



South Middleton School District Health and Safety Plan

The South Middleton School District's Health and Safety plan has been created using resources developed by Federal, State, and Local health agencies. The District acknowledges that there are no current strategies that will eliminate the risks associated with COVID-19. This plan aims to minimize risk, while allowing our students and staff to resume school activities in a safe manner.

It is recommended that the Board authorize the Administration to temporarily suspend or modify relevant Board policies as needed to align with the Health and Safety Plan. Administrative regulations written to complement this plan shall be used to guide decision making and execution of the plan.

This plan shall be monitored routinely and will be revised based on changing public health conditions.

Type of Reopening

Our current reopening plan would reflect a 'Scaffold Reopening. 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). Our anticipated start date for in-person learning is August 26, 2020. However, a fully-remote learning option may become a necessity if in-person learning becomes restricted by the Commonwealth, Department of Education, or in order to ensure the health and safety of the students and community.

Pandemic Team

The District assembled a Health and Safety Task Force to assist in the development of a Health and Safety Plan. This Task Force includes a variety of District staff and local health officials. The Pandemic Team will be responsible for facilitating the local planning process, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications on school operations. The Task Force will propose potential adjustments to the Health and Safety Plan throughout the school year, as needed. The Pandemic Team is comprised of the following individuals:

Individual(s)	Stakeholder Group Represented	Pandemic Roles and Responsibilities
Matthew Strine, Ed.D.	Superintendent	Plan Development & Response Team
Melanie Shaver-Durham	Director of Curriculum	Plan Development & Response Team
Kimberly Spisak	Director of Student Services	Plan Development & Response Team
Nicole Weber	Director of Business and Operations	Plan Development & Response Team
Zachary Gump	Supervisor of Facilities & Safety	Plan Development & Response Team
Karl Heimbach	Athletic Director	Plan Development & Response Team
Matthew Hurley	Supervisor of Human Resources	Plan Development & Response Team
Nick Milone	Food Services Director, Chartwells	Plan Development & Response Team
Joel Hain	High School Principal	Plan Development & Response Team

Mark Correll	Assistant High School Principal	Plan Development & Response Team
Jessica White	Supervisor of Special Education	Plan Development & Response Team
Jesse White, Ed.D.	Middle School Principal	Plan Development & Response Team
David Bitner	Assistant Middle School Principal	Plan Development & Response Team
Trisha Reed	Elementary School Principal	Plan Development & Response Team
David Boley	Elementary School Principal	Plan Development & Response Team
Dr. Chad Jumper	District Physician	Plan Development & Response Team
Gareth Pahowka, Esquire	District Solicitor, Stock and Leader	Plan Development
Paula Michalik	Professional Staff (Teacher), SMEA President	Plan Development
David Yinger	Professional Staff (Teacher), SMEA Representative	Plan Development

Cleaning, Sanitizing, Disinfecting, and Ventilation

The District's Facilities Department, comprised of maintenance and custodial staff, is responsible for cleaning and maintenance of all school owned facilities. The District maintains a regular cleaning schedule that is followed by each custodian. The Facilities Department takes great pride in the training protocols and cleaning methods utilized by the custodial staff.

The District will continue to utilize resources, including the Centers for Disease Control, for guidance on cleaning strategies and cleaning frequency. The frequency of cleaning and disinfecting will be determined by the severity of COVID-19 in the South Middleton School District community. The District has acquired additional equipment to aid in the process of disinfecting buildings and school vehicles.

Requirements	Action Steps under Green	Action Steps under Yellow	Lead Individual and Position	Material, Resources, and or Supports Needed	PD Required (Yes/No)
<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>The District has initiated steps to prevent and mitigate the spread of Covid-19 in our facilities. The custodial staff shall implement daily disinfection protocols based on CDC Guidance for Cleaning and Disinfecting Schools to reduce the risk of transmission.</p> <p>The custodial staff will pay particularly close attention to the following areas/items:</p> <ul style="list-style-type: none"> • Student Desktops • Teacher Desktops • Doorknobs / Push Bars • Countertops • Computer hardware • Bathrooms: Sinks, Toilets/Urinals, and Paper Towel Dispensers (a daily cleaning schedule will be developed to include all bathrooms in the building) • Any additional high-volume touchpoints • Classrooms and other areas (such as the gymnasium, auditorium, and other large indoor spaces) utilized for instruction 	<p>Same as Green</p>	<p>Supervisor of Building and Grounds</p>	<p>Disinfecting/Sanitizing agents and equipment</p> <p>PPE for staff</p>	<p>Yes</p>

	<p>The aforementioned areas shall be disinfected daily and on a routine schedule with Clorox Pro Quaternary Disinfectant, holding EPA REG. no. 1839-166-67619. Daytime custodial staff will promptly respond to requests for replenishment of depleted items such as handwashing and hand sanitizing products.</p> <p>Utilize a checklist of all disinfectants, cleaners, personal hygiene, and sanitization products needed to support student and staff health safety and maintain a three-week surplus of all supplies.</p> <p>Additionally, we will continue to follow the recommendations as prescribed in the linked document: CDC Guidelines</p> <p>Other prevention actions:</p> <ul style="list-style-type: none">• Increase use of required PPE (masks, gloves, face-shields)• Shut off/disable use of communal drinking fountains and provide safe alternatives when/where possible				
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	<ul style="list-style-type: none"> • Prior to reopening, the water system of each building will be flushed 				
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>The District will work with Rohrer Bus Services to develop a routine cleaning schedule for vans and school buses. Rohrer Bus Services will be responsible procurement of disinfection materials and labor.</p> <p>The District's Supervisor of Buildings & Grounds and Food Service Director will work collaboratively to implement additional cleaning protocols beyond standard operating procedures as needed.</p> <p>Standard Operating Procedures for Air circulation/filtration will be maintained as per ASHRAE Standard, American Society of Heating Refrigerating and Air-conditioning Engineers. The maintenance team will work to increase the rate of air exchange based upon daily outdoor atmospheric conditions.</p>	Same as Green	<p>Rohrer Bus Service</p> <p>Supervisor of Building and Grounds</p> <p>Food Services Director</p>	<p>Disinfecting agents and equipment</p> <p>PPE for Staff</p>	Yes

Social Distancing and Other Safety Protocols

The District will utilize the following guiding principles to maximize social distancing:

- Limit the number of students and staff that occupy areas within the buildings, minimizing the contact between students and staff.
- Restrict large group gatherings in areas like auditoriums, cafeterias and gymnasiums.
- Restrict access to buildings, allowing only students, staff, and essential visitors.
- Provide hygiene education and best practices for both students and staff.
- Where physically possible, practice social distancing (at least 6' distance) between all students, staff, and visitors.

Requirements	Action Steps Under Green	Action Steps Under Yellow	Lead Individual and Position	Material, Resources, and or Supports Needed	PD Required (Yes/No)
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> • Spread out student desks, aligned in one direction, to a minimum of 6 feet where feasible, in order to maintain proper social distancing within the classrooms. • Eliminate flexible seating options (cushions, beanbags, couches, etc.), other than those required per 504 and IEP documents, to become uniformed throughout the district 	Same as Green	Building Principals	Removal or addition of furniture to support social distancing	No

	<ul style="list-style-type: none"> • Restrict and discourage interactions between groups of students • Limit the number of individuals in a classroom or other spaces • Limit gatherings, events, and extracurriculars to those who can adequately maintain social distancing • Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible 				
<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Students shall be instructed to wash hands with soap and water or hand sanitizer, provided within the cafeteria, prior to eating lunch • Meal condiments will be provided to students on the serving tray • Students will not be permitted to serve themselves • Cafeteria staff will serve all components of the meal while wearing appropriate PPE • Dining areas and serving lines will be 	<ul style="list-style-type: none"> • Students will not be permitted to eat in the cafeteria or other congregate settings. All meals will be served in the classroom. • Students shall be instructed to wash hands with soap and water or hand sanitizer, provided within the classroom, prior to eating lunch • Parents/guardians and staff will be encouraged to 	<p>Building Principals</p> <p>Buildings and Grounds department</p> <p>Food Service Director</p>	None	No

	<p>disinfected between lunch periods</p> <ul style="list-style-type: none"> • Parents/guardians and staff will be encouraged to deposit funds using the districts on-line portal to avoid the handling of cash in the cafeteria • Staggered eating times will be developed to ensure proper social distancing within the cafeteria • Staggered eating times will allow for proper disinfection of high touch-point areas. 	<p>deposit funds using the districts on-line portal to avoid the handling of cash</p>			
<p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • All students, staff and visitors shall wash hands or use hand sanitizer per CDC guidelines when entering the buildings • Staff will be trained on proper hygiene techniques so they can teach students • Students/staff shall wash hands with soap and water per CDC guidelines after going to the bathroom; before eating; and after blowing one's nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer 	<p>Same as Green</p>	<p>Building Principals</p> <p>Building Assistant Principals</p> <p>School Nursing Staff</p> <p>Teachers</p>	<ul style="list-style-type: none"> • Signage (CDC, English; CDC Spanish) • Hand Soap • Hand Sanitizer • Paper towels 	<p>Yes</p>

	<ul style="list-style-type: none"> Maintain adequate supply of soap, hand sanitizer, tissues, etc., to support proper hygiene practices for a three-week period 				
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Post CDC and PA Department of Health Posters in all cafeteria, restrooms and high traffic areas.	Same as Green	Supervisor of Buildings & Grounds Student Services Department Building Principals	Handwashing and Germs Posters	No
Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> At all buildings the practice of lunch visitation by parents, family, loved ones will no longer be permitted All visitors must have a pre-arranged meeting to enter the facility, as feasible All items being dropped off at any building for student and/or staff, will be left in the secure vestibule Create protocols for secretaries for allowing visitors into building Permitted visitors will have to abide by district hygiene protocols – to include wearing masks and socially distancing at all times Limit large group activities such as 	Same as Green	Building Principals	Additional signage that indicates restrictions of visitors Messaging to parent, staff, and community of change in practices	No

	<p>extracurriculars in accordance with PIAA and PA Department of Health Guidelines</p> <ul style="list-style-type: none"> • Ensure all permitted large group activities adhere to social distancing and mask guidelines 				
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Our goal is to provide safe opportunities for exercise (i.e. recess, PE class) and sports activities for students in accordance with CDC Consideration for Youth Sports: CDC Consideration for Youth Sports.</p> <p>To do that we will:</p> <ul style="list-style-type: none"> • Train teaching staff on all safety protocols • Hold classes outdoors when feasible. • Provide appropriate CDC recommended cleaning materials for weight rooms, training facilities, locker rooms, and gyms • Encourage staff to use open spaces as recreation areas • Eliminate the use of playground equipment (will be reviewed periodically) • Ensure adequate supply of equipment such as balls, jump 	Same as Green	Building Principals Teachers	<p>Additional recess equipment</p> <p>Disinfecting agents and equipment</p> <p>PPE for staff</p>	Yes

	<ul style="list-style-type: none"> ropes, etc. to limit sharing of items Limit group games and team sport activities to abide by social distancing guidelines Provide appropriate CDC recommended cleaning materials to disinfect equipment 				
Limiting the sharing of materials among students	<ul style="list-style-type: none"> Clean and disinfect shared items between use with appropriate CDC recommended supplies Avoid using other employee's phones, desks, work tools and other equipment when possible; clean and disinfect after each use Keep each students' belongings separated in labeled containers, cubbies or lockers. 	Same as Green	Building Principals Teachers	Sanitizing/Disinfecting Agents and Equipment Additional classroom supplies (i.e. crayons, scissors, glue sticks, pencils)	Yes
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Controlled foot traffic patterns in hallways and stairwells when feasible Stagger students coming in and out of the building and common areas during arrival, dismissal and lunches Stagger students arriving to and leaving classrooms and other spaces 	Same as Green	Building Principals Director of Business and Operations	Signage	No

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • When feasible, students shall practice proper social distancing per CDC guidelines; if six feet is not achievable, students should be spaced to the maximum extent possible and will be required to wear a face mask or face shield. • Ensure student and staff groupings are static where feasible • Limit interactions between large groups if feasible 	<p>Same as Green</p>	<p>Building Principals Teachers</p>	<p>None</p>	<p>No</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Routes will be developed as to limit the number of students on the bus, sitting no more than 2 per seat, with space in between • Students will be required to wear masks on the bus • Drivers will not be required to wear masks while driving but will be required to wear a mask when interacting with students • Drivers will disinfect high touch point areas after each run 	<p>Same as Green</p>	<p>Director of Business and Operations</p>	<p>Signage on buses indicating social distancing expectations</p>	<p>Yes</p>

	<ul style="list-style-type: none"> • Rohrer Bus services will complete daily disinfection of bus fleet • Roof hatches and windows will be opened to allow for increased ventilation when feasible • Educate parents/guardians and students on the importance of social distancing at bus stops • Provide sufficient drop-off space for parents/guardians who elect to transports their student to and from school 				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Updated SMSD website with any transportation changes • Contact other venues (non-public schools) impacted by SMSD changes • Contact YMCA regarding changes to daily operating schedule. 	Same as Green	Superintendent	Staffing Considerations	No
Other social distancing and safety practices	<ul style="list-style-type: none"> • Install protective barrier in main offices • Other considerations provided by Federal, State, and Local agencies 	Same as Green	Buildings & Grounds Department	Protective barriers	No

Monitoring Student and Staff Health

Staff training will be provided to enhance the monitoring of student and staff health. Additionally, the District will implement protocols to provide appropriate safeguards for illness management. This will include procedures for the prompt dismissal of symptomatic individuals and a standard set of requirements for individuals to return to school.

Requirements	Action Steps Under Green	Action Steps Under Yellow	Lead Individual and Position	Material, Resources, and or Supports Needed	PD Required (Yes/No)
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> Parents/guardians shall conduct a screening for COVID-19 symptoms at home each morning before the school day; screening tool for parents: Symptoms of Coronavirus No students with COVID-19 symptoms will be sent on a bus or brought to school All district and contracted staff shall conduct a screening for COVID-19 symptoms at home each morning prior to leaving for work and will stay home if ill. If staff are experiencing any COVID-19 related symptoms, they should contact their building administrator. Temperature screenings will not be required upon entrance to the buildings for students and staff 	<ul style="list-style-type: none"> Parents/guardians shall conduct a screening for COVID-19 symptoms at home each morning before the school day; screening tool for parents: Symptoms of Coronavirus No students with COVID-19 symptoms will be sent on a bus or brought to school All district and contracted staff shall conduct a screening for COVID-19 symptoms at home each morning prior to leaving for work and will stay home if ill. If staff are experiencing any COVID-19 related symptoms, they should contact their 	Building Principals Teachers Student Services Department	Parent/Guardian resources Staff resources	Yes

	<ul style="list-style-type: none"> • The district has purchased infrared thermometers to be on hand should temperature checks become required per CDC guidelines or by our Local Health Agency • In the event temperature/question screenings become required, Students and Staff will be spaced minimally 6-feet apart while waiting in line to be screened. There will be multiple entrance/screening points and student/staff will be assigned to specific entrance locations. The person being actively screened shall be spaced more than 12-feet from the next person to be screened in order to protect confidential health information. Staff members conducting the screenings will be required to wear appropriate PPE for protection. • Students and staff will be continually educated on the symptoms of COVID-19 • Students and staff will go/be sent directly to the designated isolation room if feeling symptomatic 	<p>building administrator.</p> <ul style="list-style-type: none"> • Temperature screenings will be required upon entrance to the buildings for students and staff • In the event temperature/question screenings become required, Students and Staff will be spaced minimally 6-feet apart while waiting in line to be screened. There will be multiple entrance/screening points and student/staff will be assigned to specific entrance locations. The person being actively screened shall be spaced more than 12-feet from the next person to be screened in order to protect confidential health information. Staff members conducting the screenings will be required to wear appropriate PPE for protection. • Students and staff will be continually educated on the 			
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		symptoms of COVID-19 <ul style="list-style-type: none"> Students, staff, and visitors will go/be sent directly to the designated isolation room if feeling symptomatic 			
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> Establish of triage room located away from the common treatment area of the nurse's suite, dedicated for COVID related issues Provide proper PPE with signage outlining protocol for healthcare workers Isolate any students, staff and/or visitors who the district has reasonable belief is exhibiting COVID related symptoms to the triage room, contact the building nurse for medical review and determine if person should be sent home Students, staff, and visitors must wear mask if triaged – regardless if the student/staff can socially distance. When student exits the building: <ul style="list-style-type: none"> Building nurse will contact student's parent/guardian 	Same as Green	Building Principals Building Nurse Student Services Department	Isolation/Triage room Disinfecting agents PPE for staff	No

	<ul style="list-style-type: none"> and district administration ○ Building secretary notifies building nurse of parent/guardian arrival ○ Building nurse escorts student out of building on the pre-established exit route to curb side ○ Building nurse will confirm identity of parents/guardians • Areas used by person suspected of having COVID-19 will be disinfected per CDC guidelines. This includes closing the area off for a minimum of 24-hours before cleaning and disinfecting. • Notify staff and families of confirmed case, while ensuring confidentiality • Implement appropriate Department of Health protocols for employees that become exposed to a suspected or confirmed case – to include contact tracing. 				
Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> • Doctor's note is required for student/staff to return to school if sent home • If confirmed case, stay home for 10 days from onset of symptoms AND 	Same as Green	Administration Building Nurses	None	No

	<p>must be fever free for 72 hours, without the use of fever reducing medication prior to returning to school grounds; follow these guidelines</p> <ul style="list-style-type: none"> • Students and staff that are suspected cases, but not confirmed, may return to school if one of the following has been met: <ul style="list-style-type: none"> ○ A health care provider provides a doctor's note indicating that the staff/student has tested negative for COVID-19; or ○ A health care provider provides a doctor's note indicating that the staff/student is safe to return to school and a minimum of 10-days have elapsed since symptom onset and at least 3-days have passed since resolution of a fever without 				
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	the use of fever-reducing medications				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> • Post Health and Safety Plan on SMSD website • Provide updated information to the SMSD community through various mediums • Prepare students and families for fully remote learning in the event of a temporary or extended school closure. The District is fully equipped to provide 1:1 technology for all students, K-12 • The District has a reserve of hotspots in the event students/staff do not have access to internet in their homes • The District will send a technology survey to families prior to the start of the school year to determine this need 	Same as Green	Pandemic Team Social Media Coordinator (M. Bond)	School Messenger Social Media Accounts	No
Other monitoring and screening practices	<ul style="list-style-type: none"> • Create visitor questionnaire related to COVID-19 exposure and current health status • Visitors will be unable to enter District property if they refuse or fail to abide by the health and safety plan 	Same as Green	Pandemic Team	None	No

Other Considerations for Students and Staff

The District will abide by all Federal, State, or Local requirements regarding the use of face coverings. In addition, it is imperative that the District remain aware of the social and emotional wellbeing of our students and staff. The District will provide all necessary supports and/or services to students and staff. These supports include in-school services, as well as resources for parents and community.

Requirements	Action Steps Under Green	Action Steps Under Yellow	Lead Individual and Position	Material, Resources, and or Supports Needed	PD Required (Yes/No)
Protecting students and staff at higher risk for severe illness	Staff Physical Health and Safety: In recognizing the need to protect employees at high risk for severe illness for those identified as vulnerable individuals (“Vulnerable individuals” are defined by CDC as people age 65 years and older and others with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy) and to mitigate the risk of exposure to COVID-19, the South Middleton School District will seek to identify	Same as Green	Student Services Department Human Resources Department	TBD	TBD

	<p>and support personnel in the following manner:</p> <ul style="list-style-type: none"> • A voluntary staff survey will be administered to identify school personnel who are at higher risk for severe illness per CDC guidance and definition • Once self-identified as an employee at high-risk, the District will conduct the interactive process under the American's with Disabilities Act, to include gathering appropriate medical documentation, to help guide the employee and District in identifying and implementing reasonable accommodations • Flexible work conditions may be negotiated for those who self-report and provide medical documentation of medically fragile status • The appropriate work environment may consist of full-time remote employment, full-time employment on school grounds, or hybrid • Additional PPE may be utilized to decrease risk 				
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	<p>and increase ability to work on school grounds</p> <ul style="list-style-type: none"> • In accordance with CDC and PDE guidelines, the District will establish a liberal leave policy <ul style="list-style-type: none"> ○ All records that contain personal health information will be kept strictly confidential and will align with record keeping procedures identified in Policy 324 ○ The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act ○ A “liberal leave policy” does not include automatic paid leave options. If an employee does not have appropriate paid leave available, unpaid leave may be appropriate <p>Student Physical Health and Safety:</p> <ul style="list-style-type: none"> ○ Limit or cancel all non-essential travel such as field trips and community-based instruction 				
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	<ul style="list-style-type: none">○ Discontinue the use of perfect attendance awards and incentives○ Implement a liberal attendance policy○ Options for instructional models will be utilized as needed to meet students' unique health/safety needs which may consist of full-time remote instruction, full-time instruction on school grounds, or hybrid○ Students and Staff members that leave the Commonwealth of Pennsylvania and return from a State that has been identified by the Governor recommending self-quarantine, will not be allowed to return to school until the self-quarantine has concluded. Students and Staff that will need to self-quarantine are highly encouraged to discuss this with the				
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	building principal or their supervisor before a trip occurs in order to ensure proper measures are put in place				
Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> • Face coverings will be required per Federal, State, or Local agency mandates • Staff may remove their face covering when: <ul style="list-style-type: none"> ○ Eating or drinking when spaced at least 6 feet apart ○ Seated at a desk or assigned workspace at least 6 feet apart 	Same as Green	Pandemic Team Building Principals	PPE	Yes
Use of face coverings (masks or face shields) by all students (as appropriate)	<ul style="list-style-type: none"> • Face coverings will be required per Federal, State, or Local agency mandates • Students may remove their face covering when: <ul style="list-style-type: none"> ○ Eating or drinking when spaced at least 6 feet apart ○ Seated at a desk or assigned workspace at least 6 feet apart. ○ Engaged in any activity at least 6 feet apart (e.g. face covering 	Same as Green	Pandemic Team Building Principals Teachers	PPE	Yes

	breaks, recess, etc.)				
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> • The following extra precautions in low incidence programs (AS, MDS, SFLS, LSS) will be implemented • Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting; for these reasons, extra precautions will be implemented: <ul style="list-style-type: none"> ○ Staff must thoroughly sanitize hands immediately before and after working with a student ○ Avoid the use of communal objects for 	Same as Green	Building Principals Student Services Department Teachers	PPE	Yes

	<p>student reinforcement; if such objects are used with multiple students, each object should be disinfected immediately before and after student use</p> <ul style="list-style-type: none">○ Personal student iPads/AAC devices must be disinfected each time a student enters or exits the classroom○ The district's feeding protocol will be followed when feeding students○ Staff must wear gloves and face covering when feeding students○ Bathrooms and changing tables must be disinfected with appropriate CDC recommended supplies before and after student use; limit students to one at a time				
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	<ul style="list-style-type: none"> ○ Students will be assisted with handwashing ○ Students will be required to wear masks while in common areas such as the hallway unless medically unable to do so ○ Students will be encouraged not to touch walls and fixtures 				
Strategic deployment of staff	<ul style="list-style-type: none"> ● Cross-train staff to serve in critical job functions and positions 	Same as Green	Building Principals Human Resources Department	TBD	Yes

Health and Safety Plan Professional Development

The following chart illustrates key areas of professional development that will support the implementation of the Health and Safety Plan.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing and disinfection of areas used by students/staff	Custodial/Maintenance staff	Zachary Gump, Director of Building & Grounds	Staff Meeting w/ PP presentations	CDC Guidance for Cleaning and Disinfecting Schools	03/16/2020	3/16/2020
Healthy Hygiene Practices	All Staff	Matt Hurley, Supervisor of Human Resources	Online Training	Safe Schools Online	08/03/2020	Prior to start of 20/21 School Year
Proper use of Disinfectants	All Staff	Matt Hurley, Supervisor of Human Resources	Online Training	Safe Schools Online	08/03/2020	Prior to start of 20/21 School Year
Recognizing COVID-19 Symptoms	All Staff	Matt Hurley, Supervisor of Human Resources	Online Training	Safe Schools Online	08/03/2020	Prior to start of 20/21 School Year
Review the SMSD Health and Safety Plan	All Staff	Matt Strine, Superintendent	Online	PDF Document	08/03/2020	Prior to start of 20/21 School Year

Protocols for Building Nurses	Building Nurses	Kim Spisak, Director of Student Services	In Person Training	TBD	08/03/2020	Prior to start of 20/21 School Year
Safety Protocols for Students with Complex Needs	Special Education Staff	Jessica White, Supervisor of Special Education	TBD	TBS	08/03/2020	Prior to start of 20/21 School Year

Health and Safety Plan Communications

The following chart illustrates key communication to and from stakeholder groups.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Routine Updates for Families	Students & Families	Dr. Matthew Strine, Superintendent Building Principals	E-mail, phone call, website	Routine Updates for Families	Upon Plan Approval	
Routine Updates for Staff	District Staff	Dr. Matthew Strine, Superintendent Building Principals	Email or phone call	Routine Updates for Staff	Upon Plan Approval	

Health and Safety Communications	Pandemic Team	Pandemic Team	Various methods	Health and Safety Communications	Upon Plan Approval	
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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(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.