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# MILLCREEK TOWNSHIP SCHOOL DISTRICT HEALTH AND SAFETY PLAN

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Phased Reopening Covid-19 Pandemic 2020-2021

JUNE 29, 2020



# Phased School Reopening Health and Safety Plan Template

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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. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

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

## Health and Safety Plan: **Millcreek Township School District**

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

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

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

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

## Type of Reopening

### Key Questions

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

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 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)
<b>Pandemic Coordinator</b>	MTSD	PCRT
<b>Safety Coordinator</b>	MTSD	Both (HSPD & PCRT)
<b>Assistant Superintendent</b>	MTSD	Both (HSPD & PCRT)
<b>Director of Finance &amp; Operations</b>	MTSD	Both (HSPD & PCRT)

<b>Director of Pupil Services</b>	MTSD	Both (HSPD & PCRT)
<b>Director of Curriculum</b>	MTSD	Both (HSPD & PCRT)
<b>Supervisor of Personnel</b>	MTSD	Both (HSPD & PCRT)
<b>Principal Representative</b>	MTSD	Both (HSPD & PCRT)
<b>School Board Representative</b>	MTSD	Both (HSPD & PCRT)
<b>Return to School Task Force Members (24)</b>	MTSD	Both (HSPD & PCRT)

## 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>In red, all buildings are closed. In yellow, please see below:</p> <ul style="list-style-type: none"> <li>- Open windows to increase air circulation in the area when possible.</li> <li>-All high touch surfaces, restrooms and community areas will be cleaned every two hours using disinfectant.</li> <li>-Nightly, building will be disinfected using electric backpack sprayer and appropriate dwell time for disinfectant.</li> <li>-Disinfectant Wipes and hand sanitizer will be provided to each classroom for daily use.</li> <li>-Daily the Custodial Coordinator will review cleaning logs and inspect buildings.</li> <li>-UV equipment provided to IT staff to work on equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Open windows to increase air circulation in the area when possible.</li> <li>-All high touch surfaces, restrooms and community areas will be cleaned every two hours using disinfectant.</li> <li>-Nightly, building will be disinfected using electric backpack sprayer and appropriate dwell time for disinfectant.</li> <li>-Disinfectant Wipes and hand sanitizer will be provided to each classroom for daily use.</li> <li>-Daily the Custodial Coordinator will review cleaning logs and inspect buildings.</li> <li>-UV equipment provided to IT staff to work on equipment.</li> </ul>	<p>Custodial Coordinator and Director of Finance &amp; Operations</p>	<ul style="list-style-type: none"> <li>-Electric disinfectant sprayers</li> <li>-Disinfectant</li> <li>-Disinfectant Wipes</li> <li>-Hand sanitizer</li> <li>-Gloves/masks/safety glasses/coveralls</li> <li>-Move second shift to first shift and third shift to second shift</li> </ul>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	In red, we are closed. In yellow, all measures to disinfect and sanitize all surface areas multiple times daily will be instituted. Ventilation will be monitored and adjusted as needed.	In green, the same practices as in yellow will be followed to the maximum extent feasible. Disposal options for used face masks will be implemented.	Custodial Coordinator and Director of Finance & Operations	-Electric disinfectant sprayers -Disinfectant -Disinfectant Wipes -Hand sanitizer -Gloves/masks/safety glasses/coveralls -Move second shift to first shift and third shift to second shift	Y

## 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>In red, we are closed and all learning will take place remotely. In yellow, elementary and middle school students/staff k-8 will attend school on an altered A/B day schedule. Social distancing requirements will be in place. Students/staff in grades 9-12 will remain virtual with all learning occurring through Google classroom.</p>	<p>In green, all students k-12 will return to school for instruction to resume to the maximum extent feasible.</p>	<p>Director of Curriculum, Director of Pupil Services, and Assistant Superintendent</p>	<ul style="list-style-type: none"> <li>-room arrangement to maximize distance between students</li> <li>-assigned seating for all areas, all day</li> <li>-seats facing in same direction to maximum extent possible</li> <li>-altered schedule for yellow communicated to families/staff</li> <li>-mass notification system to keep families/staff informed of phase expectations</li> </ul>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>In red, buildings are closed. In yellow, k-5 will eat breakfast and lunch in their classrooms with no transitions. Grades 6-8 will eat on a staggered breakfast &amp; lunch schedule in their classrooms when possible, and in alternate locations to the cafeteria. A shortened day may be required under yellow and no lunches may be served. Grades 9-12 are virtual and students will not be provided meals.</p>	<p>In green, students in grades k-5 will eat in their classrooms whenever possible. While grades 6-12, will be assigned seats and social distanced to eat in the cafeteria or altered larger group areas of the buildings.</p>	<p>Pandemic &amp; Safety Coordinators will work with building level administrators</p>	<ul style="list-style-type: none"> <li>-additional tables for seating</li> <li>-face shields for food service staff</li> <li>-additional part time food service staff may be needed</li> <li>-additional large areas (example: auxiliary gym) may be used to further separate students</li> </ul>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	In red, school is closed and students will practice hygiene in their homes. In yellow, CDC posters will be hung, proper hygiene lessons and messages will run in the buildings and be shared via mass notification system. Nurses will conduct age appropriate lessons for all staff and students.	In green, CDC posters will be hung, proper hygiene lessons and messages will run in the buildings and be shared via mass notification system. Nurses will conduct age appropriate lessons for all staff and students. Increased opportunities for hand sanitizing will be provided and encouraged at the start and end of every class. At the elementary level maybe handwashing being taught with k-2.	Pandemic Coordinator	-CDC posters printed, laminated and hung throughout all school buildings -trainings developed and ready for implementation effective the 8/24/20 start date	Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	In red, we are closed but posters will be visible. In yellow, posters will be hung and referenced regularly through District and building level communications.	In green, posters will be hung and referenced regularly through District and building level communications.	Pandemic Coordinator	-posters from CDC will need to be printed, laminated and hung throughout all District buildings	Y
* <b>Identifying and restricting non-essential visitors and volunteers</b>	In red, all buildings are closed and no visitors or personnel will be on site. In yellow, our buildings are closed to all visitors. Meetings will be handled remotely.	In green, our visitors will be very limited. All meetings will be held remotely to the maximum extent feasible. In the event visitors are necessary, social distancing expectations will be expected. If visitors are necessary, they will be masked.	Pandemic Coordinator, Safety Coordinator and building level administrators	-letter explaining procedures sent home to parents in advance of the return to school -Notification to faculty and staff -mass notification sent out to inform parents/community -Return to School Task Force web page will be updated with this information	N

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>In red, all District activities are canceled. In yellow, all District and outside activities are canceled, which includes recess. PE classes will not run under the yellow phase. Students and staff assigned to PE classes will complete online work which is done remotely. No field trips will run in yellow.</p>	<p>In green, sporting activities may occur under the Return to Play board approved plan and following all elements of this Health &amp; Safety Plan. Outside use of District facilities will be limited and determined on a case by case basis, due to disinfecting needs of the District. Field trips may resume. Recess will resume for 15 minutes of outside walking activity with no equipment or playgrounds being utilized. PE classes will resume face to face with no shared equipment and sporting units that are low risk.</p>	<p>Pandemic Coordinator, Director of Curriculum, Athletic Director and building level administrators</p>	<p>-curriculum revision work to accommodate the yellow and green phase requirements for PE -additional staffing or reassignment of duties in order to cover alternate recess activities -coaches training on Return to Play plan</p>	<p>Y</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>In red, we are closed and all materials are online. In yellow, k-8 will be face to face on an alternating A/B schedule using remote learning every other day. No materials will be shared when attending. No cubby spaces and lockers will be used. Grades 9-12 will be completely virtual. All virtual learning will be done k-12 using Google Classroom as the District platform, with individual student PDFs to supplement if needed.</p>	<p>In green, students will have materials assigned specifically to them to avoid shared use. In the event that materials must be shared, they will be disinfected before and after each use. Cubby spaces will not be used at the elementary level and secondary lockers will be used at the start and end of the day to limit transitions and interactions. Staggered access to lockers will be in effect. Elementary art classes will be held in the classrooms with the teacher traveling to limit student transitions and material sharing.</p>	<p>Director of Curriculum, Director of Pupil Services and building level administrators</p>	<p>-disinfectant wipes in surplus for every classroom -restock wipes throughout the day as needed -purchase additional materials as needed to ensure students do not need to share</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	In red, we are closed. In yellow, marked traffic patterns will be utilized in k-8 to eliminate passing and students will work in their homerooms for the day with teachers traveling to varied rooms as needed. This will include the Encore/specials teachers conducting their lessons in the students' homerooms. Middle schools will only allow one team to be moving at a time. Grades 9-12 are completely virtual.	In green, buildings will have clearly marked traffic patterns throughout the hallways in order to keep student interactions and passing minimized. Staff will be monitoring hallway and communal spaces for proper social distancing best practices. Stairwells will be identified for either up use only or down use only to limit student interactions and distancing on stairwells.	Pandemic Coordinator, Safety Coordinator and building level administrators	-colored tape to denote traffic patterns -posters/signage to indicate directional movement expectations	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	In red, we are closed and no transportation is required. In yellow, buses will load and dismiss one by one to limit student interactions. Students will ride one per seat and will be required to wear masks.	In green, students will sit 2 per seat and parents will be encouraged to provide their own transportation. Students will be required to mask while on the bus to the maximum extent feasible. Traffic patterns for drop off and pick up will be adjusted and staggered. Start times and/or entrance to building times may be staggered by classroom, grade, etc.	Pandemic Coordinator and Director of Finance & Operations	-communication home to parents about self-transporting and masking -communication with bus subcontractor regarding District expectations	Y
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	In red, we are closed. In yellow, students in k-8 will attend every other day, limiting the number of students attending by 50%. Students will not transition throughout the day which will limit student interactions across all spaces.	In green, student transitions and interactions will be limited to the maximum extent feasible. In addition, no assemblies will be held to limit large group gatherings.	Pandemic & Safety Coordinators and building level administrators	-administrative communication on expectations with teachers, students and parents	Y

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>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	In red we are closed. In yellow, all childcare provided by the District will be communicated through our Return to School webpage, accompanied with notifications to parents by emails, texts and phone calls for any adjustments. Our Transportation Coordinator will communicate with other local childcare companies indicating any changes.	In green, we will incorporate the CDC and DOH guidelines to the maximum extent feasible.	Supervisor of Child Development, Pandemic Coordinator and Transportation Coordinator	-copy of guidelines to all faculty, parents and staff -post information on the Return to School Task Force web site for parents, students and community members	Y
<b>Other social distancing and safety practices</b>	In red, we are closed. In yellow, we will incorporate the CDC and DOH guidelines to the maximum extent feasible at all times.	In green, we will incorporate the CDC and DOH guidelines to the maximum extent feasible. We will also post educational signage in all buildings.	Supervisor of Child Development and Pandemic Coordinator	-copy of guidelines to all faculty and staff -post information on the Return to School Task Force web site for parents, students and community members	Y

## 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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	In red, we are closed. In yellow, students and staff will self-screen/parent screen at home for k-8 and is not needed for grades 9-12 which are virtual.	In green, staff and students will self-screen/parent screen prior to reporting to school. All staff and students will be scanned for a fever of 100.4 degrees or higher upon entrance. Staff and students will also be temp checked if symptoms appear while at school. Students and staff may be randomly temp checked as well. The nursing department will track students' history of exposure and the Personnel Department will track employees.	Pandemic Coordinator, Supervisor of Personnel, Director of Pupil Services, school nurses and building level administrators	-thermal scanners (2 per building with 1 at each entrance/exit) -handheld thermometers for nursing offices and isolation areas -tracking sheet developed for nurse use of students and for the Personnel Department's use for employees -checklists provided to parents and staff to facilitate at home parent screening (students) or self-screening (staff)	Y

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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>In red, we are closed. In yellow, k-8 students/parents and staff will be self-screening prior to coming to school. All staff and students will be temp checked prior to entering the building. Isolation/quarantine will occur if anyone is symptomatic. They will be sent home for the 14-day isolation/quarantine.</p>	<p>In green, isolation areas will be established (separate from the regular nursing office) for staff and students who are symptomatic. These areas will be stop-gap locations until students are picked up by a parent/guardian. They will be sent home for the 14-day isolation/quarantine. Special disinfecting and designated bathroom areas will be identified.</p>	<p>Pandemic Coordinator, building level administrators, school nurses and Director of Pupil Services</p>	<p>-areas identified, supplied and labeled for isolation/quarantine          -log sheet developed to track those in need of these areas          - reassigned or new staff to assist in covering these additional locations          -communication to parents about updating contact information and emergency contacts          -communication to parents about the requirement to report to pick up students if contacted</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>In red, we are closed. In yellow, we will shift to remote learning if a staff member is positive. They may return after the 14-day isolation or quarantine</p>	<p>In green, we will log students and staff who present as positive or are contact traced to a positive case. We will follow the DOH guidelines for the 24-hour closure of the area where the case was in the building, isolation/quarantine requirements and the DOH return to work/school expectations.</p>	<p>Pandemic Coordinator, Supervisor of Personnel, building level administrators</p>	<p>-log sheet developed to track student and staff exposure through contact tracing          -DOH Release to Work notification is required          -education will be provided online during the 14-day quarantine for students/parents by staff</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	In red, we are closed. In yellow, we will notify the individuals who have been contract traced by phone and share 14-day expectation. We will share via letter the notification to the employees as required, and notify parents/students/community as required.	In green, we will notify all required parties via a letter, mass notification or web page posting.	Pandemic Coordinator and Supervisor of Personnel	-letters vetted by MTSD solicitor -tracking system in place for student and staff exposures	Y
<b>Other monitoring and screening practices</b>	In red, we are closed. In yellow, we will adhere to all DOH requirements.	In green, we will expect instructional information to be uploaded to and work completed in Google classroom during isolation/quarantine phase, unless symptomatic. Additionally, to address our student social and emotional learning needs upon return to school, k-8 students will be screened as part of their Second Step SEL instructional programming, while grades 9-12 students will be universally screened by the school psychologists and guidance counselors.	Pandemic Coordinator, school psychologists, guidance counselors, building level administrators and Directors of Curriculum	-universal screener developed for grades 9-12 -second step training for teachers k-8	Y

## 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)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>In red, we are closed. In yellow, students and staff at higher risk will work remotely from home to avoid exposure. Staff may be reassigned during the yellow phase in order to cover all students and k-8 classrooms that are reporting.</p>	<p>In green, staff and students should provide proper documentation of a medical condition which necessitates consideration. Their needs will be accommodated as required by law per medical recommendation. Additional hand sanitizing and cleaning protocols will be implemented as needed.</p>	<p>Pandemic Coordinator, Director of Pupil Services, school nurses, Supervisor of Personnel</p>	<p>-letter from Pupil Services Department to all parents indicating that they will need to notify their child's school nurse should they have any conditions associated with a risk of severe infection to facilitate individualized planning or additional safety measures            -Personnel Department will develop the process that staff will follow to request to work from home and/or review needs related to employees who may be at higher risk            -parents complete medical treatment and condition information prior to return date</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>In red, we are closed. In yellow, all staff and students should wear masks (including facial shields) to the maximum extent feasible.</p>	<p>In green, masking for staff and students is encouraged but optional. Students and staff should bring a fresh or cleaned mask to school every day. These masks must be school appropriate with acceptable messaging and visuals that align with the dress code policy. Masking is required when in common areas, during transition times and when working within 3-4 feet proximity of other students or staff. Masking is required for transportation purposes. Masking will be enforced by building level administration. The first time a warning and mask will be provided when a student is not in compliance. The second time will result in a parent collaboration. The third and other subsequent times will result in a disciplinary consequence or transition to MTSD's cyber program.</p>	<p>Pandemic Coordinator, Safety Coordinator, Supervisor of Personnel, Director of Pupil Services, and building level administrators</p>	<p>-parent communication regarding masking procedures and expectations          -staff memo regarding masking procedures and expectations sent out from Personnel          -staff and students are expected to bring a mask with them daily          -extra masks will be made available          -solicitor to develop a COVID waiver</p>	<p>N</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>See above which covers staff and students</p>	<p>See above which covers staff and students</p>	<p>See above which covers staff and students</p>	<p>See above which covers staff and students</p>	<p>N</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>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	In red, we are closed. In yellow, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team, case managers and administrators to address their unique and individualized needs.	In green, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team, case managers and administrators to address their unique and individualized needs. Social stories will be developed for these students as appropriate. Visual schedules and reminders will be developed for students who benefit from visual cueing. Direct instruction during extended school year to prepare students for expected hygiene protocols and social distancing.	Director of Pupil Services, school nurses and building level administrators	-communication to staff and families about the procedures for these students and devising individual plans -extended school year expectations for teachers to utilize direct instruction to prepare students for hygiene protocols and social distancing	Y
<b>Strategic deployment of staff</b>	In red, we are closed, in yellow, staff who are reporting to work may be deployed as needed to the maximum extent feasible in order to meet the essential needs of the District.	In green, once staff have reported to work, they may be deployed or reassigned as needed to the maximum extent feasible in order to meet the essential needs of the District.	Pandemic & Safety Coordinators, Supervisor of Personnel, Director of Pupil Services, Director of Finance & Operations, Assistant Superintendent, and building level administrators	-letter from Personnel Department outlining the potential for reassignment or reallocation of duties as needed	Y

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Hygiene Training	Staff & Students	Pandemic Coordinator & School Nurses	Live & Virtual	Posters detailing proper handwashing. Posters detailing social distancing and masking expectations. Videos that detail expectations.	8/24/20	9/15/20
Pandemic Training	Staff & Students	Pandemic Coordinator	Live & Virtual	Printed and web-based information. Power points and scripts for trainers.	8/24/20	9/15/20
HIPPA Training	Staff	Personnel Department	Virtual	Use of Global Compliance online tutorials.	8/21/20	9/15/20
Contract Tracing	Pandemic Team Members	Pandemic Coordinator	Virtual	John Hopkins Online	8/1/20	8/15/20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Second Step SEL Training</b>	Staff	Director of Curriculum	Live & Virtual	Administrator onboarding. Teacher onboarding.	7/30/2020 9/4/2020	9/5/2020
<b>What to do with a positive case?</b>	Staff	Personnel Department	Virtual	CDC Guidelines PDE Guidelines	7/30/2020	8/21/2020
<b>Anxiety/Stress Training</b>	Staff	Personnel Department	Virtual	Life Solutions	7/30/2020	5/31/2021
<b>Virtual Instruction Training</b>	Staff	Director of Curriculum	Virtual	Google Classroom & online resources	7/30/2020	8/21/2020

## 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>Google classroom</b>	Staff	Assistant Superintendent	Email	5/26/20	5/26/20
<b>Return to School Survey</b>	Parents/Community/Staff	Communications Subcommittee	Infinite Campus contacts (email, text, calls) District Web page Press release	6/2/20	6/15/20
<b>Survey Results</b>	Parents/Community/Staff	Communications Subcommittee	Infinite Campus contacts (email, text, calls) District Web page	6/29/20	6/29/20
<b>Return to School Web Page</b>	Parents/Community/Staff/Students	Communications Subcommittee	Infinite Campus contacts (email, text, calls) RTS Web page	6/29/20	Consistently Updated

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Return to School Student Survey</b>	Students	Communications Subcommittee	Infinite Campus contacts (email, text, calls) District Web page	6/24/20	7/1/20
<b>Health and Safety Plan</b>	Parents/Community/Staff/Students	Communications Subcommittee	Infinite Campus contacts (email, text, calls) RTS Web page	7/1/20	Consistently Updated
<b>Return to Play Plan</b>	Parents/Community/Staff/Students	Communications Subcommittee	Infinite Campus contacts (email, text, calls) RTS Web page	7/1/20	7/1/20

## Health and Safety Plan Summary: **Millcreek Township School District**

Anticipated Launch Date: **July 1, 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>	<ul style="list-style-type: none"> <li>-Windows will be opened to increase air flow when feasible.</li> <li>-High touch surfaces will be cleaned every 2 hours</li> <li>-Nightly the entire building/bus will be disinfected using electric sprayers and an EPA approved disinfectant</li> </ul>

### 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>	<ul style="list-style-type: none"> <li>-classrooms will be arranged to allow for maximum distance between students and staff</li> <li>-directional signage to promote one-way traffic in hallways and on stairs</li> <li>-ongoing reminders and encouragement regarding social distancing (including posters and signs)</li> </ul>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-elementary students will eat in classrooms</li> <li>-high school cafeterias will employ additional lunch sessions, maximum distancing between tables, and use of additional spaces (such as an auxiliary gym)</li> <li>-assigned seats at all levels</li> </ul> <ul style="list-style-type: none"> <li>-posters displayed to remind staff and students about proper handwashing/hygiene</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>-additional opportunities provided to students for hygiene/hand-washing (breaks for washing, hand sanitizer available)            -ongoing instruction from school nurses regarding hygiene and proper hand-washing</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>-signs will be developed, created, or purchased and placed throughout school buildings</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>- Outside use of District facilities will be limited and determined on a case by case basis, due to disinfecting needs of the District. Field trips may resume. Recess will resume for 15 minutes of outside walking activity with no equipment or playgrounds being utilized. PE classes will resume face to face with no shared equipment and sporting units that are low risk</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>-students will be provided with personal materials to the greatest extent possible            -if materials are shared, staff will ensure proper sanitization            -teachers will utilize online resources (texts, Google Classroom) to minimize the need for paper resources</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>- buildings will have clearly marked traffic patterns throughout the hallways to keep student interactions and passing minimized. Staff will be monitoring hallway and communal spaces for proper social distancing best practices. Stairwells will be identified for either up use only or down use only to limit student interactions and distancing on stairwells</p> <p>- in yellow, buses will load and dismiss one by one to limit student interactions. Students will ride one per seat and will be required to wear masks</p>

Requirement(s)	Strategies, Policies and Procedures
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>- in green, students will sit 2 per seat and parents will be encouraged to provide their own transportation. Students will be required to mask while on the bus to the maximum extent feasible</p> <p>-parents will be encouraged to transport students to the greatest extent possible</p>
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>- in yellow, students in k-8 will attend every other day, limiting the number of students attending by 50%. Students will not transition throughout the day which will limit student interactions across all spaces</p> <p>- in green, student transitions and interactions will be limited to the maximum extent feasible</p>
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>In red we are closed. In yellow, all childcare provided by the District will be communicated through our Return to School webpage, accompanied with notifications to parents by emails, texts and phone calls for any adjustments. Our Transportation Coordinator will communicate with other local childcare companies indicating any changes. In green, we will incorporate the CDC and DOH to the maximum extent feasible.</p>
<b>Other social distancing and safety practices</b>	<p>In red, we are closed. In yellow, we will incorporate the CDC and DOH guidelines to the maximum extent feasible at all times.</p> <p>In green, we will incorporate the CDC and DOH guidelines to the maximum extent feasible.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<b>* Monitoring students and staff for symptoms and history of exposure</b>	<p>-staff and students will self-screen prior to reporting to school. All staff and students will be scanned for a fever of 100.4 degrees or</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>higher upon entrance. Staff and students will also be temp checked if symptoms appear while at school. Staff will randomly be temp checked as well. The nursing department will track students' history of exposure and the Personnel Department will track employees</p> <ul style="list-style-type: none"> <li>-thermal scanners (2 per building with 1 at each entrance/exit)</li> <li>-handheld thermometers for nursing offices and isolation areas</li> <li>-tracking sheet developed for nurse use of students and for the Personnel Department's use for employees</li> <li>-checklists provided to parents and staff to facilitate at home parent screening (students) or self-screening (staff)</li> </ul>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>-isolation and quarantining areas will be established (separate from the regular nursing office) for staff and students who are symptomatic. These areas will be stop-gap locations until students are picked up by a parent/guardian.</li> <li>-Policy 203: Immunizations and Communicable Diseases</li> </ul>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>- In yellow, we will shift to remote learning if a staff member is positive. They may return after the 14-day isolation or quarantine</li> <li>-In green, we will log students and staff who present as positive or are contact traced to a positive case. We will follow the DOH guidelines for the 24-hour closure of the area where the case was in the building, isolation/quarantine requirements and the DH return to work/school expectations.</li> <li>-Policy 203: Immunizations and Communicable Diseases</li> </ul>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>- In yellow, we will notify the folks who have been contract traced by phone and share 14-day expectation. We will share via letter the notification to the employees as required, and notify parents/students/community as required</li> <li>- In green, we will notify all required parties via a letter, mass notification or web page posting</li> </ul>

## 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>	<ul style="list-style-type: none"> <li>- In yellow, students and staff at higher risk will work remotely from home to avoid exposure</li> <li>-In green, staff and students should provide proper documentation of a medical condition which necessitates consideration. Their needs will be accommodated as required by law per medical recommendation. Additional hand sanitizing and cleaning protocols will be implemented as needed</li> <li>-letter from school nurse to parents of any student known to have any conditions associated with a risk of severe infection to facilitate individualized planning or additional safety measures</li> <li>-letter from personnel department to staff outlining process for developing any necessary work-related plan for employees at higher risk</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>- In yellow, all staff and students should wear masks (including facial shields) to the maximum extent feasible.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>-In green, masking for staff and students is encouraged but optional. Students and staff should bring a fresh or cleaned mask to school every day. These masks should be school appropriate with acceptable messaging and visuals. Masking is expected when in common areas and when working within close proximity of other students or staff. Masking is required for transportation purposes</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>-In yellow, students with complex medical, social/emotional or academic needs will be addresses on an individual basis through the student support team, case managers and administrators to address their unique and individualized needs</li> <li>- In green, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team, case managers and</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Strategic deployment of staff</b></p>	<p>administrators to address their unique and individualized needs. Social stories will be developed for these students as appropriate. Visual schedules and reminders will be developed for students who benefit from visual cueing. Direct instruction during extended school year to prepare students for expected hygiene protocols and social distancing</p> <p>- once staff have reported to work, may be deployed or reassigned as needed to the maximum extent feasible in order to meet the essential needs of the District</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Millcreek Township School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 29, 2020**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **June 30, 2020**

By:

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*(Signature\* of Board President)*

John DiPlacido, President of the Millcreek Township School District's School Board

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.