



HARMONY AREA SCHOOL DISTRICT



## **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

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

## Health and Safety Plan: **HARMONY AREA 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 counties 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?
  - Signage
  - Social Distancing where possible
  - Hallway Procedures
  - Increase Cleaning and Sanitizing
  - Promote handwashing and hand sanitizer
  - Hand sanitizing stations in common areas
  - Limit parents, and no volunteers in the building
  - Busing – Encourage car riders
  - Distance learning
  - Lunch Modifications
  - Playground Modifications
  - Special Education Modifications
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - Surveys to student's families
- How will you communicate your plan to your local community?
  - Communication via text, website, social media, email, etc...
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - Recommendations of the Local, State, and Federal regulatory bodies

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 27, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, and 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)
Mr. Ken Jubas	All Faculty, Students, Staff, Families, Community	Superintendent - * Pandemic Coordinator
Mr. Doug Martz	All Faculty, Students, Staff , Families, Community	Principal K-12
Mrs. Sarah Teacher	All Faculty, Students, Staff, Families, Community	Director of Special Education/Assistant Principal

<b>Mrs. Nancy Oaks</b>	All Faculty, Students, Staff, Families, Community	Board President
<b>Mrs. Jessie Romagna</b>	All Faculty, Students, Staff, Families, Community – Medical Issues	School Nurse
<b>Mrs. Dara Campbell</b>	Transportation Coordinator – All Students and Families	Transportation Coordinator
<b>Mrs. Regina Fry</b>	Food Service for all Students and Families	Food Service Coordinator
<b>Mr. Jason Romagna</b>	Secondary Faculty and Students (6-12)	Regular Education Teacher
<b>Mr. Doug Rake</b>	Elementary Faculty and Students (K-6)	Regular Education Teacher/Teachers' Association President
<b>Mr. Guy Kitchen</b>	Director of Maintenance – All School Buildings and Admin Office	Director of Maintenance
<b>Mr. Mike Sabasta</b>	Technology for all Students and Families	MGS Solutions
<b>Mr. Matt Bonnano</b>	Guidance Counselor	Guidance Counselor
<b>Mr. Mark Gobert</b>	All Athletics - Sports	Athletic Director
<b>Mr. Bradley Brothers</b>	Business Manager – All Finances	Business Manager

## 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:

In both the green and yellow phases of reopening, all high contact areas are cleaned in student/staff occupied areas. In addition, touchless bottle fillers are being installed when possible to limit the amount of contact. Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available to use in all learning spaces at all times. There will be a focused cleaning of the building nightly. The use of UV lights will be investigated.

The Director of Maintenance will provide professional development and appropriate cleaning resources to all maintenance staff, building operators, and cleaning personnel.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	All touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, and student desks. Students and staff must use individual water bottles from home or disposable plastic bottles.	All touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, playground equipment, and student desks. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles.	Mr. Guy Kitchen, Director of Maintenance	Extra cleaning supplies.	N
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Classrooms and common areas will be ventilated with additional circulation.	Classrooms and common areas will be ventilated with additional circulation.	Mr. Guy Kitchen, Director of Maintenance	None	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:**

While in the green phases, the master schedules will be designed to maximize space to the maximum extent feasible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

For student lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines. Markings will be used to indicate 6 feet distances in food service lines, and students will be asked to use the markings as they move forward in the line. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions.

The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be share via staff instructions and signage.

There will be highly visible signage in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing.

All athletics and extra-curricular teams will follow the recommendations of PIAA. All physical education classes will be monitored and will include non-contact activities like walking, dancing, yoga, etc. Activities will be designed and implemented to maintain social distancing guidelines.

During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time.

In an effort to limit the sharing of materials, materials will not be shared and assigned lockers will be spaced out.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, outside groups will be restricted.

In the event that the school district must return to the yellow phase, more restrictive procedures will be implemented while all precautions from the green phase will be maintained. For scheduling, a modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. This will allow all social distancing requirements to be met in all settings since approximately half the

students will be present at any given time in each classroom. Cafeteria spaces will be utilized since these spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. All students will be seated the same direction.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Six foot distancing with a mask/facial covering will be required for classroom seating – For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating, and using larger spaces. Alternation of days and times may be put in place to limit the amount of students in a classroom at the same time.</p>	<p>Six foot distancing is not required for classroom seating – a lesser distance is acceptable if six feet is not achievable to meet the needs of students. If less than six feet, a mask/facial covering will be required. There will be a minimum spacing of three feet, as a three-foot distance is associated with large reductions in infection via droplets spread of coughs and sneezes. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</p>	<p>School Principals and Classroom Teachers</p>	<p>Schedules may be needed for the yellow phase</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>In cafeterias, individuals will seat in staggered arrangements to avoid “across-the-table” seating or have different lunchtimes and eat in larger spaces like the auditorium for the middle school and high school. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing. Protocol for cashless payments for students and staff will be reviewed. Grab and Go lunch could be an option with eating in classrooms.</p>	<p>In cafeterias, individuals will seat in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing. The cafeteria staff will support the school district food service departments with training in best practices for food service and safely. There will be cashless payments for students and staff.</p>	<p>Classroom teachers, Cafeteria staff, lunch monitors</p>	<p>Extra soap for washing</p>	<p>N for teachers  Y for cafeteria staff</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>All individuals in school will sanitize and wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</p>	<p>All individuals in school will sanitize and wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</p>	<p>School Nurse Classroom teachers</p>	<p>More hand sanitizer</p>	<p>N</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be visible and displayed throughout the school, classrooms, halls, offices, etc.</p>	<p>Signs will be visible and displayed throughout the school, classrooms, halls, offices, etc.</p>	<p>School Principals School Nurses</p>	<p>Posters</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Identifying and restricting non-essential visitors and volunteers</b>	No visitors or volunteers allowed.	Families must sign in at the Main Office and wait in the safe area. Volunteers will not be allowed in the buildings.	School Secretaries	More Badges	N
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	There will not be recess and Physical Education classes will be restricted to non-contact activities like walking, dancing, and yoga, etc. and outdoor spaces could be utilized.	Recess will be monitored and Physical Education classes will include activities like walking, dancing, and yoga, etc. Outdoor spaces could be utilized for Physical Education classes.	Physical Education Teachers	Lesson plans for non-contact activities	N
<b>Limiting the sharing of materials among students</b>	No materials will be shared.	Each student will have their own materials to use instead of sharing materials like before.	Classroom teachers School Principals	More classroom supplies	N
<b>Staggering the use of communal spaces and hallways</b>	High-traffic hallway use will be limited, by either staggering the end of classroom periods to reduce the number of students in the hallway simultaneously, having one way flow in halls, and requiring masks/face covering.	High-traffic hallway use will be limited when feasible to reduce the number of students in the hallway simultaneously, having one way flow in halls, and if less than six feet requiring masks/face covering.	School Principals All teachers and staff	One way vinyl stickers	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Buses can operate with a maximum of two students per seat, with the understanding that masks will be required on the bus. The first two seats will be empty to keep the driver social distanced from the students. Students in K-12 will be assigned a seat. Students will load the bus from back to the front and will sit in the same seats every day. Disinfect in between each bus route, all high-touch surfaces on buses. At the end of the school day, there will be a complete wipe down on all surfaces on the bus. Bus drivers will also be required to wear face shields and/or masks at all times when students are present.</p>	<p>Buses can operate with a maximum of two students per seat, with the understanding that masks will be recommended on the bus. The first two seats will be empty to keep the driver social distanced from the students. Students in K-12 will be assigned a seat. Students will load the bus from back to the front and will sit in the same seats every day. Disinfect in between each bus route, all high-touch surfaces on buses. At the end of the school day, there will be a complete wipe down on all surfaces on the bus. Bus drivers will also be required to wear face shields and/or masks at all times when students are present.</p>	<p>Bus Manager - Dennis Harkleroad</p> <p>Bus Manager – Thomas Hughes</p> <p>Bus Manager – Roger Young</p> <p>Bus Transportation Coordinator – Dara Campbell</p>	<p>None</p>	<p>N</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Teachers and staff will socially distance from students in the classroom and wear masks at all times. Daily schedules may be adapted.</p>	<p>Teachers and staff, when not able to social distance from students in the classroom, will utilize a mask/ face covering.</p>	<p>All teachers and staff</p>	<p>Masks</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	Administration will post any and all changes to modified school calendars.	Administration will post any and all changes to modified school calendars.	Building Administration	Their schedules	N
<b>Other social distancing and safety practices</b>	Harmony will follow all guidelines from the CDC.	Harmony will follow all guidelines from the CDC.	Administration	None	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:**

While opening under the guidance of the green phrase, there will be significant effort made to monitor the health of all members of the school community. In an effort to monitor students for symptoms of COVID-19, students will receive a temperature check at home before coming to school. Any student who presents with a fever is required to stay home. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members will receive a temperature check at home before leaving for work. A staff member who presents with a fever will be required to stay at home. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, etc.) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through One Call, the district website, and social media outlets.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	Families of students and staff that are high risk must tell the school nurses. The school nurses will follow doctors' orders for individual care plans. Students and staff will be monitored by the school nurse. Symptom screening will be done by all parents/guardians at home each morning before the school day. No students with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.	Families of students and staff are high risk must tell the school nurses and classroom teachers. The school nurses will follow doctors' orders for individual care plans. Students and staff will be monitored by the school nurse. Symptom screening will be done by all parents/guardians at home each morning before the school day. No students with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.	School Nurses Teachers All District Personnel Families	None	N – FERPA Training was provided by our Special Education Director in 2019.
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Students and staff will go to the nurse immediately if feeling symptomatic. If a student is exposed, that student is to go to the "quarantine space" until a family member can pick the student up immediately.	Students and staff will go to the nurse immediately if feeling symptomatic. If a student is exposed, that student is to go to the "quarantine space" until a family member can pick the student up immediately.	School Nurse School Principals	Quarantine Space	N
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	The district will follow CDC guidelines.	The district will follow CDC guidelines.	Mr. Ken Jubas - Superintendent	None	N
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Families will be notified of the green phase and yellow phased by direction of the Governor.	Families will be notified of the green phase and yellow phased by direction of the Governor.	Mr. Ken Jubas – Superintendent Mr. Doug Martz – Principal Mrs. Sarah Teacher - Dir. Spec. Educ/Asst. Principal	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)
<b>Other monitoring and screening practices</b>	The health department will take the lead on contact tracing, isolation/quarantine of ill students and staff, and any further actions needed to contain the spread of COVID-19.	The health department will take the lead on contact tracing, isolation/quarantine of ill students and staff, and any further actions needed to contain the spread of COVID-19.	Department of Health	None	N

### 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:

In the green phase, students will be provided with a full remote learning environment if they so choose. Staff at risk of the coronavirus will be addressed on a case by case basis. If social distancing is six feet or less, staff members and students will be required to wear a mask/face covering. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Families must communicate any health concerns for their child to the School Nurse. Accommodations will be made to fully support their safety and learning. During the yellow phase, approximately half of the students will be present at any given time in each classroom. Regarding the wearing of masks, all staff and students will adhere to the mandates outlined by Governor Tom Wolf, PA Department of Health and the PA Department of Education. . Protocols for students with exceptionalities and teachers and staff with health concerns will be addressed on a case by case basis, with appropriate accommodations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	High risk individuals can stay at home. Teachers can teach distance learning to high risk students.	Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Teachers can teach distance learning to high risk students.	Administration Team	Internet, computer	Y – all teachers and parents will be trained with distance learning
<b>* Use of face coverings (masks or face shields) by all staff</b>	If social distancing can't be done more than six feet, wearing a mask/facial covering will be required.	If social distancing can't be done more than six feet, wearing a mask/facial covering will be required.	Classroom teachers	Masks	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	If social distancing can't be done more than six feet, wearing a mask/facial covering will be required.	If social distancing can't be done more than six feet, wearing a mask/facial covering will be required.	Classroom teachers	Masks	N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Removing symptomatic children from the schools, coupled with Clearfield County maintain a low level community prevalence of the COVID-19, will decrease the overall risk of infection in a given classroom.	Removing symptomatic children from the schools, coupled with Clearfield County maintain a low level community prevalence of the COVID-19, will decrease the overall risk of infection in a given classroom.	Mrs. Sarah Teacher - – Dir. of Special Educ.  Jessie Romagna – School Nurse	Internet, computers	Y- more distance teaching training
<b>Strategic deployment of staff</b>	Teachers and staff responsibilities may be altered if needed.	Teachers and staff who are high risk can teach the distance learning option for our students.	School Administration	None	Y – more distance teaching training

## 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.

	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety Plan	School Board and community members, parents, teachers, etc	Mr. Ken Jubas – Superintendent Mr. Doug Martz and Mrs. Sarah – Building Administrators	School Board Meeting	Power point presentation and copies of plan	August 2020	When the green phase is over
Health and Safety Plan	Teachers and staff	Mr. Ken Jubas – Superintendent Mr. Doug Martz and Mrs. Sarah Teacher – Building Administrators	Large group	Copies of plan	August 2020	When the green phase is over

	<b>Audience</b>	<b>Lead Person and Position</b>	<b>Session Format</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Parent Distance Learning Training</b>	Families of students who choose to stay home or who are high risk or families who want to learn more about distance learning	School Administration	Online	Internet, Computers	August 2020	When the green phase is over
<b>Teacher Distance Learning Training</b>	Teachers who are at high risk	School Administration	Online	Internet, Computers	August 2020	When the green phase is over
<b>Food Service Delivery</b>	Cafeteria Workers	Mrs. Regina Fry – Cafeteria Manager	Face-to-face	Copies of plan	August 2020	When the green phase is over
<b>Bus Transportation</b>	Bus drivers	Mrs. Dara Campbell				
<b>Health and Safety specific guidelines including wearing a mask, Triage procedures for A-B-C level students, Social distancing, etc</b>	All teachers and staff	Mr. Ken Jubas – Superintendent Mr. Doug Martz and Mrs. Sarah Teacher – Building Administrators	Face-to-Face or through Zoom, etc	masks	August 2020	When the green phase is over
<b>Cleaning and Disinfectant Procedures</b>	Custodians and cleaning personnel	Mr. Guy Kitchen	Face-to-Face	Copies of plan	August 2020	

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan</b>	Families, parents, etc	Mr. Ken Jubas – Superintendent Mr. Doug Martz – Principle Mrs. Sarah Teacher – Dir. Special Educ/Asst. Principal	One Call, Harmony School website, Skyward, CC Facebook, etc.	July 14, 2020	When green phase is over

## Health and Safety Plan Summary: HARMONY AREA SCHOOL DISTRICT

Anticipated Launch Date: **August 27, 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned daily in student/staff occupied areas. In addition, touchless bottle fillers are being installed when possible to limit the amount of contact. Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available to all learning spaces at all times. There will be a focused cleaning of the building nightly. The Director of Maintenance will provide professional development to all maintenance staff, building operators, and cleaning personnel.

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	While in the green phases, the master schedules will be designed to maximize space to the maximum extent feasible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. No Visitors will be allowed. For student lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines. Markings will be used to indicate 6 feet distances in food service lines, and
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>students will be asked to use the markings as they move forward in the line. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions.</p> <p>The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be share via staff instructions and signage.</p> <p>There will be highly visible signage in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing.</p> <p>All athletics and extra-curricular teams will follow the recommendations of PIAA. All physical education classes will be monitored. Activities will be designed and implemented to maintain social distancing guidelines.</p> <p>During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time and by participating in non-contact activities.</p> <p>In an effort to limit the sharing of materials, materials will not be shared and assigned lockers will be spaced out.</p> <p>Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, outside groups will be restricted.</p> <p>In the event that the school district must return to the yellow phase, more restrictive procedures will be implemented while all precautions from the green phase will be maintained. For scheduling, a modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. This will allow all social distancing requirements to be met in all settings since</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>approximately half the students will be present at any given time in each classroom. Cafeteria spaces will be utilized since these spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. All students will be seated the same direction.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>While opening under the guidance of the green phrase, there will be significant effort made to monitor the health of all members of the school community. In an effort to monitor students for symptoms of COVID-19, students will receive a temperature check at home before coming to school. Any student who presents with a fever is required to stay home. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members will receive a temperature check at home before leaving for work. A staff member who presents with a fever will be required to stay at home. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse’s office, etc.) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor’s excuse saying that returning to school is safe for both the individual who recovered and others in the building. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through</p>

Requirement(s)	Strategies, Policies and Procedures
	One Call, the district website, and social media outlets.

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>In the green phase, students will be provided with a full remote learning environment if they so choose. Staff at risk of the coronavirus will be addressed on a case by case basis. Staff members and students will wear masks/face coverings. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. During the yellow phase, approximately half of the students will be present at any given time in each classroom. All staff members and students will be required to wear a mask unless they have a medical condition. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **HARMONY AREA SCHOOL DISTRICT** reviewed and approved the Phased School Reopening Health and Safety Plan on August 4, 2020.

The plan was approved by a vote of:

  6   Yes

  0   No

Affirmed on: **August 4, 2020**

By:

*Nancy J. Oaks*

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*(Signature\* of Board President)*

Nancy J. Oaks

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*(Print Name of Board President)*

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

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

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