintaining the legally required amount of social distance is not achievable.</p> <p>If locker rooms need to be used, the Physical Education teacher will supervise entry, allowing only a designated number of students to enter at a time and using a limited number of well-spaced lockers. Other students will wait outside the locker room door.</p>	<p>Hallways and common spaces will be used in a limited manner when possible.</p> <p>Students will be required to wear face coverings when using hallways or any other common area when maintaining the legally required amount of social distance is not achievable.</p> <p>If locker rooms need to be used, the Physical Education teacher will supervise entry, allowing only a designated number of students to enter at a time and using a limited number of well-spaced lockers. Other students will wait outside the locker room door.</p>	<p>Building Principal, Physical Education teachers, and Head Coaches for athletic teams</p>	<p>N/A</p>	<p>No</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><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Parents will sign-off on their transportation selection for options that include on-site instruction and extracurricular activities.</p> <p>Depending upon the length of the bus ride and the ability to provide the legally required amount of social distance, there may be situations where face coverings are not required while riding on the bus. This exception will be determined by District administration.</p> <p>Face coverings will be worn while boarding and departing the bus.</p> <p>Bus seats will be numbered and assigned for each route.</p> <p>Bus drivers may wear face coverings while students are boarding and departing.</p>	<p>Parents will sign-off on their transportation selection for options that include on-site instruction and extracurricular activities.</p> <p>Depending upon the length of the bus ride and the ability to provide the legally required amount of social distance, there may be situations where face coverings are not required while riding on the bus. This exception will be determined by District administration.</p> <p>Face coverings will be worn while boarding and departing the bus.</p> <p>Bus seats will be numbered and assigned for each route.</p> <p>Bus drivers may wear face coverings while students are boarding and departing.</p>	<p>Business Manager</p>	<p>N/A</p>	<p>No</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><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Students in grades K-6 will stay in the same classroom for their coursework whenever possible, with the only exception being for students taking specialized coursework and related arts/ electives.</p> <p>Students will be assigned to course sections in a way to reduce the number of students in each section.</p> <p>Initial surveys indicate that approximately twenty (20) percent of District students will be participating in the Ephrata Virtual Academy (EVA) and/or the District online program.</p>	<p>Students in grades K-6 will stay in the same classroom for their coursework whenever possible, with the only exception being for students taking specialized coursework and related arts/ electives.</p> <p>Students will be assigned to course sections in a way to reduce the number of students in each section.</p> <p>Initial surveys indicate that approximately twenty (20) percent of District students will be participating in the Ephrata Virtual Academy (EVA) and/or the District online program.</p>	<p>Building Principals</p>	<p>N/A</p>	<p>No</p>

<p><b>Other social distancing and safety practices</b></p>	<p>Lockers will only be issued in special circumstances and will not be assigned to each student.</p> <p>Face coverings will be worn by staff and students during small group and individual instruction when maintaining the legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn by staff and students during direct instruction when maintaining the legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p> <p>Sneeze guards are being placed in cafeterias, libraries, and offices as appropriate.</p> <p>Face coverings at recess will adhere to current regulations.</p> <p>Large ensembles will be scheduled in auditoriums, cafeterias, gyms, or other large spaces when existing rooms are insufficient.</p> <p>Use of outdoor space will be utilized, following school district</p>	<p>Lockers will only be issued in special circumstances and will not be assigned to each student.</p> <p>Face coverings will be worn by staff and students during small group and individual instruction when maintaining the legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn by staff and students during direct instruction when maintaining the legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p> <p>Sneeze guards are being placed in cafeterias, libraries, and offices as appropriate.</p> <p>Face coverings at recess will adhere to current regulations.</p> <p>Large ensembles will be scheduled in auditoriums, cafeterias, gyms, or other large spaces when existing rooms are insufficient.</p> <p>Use of outdoor space will be utilized, following school district</p>	<p>Building Principals</p>	<p>Sneeze guards and face coverings</p>	<p>No</p>
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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)
	policy for security when applicable.	policy for security when applicable.			

## 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:**

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Student screening for symptoms will be completed by all parents/ guardians at home before the start of each school day.</p> <p>Students exhibiting symptoms must not be sent on a District bus or brought to school.</p> <p>All District staff will perform a symptom screening on themselves prior to leaving for work and will stay home if ill.</p> <p>If any individual exhibits symptoms while in a school building, a screening will be completed by the school nurse.</p> <p>All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.</p>	<p>Student screening for symptoms will be completed by all parents/ guardians at home before the start of each school day.</p> <p>Students exhibiting symptoms must not be sent on a District bus or brought to school.</p> <p>All District staff will perform a symptom screening on themselves prior to leaving for work and will stay home if ill.</p> <p>If any individual exhibits symptoms while in a school building, a screening will be completed by the school nurse.</p> <p>All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.</p>	<p>Nursing Department Supervisor</p>	<p>N/A</p>	<p>Yes</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Procedures will be established to address quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>Any individual who becomes sick or demonstrates a history of exposure may be sent home immediately.</p>	<p>Procedures will be established to address quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>Any individual who becomes sick or demonstrates a history of exposure may be sent home immediately.</p>	<p>Nursing Department Supervisor</p>	<p>N/A</p>	<p>No</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)
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	State and federal guidelines will be used to determine when an isolated or quarantined staff member, student, or visitor may return to school.	State and federal guidelines will be used to determine when an isolated or quarantined staff member, student, or visitor may return to school.	Nursing Department Supervisor	N/A	Yes
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, families, and the public of a school closure.	The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, families, and the public of a school closure.	Director of Community Relations	N/A	No
<b>Other monitoring and screening practices</b>	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Health and Safety Plan Development Team	N/A	No

## 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:**

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)
* <b>Protecting students and staff at higher risk for severe illness</b>	Individualized plans will be established for each student or employee who represents a higher risk condition.	Individualized plans will be established for each student or employee who represents a higher risk condition.	Building Nurse and Principal	N/A	Yes
* <b>Use of face coverings (masks or face shields) by all staff</b>	<p>Face coverings will be worn by staff in the hallways and during direct instruction when maintaining the legally required social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>	<p>Face coverings will be worn by staff in the hallways and during direct instruction when maintaining the legally required social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>	Building Principal	Face Coverings	Yes
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>Face coverings will be worn by students during small group and individual instruction when maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn by students during direct instruction when maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>	<p>Face coverings will be worn by students during small group and individual instruction when maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn by students during direct instruction when maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>	Building Principal and Instructional Staff Members	Face Coverings	Yes

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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Individualized plans will be established for each student or employee who represents a higher risk condition.	Individualized plans will be established for each student or employee who represents a higher risk condition.	Building Nurse and Principal	N/A	Yes

## 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
<b>Signs/Symptoms of COVID-19</b>	All staff and students	District Nurse/ District Physician	Staff meetings	TBD	Summer 2020	Fall 2020
<b>Lesson Design for Playlists and Online Component</b>	Instructional Staff	Assistant Superintendent	Grade Level/ Department Teams	TBD	Summer 2020	August 2020
<b>Classroom Procedures for Social Distancing and Face Coverings</b>	Instructional Staff	Assistant Superintendent	Grade Level/ Department Teams	TBD	Summer 2020	August 2020
<b>Addressing academic challenges as a result of the school closure</b>	Instructional Staff	Assistant Superintendent/ Coordinator of Student Support Services	Launch Week Professional Learning Session	TBD	Ongoing	Ongoing
<b>Addressing the social/emotional needs of students as a result of the school closure</b>	Instructional Staff	Assistant Superintendent/ Coordinator of Student Support Services	Launch Week Professional Learning Session	TBD	Ongoing	Ongoing
<b>Cleaning and Sanitation Procedures</b>	Custodial Staff	Director of Facilities and Maintenance	Online and in person	TBD	August 2020	Ongoing
<b>General Cleaning practices for teachers</b>	Professional Staff	Director of Facilities and Maintenance	Online and in person	TBD	August 2020	Ongoing
<b>Parent Education on supporting learning at home and ensuring student safety</b>	Parents	Instructional Coaches	Online	TBD	August 2020	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
<b>Instructional Delivery mode overview for staff</b>	Staff	Director of Community Relations	Digital	July 2020	Ongoing
<b>Instructional Delivery mode overview for students and parents</b>	Students and parents	Director of Community Relations	Digital	July 2020	Ongoing
<b>Solicit feedback and indicate preferred selection for instructional delivery</b>	Students and parents	Director of Community Relations	Digital	July 2020	Ongoing
<b>Parent transportation sign-off</b>	Parents	Director of Community Relations	Digital	July 2020	Ongoing
<b>General safety expectations and procedures for staff and students</b>	Staff and students	Director of Community Relations	Digital	July 2020	Ongoing
<b>Communication with parents of students with IEP and other specialized instruction</b>	Parents	Director of Community Relations	Digital	July 2020	Ongoing

# Health and Safety Plan Summary: EPHRATA AREA SCHOOL DISTRICT

**Anticipated Launch Date: August 24, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Buses will be cleaned between each run, which may create the need to adjust start/end times for school at some levels.</p> <p>All school buildings, including locker rooms and hallways, will be disinfected by using electrostatic sprayers every school day and on weekends as necessary. High-touch points will be cleaned and disinfected several times a day.</p> <p>All bathrooms will be cleaned twice during each school day.</p> <p>Bottle-filler water fountains will be installed throughout all schools.</p> <p>Playgrounds will be disinfected every morning.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>The social distance of at least six (6) feet will be the target while a lesser distance is acceptable if six (6) feet is not achievable to meet the needs of students. There will be a minimum spacing of three (3) feet, the social distancing recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infections via droplet spread of coughs and sneezes.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Bagged breakfast and lunch will be available for all students regardless of Instructional Model.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Breakfast will be available to students upon arrival and will be eaten in the classroom.</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>The last five (5) minutes of any class that requires students to change classrooms will include hand washing and surface disinfecting with District-provided cleaning supplies.</p>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>Signs will be posted in high traffic areas and online displaying the location-specific expectations regarding everyday protective measures and how to stop the spread of germs. These same messages will be promoted digitally on the District website and through social media.</p>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>Recess will be conducted by classroom in grades K-6 and take place in designated areas.</p> <p>Students will wash hands before and after recess each day.</p> <p>Outdoor equipment will be disinfected daily.</p> <p>Physical Education courses will be conducted using the following guidance when possible:</p> <ul style="list-style-type: none"> <li>• Utilize individual equipment</li> <li>• Utilize outdoors (weather permitting)</li> <li>• Utilize multiple class spaces (gym, weight room, health room)</li> <li>• Equipment will be used that can be disinfected between classes.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the sharing of materials among students</b></p>	<p>Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Hallways and common spaces will be used in a limited manner when possible.</p> <p>Students will be required to wear face coverings when using hallways or any other common area when maintaining a legally required amount of social distance is not achievable.</p> <p>If locker rooms need to be used, the Physical Education teacher will supervise entry, allowing only a designated number of students to enter at a time and using a limited number of well-spaced lockers. Other students will wait outside the locker room door.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Parents will sign-off on their transportation selection for options that include on-site instruction and extracurricular activities.</p> <p>Depending upon the length of the bus ride and the ability to provide a legally required amount of social distance, there may be situations where face coverings are not required while riding on the bus. This exception will be determined by District administration.</p> <p>Face coverings will be worn while boarding and departing the bus.</p> <p>Bus seats will be numbered and assigned for each route.</p> <p>Bus drivers may wear face coverings while students are boarding and departing.</p>



## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Student screening for symptoms will be completed by all parents/guardians at home before the start of each school day.</p> <p>Students exhibiting symptoms must not be sent on a District bus or brought to school.</p> <p>All District staff will perform a symptom screening on themselves prior to leaving for work and will stay home if ill.</p> <p>If any individual exhibits symptoms while in a school building, a screening will be completed by the school nurse.</p> <p>All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Procedures will be established to address quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>Any individual who becomes sick or demonstrates a history of exposure may be sent home immediately.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.</p>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, families, and the public of a school closure.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Individualized plans will be established for each student or employee who represents a higher risk condition.</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face coverings will be worn by staff in the hallways and during direct instruction if maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face coverings will be worn by students during small group and individual instruction when maintaining a legally required amount of social distance is not achievable.</p> <p>Face coverings will be worn during group or collaborative work time.</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Individualized plans will be established for each student or employee who represents a higher risk condition.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for the EPHRATA AREA SCHOOL DISTRICT reviewed and approved the Phased School Reopening Health and Safety Plan on July 7, 2020.

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on July 7, 2020

By:

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*(Signature of Board President)*

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*(Print Name of Board President)*