

Ephrata Area School District Phased School Reopening Health and Safety Plan



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.

Table of Contents

Health and Safety Plan: Ephrata Area School District.....	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting, and Ventilation.....	7
Social Distancing and Other Safety Protocols	10
Monitoring Student and Staff Health	17
Other Considerations for Students and Staff	19
Health and Safety Plan Professional Development.....	21
Health and Safety Plan Communications	23
Health and Safety Plan Summary: Ephrata Area School District.....	24
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	24
Social Distancing and Other Safety Protocols.....	24
Monitoring Student and Staff Health	28
Other Considerations for Students and Staff.....	29
Health and Safety Plan Governing Body Affirmation Statement. Error! Bookmark not defined.	

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 31, 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>* 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>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>Other cleaning, sanitizing, disinfecting, and ventilation practices</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>A hand sanitizer station will be in each entrance way and classroom in all buildings.</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>A hand sanitizer station will be in each entrance way and classroom in all buildings.</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)
Other cleaning, sanitizing, disinfecting, and ventilation practices (continued)	<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>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>* 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>Students will use face coverings (face masks or face shields) as required by current state-mandated requirements, which currently covers most of the school day with the exceptions of lunch, regular face-covering breaks, active physical education, and other outdoor times when six (6) feet of social distance can be achieved.</p>	<p>Students will use face coverings (face masks or face shields) as required by current state-mandated requirements, which currently covers most of the school day with the exceptions of lunch, regular face-covering breaks, active physical education, and other outdoor times when six (6) feet of social distance can be achieved.</p>	<p>Assistant Superintendents and Building Principals</p>	<p>Extra cafeteria tables, classroom desks, and chairs</p>	<p>Yes</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</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>

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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<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>	Director of Facilities and Maintenance	Disinfectant wipes and sprays	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	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.	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.	Director of Community Relations; Nursing Department Supervisor	Signage	No
* Identifying and restricting non-essential visitors and volunteers	<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>	Office staff at each location	Drop-off boxes for each building office	No

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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</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"> • Utilize individual equipment • Utilize outdoor spaces (weather permitting) • Utilize multiple class spaces (gym, weight room, health room) • Equipment that can be disinfected between classes will be used. 	<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"> • Utilize individual equipment • Utilize outdoor spaces (weather permitting) • Utilize multiple class spaces (gym, weight room, health room) • Equipment that can be disinfected between classes will be used. 	<p>Building Principal and Instructional Staff Members</p>	<p>Playground markers and cones</p>	<p>Yes</p>
<p>Limiting the sharing of materials among students</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)
Staggering the use of communal spaces and hallways	<p>Hallways and common spaces will be used in a limited manner when possible.</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>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>	Building Principal, Physical Education teachers, and Head Coaches for athletic teams	N/A	No
Adjusting transportation schedules and practices to create social distance between students	<p>Parents will sign-off on their transportation selection for options that include on-site instruction and extracurricular activities.</p> <p>Face coverings will be required for the duration of the bus ride when legally required.</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>Face coverings will be required for the duration of the bus ride when legally required.</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>	Business Manager	N/A	No

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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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 indicated that approximately sixty-eight (68) percent of District students will be participating in Modified Traditional, nineteen (19) percent in Online Learning, seven (7) percent in the Blended option, and six (6) percent in the Ephrata Virtual Academy (EVA).</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 indicated that approximately sixty-eight (68) percent of District students will be participating in Modified Traditional, nineteen (19) percent in Online Learning, seven (7) percent in the Blended option, and six (6) percent in the Ephrata Virtual Academy (EVA).</p>	<p>Building Principals</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>Other social distancing and safety practices</p>	<p>Lockers will only be issued in special circumstances and will not be assigned to each student.</p> <p>Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.</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 policy for security when applicable.</p>	<p>Lockers will only be issued in special circumstances and will not be assigned to each student.</p> <p>Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.</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 policy for security when applicable.</p>	<p>Building Principals</p>	<p>Sneeze guards and face coverings</p>	<p>No</p>

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>* Monitoring students and staff 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>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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</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)
* Returning isolated or quarantined staff, students, or visitors 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.	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
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	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
Other monitoring and screening practices	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)
* Protecting students and staff at higher risk for severe illness	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
* Use of face coverings (masks or face shields) by all staff	Face coverings will be worn by staff in the hallways and during direct instruction when maintaining the legally required social distance is not achievable. Face coverings will be worn during group or collaborative work time.	Face coverings will be worn by staff in the hallways and during direct instruction when maintaining the legally required social distance is not achievable. Face coverings will be worn during group or collaborative work time.	Building Principal	Face Coverings	Yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.	Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.	Building Principal and Instructional Staff Members	Face Coverings	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	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
Signs/Symptoms of COVID-19	All staff and students	District Nurse/ District Physician	Staff meetings	TBD	Summer 2020	Fall 2020
Lesson Design for Playlists and Online Component	Instructional Staff	Assistant Superintendent	Grade Level/ Department Teams	TBD	Summer 2020	August 2020
Classroom Procedures for Social Distancing and Face Coverings	Instructional Staff	Assistant Superintendent	Grade Level/ Department Teams	TBD	Summer 2020	August 2020
Addressing academic challenges as a result of the school closure	Instructional Staff	Assistant Superintendent/ Coordinator of Student Support Services	Launch Week Professional Learning Session	TBD	Ongoing	Ongoing
Addressing the social/emotional needs of students as a result of the school closure	Instructional Staff	Assistant Superintendent/ Coordinator of Student Support Services	Launch Week Professional Learning Session	TBD	Ongoing	Ongoing
Cleaning and Sanitation Procedures	Custodial Staff	Director of Facilities and Maintenance	Online and in person	TBD	August 2020	Ongoing
General Cleaning practices for teachers	Professional Staff	Director of Facilities and Maintenance	Online and in person	TBD	August 2020	Ongoing
Parent Education on supporting learning at home and ensuring student safety	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
Instructional Delivery mode overview for staff	Staff	Director of Community Relations	Digital	July 2020	Ongoing
Instructional Delivery mode overview for students and parents	Students and parents	Director of Community Relations	Digital	July 2020	Ongoing
Solicit feedback and indicate preferred selection for instructional delivery	Students and parents	Director of Community Relations	Digital	July 2020	Ongoing
Parent transportation sign-off	Parents	Director of Community Relations	Digital	July 2020	Ongoing
General safety expectations and procedures for staff and students	Staff and students	Director of Community Relations	Digital	July 2020	Ongoing
Communication with parents of students with IEP and other specialized instruction	Parents	Director of Community Relations	Digital	July 2020	Ongoing

Health and Safety Plan Summary: EPHRATA AREA SCHOOL DISTRICT

Anticipated Launch Date: August 31, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>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>* 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>Students will use face coverings (face masks or face shields) as required by current state-mandated requirements, which currently covers most of the school day with the exceptions of lunch, regular face-covering breaks, active physical education, and other outdoor times when six (6) feet of social distance can be achieved.</p> <p>Bagged breakfast and lunch will be available for all students regardless of Instructional Model.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>* 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>Breakfast will be available to students upon arrival and will be eaten in the classroom.</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>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>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"> • Utilize individual equipment • Utilize outdoors (weather permitting) • Utilize multiple class spaces (gym, weight room, health room) • Equipment will be used that can be disinfected between classes. <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>

Requirement(s)	Strategies, Policies and Procedures
<p>Staggering the use of communal spaces and hallways</p>	<p>Hallways and common spaces will be used in a limited manner when possible.</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>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Parents will sign-off on their transportation selection for options that include on-site instruction and extracurricular activities.</p> <p>Face coverings will be required for the duration of the bus ride when legally required.</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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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 indicated that approximately sixty-eight (68) percent of District students will be participating in Modified Traditional, nineteen (19) percent in Online Learning, seven (7) percent in the Blended option, and six (6) percent in the Ephrata Virtual Academy (EVA).</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Other social distancing and safety practices</p>	<p>Lockers will only be issued in special circumstances and will not be assigned to each student.</p> <p>Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.</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 policy for security when applicable.</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>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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</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>* Returning isolated or quarantined staff, students, or visitors to school</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>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</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>* Protecting students and staff at higher risk for severe illness</p>	<p>Individualized plans will be established for each student or employee who represents a higher risk condition.</p>
<p>* Use of face coverings (masks or face shields) by all staff</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students and staff must wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Face-covering breaks may occur for up to ten (10) minutes when students are spaced at least six feet apart.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Individualized plans will be established for each student or employee who represents a higher risk condition.</p>



Attestation Ensuring Implementation of Mitigation Efforts

Whereas, the commonwealth is experiencing its highest daily case counts since the beginning of the 2019 novel coronavirus (COVID-19) pandemic, resulting in increased hospitalizations, nearly 10,000 deaths, and heightened risk to the most vulnerable Pennsylvanians;

Whereas, the Wolf Administration has identified new mitigation efforts, including an attestation process for public school entities that elect to continue in-person instruction for students in counties designated as exhibiting "Substantial" transmission of COVID-19 for two or more consecutive weeks based on a disease incidence rate of 100 or more cases per 100,000 residents and/or a polymerase chain reaction (PCR) percent positivity rate of 10 percent or greater;

Whereas, as of November 23, 2020, 59 of Pennsylvania's 67 counties met one or both of these standards;

Whereas, Pennsylvania recommends that school entities in counties with Substantial disease transmission transition to remote-only instructional models;

Whereas, as of November 20, 2020, many public school entities have exercised their local discretion to continue in-person instruction for all or some students;

Whereas, the resurgence of COVID-19 across the nation, region, and commonwealth requires more consistent and intensive implementation of disease mitigation efforts;

Whereas, these mitigation efforts include an attestation process for any public school entity (a "public school entity" is defined as a school district, intermediate unit, charter school, cyber charter school, or a career and technical education center) that elects to continue in-person instruction as of November 30, 2020 while the county in which it is located is under a Substantial disease transmission designation for at least two consecutive weeks; and

Whereas, this attestation process supplements and does not supplant existing public health guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education;

AND NOW, THEREFORE, the president/chair of the school entity's governing board and chief school administrator, in accordance with the Order of the Secretary of Health dated November 24, 2020, entitled *Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols*, attest to one of the following (SELECT ONE OPTION):



All or some of the students within the public school entity are currently receiving in-person instruction and:

1. We have read the Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings, effective November 18, 2020, including necessary exceptions and associated guidance, and affirm the public school entity is complying and will continue to comply with and enforce the Updated Order of the Secretary of the Pennsylvania

Department of Health Requiring Universal Face Coverings, including necessary exceptions and associated guidance; and

2. We have read and agree to follow the Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19, when cases of COVID-19 occur within the public school entity.

OR

- The public school entity has transitioned to a fully remote learning model and will continue to use a fully remote learning model until the county (or counties) in which the public school entity is located is no longer experiencing Substantial disease transmission for two consecutive weeks.

*** A public school entity in a county with Substantial level of disease transmission that is currently providing a fully remote learning model and that elects to transfer to in-person instruction must resubmit this attestation prior to providing in-person instruction.

Ephrata Area School District

(Name of Public School Entity)

affirms that it has

attached this signed Attestation to its Local Health and Safety Plan (the "Plan") in order to reflect provisions above, and that, by doing so, this attestation becomes part of the Plan and has been or will be fully implemented by November 30, 2020, or three business days after the county in which the public school entity is located has been designated as exhibiting Substantial disease transmission for the first time, should the public school entity in a county with Substantial level of disease transmission for two or more consecutive weeks elect to offer or continue offering in-person instruction for all or some students; and

Further, the Local Health and Safety Plan, inclusive of this attestation, has been posted on the public school entity's publicly accessible website and filed with the Pennsylvania Department of Education by email submission at RA-EDCONTINUITYOFED@pa.gov.

Signed:



(Signature of Governing Board President/Chair)



(Signature of Chief School Administrator)

President, Governing Board

Chair, Governing Board

Richard Gehman

(Printed Name of Governing Board President/Chair)

Chief School Administrator

Brian Troop

(Printed Name of Chief School Administrator)

Date Signed:

11/24/20

Date Signed:

11/24/20