



# 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: **Williamsburg Community 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)
Lisa Murgas	WCSD Superintendent	Pandemic Coordinator, Plan Development/Response Team
Christine Ebersole	WCSD Nurse	Plan Development/Response Team
Mike Jones	Secondary Principal	Plan Development/Response Team
Jennifer Metzler	Elementary Principal	Plan Development/Response Team
Mike Mingle	WCSD Facilities Director	Plan Development/Response Team

<b>Shae Harclerode</b>	Raystown Transit/transportation	Plan Development/Response Team
<b>April Wheland</b>	WEA President	Plan Development/Response Team
<b>In Shore Technologies</b>	Technology	Plan Development/Response Team
<b>The Nutrition Group</b>	Food Service	Plan Development/Response Team
<b>Rich Eastep</b>	Support Staff Union President	Plan Development/Response Team

## Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

The Williamsburg Community School District will align the Health and Safety Plan's yellow and green phases with moderate and low levels per the following:

Yellow Phase/Moderate Level

Green Phase/ Low Level

## 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: Williamsburg Community School District is committed to the health and safety of our students, staff and community members. During the summer months, custodial staff will work to clean and disinfect all district buildings. Upon the reopening of school, custodial staff work daily to clean and disinfect all buildings in order to combat the spread of COVID-19. Additional procedures and protocols will be established such as increased frequency of cleaning high touch areas such as doorknobs and railings, in addition to the routine daily cleaning. Disinfectant sprayers will be used at the end of each school day to spray disinfectant in all classrooms in order to combat the spread of COVID-19. Disinfecting supplies will be purchased to maintain disinfected facilities throughout the school day. Hand sanitizers and cleaning products following CDC guidelines will be provided in all classrooms. All custodial staff will be trained throughout the summer months regarding effective cleaning procedures and techniques. All staff will be trained on the cleaning and disinfecting protocols in this Health and Safety plan during the in service day on August 17, 2020. Students will be trained on health and safety protocols upon their return to school on August 24, 2020.**



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>* 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>*Cleaning and disinfecting of high frequency touch areas and school buses. Ex. Doorknobs, light switches, railings</p> <p>*All classrooms spayed daily with disinfectant that meets CDC guidelines.</p> <p>*Cleaning of shared materials between uses.</p> <p>*Opening windows, as appropriate, to provide ventilation.</p> <p>*Frequent cleaning of HVAC systems.</p> <p>*Water fountains used for water bottle/cup filling</p> <p>*Clean cafeteria tables, benches, chairs between student groups</p>	<p>**Cleaning and disinfecting of high frequency touch areas and school buses. Ex. Doorknobs, light switches, railings</p> <p>*All classrooms spayed daily with disinfectant that meets CDC guidelines.</p> <p>*Cleaning of shared materials between uses.</p> <p>*Opening windows, as appropriate, to provide ventilation.</p> <p>*Frequent cleaning of HVAC systems.</p> <p>*Water fountains used for water bottle/cup filling</p> <p>*Clean cafeteria tables, benches, chairs between student groups</p>	Mike Mingle, Facilities Director	Disinfectant Disinfectant sprayers Disinfectant wipes Cleaning materials (soap, sanitizers, paper towels, etc)	Yes
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>*Disinfectant cleaner provided to all classrooms</p> <p>*Hand sanitizer in all classrooms</p>	<p>*Disinfectant cleaner provided to all classrooms</p> <p>*Hand sanitizer in all classrooms</p>	Mike Mingle, Facilities Director	Sanitizer dispensers Sanitizer (60% alcohol)	yes

## 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: Student and staff interaction is a vital component of a student’s educational experience. Williamsburg Community School District will limit this close interaction as much as possible in order to maintain social distancing guidelines. Classrooms will be reorganized to maximize space in order to social distance. When the six foot social distancing guideline cannot be followed, safety precautions such as wearing a mask and practicing additional personal hygiene will be in place to reduce the spread of the virus. Transitions such as changing classes will be limited at the high school level and at the elementary level in order to reduce student interaction in hallways. Schedules at the high school and elementary levels will be modified in order to limit the number of individuals who come into contact with each other throughout the day. When appropriate outside spaces will be utilized to further limit student contact. Small group gatherings and social distancing practices will be established in communal spaces. Visitors and volunteers will be required to participate in symptom screenings before interacting with staff and students. WCSD will provide transportation utilizing a bus contractor. The contractor and district will work together to establish protocols such as reducing capacity as much as possible and daily cleaning/disinfecting of buses and vans. Buses/vans will be disinfected daily between runs. All staff members will be trained on these protocols during teacher in service days in August, 2020. Students will be trained on the first student day of school.**

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>*Six foot social distancing among students and staff while at school.</p> <p>*Configuring classroom furniture to promote six foot social distancing.</p> <p>*Students and staff wearing masks following CDC guidelines</p> <p>*Self contained classrooms for students K-5</p> <p>*Limited changing of classrooms in grades 6-12, as feasible</p>	<p>*Six foot social distancing among students/staff whenever possible.</p> <p>*Configuring classroom furniture to promote six foot social distancing.</p> <p>*Students and staff wearing masks following CDC guidelines</p> <p>*Self contained classrooms for students K-5</p> <p>*Limited changing of classrooms in grades 6-12, as feasible</p>	<p>Mike Jones, Secondary Principal</p> <p>Jennifer Metzler, Elementary Principal</p> <p>Classroom Teachers</p>	<p>Signage/posters</p> <p>Additional desks/chairs as needed</p> <p>Additional educational resources as needed to reduce sharing</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>*Schedule lunch periods that reduces student/staff capacity</p> <p>*Utilize additional locations for lunch, to the extent feasible.</p> <p>*Hand sanitizer station at entrance of cafeteria</p> <p>*Cleaning all surfaces between lunch periods</p> <p>*Provide prepackaged food items to the extent feasible</p> <p>*Prohibit sharing food</p> <p>*Staff serving food required to wear face covering/shield</p> <p>*Plexiglass installed along serving line and cashier line in cafeteria</p>	<p>*Modified lunch schedule that promotes social distancing in the cafeteria</p> <p>*Hand sanitizer station at entrance of cafeteria</p> <p>*Cleaning all surfaces between lunch periods</p> <p>*Provide prepackaged food items to the extent feasible</p> <p>*Prohibit sharing food</p> <p>*Staff serving food required to wear face covering/shield</p> <p>* Plexiglass installed along serving line and cashier line in cafeteria</p>	<p>Mike Jones, Secondary Principal</p> <p>Jennifer Metzler, Elementary Principal</p> <p>The Nutrition Group</p>	<p>Modified schedules Signage/Posters Sanitizer Cleaning supplies</p>	<p>Yes</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>*Teach handwashing and sanitizing practices to students.</p> <p>*Handwashing breaks every 2 hours for students/staff, as feasible</p> <p>*Utilize signage and posters in classrooms as reminders for personal hygiene</p>	<p>*Teach handwashing practices to students</p> <p>*Frequent handwashing breaks for students/staff</p> <p>*Utilize signage and posters in classrooms as reminders for personal hygiene</p>	<p>Classroom Teachers Nurse Principals</p>	<p>Signage/Posters Sanitizer Soap</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	*Signs posted in hallways, classrooms, cafeteria, etc. that promote social distancing, personal hygiene and symptoms of COVID-19	*Signs posted in hallways, classrooms, cafeteria, etc. that promote social distancing, personal hygiene and symptoms of COVID-19	Mike Jones, Secondary Principal  Jennifer Metzler, Elementary Principal  Christine Ebersole, Nurse	Signage/Posters	No
* <b>Identifying and restricting non-essential visitors and volunteers</b>	*Nonessential visitors and volunteers by appointment only as deemed necessary. *Symptom checks of all nonessential visitors and volunteers before gaining access to the school. *All nonessential visitors/volunteers will be required to wear a face mask *Maintain visitor log	*Limited access of nonessential visitors and volunteers. Schedule appointments, if possible *Symptom checks of all nonessential visitors and volunteers before gaining access to the school. *All nonessential visitors/volunteers will be required to wear a face mask *Maintain visitor log	Mike Jones, Secondary Principal  Jennifer Metzler, Elementary Principal  Nurse  Secretarial Staff	Thermometer Screening logs Contact log	Yes
* <b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	* <b>The WCSD Athletic Plan will be followed for all sports and cheerleading</b>  * <b>Recess scheduled for one grade level at a time assigning one classroom per playground</b>  * <b>Promote social distancing activities during recess and physical education</b>  * <b>Cleaning and disinfecting all equipment between uses</b>	*The WCSD Athletic Plan will be followed for all sports and cheerleading  * <b>Promote social distancing activities during recess and physical education</b>  * <b>Cleaning and disinfecting all equipment between uses</b>	Principals Classroom Teachers Phys Ed Teachers	Cleaning supplies	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>*Limited sharing of student materials</li> <li>*Clean/disinfect shared materials frequently</li> </ul>	<ul style="list-style-type: none"> <li>*All shared materials will be disinfected between uses, as feasible.</li> <li>*Clean/disinfect shared materials frequently</li> </ul>	Classroom Teachers Principals		Yes
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>*Staggered schedules for limiting the number of students in hallways.</li> <li>*Social distancing in hallways and communal areas, as feasible</li> </ul>	<ul style="list-style-type: none"> <li>*Staggered schedules for limiting the number of students in hallways.</li> <li>*Social distancing in hallways and communal areas, as feasible</li> </ul>	Classroom Teachers Principals	Signage	Yes
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>*Dismiss bus students one grade level at a time to reduce capacity in hallways</li> <li>*Assigned seats to facilitate social distancing</li> <li>*Students and drivers to wear face coverings</li> <li>*Open bus windows, as appropriate</li> <li>*Clean/disinfect buses/vans daily</li> </ul>	<ul style="list-style-type: none"> <li>*Dismiss bus students one grade level at a time to reduce capacity in hallways</li> <li>*Assigned seats to facilitate social distancing</li> <li>*Students and drivers to wear face coverings</li> <li>*Open bus windows, as appropriate</li> <li>*Clean/disinfect buses/vans daily</li> </ul>	Principals Raystown Transit	Cleaning supplies Sanitizer	Yes
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>*Self contained elementary classes</li> <li>*Modified schedule at high school level to promote social distancing</li> <li>Reconfigure classrooms to maximize social distancing</li> </ul>	<ul style="list-style-type: none"> <li>*Self contained elementary classes</li> <li>*Modified schedule at high school level to promote social distancing</li> <li>Reconfigure classrooms to maximize social distancing</li> </ul>	Principals		Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	*Coordinate the Health and Safety Plan with local daycares and Head Start	*Coordinate the Health and Safety Plan with local daycares and Head Start	Lisa Murgas, Superintendent		Yes
<b>Other social distancing and safety practices</b>	Eliminating field trips and nonessential travel	Limiting field trips and nonessential travel	Lisa Murgas, Superintendent Principals		Yes

## 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: The health and safety of all students and staff is the main priority of WCSD. All staff members will be responsible for following the District guidelines in order to help reduce the spread of COVID-19. Students (with parent/guardian assistance) and staff will be encouraged to perform symptom screenings and temperatures at home before leaving for school. Anyone exhibiting symptoms and/or having a fever above 100 degrees need to remain at home and notify the District of such symptoms. The nurse will be responsible for monitoring student and staff health following protocols. A quarantine area will be established to distance students exhibiting signs of illness from routine nurse visits. Students and staff will be required to provide clearance from their PCP for the return to school. The nurse and administration will work with the PA Department of Health on protocols should a student, staff or other community member become ill or has been exposed to COVID-19. The district and nurse will work with the health department on contract tracing should there be any positive cases of COVID-19. The District will provide accommodations, as feasible, to staff who are uncomfortable with returning to school. The District will communicate with families to determine which students are willing/able to return to school. All staff will be trained on all protocols of this plan.**

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>	*Instruct students and staff to perform symptom screenings at home. Stay home if temperature is 100 degrees or higher.  *Encourage students and staff to stay home if sick  *Conduct symptom screening, including temperature checks, and history of exposure on students and staff who report illness.	*Instruct students and staff to perform symptom screenings at home. Stay home if temperature is 100 degrees or higher.  *Encourage students and staff to stay home if sick  *Conduct symptom screening, including temperature checks, and history of exposure on students and staff who report illness.	Christine Ebersole, Nurse	Thermometer, screening logs, space separate from routine nurses office visits	Yes



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<p>*Designate area for quarantining students, staff, visitors if they become sick or demonstrate a history of exposure.</p> <p>*Provide masks for students/staff while waiting for pick up</p> <p>*If positive case is identified, Notify local health department and coordinate contact tracing</p>	<p>*Designate area for quarantining students, staff, visitors if they become sick or demonstrate a history of exposure.</p> <p>*Provide masks for students/staff while waiting for pick up</p> <p>*If positive case is identified, Notify local health department and coordinate contact tracing</p>	Christine Ebersole, Nurse	Space for quarantine that is separate from routine nurses office visits	Yes
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	*Require return to school order from student/staff/visitor PCP for the return to school.	*Require return to school order from student/staff/visitor PCP for the return to school.	Christine Ebersole, Nurse	Communication with families, staff and PCP	Yes
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	*Maintain open communication with staff/families/community about closures	*Maintain open communication with staff/families/community about closures	Lisa Murgas, Superintendent	Email, One Call Messaging System, social media	Yes
<b>Other monitoring and screening practices</b>	*Educational student trips will be evaluated on a case by case basis. Students may be required to quarantine for up to 14 days upon their return.	Educational student trips will be evaluated on a case by case basis. Students may be required to quarantine for up to 14 days upon their return.	Principals  LisaMurgas, Superintendent  Christine Ebersole, Nurse	PA Dept of Health CDC Guidelines	Yes

### 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: Williamsburg Community School District will follow the guidelines established by the CDC and PA Department of Health regarding faces coverings for students and staff. In addition, the District will work with any staff and family at higher risk on alternative options for consistent, quality education and work environment. The District will work with our substitute service to provide substitute teachers should a staff member become ill. Teachers will plan instruction that provides equitable access for all students should instruction occur face to face or virtually. Supports such as the Student Assistance Program, guidance counselor and social worker, will be established for students in order to promote social emotional wellness while at school and home.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	*Work with parents and staff at higher risk to develop preventative measures while at school.  *When feasible, participate in online learning	*Work with parents and staff at higher risk to develop preventative measures while at school.  *When feasible, participate in online learning	Christine Ebersole, Nurse  Principals	Meetings with staff and families	Yes
* <b>Use of face coverings (masks or face shields) by all staff</b>	*All staff/students required to wear face coverings when required by state/local guidelines  *If not required by state/local guidelines, face coverings should be worn when 6 foot social distancing cannot be maintained.	*All staff/students required to wear face coverings when required by state/local guidelines  *If not required by state/local guidelines, face coverings should be worn when 6 foot social distancing cannot be maintained.	Principals	PA Dept of Health CDC Guidelines	Yes

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>*All students required to wear face coverings when required by state/local guidelines</p> <p>*If not required by state/local guidelines, face coverings should be worn when 6 foot social distancing cannot be maintained</p>	<p>*All students required to wear face coverings when required by state/local guidelines</p> <p>*If not required by state/local guidelines, face coverings should be worn when 6 foot social distancing cannot be maintained</p>	Mike Jones, Secondary Principal	Signage PA Dept of Health CDC Guidelines	Yes
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Work with students and parents to develop safety protocols for students with complex needs.	Work with students and parents to develop safety protocols for students with complex needs.	Principals	Communication with families	Yes
<b>Strategic deployment of staff</b>	*All staff will be utilized to promote small gatherings and promote the procedures described in this plan.	*All staff will be utilized to promote small gatherings and promote the procedures described in this plan	Lisa Murgas, Superintendent  Principals	Schedules	Yes

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety Plan	All Staff	Lisa Murgas, Superintendent  Christine Ebersole, Nurse	District meeting	Plan, computer	August 17, 2020	Ongoing
Canvas (Learning Management System)	All teaching staff Paraprofessionals	Mike Jones, Secondary Principal Jennifer Metzler, Elementary Principal	In Person/Online	Canvas Software Computer	July, 2020	November, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Classroom Cleaning</b>	All Staff	Lisa Murgas, Superintendent	Faculty Meetings		August 17, 2020	Ongoing
		Christine Ebersole, Nurse				
		Mike Mingle, Facilities Director				
<b>Handwashing</b>	Students	Nurse, Teachers	Classrooms	soap	August 24, 2020	ongoing
<b>Health and Safety Plan</b>	Students	Principals	Classrooms		August 24, 2020	ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	Staff Parents	Lisa Murgas, Superintendent	Email	7-22-2020	Ongoing
Health and Safety Plan	Students	Principals	Classroom meeting	8-24-2020	Ongoing
COVID-19 updates	Staff/Students/Parents	Lisa Murgas, Superintendent Principals	Email, newsletters, classroom meetings, faculty meetings	7-22-2020	Ongoing

## Health and Safety Plan Summary: Williamsburg Community School District

**Anticipated Launch Date: July 22, 2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Williamsburg Community School District is committed to the health and safety of our students, staff and community members. During the summer months, custodial staff will work to clean and disinfect all district buildings. Upon the reopening of school, custodial staff work daily to clean and disinfect all buildings in order to combat the spread of COVID-19. Additional procedures and protocols will be established such as increased frequency of cleaning high touch areas such as doorknobs and railings, in addition to the routine daily cleaning. Disinfectant sprayers will be used at the end of each school day to spray disinfectant in all classrooms in order to combat the spread of COVID-19. Disinfecting supplies will be purchased to maintain disinfected facilities throughout the school day. Hand sanitizers and cleaning products following CDC guidelines will be provided in all classrooms. All custodial staff will be trained throughout the summer months regarding effective cleaning procedures and techniques. All staff will be trained on the cleaning and disinfecting protocols in this Health and Safety plan during the in service day on August 17, 2020. Students will be trained on health and safety protocols upon their return to school on August 24, 2020.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Student and staff interaction is a vital component of a student’s educational experience. Williamsburg Community School District will limit this close interaction as much as possible in order to maintain social distancing guidelines. Classrooms will be reorganized to maximize space in order to social distance. When the six foot social distancing guideline cannot be followed, safety precautions such as wearing a mask and practicing additional personal hygiene will be in place to reduce the spread of the virus. Transitions such as changing classes will be limited at the high school level and at the elementary level in order to reduce student interaction in hallways. Schedules at the high school and elementary levels will be modified in order to limit the number of individuals who come into contact with each other throughout the day. When appropriate outside spaces will be utilized to further limit student contact. Small group gatherings and social distancing practices will be established in communal spaces. Visitors and volunteers will be required to participate in symptom screenings before interacting with staff and students. WCSD will provide transportation utilizing a bus contractor. The contractor and district will work together to establish protocols such as reducing capacity as much as possible and daily cleaning/disinfecting of buses and vans. Buses/vans will be disinfected daily between runs. All staff members will be trained on these protocols during teacher in service days in August, 2020. Students will be trained on the first student day of school.</p>



Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The health and safety of all students and staff is the main priority of WCSD. All staff members will be responsible for following the District guidelines in order to help reduce the spread of COVID-19. Students (with parent/guardian assistance) and staff will be encouraged to perform symptom screenings and temperatures at home before leaving for school. Anyone exhibiting symptoms and/or having a fever above 100 degrees need to remain at home and notify the District of such symptoms. The nurse will be responsible for monitoring student and staff health following protocols. A quarantine area will be established to distance students exhibiting signs of illness from routine nurse visits. Students and staff will be required to provide clearance from their PCP for the return to school. The nurse and administration will work with the PA Department of Health on protocols should a student, staff or other community member become ill or has been exposed to COVID-19. The district and nurse will work with the health department on contract tracing should there be any positive cases of COVID-19. The District will provide accommodations, as feasible, to staff who are uncomfortable with returning to school. The District will communicate with families to determine which students are willing/able to return to school. All staff will be trained on all protocols of this plan.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Williamsburg Community School District will follow the guidelines established by the CDC and PA Department of Health regarding faces coverings for students and staff. In addition, the District will work with any staff and family at higher risk on alternative options for consistent, quality education and work environment. The District will work with our substitute service to provide substitute teachers should a staff member become ill. Teachers will plan instruction that provides equitable access for all students should instruction occur face to face or virtually. Supports such as the Student Assistance Program, guidance counselor and social worker, will be established for students in order to promote social emotional wellness while at school and home.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Williamsburg Community School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 21, 2020**.

The plan was approved by a vote of:

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

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

Affirmed on: **July 21, 2020**

By:

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*(Signature\* of Board President)*

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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.