pennsylvania
DEPARTMENT OF EDUCATION

Phased School Reopening
Health and Safety Plan Template

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: School District of Borough of Morrisville

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania. The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

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

☐   Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

☐   Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

x   Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 8, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jason Harris	Superintendent	BOTH
Michelle Argenti	School Nurse	BOTH
Robert Bruchak	Business Manager	Response Team
David May	Director of Operations	BOTH

Sean Haines	MS/HS Principal	BOTH
Lynn Palumbo	ES/IS Principal	BOTH
Julieann Cappuccino	ES/IS Vice Principal	BOTH
Stephenie Russell	Supervisor of SE	BOTH
Jocelyn Torres	Human Resources	Plan Development
Nellie Plummer	Teacher	Plan Development
Szilvia Grundtish	Paraprofessional	Plan Development
Jessica Reichert	Teacher	Plan Development
Damon Miller	School Board President	Plan Development
Donna Getty	School Board Vice President	Plan Development
Jacquelyn Catalini	School Board Member	Plan Development
Luz Waters	Assistant to the Superintendent, Parent	Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	UPON RETURN TO IN-PERSON INSTRUCTION: • cleaning / disinfecting all high-touch surfaces at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA / CDC / manufacturer guidelines. • cleaning desks between on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible. • all individuals sanitize / wash hands on a frequent basis. making hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available. • permitting single-use water bottles and permitting students and staff to use water bottles from home. • cleaning / disinfecting all high-touch surfaces on school vehicles at least once a day.	• Same as Yellow	• Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including desktops, chairs, electronic devices door handles, sink handles, etc. • Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. • Discontinue the use of drinking fountains and provide safe alternatives for providing water when possible. • Consider the unique needs of music programming (e.g., band, orchestra, choir) to address hygiene, disinfection of equipment.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
Other cleaning, sanitizing, disinfecting, and ventilation practices	UPON RETURN TO IN-PERSON INSTRUCTION: • ventilating all classrooms and common areas when available/possible using windows. air circulation patterns that push inside air towards open windows.	• • Same as Yellow	

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)

* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	UPON RETURN TO IN-PERSON INSTRUCTION:
	• using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid "across the table" seating.
	
	• positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible.
		• Same as Yellow	• While staggered schedules to limit the number of individuals in classrooms and other spaces is optimal, if this is not feasible, minimally the following is required:
			  o Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating.
			  o Target six feet between students to the extent possible;
			
			• Limit activities in classrooms that do not support social distancing.
			
			• Ensure social distancing in offices and staff lounges, and during staff meetings.
			
			• Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing.
			
			• Implement strategies to reduce the number of individuals in the hallways at one time such as:
			  o Use one-way traffic patterns in hallways along the outside edges.
			  o Stagger end of class periods to reduce the number of students in the hallways at one time.
			  o For older students, consider requiring masks when in hallways and restrooms.
			
			• Monitor school to ensure staff or students do not commune; close communal areas if needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting the use of cafeterias and other congregate settings; serve meals in settings where social distancing can be maintained. • seating individuals in staggered arrangement to avoid "across-the-table" seating. • all individuals sanitize/wash hands before and after eating. • The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools.	UPON RETURN TO IN-PERSON INSTRUCTION: • using assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. • seating individuals in staggered arrangement to avoid "across-the-table" seating. • all individuals sanitize/wash hands before and after eating. • The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools.	• Staff and students should wash hands before and after lunch/snacks. • Schools able to serve meals in classrooms should use plated meals/box lunches and avoid buffet style meals. • School not able to serve meals in classrooms should avoid face-to-face seating and allow for three to six feet social distancing. • Staff should avoid face-to-face seating while eating. • Avoid sharing of food and utensils.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	UPON RETURN TO IN-PERSON INSTRUCTION: • all individuals sanitize/wash hands before and after eating.	• Same as Yellow	• All individuals in school will sanitize or 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. • Teach and reinforce washing hands and covering coughs and sneezes among students, staff, volunteers and visitors.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	• Post information about everyday best practices for hygiene and protective measures to limit spread of germs in schools, online, etc.		• Ensure information is about everyday protective measures such as by proper washing hands, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents/guardians (websites, emails, etc.)
* **Identifying and restricting non-essential visitors and volunteers**	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting non-essential visitors and volunteers. • requiring all visitors/volunteers to comply with all school/district screening and monitoring processes. • requiring a visitor/volunteer log in the event contact tracing is required.	• Same as Yellow	• Refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. • Restrict nonessential visitors, volunteers, and activities that involve outside groups. • If restrictions for nonessential visitors/volunteers are not feasible the school must screen for symptoms and temperature prior to entry and require face covering while on school property.
* **Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports**	UPON RETURN TO IN-PERSON INSTRUCTION: • continuing with recess and physical education activities as long as those activities limit physical contact and touching, when feasible. • sanitizing materials and equipment used in recess and physical education class, when feasible.	• Same as Yellow	• The decision to resume sports-related activities, including conditioning, practices and games, is the discretion of a school entity's governing body. Each school entity must develop and adopt an Athletics Health and Safety Plan – see Pennsylvania Guidance. • Limit travel to areas not in the "green" phase.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
Limiting the sharing of materials among students	UPON RETURN TO IN-PERSON INSTRUCTION: Individual materials will be provided as feasible and appropriate	• Same as Yellow	• Limit shared items to the maximum extent possible. • Clean and disinfect shared items including technical devices between uses. • Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.
Staggering the use of communal spaces and hallways	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing.	• Same as Yellow	
Adjusting transportation schedules and practices to create social distance between students	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting students on school buses and vans to two (2) students to a seat with the understanding that all individuals wear masks while on the bus. • educating students and drivers of the importance of passengers facing forward (not sideways or backwards). • increasing ventilation on vehicles by opening windows, when feasible.	• Same as Yellow	• Promote social distancing on bus stops. • Buses can operate with a maximum of two students per seat. • Students from the same family should sit together. • Older students are encouraged to wear face covering (mask or shield) while on the bus; optional for younger students. • Bus drivers must wear face covering (mask or shield) while whenever others are on the bus unless specifically prohibited by the bus company/school policy. • Buses must be disinfected after each run and thoroughly cleaned daily.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	UPON RETURN TO IN-PERSON INSTRUCTION: • using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid "across the table" seating. • positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary.	• Same as Yellow	• See social distancing guidance.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	UPON RETURN TO IN-PERSON INSTRUCTION: • requiring on-site before/after care providers to follow same standards as adopted by district.	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
Other social distancing and safety practices	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting all field trips, inter-group activities, and extracurricular activities.	UPON RETURN TO IN-PERSON INSTRUCTION: • conducting field trips, inter-group activities, community-based instruction, work studies, and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of masks, hand washing, and distancing.	

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines

* Monitoring students and staff for symptoms and history of exposure	UPON RETURN TO IN-PERSON INSTRUCTION:	UPON RETURN TO IN-PERSON INSTRUCTION:	
	• educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.	• Same as Yellow	• Provide ongoing communications to staff and parents/guardians about the importance of staying at home if they are sick
	• educating parents/guardians on the importance of keeping symptomatic children home from school.		• No students with symptoms or temperature are allowed on a bus, or at school.
	• educating staff on the importance of staying home if symptomatic.		• No staff with symptoms or temperature are allowed at school.
	• requiring any individual who discloses symptoms to wear a mask if feasible.		• Staff and students must notify the school if an absence is due to COVID-19
	• requiring every day that the first teacher (e.g. first period, home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.		• Schools must proactively monitor classrooms, cafeterias, hallways, common areas, etc. for symptoms
			• Teachers must be empowered to and supported in dismissing students to the school nurse/office is symptoms arise or are suspected
			• Consider sending reminder messages to staff and parents/guardians about daily symptom monitoring.
			• On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers – see Symptom Monitoring.
			• Bus drivers play a role in assessing symptoms when students board the bus; bus drivers must be trained on the symptoms and procedure for not allowing students on the bus; parents/guardians must be made aware of the bus protocol.
	• using the check-list shared by the Health Department.		• Establish a process for staff, parents/guardians and volunteers to self-report COVID-19 symptoms or exposure.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
	• having the nurse or designated school employee evaluate any individual who presents with symptoms. • taking the temperature for only those individuals who present with symptoms.		

* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	UPON RETURN TO IN-PERSON INSTRUCTION:	UPON RETURN TO IN-PERSON INSTRUCTION:	
	• requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) to wear a mask, if feasible.	• Same as Yellow	• Designate an isolation room or area to separate anyone who exhibits COVID-19like symptoms – ideally this is not the existing nurse's office – until the individual is able to go home, or to a healthcare provider.
	• requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the nurse's suite or other designated area.		• School must maintain adequate personal protective equipment for use when individuals become ill: o Gowns, N95 masks, eye protection, gloves.
	• providing appropriate PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).		• All schools must monitor symptoms of students, staff and visitors throughout the day to include: o Immediately separate individuals with COVID-19 symptoms into the designated isolation area.
			• Immediately close off the area(s) used by a sick person and do not use before cleaning and disinfection – see Cleaning and Disinfecting
	• isolating such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite or other isolated area until he/she is dismissed from school.		• Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse/office; parents/guardians must be made aware of the classroom protocol.
			• Individuals who are sick or have a temperature must go home or to a healthcare facility depending on how severe their symptoms are; prior to leaving the school, guidance for self-isolation at home and guidelines for returning to school must be provided – see Home Guidance and Exclusion From and Return to School Requirements.
	• using an area for isolation that is separate from others, is well-ventilated, and, is easy to disinfect.		• Schools must inform parents to be prepared in the event their student has to stay home per the exclusion requirements.
			• Schools should consider remote learning for students excluded from school for COVID who are well enough to continue learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
	• requiring any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance prior to returning. • notifying the Bucks County Health Department of all positive COVID 19 tests.		• If an individual requires transportation by an ambulance, alert the ambulance and hospital that the person may have COVID-19.
* Returning isolated or quarantined staff, students, or visitors to school	UPON RETURN TO IN-PERSON INSTRUCTION: • requiring medical clearance from the Bucks County Health Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. • The Bucks County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. • The Bucks County Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	UPON RETURN TO IN-PERSON INSTRUCTION: • consult with the Bucks County Health Department on any decision related to the closure of classrooms, schools, or districts. • closing a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates to the district the necessity or requirement to do so. • developing COVID 19 strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19. For example, for the 14-day period following such a diagnosis, : increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing.	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	• Establish regular communication with the Chester County Health Department – see Notifications.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Bucks County Guidelines
Other monitoring and screening practices	UPON RETURN TO IN-PERSON INSTRUCTION: • limiting the public release of COVID 19-impacted student and staff names. • coordination with the Bucks County Health Department specific to the public release of such protected information. • The Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.		

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
* Protecting students and staff at higher risk for severe illness	UPON RETURN TO IN-PERSON INSTRUCTION: • developing for students at higher risk a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. • requiring staff who are at high risk to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	• Limit or cancel all non-essential travel. • In classrooms with high-risk students, it is ed the students, and staff assigned these rooms, have a temperature check done at the school. • Limit movement in and out of classrooms with high-risk students. • Teachers at higher risks should avoid gathering in groups of any size and avoid common areas such as staff lounges.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
* Use of face coverings (masks or face shields) by all staff	UPON RETURN TO IN-PERSON INSTRUCTION: • No specification to require the use of face masks for staff at all times (except on vehicles, where feasible). See below: • allowing any individual to elect to wear a clear face shield or face mask, if they so choose. • requiring individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained). • requiring individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways).	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	• All adults must wear face coverings (mask or shield) while on school property, or when using school vehicles. • All bus drivers must wear face coverings (mask or shield) • Share mask covering guidance with staff, volunteers, and visitors – see Mask Guidance. • Fabric masks should be washed regularly • Non fabric masks should be changed regularly. • Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)

* Use of face coverings (masks or face shields) by older students (as appropriate)	UPON RETURN TO IN-PERSON INSTRUCTION:
	• No specific ation to require the use of face masks for staff at all times (except on vehicles, where feasible). See below:
	
	• allowing any individual to elect to wear a clear face shield or face mask if they so choose.
	
	• requiring individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained).
	
	• requiring individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways).
		UPON RETURN TO IN-PERSON INSTRUCTION:
		• Same as Yellow
			• Students are encouraged to wear face coverings; however, it is understandable that younger students may have difficulty with this.
			
			   o For older students, require (or encourage) face covering when in hallways, restrooms and areas where social distancing is not possible.
			
			• Share mask covering guidance with staff, volunteers, and visitors – see Mask Guidance.
			
			   o Fabric masks should be washed regularly
			
			   o Non fabric masks should be changed regularly.
			
			• Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Chester County Guidelines (For Chester & Delaware Counties)
Unique safety protocols for students with complex needs or other vulnerable individuals	UPON RETURN TO IN-PERSON INSTRUCTION: • developing, for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.	UPON RETURN TO IN-PERSON INSTRUCTION: • Same as Yellow	
Strategic deployment of staff			

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
To be decided upon resuming in-person instruction						
LIST SAFE SCHOOLS TRAINING also						

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date

Health and Safety Plan Summary: School District of Borough of Morrisville

Anticipated Launch Date: July 1, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Frequent cleaning of high-touch areas; increase fresh air ratios in classrooms and hallways

Social 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 * Restricting 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	6 feet social distancing where feasible; masks to be work under 6 feet in distance. Frequent hand washing before and after meals. Possible meals in the classroom. Signage posted in appropriate areas (entrances, exits, hallways, classrooms, etc)

Requirement(s)	Strategies, Policies and Procedures
* 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 social distance between students 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 social distancing and safety practices	See Return to Participate Plan for Athletics and extra-curricular activities.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	Parent and nurse (or designated employee) monitoring and reporting.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Isolation (with masks as appropriate) of students experiencing symptoms or presumed exposure.
* Returning isolated or quarantined staff, students, or visitors to school	Return to school based on current guidance from the Bucks County Health Department.

Requirement(s)	Strategies, Policies and Procedures
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Development of specific plans for high-risk individuals.
* Use of face coverings (masks or face shields) by all staff	Masks required for all staff members.
* Use of face coverings (masks or face shields) by older students (as appropriate)	Masks required for students distanced under 6 feet when appropriate.
Unique safety protocols for students with complex needs or other vulnerable individuals	
Strategic deployment of staff	
After school activities	21st Century Community Learning Center will follow the Borough of Morrisville School District reopening plan for afterschool programs. At this time, a start date for afterschool activities will be determined at a later date.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **School District of Borough of Morrisville** reviewed and approved the Phased School Reopening Health and Safety Plan on August 6, 2020.

The plan was approved by a vote of:

_9_ **Yes**

_Ø_ **No**

Affirmed on: **August 6, 2020**

By:

_____

(*Signature* of Board President*)

Damon Miller, Board President

_____

(*Print Name of Board President*)

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

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

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