

Big Spring School District



Phased School Reopening Health and Safety Plan

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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: **BIG SPRING 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): **SEPTEMBER 8, 2020 (ALTERNATE SCHOOL CALENDAR)**

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)
Kevin Roberts	District Administration	Pandemic Coordinator
Richard Fry	District Administration	Both
Robert Krepps	Technology	Both
William Wonders	Building Administration	Both
Joseph Sinkovich	Athletics and Activities	Both
Richard Kerr	Business / Finance	Both
Madison Barrick	Communications / Public Relations / Transportation	Both

Abigail Leonard	Ancillary Services	Both
Judy Breneman	Health Services	Both
Cheri Frank	Custodial Services	Both
Joseph Pion	Medical Professional	Health and Safety Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: The maintenance and custodial staff within the Big Spring School District have reviewed and have trained staff in heightened cleaning and disinfecting protocols. The frequency of cleaning and disinfecting will be determined by the level of severity of the operational phase. Special equipment and supplies have been obtained to ensure thorough and efficient cleaning / disinfecting to a variety of contaminants to include viruses like COVID-19.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> • Standard cleaning efforts implemented with additional attention to sanitizing frequently touched surfaces (ex. door handles/crash bars) every hour students and staff occupy buildings. 	<ul style="list-style-type: none"> • Standard cleaning efforts implemented with additional attention to sanitizing frequently touched surfaces (ex. door handles/crash bars) multiple times/day. 	Cheri Frank	<ul style="list-style-type: none"> • Personal Protective Equipment • Increased inventories of sanitizing agents and equipment 	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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> Sanitizing of playground surfaces 	<ul style="list-style-type: none"> Sanitizing of playground surfaces 	Cheri Frank	<ul style="list-style-type: none"> Personal Protective Equipment Increased inventories of sanitizing agents and equipment 	N

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: **(INSERT TEXT)**

- Limitations to the numbers of students and staff that occupy areas within buildings have been imposed. These efforts will maximize social distancing while minimizing proximity and contact between students and staff.
- Restrictions on communal spaces have been imposed and with a more-restrictive to less-restrictive application as directed by regulations and guidance from PDE, DOH and CDC.
- Restrictions to essential visits by visitors have been established.

- Expectations for PPE (masks / face coverings) use by all students, staff, and visitors in accordance with the PA Department of Health and CDC Guidelines
- Hygiene education and practices will be present along with routine, scheduled hygiene breaks throughout the day.
- Social distancing (at least 6' distance) efforts will be enforced with all staff, students & visitors as practical.
- All staff and students will be provided education specific to the expectations for social distancing.

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)
* 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"> • Social distancing restrictions in classrooms to ensure students and staff are 6' apart where practical 	<ul style="list-style-type: none"> • Social distancing restrictions in classrooms to ensure students and staff are 6' apart where practical 	Building Principals	None	N
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> • Cafeteria use by restricted groups ensuring provision of 6' distance where practical. 	<ul style="list-style-type: none"> • Cafeteria use by restricted groups ensuring provision of 6' distance where practical. 	Building Principals	None	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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> • Handwashing/sanitizing expectations upon building entry & bus boarding at dismissal • Scheduled handwashing breaks (at least 1-am/1-pm) • Handwashing breaks before and after eating lunch & recess 	<ul style="list-style-type: none"> • Handwashing/sanitizing expectations upon building entry & bus boarding at dismissal • Scheduled handwashing breaks • Handwashing breaks before and after eating lunch & recess 	Building Principals	<ul style="list-style-type: none"> • Sanitizing stations at entrances to building • Adequate soap & towel inventory to accommodate increased use. 	Yes – Handwashing lessons by nurses for students & staff
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> • Signs posted in school parking lots advising of essential visits to school only including self-screening expectations • Signage indicating appropriate sanitizing & PPE protocols for building entry • Signage in restrooms indicating appropriate handwashing techniques • Signage in hallways and classrooms advising students/staff how to stay healthy 	<ul style="list-style-type: none"> • Signage indicating appropriate sanitizing & PPE protocols for building entry including self-screening expectations • Signage indicating appropriate sanitizing & PPE protocols for building entry • Signage in restrooms indicating appropriate handwashing techniques • Signage in hallways and classrooms advising students/staff how to stay healthy 	Building Principals / School Nurses	<ul style="list-style-type: none"> • Signage (printing and posting) 	N
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> • Building access limited to students & staff and essential visitors only 	<ul style="list-style-type: none"> • Building access limited to students & staff and important visits 	Building Principals	Signage (printing and posting)	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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>School Physical Activities</p> <ul style="list-style-type: none"> • Social distancing expectation (6' between students/staff when practical) • Sanitizing of PE & playground equipment after each use <p>Extracurricular Sports Engagement driven by PIAA guidance and through Athletics Health and Safety Plan</p>	<p>School Physical Activities</p> <ul style="list-style-type: none"> • Social distancing expectation (6' between students/staff when practical) • Sanitizing of PE & playground equipment daily <p>Extracurricular Sports Engagement driven by PIAA guidance and through Athletics Health and Safety Plan</p>	Building Principals and Director of Athletics and Activities	<ul style="list-style-type: none"> • Increased inventories of sanitizing agents and equipment • PPE for custodial staff 	N
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • No sharing of school supplies, books, technology, etc. 	<ul style="list-style-type: none"> • No sharing of school supplies, books, technology, etc. 	Building Principals and Teachers	<ul style="list-style-type: none"> • None 	N
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Phased scheduling of hallway traffic to enable effective social distancing when practical • Staggered bus arrival/dismissal to enable effective social distancing 	<ul style="list-style-type: none"> • Phased scheduling of hallway traffic to enable effective social distancing when practical • Staggered bus arrival/dismissal to enable effective social distancing 	Building Principals Transportation	<ul style="list-style-type: none"> • None 	N
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> • Staggered bus arrival/dismissal to enable effective social distancing • Social distancing expectations on buses and at bus stops (at least 6' apart when practical) • Bus boarding back to front • Bus unloading front to back 	<ul style="list-style-type: none"> • Staggered bus arrival/dismissal to enable effective social distancing • Social distancing expectations on buses and at bus stops (at least 6' apart when practical) • Bus boarding back to front • Bus unloading front to back 	Supervisor of Transportation Transportation Provider	<ul style="list-style-type: none"> • Signage on busing indicating traffic flow and social distancing expectations 	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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> Social distancing restrictions in classrooms to ensure students and staff are 6' apart where practical 	<ul style="list-style-type: none"> Social distancing restrictions in classrooms to ensure students and staff are 6' apart where practical 	Building Principals	None	N
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"> Adhere to CDC Guidance for Child Care Programs operating in yellow 	<ul style="list-style-type: none"> Adhere to CDC Guidance for Child Care Programs operating in green 	Kevin Roberts Supervisor of Transportation	None	N
Other social distancing and safety practices	<ul style="list-style-type: none"> Expectations for PPE (masks / face coverings) use by all students, staff, and visitors in accordance with the PA Department of Health and CDC Guidelines 	<ul style="list-style-type: none"> Expectations for PPE (masks / face coverings) use by all students, staff, and visitors in accordance with the PA Department of Health and CDC Guidelines 	Pandemic Team Building Principals	Adequate PPE supplies to provide to staff, students, and visitors	N

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: Strategic training will be implemented to ensure staff can identify symptoms. Protocols will be established to triage individuals who may be symptomatic, and procedures implemented to ensure prompt dismissal of symptomatic individuals will be employed. Return to school by symptomatic individuals will require physician permission. In addition, each building will be outfitted with thermal scanning technology to complete scanning of students and staff each morning. Any individual with an elevated temperature (100.4 degrees Fahrenheit or higher) will be isolated and triaged according to set protocols.

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)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> Increased parent communication specific to only sending well children to school Self-screening guidance provided to families to ensure students coming to school have not been exposed to COVID-19 Acute monitoring of student behavior to determine whether symptoms of illness exist 	<ul style="list-style-type: none"> Increased parent communication specific to only sending well children to school Self-screening guidance provided to families to ensure students coming to school have not been exposed to COVID-19 Acute monitoring of student behavior to determine whether symptoms of illness exist 	Pandemic Team	<ul style="list-style-type: none"> Parent messages and website resources created Professional development for staff 	Yes – Symptom identification and guidance on protocols
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> Provision of isolation room Triage procedures by nursing staff Isolation of symptomatic or potentially exposed students, staff or visitors & arrangement of their immediate dismissal from the building 	<ul style="list-style-type: none"> Provision of isolation room Triage procedures by nursing staff Isolation of symptomatic or potentially exposed students, staff or visitors & arrangement of their immediate dismissal from the building 	Building Principals School Nurses	Isolation Room and necessary supervision supports	N
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> Isolated or quarantined staff, students or visitors must obtain physician clearance before returning to school OR provide documentation of adherence to quarantine guidelines including period of time being asymptomatic without medication. 	<ul style="list-style-type: none"> Isolated or quarantined staff, students or visitors must obtain physician clearance before returning to school OR provide documentation of adherence to quarantine guidelines including period of time being asymptomatic without medication. 	Building Principals School Nurses	None	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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> • Interruptions to the school schedule will be communicated to families via phone, email, video, or other means as necessary • Changes in safety provisions or practices will be communicated to families via phone, email, video, or other means as necessary 	<ul style="list-style-type: none"> • Interruptions to the school schedule will be communicated to families via phone, email, video, or other means as necessary • Changes in safety provisions or practices will be communicated to families via phone, email, video, or other means as necessary 	Pandemic Team	None	N
Other monitoring and screening practices	<ul style="list-style-type: none"> • Thermal scanning will take place at each building within the District. • Other measures to be determined as necessitated by direction from PA Department of Health & CDC 	<ul style="list-style-type: none"> • Thermal scanning will take place at each building within the District. • Other measures to be determined as necessitated by direction from PA Department of Health & CDC 	Pandemic Team	TBD	TBD

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: Students, staff, and visitors will be expected to wear face coverings as practical and in accordance with PA Department of Health and CDC Guidelines. These restrictions will be in place for all building

occupants during the yellow phase and will be limited in the green phase to situations where adequate social distancing is not possible.

Efforts are under way to address social emotional wellness at school and at home. This includes specific attention to in-school supports as well as referrals to outside agencies when applicable.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Special arrangements will be made for students and staff deemed to be high-risk on a case-by-case basis 	<ul style="list-style-type: none"> Special arrangements will be made for students and staff deemed to be high-risk on a case-by-case basis 	Pandemic Team Student Services Department School Nurses Human Resources	To be determined by scale of need	TBD
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> All staff expected to wear masks/face shields 	<ul style="list-style-type: none"> All staff expected to wear masks/face shields 	Building Principals	Adequate PPE to support use as described	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> Student utilization of masks / shields will be required in accordance with PA Department of Health and CDC Guidelines 	<ul style="list-style-type: none"> Student utilization of masks / shields will be required in accordance with PA Department of Health and CDC Guidelines 	Building Principals	Adequate PPE to support use as described	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)
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> Special arrangements will be made for vulnerable students and staff or those with complex needs on a case-by-case basis. 	<ul style="list-style-type: none"> Special arrangements will be made for vulnerable students and staff or those with complex needs on a case-by-case basis. 	Pandemic Team Student Services Department School Nurses Human Resources	To be determined by scale of need	TBD
Strategic deployment of staff	<ul style="list-style-type: none"> The need for strategic deployment of staff will be situational & adequate to meet needs as they arise 	<ul style="list-style-type: none"> The need for strategic deployment of staff will be situational & adequate to meet needs as they arise 	Pandemic Team	Determined by situational needs	TBD

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
PPE Use	Staff Students	Judy Breneman – Head Nurse Elizabeth Carns – Athletic Trainer	Webinar / Video	Resources for recording and broadcasting webinar / video	August 1, 2020	September 8, 2020
Handwashing Techniques	Staff Students	Judy Breneman – Head Nurse	Webinar / Video	Resources for recording and broadcasting webinar / video	August 1, 2020	September 8, 2020
Symptom Monitoring Guidance	Staff Students	Judy Breneman – Head Nurse Elizabeth Carns – Athletic Trainer	Webinar / Video	Resources for recording and broadcasting webinar / video	August 1, 2020	September 8, 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
Operational Safety Guidance from Cumberland County Safe Schools Association	Pandemic Team	Kevin Roberts – Assistant Superintendent	Determined by CCSSA	Ongoing	Ongoing
Routine Updates for Students & Families – District Level	Students & Families	Dr. Richard W. Fry – Superintendent	Email, Letter, Video, Phone	Ongoing	Ongoing
Routine Updates for Students & Families – Building Specific	Students & Families	Building Principals	Email, Letter, Video, Phone	Ongoing	Ongoing
Routine Updates for District Staff	District Staff	Dr. Richard W. Fry – Superintendent	Email, Letter, Video, Phone	Ongoing	Ongoing
Website updates regarding safe and healthy practices	Students & Families	Pandemic Team	Website	Ongoing	Ongoing

Health and Safety Plan Summary: **BIG SPRING SCHOOL DISTRICT**

Anticipated Launch Date: **August 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>* 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>Big Spring SD will take an aggressive approach to sanitizing, disinfecting and ventilating district facilities in an effort to maximize student and staff safety. Additional measures and increased frequency will be employed in more restrictive phases.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings to ensure appropriate social distancing and safety measures.</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Big Spring SD will implement social distancing protocols that adhere to PA Department of Health and CDC guidance to the maximum extent feasible. • Cafeteria and congregate settings will be restricted in an effort to maximize social distancing among students and staff. • Efforts to reinforce hygienic practices before, during, and after school will be employed to maximize student and staff wellness. • Signage providing guidance to healthy practices, appropriate social distancing practices, PPE use and

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>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>Other social distancing and safety practices</p>	<p>preventative practices will be posted in hallways, classrooms, restrooms and school buses.</p> <ul style="list-style-type: none"> • Expectations for sporting activities will be consistent with the CDC Considerations for Youth Sports for recess and physical education classes. • Students will not be permitted to share materials during periods of restriction. • Use of communal spaces and hallways will be staggered to maximize social distancing efforts. • Transportation schedules will be altered and practices on buses will be implemented to maximize social distancing efforts. • The number of individuals in classrooms and interactions between groups of students will be limited to maximize social distancing efforts. • All activities that involve child care centers will be coordinated to ensure optimal safety of students and staff.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> Families will be called upon to ensure their students are healthy and have not been exposed to COVID-19 prior to sending their student(s) to school. Staff will be trained to acutely monitor symptoms and follow established protocols for sick students/staff.
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> Symptomatic or potentially exposed students, staff or visitors will be isolated and their immediate dismissal from the building will be arranged.
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> Isolated or quarantined staff, students or visitors will be permissible only by a physician's order.
<p>*Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> Family notifications will be completed via email, written communication, phone messaging, video messaging and any other means deemed appropriate.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> Special arrangements will be made for students and staff deemed to be high-risk on a case-by-case basis.
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> All staff will be expected to use masks/face shields in the yellow phase. When social distancing is not practical in the green phase, phase coverings shall be required.
<p>* Use of face coverings (masks or face shields) in accordance with PA Department of Health and CDC guidelines.</p>	<ul style="list-style-type: none"> Older students shall wear masks/face shields as appropriate.
<p>*Unique safety protocols for students with complex needs or other vulnerable individuals</p>	

Requirement(s)	Strategies, Policies and Procedures
Strategic deployment of staff	<ul style="list-style-type: none"> • Special arrangements will be made for vulnerable students and staff or those with complex needs on a case-by-case basis. • The need for strategic deployment of staff will be situational & adequate to meet needs as they arise

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.