



Spring Grove Area School District Phased School Reopening Health and Safety Plan

UPDATED VERSION / PROPOSED AUGUST 10, 2020

(Revisions noted in red font throughout document)

***Original* Health and Safety Plan Approved by the**

Board of School Directors

July 13, 2020

This Health and Safety Plan will serve as the local guidelines for all instructional and non-instructional school reopening activities for the Spring Grove Area School District (SGASD). As with all emergency plans, the Health and Safety Plan developed for SGASD is tailored to the unique needs of our school and was created in consultation with local health agencies. Due to the dynamic nature of the pandemic, the plan includes enough flexibility to adapt to changing conditions.

The Health and Safety Plan has a focus on professional learning and communications to ensure that all stakeholders are fully informed and prepared for the local phased reopening of school facilities. The Health and Safety Plan will be approved by the School Board and will be posted on our publicly available website prior to the reopening of school.

SGASD will continue to monitor its Health and Safety Plan throughout the year and will update it as needed. All revisions will be reviewed and approved by the School Board prior to being posted on our public website.

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This Health and Safety Plan 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:

SPRING GROVE AREA SCHOOL DISTRICT [SGASD]

As decision-makers for the SGASD, we are 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. Our goal with this Health and Safety Plan is to keep transmission as low as possible to safely continue school activities. All school activities at the time of development of this Health and Safety Plan are informed by [Governor Wolf's Process to Reopen Pennsylvania](#), and any appropriate updates will be made with adherence to the Governor's changes.

The SGASD 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/physical 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 and/or remote instruction (as appropriate to the situation) after developing a written Health and Safety Plan, which will be approved by the Board of School Directors of the School District and posted on the District's publicly available website.

Based upon York County's current designation in the green phase, and in the best interests of the Spring Grove local community, the reopening type selected by the Spring Grove Area School District is the total reopening of schools for district staff and students. This document supports the Spring Grove Area School District's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in the Spring Grove community, and the process for continued monitoring of local health data to assess implications for school district operations and any appropriate 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. SGASD has considered and accounted for these possible changing conditions in this Health and Safety Plan, ensuring a fluid transition from more to less (and vice versa) restrictive conditions in each of the phase requirements, as needed.

Type of Reopening

Based on York County's current designation in the green phase, and taking into consideration the needs of the Spring Grove community, Spring Grove Area School District has selected the total reopening of schools for all students and staff, understanding that some students/families may opt for distance learning or an alternative home education setting out of safety/health concern. Any decision to close school operations, in part or in total, for specific buildings or the entire School District, will be made by the SGASD Administration in consultation with local and state health agencies. Any closure will prompt the necessary use of the distance-learning option for the affected students and staff.

The anticipated date for reopening to in-person learning is August 17, 2020 for staff and August 24, 2020 for all students in grades K to 12. Changes may be proposed by SGASD Administration, as needed, in order to meet future operational and/or health and safety requirements.

Pandemic Coordinator/Team

As required, SGASD has identified a pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The team, listed in the chart that follows, will be responsible for facilitating the local planning process, monitoring implementation of the local Health and Safety Plan, and continuing the monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. In order to ensure that the voices of student families and district staff are represented, a survey was made available to all employees and families in the community to gather information pertinent to the development and implementation of this Health and Safety Plan.

To ensure a comprehensive plan that reflects the considerations and needs of all stakeholders in the local education community, SGASD's pandemic team was established to be inclusive of a diverse group of stakeholders critical to the success of planning and implementation, including: representatives from the administrative, instructional, non-instructional, health care and support staff. Team members listed in the table that follows include the stakeholder group represented and the individual's role/responsibility in the planning and implementation of the local Health and Safety Plan using one of the following three options:

- **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)
George W. Ioannidis	Administrators	Both
Karyn Brown	Administrators	Both
Mark Czapp	Administrators	Both
Lisa Bahn	Professional Staff	Both
Suzanne Sterner	Support Staff	Both
Bill Stiles	Facilities	Both

Key Strategies, Policies, and Procedures

The action steps on the following pages create and support SGASD's 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, a detailed summary is included, describing the key strategies and procedures that SGASD will employ to satisfy the requirements of the domain. The domain summary serves as the public-facing description of SGASD's efforts to ensure health and safety of every stakeholder in the local Spring Grove school community. The summary is focused on the key information that staff, students, and families are required to clearly understand for the district's phased reopening of schools.

For each requirement within each domain, the **Action Steps under the Yellow Phase** have been identified, describing the preparation and implementation measures to be taken, meeting the requirement under the guidelines outlined for counties in yellow. Listed Action Steps under Green Phase are (in most cases) the same as or very similar to those listed in the Yellow Phase, and are indicated "same". The Lead Individual's Position and other persons responsible for effective implementation of the measures indicated have been listed. This may not be an exhaustive list; but can and will be modified according to available and appropriate staff to carry out the listed action step. Materials, Resources, and/or Supports Needed is also not an all-inclusive list, and will be updated accordingly as other supports become known and available.

During the initial weeks of the closure in March and April, the SGASD identified resources for professional development to support the mission of cleaning and sanitizing our facilities. These resources also offered additional personal, professional development for addressing employee relations, mental health matters, and modified business rules within the context of addressing the pandemic procedures. These, and others, will continue to be used to support our employees and their physical and mental health in the workplace.

To maintain continuity in following the protocol established within the Health and Safety Plan and carry out action steps effectively with staff, students, families and other stakeholders, all staff associated with the implementation of the measures indicated will be provided the appropriate Professional Development as may be required.

All elements are enforced when required and appropriate, and they are highly encouraged, to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Summary of Responses to Key Questions:

SGASD realizes that everyone has a role in making sure that our school district and our community are as safe as possible during the phases of the reopening of our schools. Additionally, reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of reopening SGASD to students and staff, and eventually to the community as a public space. This requires careful planning and creating a schedule for regular cleaning, sanitizing, and monitoring of needed supplies and materials inventory.

SGASD recognizes that the virus that causes COVID-19 can be killed if the right products and hygiene techniques are continually used and enforced. EPA's compiled list of disinfectant products that can be used against COVID-19 has been considered and where feasible and accessible, purchased for use in SGASD buildings. The following steps, while not an exhaustive list of practices, are provided as a general framework for the cleaning, sanitizing, disinfecting, and ventilation practices and measures that will be taken during the reopening phases of the school district:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using EPA-approved disinfectants against COVID-19 can help reduce the risk of the spread of the virus. Frequent disinfection of surfaces and objects touched by multiple people is particularly important.
3. When EPA-approved disinfectants are not available, alternative disinfectants will be used.

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)	Learning classrooms, alternate spaces, frequently touched surfaces and objects within the school and on *school buses will be cleaned and disinfected at least daily, including door handles, sink handles, and drinking fountains and filling stations.	SAME	Buildings & Grounds Manager Head Custodians and Building Custodial Staff Building Maintenance Staff Building Principals/ Nutrition Services Manager and Cafeteria Staff	Purchase, stock and weekly conduct internal inventory of disposable gloves; masks; disinfectants; protective eye gear (as appropriate); bottled drinking waters; wipe-able covers for surfaces of computers, tablets and iPads, where/as appropriate	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)
	Ventilation systems will be checked at least daily to ensure they are operating properly and circulation of outdoor air will be increased by opening windows when possible, and doors when necessary; otherwise, doors should remain closed for security purposes. The use of communal drinking fountains will be prohibited and/or limited and safe alternatives will be provided for by allowing students to bring personal water bottles and providing bottled water, when possible.		*Buses/Vans will be cleaned and disinfected by bus contractor(s) daily. Each bus contractor will produce their respective Health and Safety Plan to the district; the contractors' cleaning schedule and daily procedural checklist will be forwarded to the Transportation Coordinator upon request of the district, and not less than weekly.	A minimum of three weeks' of supplies will be maintained on hand and inventoried weekly, along with a list of alternate sources and brands of cleaners/ disinfectants that are appropriate if supplies of main product(s) become limited.	
Other cleaning, sanitizing, disinfecting, and ventilation practices	Manufacturers and/or service firms will be consulted to consider any additional preventive measures that should be considered for sanitizing and disinfecting air handling systems.	SAME	Buildings & Grounds Manager	Access to personnel from manufacturers and/or service firms	Y

Physical Distancing and Other Safety Protocols

Summary of Responses to Key Questions:

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (more than 15 minutes without a face covering). Because spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land onto surfaces and people who may be nearby, possibly even be inhaled into the lungs, social/physical distancing helps to limit opportunities for individuals to come in contact with the virus.

Social distancing, also called "physical distancing," means keeping space between people to the degree possible in any given setting. Where feasible, SGASD will use all measures listed in the following chart to practice and provide for social or physical distancing so that students, staff, and community members remain at least 6 feet (about 2 arms' length) from other people. Limiting this face-to-face contact with others is one of the best ways to avoid exposure to the virus and slow the spread locally of coronavirus disease. Since people can spread the virus even before they know they are sick, it is important to maintain physical distancing even if/when there may be no symptoms.

SGASD recognizes that physical distancing is especially important for those individuals (of all ages) with underlying medical conditions, including but not limited to, chronic lung disease or moderate to severe asthma, serious heart conditions, students/staff/community members who may be immunocompromised, students/staff with severe obesity and/or diabetes.

SGASD will take all appropriate measures to slow the spread of the virus through physical distancing and prevention hygiene, such as posting signs and providing materials and resources for staff, students, and visitors to frequently wash their hands and wear face coverings, when possible.

SGASD will partner with contracted bus/van transportation companies to monitor the pick-up, seating, and transporting of students to and from school, and will take necessary measures to ensure that students are not at risk of increased exposure to the virus as a result of close proximity to other students while on the bus/van.

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	Schedules will be developed taking student and staff groupings under consideration and having groups of students stay with the same staff based on age and developmental level of students to the extent possible. Interactions will be monitored between groups of students, and particularly to discourage mixing of students and student groups and further support physical distancing practices. Staggered schedules will be created when possible, to limit the number of individuals in classrooms and other spaces. (CDC recommends no more than 25 individuals, including staff, in the classroom).	SAME Staggered schedules will be created when possible to limit the number of individuals in classrooms and other spaces. (CDC recommends no more than 250 individuals in a large gathering, including staff).	Building Principals and Classroom Teachers Hallway monitors used to encourage and enforce limited use of walkway space Community Relations Coordinator for designing and creating directional signs and other postings for student/staff/public Building custodial and maintenance staff to setup seating accommodations Student Athletics Coordinator / Support Secretary Assistance from local law enforcement to ensure compliance of the public and community members' participation at events/activities	Appropriate maintenance of student information software Additional tables Floor and wall markings (reminders) Information Posters	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)
	Distances at the CDC-recommended 6 feet will be established and maintained between student desks/seating as well as other physical distancing practices to the extent feasible and appropriate. Where feasible for instruction, desks will be placed facing in the same direction to support physical distancing practices. Gatherings, events and extracurricular activities will be limited to accommodate a safe number of attendees so that those attending can maintain physical distancing at all times to the extent practical and enforceable. As much as, and where possible, classes will be held in gymnasiums, auditoriums, cafeterias, large group learning areas, library/learning commons, and/or other large spaces. The unique needs of music programming (e.g., band, orchestra, choir) will be considered and transmission risk-mitigation protocols will be implemented to address hygiene, disinfecting equipment; acceptable physical distancing will be enforced during practices and competitions, for participants and guests. A separate Health and Safety Plan for Athletics has been established and board approved to	SAME	Music instructors; department chairs; band leaders; chorus and ensemble lead persons		

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)
	address athletics and extra-curricular program needs.				
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Nutrition Services Manager will determine the process of serving meals to students and staff. Meals may be served in a variety of “other” classrooms and spaces as an alternative to all students eating in the cafeteria. Meal (breakfast and lunch) serving times may be staggered to avoid increased numbers of students/staff members in serving spaces at one time. Individually-plated meals/boxed lunches may be prepped and served to avoid buffet style meals, whenever possible. Signage will be posted and announcements will be shared encouraging students to practice physical distancing and to avoid sharing food and utensils.	SAME	Nutrition Services Manager Additional cafeteria and custodial staff Building Principals Support staff for scheduling	Disposable boxes and paper bags for serving Increased garbage / disposal containers in cafeterias for students’ disposal of individually-plated boxes Disposable, individually-sealed plastic-ware in place of silverware, and additional equipment and resources to distribute meals in a mobile setting	Y
* Hygiene practices for students and staff, including the manner and frequency of hand-washing and other best practices	Instructions on hand-washing and covering coughs and sneezes will be provided and reinforced among students and staff, including: washing hands often with soap and water, including before and after eating and after going to the bathroom (time will be given)	SAME	Pupil Services Director with support from Lead School Nurse Teachers	Purchase adequate supplies, and carefully monitor inventory (weekly) , to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60	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)
	• using alcohol-based hand sanitizers • avoiding touching of eyes, nose and mouth • self-cleaning (and disinfecting, when possible and age appropriate) of surfaces used (i.e. desks, computers, hall passes, and doorknobs) while at school, and • self-cleaning (and disinfecting, when possible and age appropriate) of personal objects (i.e. cell phones, keys, wallets, purses) • avoiding the use of cash to limit the possible exchange of the virus The requirement for the use of face coverings among all staff and students will be reinforced, in accordance with federal, state, or local agency mandates directions from CDC, DOH, or other government agency. Since face coverings may be challenging for students (especially younger students or students with special medical and/or emotional needs) to wear in the all-day school setting, some accommodations may be made regarding face coverings for those students, such as breaks respecting the 6 feet of distancing per the			percent alcohol, paper towels, tissues, and no-touch trash cans.	

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)
	Governor's July 1, 2020 order, and instruction on the proper use of the coverings shared via age appropriate signage and instructional resources/ times.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be designed, created and displayed promoting measures that have been known to stop the spread of COVID-19 (i.e. proper hand-washing, promotion of everyday protective measures, and proper placement of face coverings) All communications will be shared and displayed in various languages spoken at schools and easily understandable for children and adults. Signs will be posted in highly visible locations (i.e. school entrances, restrooms, faculty rooms) promoting everyday protective measures and describing how to stop the spread of germs. Regular staff and community messages will be posted to the District website, updated on District social media accounts, and sent electronically (minimally one time per month) and may include video and/or slide presentations about the measures and behaviors that prevent the spread of COVID-19.	SAME	Community Relations Coordinator Building Principals Head Custodians Students involved in Student Council and National Honor Society as part of community service efforts/projects	Pre-printed posters and information sheets; self-printed posters and information sheets Support staff and possibly volunteer	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)
	Free digital resources on CDC's communications resources main page (link) will be provided to staff and community members by placing on the District website and social media, and included in routine electronic communications.				
* Identifying and restricting non-essential visitors and volunteers	SGASD will refrain from scheduling large group activities as much as possible, such as field trips, inter-group events, and extracurricular activities. (A separate Health and Safety Plan for Athletics and Extra-curricular activities has been developed for reference.) Visitors will continue to be directed to the main building door for entry into each building. After entry, visitor(s) will follow low-touch procedures for registering with office staff. All visitors will be informed of SGASD hygiene procedures and expected to comply in order to enter the building. SGASD will ensure all permitted large group activities adhere to social distancing and mask guidelines. Access to district facilities for rental by outside organizations and/or entrance to buildings by nonessential visitors, volunteers, and/or outside	SAME	Building Principals Buildings and Grounds Manager Assistant Superintendent Student Athletics Coordinator	Additional maintenance, custodial and building support staff	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)
	organizations, businesses or youth leagues, will be restricted , and, if/when access is made available, the District's Health and Safety Plan will be shared with the expectation of compliance with the prevailing orders, such as wearing face coverings.				
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Safe opportunities for exercise and sports events will be selected, established, and provided for students' involvement, consistent with the Health and Safety Plan for Athletics and Extracurricular Activities, which may include, but not be limited to, the following: • Acknowledgment of physical distancing of players as much as is feasible, and consideration to the length of time that players are close to each other and/or to staff. • Limitation to the amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles), when possible. • Limiting access to locker rooms, etc., to a safe number, so usage does not exceed physical distancing guidelines.	SAME	Student Athletic Director, High School Principal and Assistant Principals	Periodic updates to policies and procedures from PIAA, PDE, CDC, and PA DOH Additional coaching assistants and volunteers to support needed surveillance and monitoring of safety protocol on playing fields, in buildings and in locker rooms Increase equipment, gear, water bottles for adherence to 1:1, whenever possible A protocol for student/coach concerns to be reported anonymously will be provided to each team.	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)
	- Promoting students' and staff members' engagement in physical distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers). - Consideration to the engagement of players that may be at higher risk of developing serious disease. - Consideration to the number of student athletes/participants for consistency with encouraging physical distancing. Provide, and use for cleaning, appropriate CDC recommended cleaning materials for weight rooms, training facilities, locker rooms, and gyms. Classes may be held outdoors in open spaces, when feasible. Travel outside of the local community will be monitored, and limited where appropriate, and the number of players considered with physical distancing during any needed transporting of student athletes. Self-transporting by students and students' family members will be considered, provided the appropriate safety measures and permission slips are in place.				

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)
	The use of face coverings will be consistent and compliant with directions from the CDC, DOH, or another agency.				
Limiting the sharing of materials among students	The sharing of items between students will be discouraged, limited and/or restricted to the degree possible. Items that are shared by staff and students will be cleaned and disinfected after use and deep-cleaned and sanitized a minimum of one time weekly. Students will be encouraged to limit the personal items that they bring to school. Any such personal belongings will be separated from others' and in individually labeled containers, cubbies, lockers, or other areas. Adequate inventory of supplies will be maintained to minimize sharing of high touch materials to the extent possible. The use of supplies and equipment by one <i>group</i> of students at a time will be closely monitored for cleaning and disinfecting between uses when and where possible. For devices and materials that are shared, cleaning and disinfecting will be ensured between uses.	SAME	Building Principals Classroom Teachers Support Staff / Classroom Aides Community Relations Coordinator Head custodians Buildings and Grounds Manager Nutrition Services Manager	Additional devices available in Learning Commons / IAC for greater availability to students and limit sharing Increase in inventory of art supplies and other materials Appropriate CDC - recommended cleaning materials	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)
	In addition to staff instruction and routine training through instruction and videos, when possible, of cleaning protocol according to CDC guidelines, students will be instructed in self-cleaning and self-distancing practicing, through posted signage in classrooms, video messages and training opportunities via the website and social media. Positive behaviors that prevent the spread of COVID-19 will be shared when communicating with staff and families through various communications (such as the district website, regular staff/community emails, and on social media), a minimum of one time monthly.				
Staggering the use of communal spaces and hallways	Use of spaces established for communal use will be restricted, and/or usage will be staggered; routine cleansing and disinfecting will occur between each use, to the extent possible. Classes of students traveling/using hallways will be limited to the degree possible, in order to lessen the numbers in general areas at any given time. Arrival times will be staggered and include students going directly to assigned homerooms/first period classes.	SAME	Building Principals Classroom Teachers Support Staff / Aides Facilities Manager	Directional signage Modified class schedules Appropriate CDC recommended cleaning materials	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)
	Dismissal procedures will also include staggered times to limit the number of students in hallways at the same time. One-way traffic patterns will be considered by building administrators, and appropriate signage clearly marked, in hallways and high traffic areas, when and where possible. Students will be separated to practice physical distancing in common areas. Virtual group events, gatherings, and/or meetings, will be scheduled whenever possible; when events are held, group size will be limited to CDC-recommended group sizes, with physical distancing encouraged to the extent possible. Face coverings will be required; spaces will be cleaned in accordance with CDC cleaning processes.				
Adjusting transportation schedules and practices to create physical distance between students	Student arrival and drop-off times and locations will be staggered to encourage physical distancing among students, where feasible. Through use of signage, recommendations for physical distancing will be encouraged on school buses and vans when possible.	SAME	Transportation Coordinator and Bus/Van Contractors Director of Pupil Services Building Principals	Collaborative effort with bus/van transportation contractors Appropriate CDC recommended cleaning materials,	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)
	Transportation schedules will be coordinated with other school districts and education entities, whenever possible, when sharing students, student placements, and/or transportation systems. The use of protective face coverings (masks or face shields) will be required for entry into the student bus/van. When events, gatherings, or meetings are needed, virtual platforms will be considered, when appropriate, to promote physical distancing; physical meeting group size will be limited to the extent possible.			and routine cleaning procedures, as established with the transportation company.	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Schedules will be developed so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students. Interactions will be monitored and restricted, if necessary, between groups of students. Staggered schedules will be created to limit the number of individuals in classrooms and other spaces. Distances at the CDC-recommended 6 feet will be established and maintained between student desks/seating as well as other physical distancing practices, to the	SAME	Building Principals Classroom Teachers Support Staff / Aides		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)
	maximum extent feasible and appropriate. Gatherings and events will be limited to accommodate a safe number of students so that those attending can maintain physical distancing at all times, to the extent practical and enforceable. As much as, and where possible, classes will be held in gymnasiums, auditoriums, cafeterias, large group learning areas, library/learning commons, and/or other large spaces. The unique needs of music programming (e.g., band, orchestra, choir) will be considered and transmission risk-mitigation protocols will be implemented to address hygiene, disinfecting equipment; acceptable physical distancing will be enforced during practices and competitions, for participants and guests. A Health and Safety Plan for Athletics and Extra-curricular activities has been developed for additional reference regarding these activities. Messages about behaviors that prevent the spread of COVID-19 will be shared, when possible, when communicating with staff and families (such as on the district website, in staff/community emails, and on social media accounts).				

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	SGASD will reach out to local childcare programs and coordinate scheduling, transporting, pickup and drop-off times, and locations to consider any modification to hours of operation and/or staggering of students' arrival and departure, daily attendance, as well as school calendar changes. SGASD will create and share informational flyers with childcare owners/directors notifying of any updated hours of operation and/or modified school calendars so accommodations can be considered for alternate transportation schedules and arrangements. SGASD will create and post updated hours of operation and/or modified school calendars on the district website and social media for access by childcare providers as well as parents and community members.	SAME	Transportation Coordinator Community Relations Coordinator Building Principals Assistant Superintendent Support Staff Bus/Van Contractors Local Childcare Program Owners/Directors	Supplies for signage; establish current list of all emails / phone contacts for childcare providers Appropriate CDC recommended cleaning materials; routine cleaning procedures, as established with the transportation company.	N
Other social/physical distancing and safety practices	SGASD will work with health departments and local health care systems to obtain and disseminate hygiene and disinfection strategies for transmission prevention at home. Such strategies and messages about behaviors that prevent the spread of COVID-19 will be shared, when appropriate, when communicating with staff and families	SAME	Superintendent Community Relations Coordinator	Instructional and promotional communications material/text to share electronically and in print	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)
	SGASD will comply with any subsequent federal, state or local mandates.				

Monitoring Student and Staff Health

Summary of Responses to Key Questions:

As SGASD completes the Health and Safety Plan for the reopening of schools, the focus remains on ways in which students, teachers, administrators, and staff can remain safe and protected, and the district can remain vigilant to slowing the spread of COVID-19. In collaboration with state and local health officials to the extent possible, SGASD will seek to implement CDC guidelines and recommendations while adjusting to meet the unique needs and circumstances of students, staff, and the local Spring Grove community. Implementation will be guided by what is feasible, practical, acceptable, and tailored to SGASD.

Systems and strategies were developed to assist students and staff with understanding current infection prevention and control practices for COVID-19. The Health and Safety Plan includes measures for ensuring that students and staff are well-trained on the use of proper hygiene techniques and social/physical distancing practices to slow the spread of the virus, and protocols are developed for communicating self-monitoring of fever and symptoms. Additionally, developing procedures that restrict students and staff from reporting to buildings when sick or post-exposure, and establishing protocol to allow for the safe return to work and the school setting after an exposure or suspected confirmed COVID-19 exposure is critical.

The measures listed below include a range of actions including, but not limited to, establishing a plan for providing training and additional support regarding the need for quarantining individuals when it becomes necessary, awareness of non-punitive sick policies for staff, helping students and staff understand the guidance for students and staff re-entering the schools, and maintaining situational awareness of the COVID-19 situation in the district and community. Practices to strengthen the district's response mechanisms by familiarizing students and staff with the Health and Safety Plan, and developing guidelines for assigned team members during student/staff check-ins as well as self-assessment checklist tools, will assist SGASD in working towards resuming/maintaining essential services during any such time as a student or staff member may present as a suspected or positive case of COVID-19.

Lastly, and possibly most importantly, SGASD will develop and maintain a communication plan for students, staff members, and local community / district visitors. These communications will include, and may not be limited to, internal communications, external communications, media relations, social media, and recovery/reopening communications (if and when appropriate).

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	SGASD will expect that staff (via required check-in with district-provided system) and students (via recommended check-lists provided by local and state agencies) undergo daily health SELF-checks, such as temperature and symptom screening, prior to leaving the home to arrive at a district building. Staff will be encouraged to stay home if they are sick; and students / parents will be encouraged to keep sick children home. As allowable within law and via PDE guidance, flexible attendance/sick leave policies will be put in place for students and staff. Students and staff members will be educated to the signs and symptoms associated with the virus and encouraged to complete a self-assessment from home prior to arrival; all will be encouraged to anonymously report a student who may be demonstrating symptoms, but has not self-administered a test or has refused to acknowledge the possibility of testing positive. Daily health checks, such as temperature and symptom screening, may be conducted daily for students and staff members who report having symptoms, seeking treatment for testing, or testing positive for the virus. This includes checking for a history of exposure.	SAME	Human Resources Director Pupil Services Director School Nurses Community Relations Coordinator Mental Health Staff (Social Workers / School Counselors) Building Principals Department Supervisors	Develop guidelines and resources for employees to self-assess and report symptoms; policy updates for attendance and sick leave; remedial education / homebound instruction / additional online options for students testing positive A minimum of three weeks' of supplies will be maintained in the building Health Rooms and retained on hand and inventoried weekly, along with a list of alternate sources and brands of that are appropriate if supplies of main product(s) become limited.	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)
	As measures are taken to maintain vigilance against the spread of the virus, a process will be developed to address privacy concerns with monitoring practices and the potential stigma associated with monitoring and confirming exposure or cases. Checklists and protocols, forms and surveys will be developed for encouragement and implementation of home/self-screenings and reporting procedures.				
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	School administrators, nurses, and mental healthcare providers will collaborate to identify and prepare an area to privately separate anyone who exhibits COVID-19 like symptoms. Procedures will be developed for arranging the safe transporting of sick individuals to their home. All areas used by a sick person will be immediately closed off to prohibit entrance/use by others until appropriate deep cleaning and disinfection, per CDC guidelines, can occur. This includes closing off the area for a minimum of 24-hours before cleaning and disinfecting. In consultation with PA Department of Health, notify staff and families of confirmed case, while ensuring adherence to personnel and student confidentiality. Implement appropriate Department of Health (DOH) protocols for employees that become exposed to a suspected or confirmed case – to include contact tracing, when delegated by the DOH.	SAME	Human Resources Director Pupil Services Director School Nurses Community Relations Coordinator Mental Health Staff (Social Workers / School Counselors)	Clear additional space in each building Update Sapphire w/ additional and flexible sick leave Update absence management program and protocols w/ additional sick leave for staff in accordance with FFCRA guidance or other prevailing federal/state legislation. Signage “this area temporarily closed for deep-cleaning”	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)
	Flexible sick leave will be implemented, if feasible, for the sick student or staff member. Regular announcements will be made/posted to promote awareness on means of reducing the spread of COVID-19.				
* Returning isolated or quarantined staff, students, or visitors to school	SGASD will notify the necessary and appropriate local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality. SGASD will recommend require all students, staff and visitors to adhere to the most recent DOH Guidance on Home Isolation or Quarantine and Returning to Work. Regular announcements will be made/posted to promote awareness on means of reducing the spread of COVID-19.	SAME	Human Resources Director Pupil Services Director School Nurses Community Relations Coordinator	Internal checklists and/or state-developed forms, as may become available	Y, review of protocol
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	SGASD will notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality. A communication plan will be created and implemented for students and staff members in order to self-report symptoms as well as be notified of exposures and school closures, where and when appropriate. Regular announcements will be made/posted to promote awareness on means of reducing the spread of COVID-19. Most recently-approved Health and Safety Plan will be posted on the SGASD website.	SAME	Human Resources Director Pupil Services Director Community Relations Coordinator	Development of self-reporting system and creation/ implementing broadcasts for sending out on a regular basis	Y, review of protocol

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)
	Students and families will be prepared for hybrid and/or fully remote learning, with consideration given to learning for those without internet access, in the event of a temporary or extended school closure.				
Other monitoring and screening practices	Regular announcements will be made/posted to promote awareness on means of reducing the spread of COVID-19.	SAME	Human Resources Director Community Relations Coordinator	Development of self-reporting system and creation/implementing broadcasts and checklists for sending out on a regular basis	N
Maintain continual communications with families and update community with regular CDC recommendations and guidelines	Health and Safety Plan will be approved by the Board of School Directors and posted on public school/district website. The Plan will be updated as necessary and in response to changing mandates and guidance. Regular updates will be provided to the Health and Safety Plan, if/as needed, and updates posted to the District's webpage used exclusively for COVID-19 related information. Communications shared with students, staff and parents via flyers/letters/emails will also be copied and posted to the website. Caregivers and families will be encouraged to practice and reinforce effective prevention habits at home and within their families. Families will be reminded to keep a child at home if that student presents with any symptoms of illness.	SAME	Pandemic Team Superintendent Community Relations Coordinator		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)
	Parents and families will be prepared and advised that distance learning will be provided, if school is temporarily closed due to COVID-10 exposure. Training will be provided to prepare parents/guardians for digital and distance learning as outlined in the Continuity of Education Plan. Students and families will be educated to the risk of gathering in other public places in order to help slow the spread of COVID-19 in the community.				

Other Considerations for Students and Staff

Summary of Responses to Key Questions:

Studies have indicated that a significant portion of individuals with coronavirus present asymptomatic, or without symptoms. Even without symptoms, an individual can transmit the virus to others. In keeping with CDC's recommendations of wearing a face covering in public settings, SGASD will require a mask or face covering by all persons in school buildings while in the yellow phase. SGASD will comply with orders from the CDC, DOH, PDE, or other government agency regarding the use of face coverings. In this regard, SGASD will require a face covering for all staff and students in school buildings, while in school vehicles, and engaged in school-related activities, to the extend feasible while considering the activity in which the staff/students are engaged.. The type of face covering may vary, i.e. it may be a mask or face shield; however, it must cover the nose and mouth openings.

A face covering should remain in place while in an area where others are present. When isolated in a particular area with no others present, the face covering may be removed. When it is anticipated that a person considered to have a compromised immune system or to be at high risk for contracting the virus is in the vicinity, face coverings will be mandatory to those students, staff, and visitors while exposed to such high-risk individual.

All outside organizations' persons using district facilities will be expected to follow the guidelines established in this Health and Safety Plan related to the use of face coverings, self-cleaning and physical 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)
* Protecting students and staff at higher risk for severe illness	Communication with local and state authorities will be maintained to determine current mitigation levels in the SGASD community. As allowable within law and via PDE guidance, flexible attendance policies will be developed and implemented for students and staff. Flexible work conditions will be determined for those identified under appropriate law(s). The appropriate work environment may consist of remote employment, employment on school grounds, or a combination thereof. Additional PPE may be utilized to mitigate risk of exposure and increase ability to work on school grounds. The District will establish a leave policy and will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act. Such leave policy does not include automatic paid leave options, if an employee does not have appropriate paid leave. SGASD will continue to support and encourage telework whenever possible to protect employees at higher risk for severe illness. When possible, alternate duties will be offered to higher risk employees to minimize higher risk individuals' contact with others. All non-essential travel, including conferences and field trips, will be limited or canceled.	SAME	Director of Pupil Services Superintendent, Assistant Superintendent Building Principals School Health and Attendance Staff Human Resources Director	Internal checklists created for monitoring communication practices	Y, review of protocol

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)
	Students and staff members who leave the Commonwealth of Pennsylvania and return from a State that has been identified by the Governor recommending self-quarantine may not be allowed to return to school until the self-quarantine has concluded (they should attend/work in the remote learning environment, as appropriate). Students and Staff who will need to self-quarantine will be highly encouraged to discuss this with the building principal or their supervisor before a trip occurs in order to ensure proper measures are in place. Equity and truancy risks will be addressed as they relate to vulnerable populations, such as homeless students, food and safety insecure students, students in foster care, students with disabilities, migrant students, English Learners, and those served by the juvenile justice system. Additional considerations and supports will be established, as may be needed, for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students. To protect "vulnerable individuals" as defined by CDC (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) and to mitigate the risk of exposure to COVID-19, the SGASD will seek to identify and support personnel in the following manner:				

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)
	Administration of a voluntary staff survey to identify school personnel and/or those in their care at higher risk for severe illness. Once self-identified as an employee at high-risk, SGASD will conduct the interactive process under the Americans with Disabilities Act, to include gathering appropriate medical documentation, to help guide the employee and SGASD in identifying and implementing reasonable accommodations.				
* Use of face coverings (masks or face shields) by all staff	Protective face coverings (masks or face shields) will be required by all adults; face coverings will be made available to adults, including visiting adults, contracted employees, and substitutes, if they do not have one. SGASD will communicate face covering requirements with staff, including bus/van companies, for sharing with drivers, as appropriate.	SAME	Human Resources Director Buildings and Grounds Manager Nutrition Services Manager Transportation Coordinator	Purchase adequate face coverings and other personal protective equipment as appropriate and carefully monitor inventory. (See Pennsylvania COVID-19 PPE & Supplies Business-2-Business (B2B) Interchange Directory.)	Y
* Use of face coverings (masks or face shields) by older all students (as appropriate)	The use of protective face coverings (masks or face shields) will be required and made available to all students in buildings. Under certain circumstances, some accommodations may be made and students may be allowed to remove their face coverings, while under the supervision of staff, such as breaks respecting the 6 feet of distancing per the Governor's July 1, 2020 order.	SAME	Buildings and Grounds Manager School Health Staff Building Principals	Purchase adequate face coverings and other personal protective equipment as appropriate and carefully monitor inventory. (See Pennsylvania COVID-19 PPE & Supplies Business-2-Business (B2B))	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)
	Instruction on the proper use of face coverings will be shared via age appropriate signage using instructional resources and during instructional times. SGASD will communicate face covering requirements with students and families, as appropriate.			<u>Interchange Directory.</u>	
Unique safety protocols for students with complex needs or other vulnerable individuals	Students with complex needs will be identified for additional precautions to be taken while in school and during transportation to/from school buildings. Parents/guardians will be consulted and adjustments made to IEPs, 504 plans, etc., as needed. For 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, extra precautions should be implemented: • Staff must thoroughly sanitize hands immediately before and after working with a student • Avoid the use of communal objects for student reinforcement; if such objects are used with multiple students, each object should be disinfected immediately before and after student use • Student devices must be disinfected each time a student enters or exits the classroom	SAME	Director of Pupil Services and Special Education Supervisors Building Principals Classroom teachers and paraprofessionals	Access to student records, such as IEP, 504 plans, etc.	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)
	- Bathrooms and changing tables must be disinfected with appropriate CDC recommended supplies before and after student use; limit students to one at a time - Students will be assisted with handwashing - Students will be encouraged not to touch walls and fixtures				
Strategic deployment of staff					

Health and Safety Plan Professional Development

The success of SGASD's 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 listed below that requires professional development, a professional learning plan will be developed, considering the following components:

- **Topic:** the content on which the professional development will focus.
- **Audience:** the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** the person or organization that will provide the professional learning.
- **Session Format:** the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** materials, resources, or support required to implement the requirement.
- **Start Date:** the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** 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
Conduct training online to limit the size of gatherings. Stagger in-person training schedules based on plan implementation timelines.	Staff, students, student families	Superintendent, Community Relations Coordinator, Building Principals	Via Remote distribution	N/A	TBD	TBD
Disseminate and update training documents as a reference for staff.	Staff, students, student families	Superintendent, Community Relations Coordinator, Building Principals	Via Remote distribution	N/A	TBD	TBD

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules are critical. SGASD's communications are accessible by all students, including any who may be fluent in non-English languages, as well as to all caregivers (i.e., children residing with grandparents or other kin or foster caregivers). Additionally, SGASD has established an ongoing communication plan with local and state authorities to determine current mitigation levels in the Spring Grove community. This plan is maintained and reviewed for updates regularly (at least biannually) by the Community Relations Coordinator and Pupil Services Director, and is shared with building principals and key administrators in the school district as part of the overall Emergency Operations Plan.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
	See next page / TO BE INSERTED				

DR. IOANNIDIS
DR. GROVE
KARYN BROWN
**(Response to 911 Notification,
Weather/Health Situations,
Contact with PDE, DOH)**
IF CALL FOR DISTRICT LOCKDOWN
Leave for Incident

Alert Steph Kennedy (3031)
Community Relations

Suzanne Sterner (x. 3020)
Superintendent's Assistant
*(Backup – Adrienne Arnold, x. 3023
Asst. Superintendent's Secretary)*

Adrienne Arnold (3023)
Asst. Superintendent's Secretary

Barbara Valencia (3010)
OR Other Front Desk
Receptionist

Voice Notification to
Parents
Msg. on SG Website
Msg. Facebook
Msg. Twitter

Prep Media
Prep Media Center –
staging area

**Notify ESC with
all-call alert:
(lockout, etc.)**

Send GROUP Email
to School Board –
Notify of District
Status
(lockdown, etc)

**Notify Outlying Buildings –
Incident in Progress and/or
RE: SITUATION**
HS – 7060
MS – 6060
INT – 5060
NSE – 1060
PAR – 1560
SGE – 2060

Call Windy Hill -
Incident in Progress –
Stay tuned for Supt. msg.

**Notify Tech
Center (6910):
LOCKOUT**

Voice Notification to
daycares and non-
pubs – if appropriate
(lockdown, etc.)

Call Dr. Farrington if
appropriate to report that an
Incident is in Progress – Have
Medical Team Report to
relocation site to assist triage

Contact Pennsylvania
Department of Education /
Department of Health to meet
appropriate reporting
requirements, following
confirmation from
Health Care Staff

Send GROUP Email
to York Co.
Superintendents –
Notify of District
Status

**Hang sign on
ESC door –
Building in
LOCKOUT**

**DR. IOANNIDIS
(After Building is Secured)
CALL FOR EVACUATION / RELOCATION /
REUNIFICATION
KARYN BROWN**

**DR. GROVE
Reports to Tech Center
TAKES REUNIFICATION COMMAND**

Alert Steph Kennedy (3031)
Initiate communications:
relocate / reunify
(REPORT TO MEDIA SITE)

Suzanne Sterner (3020)
UPDATE STATUS

Adrienne Arnold (3023)
Assistant Superintendent's
Secretary

**Barbara Valencia or Front Desk
(Ext. 3010)**
Update Status on Message
Remove Sign ESC Door

**Bill Stiles
Alert maintenance / support
relocation and
reunification / TRAFFIC
CONTROL**

**Lori Stine EXT. 3024
TRANSPORTATION**

One Call to
parents

Facebook

**Notify ESC with
all-call alert -- NO
LONGER ON
LOCKOUT**

**Call IRT Members
@ ESC
(See list)**

**Call Tech Center
Secretary (6910)
to Activate IRT
SET UP**

**Call Int. School
Secretary (5060)
to Activate IRT
Members**

**Call SGE
Secretary (2060)
to Activate IRT
Members**

SG Website

Twitter

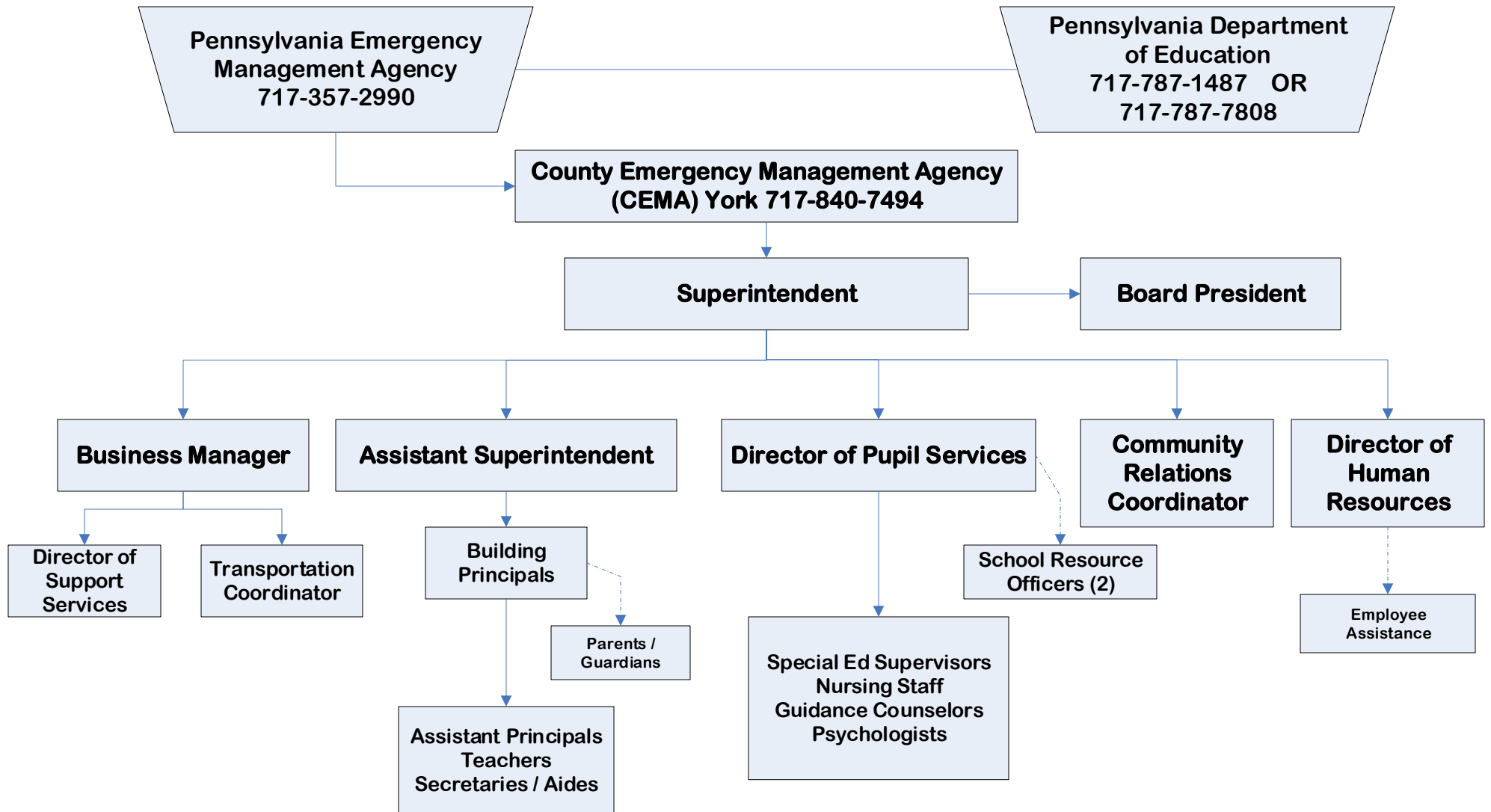
Send GROUP Email to
School Board – Notify of
Update to District Status

**Call High School
Secretary (7060) to
Activate IRT
Members**

Send GROUP Email to
York Co.
Superintendents –
Notify of Update to
District Status

**COUNTY INITIATED ACTIVATION (PEMA)
Spring Grove Area School District Notification Cascade**

*FYI
Flowchart Process*



———— Information and Direction
- - - - - Information and Coordination



Health and Safety Plan Summary: Spring Grove Area School District

Anticipated Launch Date: August 17, 2020 for staff / August 24, 2020 for students

The belief and desire of all of us in the Spring Grove Area School District are to bring our students to our schools for the educational programs that they need, our families' desire, and we work to deliver. We also believe that the social, emotional, and physical wellbeing of each child is paramount to their success in our schools and the foundation for a bright future.

Our priority is the safety and welfare of our students, our staff, and our visitors. To that end, we are planning for the return to schools in August with contingency plans in place to be responsive to the ever-changing conditions due to the COVID-19 presence. We will adhere to the prevailing directions from the DOH, PDE, and CDC for the safety and health of our students and staff and take the appropriate precautions to protect everyone in our buildings. As we implement our plans, we ask for your patience and support in navigating this ongoing challenge. We thank you for your continued support and patience and the privilege to educate the children of our community.

Spring Grove Area School District (SGASD) realizes that everyone has a role in making sure that our school district and our community are as safe as possible during the phases of the reopening of our schools. Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of the reopening process of SGASD as a public space. We have taken measures to thoroughly clean, sanitize, disinfect and ventilate each educational building using EPA's compiled list of disinfectant products that can be used against COVID-19 when and where feasible and accessible. We continue to carefully plan for the safe reopening of our schools by creating a schedule for regular cleansing, sanitizing and monitoring of needed supplies and materials inventory on a daily basis, again using EPA's compiled list of disinfectant products that can be used against COVID-19 where feasible and accessible.

The following steps, while not an exhaustive list of practices, are a general framework that will be for the cleaning, sanitizing, disinfecting, and ventilations practices and measures that will be taken during the reopening phases of the school district:

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	SGASD recognizes that the virus that causes COVID-19 can be killed if the right products and hygiene techniques are continually used and enforced. • Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. • Disinfection using EPA-approved disinfectants against COVID-19 can help reduce the risk of the spread of the virus. Frequent disinfection of surfaces and objects touched by multiple people is particularly important. • When EPA-approved disinfectants are not available, alternative disinfectants will be used (i.e., 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

Social/Physical Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Limiting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create physical distance between students	COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (more than 15 minutes without a face covering). Because spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land onto surfaces and people who may be nearby, possibly even be inhaled into the lungs, physical distancing helps to limit opportunities for individuals to come in contact with the virus. Social distancing, also called “physical distancing,” means keeping space between people to the degree possible in any given setting. SGASD will use the all measures listed in the following chart to practice and provide for social or physical distancing so that students, staff and community members remain at least 6 feet (about 2 arms’ length) from other people. Limiting this face-to-face contact with others is one of the best ways to avoid exposure to the virus and slow the spread locally of coronavirus disease. Since people can spread the virus even before they know they are sick, it is important to maintain social/physical distancing even if/when there may be no symptoms. SGASD recognizes that social/physical distancing is especially important for those individuals (of all ages) with underlying medical conditions, including but not limited to, chronic lung disease or moderate to severe asthma, serious heart conditions, students/staff/community members who may be immunocompromised, students/staff with severe obesity and/or diabetes.

Requirement(s)	Strategies, Policies and Procedures
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other physical distancing and safety practices	SGASD will take all appropriate measures to slow the spread of the virus through social/physical distancing and prevention hygiene, such as posting signs and providing materials and resources for staff, students and visitors to frequently wash their hands and wear face coverings, when appropriate. SGASD will partner with contracted bus/van companies to limit the exposure during the pick-up, seating, and transporting of students to and from school, and will take all necessary measures to ensure that students are not at risk of increased exposure to the virus as a result of close proximity to other students while on the bus/van. SGASD has developed a Health and Safety Plan for Athletics and Extra-curricular Activities to ensure the handling of sports is consistent with CDC, DOH guidelines. SGASD has developed a communications chart to ensure that communication is maintained with local childcare providers and educational partners, and efforts are coordinated as much as possible.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	As SGASD completes the Health and Safety Plan for the reopening of schools, the focus remains on ways in which students, teachers, administrators, and staff can remain safe and protected, and the district can remain vigilant to slowing the spread of COVID-19. In collaboration with state and local health officials to the extent possible, SGASD will seek to implement CDC guidelines and recommendations while adjusting to meet the unique needs and circumstances of students, staff, and the local Spring Grove community. Implementation will be guided by what is feasible, practical, acceptable, and tailored to SGASD. Lastly, and possibly most importantly, SGASD will continually update and maintain our communication plan for students, staff members, and local community / district visitors. These communications will include, and may not be limited to, internal communications, external communications, media relations, social media, and recovery/reopening communications (if and when appropriate).

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	Studies have indicated that a significant portion of individuals with coronavirus present asymptomatic, or without symptoms. Even without symptoms, an individual can transmit the virus to others. In keeping with CDC's recommendations of wearing a face covering in public settings, SGASD will require a mask or face covering by all persons in school buildings while in the yellow phase. SGASD will require face coverings for staff and all students in school buildings. The type of face covering will not be regulated; however, it must cover the nose and mouth openings. A face covering should remain in place while in an area where others are present. When isolated in a particular area with no others present, the face covering may be removed. When it is anticipated that a person considered to have a compromised immune system or to be at high risk for contracting the virus is in the vicinity, face coverings will be mandatory to those students, staff and visitors while exposed to such high-risk individuals.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Spring Grove Area School District** reviewed and approved the initial Phased School Reopening Health and Safety Plan on **July 13, 2020**.

The initial plan was approved by a vote of:

7 - YES

2 - NO

UPDATED Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for **Spring Grove Area School District** reviewed and approved the UPDATED Phased School Reopening Health and Safety Plan on **August 10, 2020**.

The UPDATED plan was approved by a vote of:

- YES

- NO

By:

(Signature of Board President)

Cindy A. Huber

(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.