

Williamsport Area School District Phased School Reopening



Health and Safety Plan



Williamsport Area School District
Phased School Reopening
Health and Safety Plan
Anticipated Launch Date
(9/01/2020)

Introduction

All family and community members 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 of the district's Health and Safety Plan is to keep transmission as low as possible to safely continue our students' education and school activities. The district's Health and Safety Plan implements the guidelines and the resources provided by:

- Pennsylvania Department of Education
- Pennsylvania Department of Health
- Center of Disease Control

PA Department of Health Guidelines Requirements

All Pre-K to 12 schools are required to develop Health and Safety Plans prior to returning students to school buildings and resuming in-person instruction. In developing these plans, Pre-K to 12 schools must consider the safety and health of all adult staff, in addition to students, as well as balance the educational imperative to open schools to in-person instruction with the public health imperative to mitigate COVID-19 infection and transmission rates.

The Pennsylvania Department of Health (DOH) and the Department of Education (PDE) have issued public health guidance to assist Pre-K to 12 schools in developing and implementing Health and Safety Plans. The complete list of guidelines can be found at [-link to PDE Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#)).

The guidance provides public health standards to mitigate the spread of COVID-19 for social distancing, face coverings, hand hygiene, and cleaning and disinfecting in Pre-K to 12 school settings. This guidance serves as *minimum standards* for practices across all Pre-K to 12 schools with the understanding that more rigorous measures may be required in certain areas depending on community transmission of COVID-19.

Critical Requirements:

- *It is important that our families and the public understand that for schools to reopen the district must respond and develop plans that meets the PA Department of Health Guidelines.*
- *If the district cannot meet all of the issued guidelines safely or as required, we must provide alternative options*
- *The district must monitor both the county and state level COVID-19 infection rates and respond quickly to any community breakout of the virus, which may require the district's plan to change*

TABLE: PDE Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools. Summary of precautions and guidelines that WASD must implement to safely reopen

Social Distancing	Face Coverings
<ul style="list-style-type: none"> • All Pre-K to 12 schools should implement strategies that limit the number of individuals in classrooms and other learning spaces, and interactions between groups of students. • All schools should have protocols for distancing student desks/seating and other social distancing practices that allow at least 6 feet of separation among students and staff throughout the day • Maintain a distance of at least 6 feet from other adults to the maximum extent feasible • Maintain at least 6 feet from students, whenever possible and when not disruptive to the educational process. • Students, teachers and other staff are strongly encouraged to follow social distancing throughout the day with 6 feet of separation between desks and other seating 	<ul style="list-style-type: none"> • Masks must be worn by students and staff at school and on the bus as required by the order signed by Sec. of Health Dr. Levine on July 1, with some medically documented exceptions. • This Order applies to any individual aged two and older whenever outside the home, including while in school entities, including public K-12 schools • All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth <i>inside the school</i> and while outside when physical distancing is not feasible • Face coverings, such as masks or face shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.
Busing and Transportation	Meals and Cafeterias
<ul style="list-style-type: none"> • Bus passengers (and driver) must wear face coverings while on the bus • Load the bus by filling seats from back to front to limit students walking past students to find a seat • Promote social distancing at bus stops. 	<ul style="list-style-type: none"> • The best option is to serve individual meals and have students <i>eat in classrooms</i> or other spaces as an alternative to the cafeteria. • Serve individually plated meals/box lunches • Do not allow snacks to be shared for classroom activities or events.
Visitors, Gatherings, Events	Symptom Monitoring
<ul style="list-style-type: none"> • Implement strategies to increase adult-adult physical distance, such as staggered drop-offs and pickups, and outside drop-offs and pickups when weather allows. • Limit gatherings, events, and extracurricular activities to those that can maintain physical distancing • Consider canceling field trips at the start of the school year and rescheduling when there is good viral control. • Outdoor events over 250 people are prohibited. 	<ul style="list-style-type: none"> • Any student or staff with a fever of 100.4 degrees or higher or the symptoms of possible COVID-19 infection should not be in school. • Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school

WASD Phases for Reopening

The Williamsport Area School District recognizes that their school community of students, parents, teachers, administrators and Board of Education members value and strongly desire that schools reopen for in-person instruction and that there is a return to our traditional school day. The district shares this common goal with their community and will work diligently to take the necessary steps to return students to their schools, when it can be accomplished safely without compromise to our student's or staff's health.

Although the Pa Department of Education and Pa Department of Health each provide health guidelines that school must follow, the school district applying that information to their own school structures must determine if classes resume in person at school buildings, remotely or a combination of both options a "hybrid" of in-person and remote.

WASD is required to develop a Health and Safety Plan, which identifies personnel and procedures that will be put into place in each educational phase. The goal of the plan is to transparently communicate those measures to our families and to allow parents and guardians to make the most informed decisions for their child(ren).

Educational Phases for Reopening

Based on the state, county, and local health conditions occurring within our community, WASD will provide education options based on these conditions, which are categorized into three broad phases:

- In-Person Instruction (Moderate Transmission Risk)
- Hybrid Alternate Schedule (High Transmission Risk)
- Remote Learning (Critical Transmission Risk)

In-Person Instruction Phase: Students will attend school and the district will provide in-person instruction with social distancing and health precautions in-place. Health and safety *recommendations* will be implemented for students and staff "to the extent feasible" through district developed guidelines for social distancing, face coverings, spacing of students in classrooms, transportation, and social interaction group size and limitations. It is the expectation that where possible, students and staff will follow these recommendations to safely return to in-person instruction.

Hybrid Alternate Schedule Phase: To safely meet multiple health and safety guidelines, the district will deliver an alternate school schedule, staggering student attendance for in-person instruction 2 days per week and 3 days out of school working remotely to reduce the number of students in buildings and classrooms. Students will be assigned their alternate school schedule by each building. The district's developed guidelines for social distancing, face coverings, transportation, and group size move from "recommendations" to "requirements" and must be followed to ensure a safe school environment.

Remote Learning Phase: This phase has the sole purpose of minimizing the spread of COVID-19 through stay-at-home orders, strict social distancing, closures of non-life sustaining businesses, and closures of schools. Schools will be 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 will continue. Large gatherings are prohibited.

Face Coverings/Facemasks

Note: In the event, the state or county requires face coverings to be worn in public, the district will comply with this health directive and require facemasks/face coverings to be worn in schools. This may occur in any phase.

On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an [Order Requiring Universal Face Coverings](#). The order, signed under Secretary of Health's authority under the Disease Prevention and Control Act, outlines the situations when a mask must be worn and includes limited exceptions to the face-covering requirement. The order applies to children and adults while in schools. This Order remains in effect until further notice.

This Order applies to all individuals while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers (CTCs), intermediate units (IUs); educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; and Private Academic Nursery Schools and locally funded prekindergarten activities.

Travel Recommendations

In a [July 2, 2020 press release](#), the Governor announced a recommendation for domestic travelers returning from certain states with high numbers of COVID-19 cases to quarantine for 14 days upon return to Pennsylvania. A list of states to which the quarantine recommendation apply can be found on the [PA DOH Travelers Information website](#).

Does this apply to schools and students? Yes.

Public Schools are required to create a procedure/policy on how to handle students and staff who have traveled to or live in one of the listed states and incorporated into the school's health and safety plans.

Voluntary compliance is key to successful implementation. Using techniques such as wearing face masks, social distancing, and quarantining after travel to the listed states limits the spread of COVID-19. Therefore, it is in everyone's best interest and compliance with this recommendation.

Families and Students:

Students and families are asked to voluntarily stay at home, quarantine for 14 days upon return and self-report, their travel outside of Pennsylvania to any of the states listed with high COVID-19 rates.

Staff:

Employees are strongly encouraged to fully consider their travel plans in view of the PA Department of Health guidance on travel, and take all reasonable steps to refrain from traveling to those states identified by the PA Department of Health as COVID-19 "hot spots". If an

employee intends to travel to any “hot spot” state or location, we ask that he/she discloses those plans to his/her respective Principal or Direct Supervisor, so the safety of his/her co-workers and students can be taken into account.

Flexible Planning

Depending upon the public health conditions in the county, the district’s plan needs to be flexible, adaptable, and change with new developments. It should be expected that there may be a cycling back and forth throughout the school year between less restrictive to more restrictive designations as public health indicators improve or worsen. When and if a change would need to occur from one phase to another, the district will clearly communicate these changes to their families through SwiftK-12, district website, and social media outlets.

Health and Safety Plan Elements

On the following pages, WASD outlines their Health and Safety Plan with recommendations to meet each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools – link <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/default.aspx>

The Pa Department of Education has identified six areas/domains that must be addressed in the district’s Health and Safety Plan.

1. Type of Reopening and Communication
2. Cleaning, Sanitizing, Disinfecting and Ventilation
3. Social Distancing and Other Safety Protocols
4. Monitoring Student and Staff Health
5. Other Considerations for Students and Staff
6. Health and Safety Plan Professional Development

WASD’s Health and Safety Plan describes the key strategies, policies, and procedures the district will utilize to ensure health and safety of students and staff. It is critical that families and all employees of the district thoroughly read the plan to understand all recommendations and key information to work cooperatively with the district to support the health and safety of our students and staff.

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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: Williamsport Area School District

All decision-makers are mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. 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: Remote Learning, Hybrid Alternate Schedule, or In-Person Instruction. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Remote Learning 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 Hybrid Alternate Schedule Phase and In-Person Instruction 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.

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 Remote Learning, Hybrid Alternate Schedule, or In-Person Instruction phase. Some counties may not experience a straight path from a Remote Learning designation, to a Hybrid Alternate Schedule, and then a In-Person Instruction 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?

Summary of Responses to Key Questions:

In-Person Instruction Phase: Students will attend school and the district will provide in-person instruction with social distancing and health precautions in-place. Health and safety *recommendations* will be implemented for students and staff “to the extent possible” through district developed guidelines for social distancing, face coverings, spacing of students in classrooms, transportation, and social interaction group size and limitations. It is the expectation that where possible, students and staff will follow these recommendations to safely return to in-person instruction.

Hybrid Alternate Schedule Phase: The district will only be permitted to reopen for in-person instruction if schools adhere to PA Department of Education guidance, which includes the Pennsylvania Department of Health (DOH) and Centers for Disease Control and Prevention

(CDC) guidelines. Limitations around large social gatherings, remain in place. To safely meet these multiple guidelines, the district will deliver an alternate school schedule, staggering student attendance for in-person instruction 2 days per week and 3 days out of school working remotely to reduce the number of students in buildings and classrooms. Students will be assigned their alternate school schedule by each building. The district's developed guidelines for social distancing, face coverings, transportation, and group size move from "*recommendations*" to "*requirements*" and must be followed to ensure a safe school environment.

Remote Learning Phase: This phase has the sole purpose of minimizing the spread of COVID-19 through stay-at-home orders, strict social distancing, closures of non-life sustaining businesses, and closures of schools. Schools will be 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 will continue. Large gatherings are prohibited.

Communication

Our school district surveyed stakeholders to help determine the best course of action in re-opening our buildings. We developed a survey specific to three audiences: our professional staff, support staff, and our parents and families to provide input and feedback to help develop our plan for re-opening. Based on the data and input we received, we worked with an internal committee to construct our Health and Safety Plan.

Once finalized, we will use multiple communication channels to announce our plans so that our community is well informed. The following methods will be used:

- A presentation of the plan will be made at the school board meeting ahead of its adoption.
- A news release written for distribution to our media outlets and district website, which also will include a copy of our plan.
- We will develop a page specific to our re-opening plans, which will include an FAQ, on our district website, much like how we handled our COVID-19 closure/updates in the spring.
- We will send a push notification of the plan's publication to our families using our SwiftK12 system
- Information and a link to our Health & Safety Plan will be posted to our social media channels, specifically Facebook.
- Information will be mailed and/or sent home with each student ahead of their first day of school.
- A notice of the plan's adoption and publication will be sent using Constant Contact, our e-marketing, subscription-based system.

On-Going Decision Making

Depending upon the public health conditions in the county, the district's plan needs to be flexible, adaptable, and change with new developments. District leadership will follow and consult with state health officials, Pandemic Coordinator, and health-field experts to determine whether schools will remain open, closed, or if modifications to the Health and Safety Plan are needed. It should be expected that there may be a cycling back and forth throughout the school year between less restrictive to more restrictive designations as public health

indicators improve or worsen. When and if a change would need to occur from one phase to another, the district will clearly communicate these changes to their families through SwiftK-12, district website, and social media outlets.

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

- In-Person Instruction Phase:** Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Hybrid Alternate Schedule Phase:** 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 In-Person Instruction Phase
September 1, 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. For each 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)
Dr. Timothy Bowers	Superintendent	Pandemic Coordinator
Dr. Susan Bigger	Admin – Assistant Superintendent	Plan Development and Response Team
Dr. Richard Poole	Parent and Student Services	Plan Development and Response Team
Anne Logue	Human Resources – Staff	Plan Development and Response Team
Wanda Erb	Business Manager – Resources	Plan Development and Response Team

Dale Crans	Supervisor of Buildings and Grounds	Plan Development and Response Team
Susan Neidig	Confidential Secretary - Superintendent	Plan Development and Response Team
Sheila Shull	Supervisor of Special Education	Plan Development and Response Team
Krista Faganano	Director of Health and Nursing	Plan Development and Response Team
Sean McCann	Athletic Director	Plan Development and Response Team
Public Relations - vacant	Communication and Public Relations	Plan Development and Response Team
Lori Baer	Board Member	Plan Development
Dr. Nancy Somers, M.D.	Board Member	Plan Development
Kirk Felix	Elementary Principal Lead	Plan Development
Dr. Justin Ross	Middle School Principal Lead	Plan Development
Dr. Brandon Pardoe	High School Principal Lead	Plan Development
Brandon Coleman	Supervisor of Transportation	Plan Development
Patty Webster	Food Service	Plan Development
Terry Moore	WAESP Support Staff	Plan Development
Emily Linn	School Nurse	Plan Development
Cindy Colvin	Health Room Tech	Plan Development
John Gossner	WEA Professional Staff	Plan Development

Key Strategies, Policies, and Procedures

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 Hybrid Alternate Schedule Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in Hybrid Alternate Schedule. List the discrete action steps for each requirement in sequential order.
- **Action Steps under In-Person Instruction Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as In-Person Instruction. If implementation of the requirement will be the same regardless of county designation, then type “same as Hybrid Alternate Schedule” 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:

Ensuring Cleanliness

Prior to the start of the school year the District will provide all custodial/maintenance employees with a COVID Cleaning and Disinfecting Training provided by a representative from the supplier. This training will ensure that appropriate procedures are in place and employees have received proper training in these procedures. Each employee will be provided with these detailed procedures. By working with the custodians, the head custodian in each building will monitor and reinforce procedures to ensure they are being followed properly.

Head custodians will complete a Building Evaluation of Custodial Performance Form for a sampling of each assigned area at least once per week. Areas of deficiencies will be discussed with the employee assigned to the particular area. The Custodial Supervisor and Assistant Supervisor of Maintenance & Facilities will on a random basis selected assigned areas in each building to evaluation using the Building Evaluation of Custodial Performance Form. If the head custodian notes multiple areas of deficiencies that are not corrected, the Custodial Supervisor or Assistant Supervisor of Maintenance & Facilities will conduct an evaluation. Randomly the Custodial Supervisor will email and ask professional staff members to complete a survey regarding custodial performance and cleanliness as it relates to their classroom/areas.

Procurement of Disinfectant Supplies

The District currently utilizes Hillyard Industry products and attempts to maintain a 90-120-day supply of products on hand. All disinfectant products used by the District are on the EPA List N of Disinfectants to be used against SARS-CoV-2, require a contact or dwell time of 10 minutes or less, and are safe to use in a school setting.

Cleaning, Sanitizing, Disinfecting, and Ventilation Protocol

The custodial/maintenance staff will follow CDC Guidance for Cleaning and Disinfecting Schools and our Custodial Standards Handbook on a daily basis. In addition to this cleaning, sanitation, and disinfecting, all classrooms will be “fogged” or sprayed using an approved EPA disinfectant. High-touch surfaces such as door-handles, handrails, faucets, fountains, etc. will be disinfected throughout the day.

The HVAC system will be monitored to make sure it is operating properly. Fresh air into the classrooms is monitored by CO2 sensors to make sure the proper fresh air is being maintained. Filters will be monitored and cleaned or changed when necessary. At least once a month the filters will be looked at and observed. This will be noted on the monthly building inspection sheets.

Cleaning and Disinfecting Throughout the Day

Each classroom has a hand sanitizing station and teachers will be provided with disinfectant wipes and/or a spray bottle of disinfectant cleaner. The custodial/maintenance staff will disinfect high touch surfaces (i.e. door handles, handrails, faucets, and fountains) throughout the day. Group bathrooms will be disinfected at least once every two (2) hours using an approved EPA disinfectant.

The transportation contractor, will clean and disinfect all buses using an EPA approved disinfectant at the end of each day. Between morning and afternoon runs, buses will be “fogged” or sprayed using an EPA approved disinfectant. Between elementary and secondary runs, the driver will use disinfectant wipes to wipe down high touch areas such as the handrail and the edges and tops of bus seats.

Training

All custodial maintenance staff will be trained. Training will be provided prior to the school year (July) by a representative from the supplier of the products. The Custodial Supervisor and Assistant Supervisor of Buildings and Grounds will shadow each custodian and head custodian the training to reinforce the procedures outlined in the training.

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
• Cleaning, sanitizing, disinfecting, and ventilating	The WASD will adhere to the CDC Reopening Guidance for Cleaning and Disinfecting Schools and the district’s Custodial Standards Handbook.	The WASD will adhere to the CDC Reopening Guidance for Cleaning and Disinfecting Schools and our Custodial Standards Handbook. Minimizing the	Dale Crans, Supervisor of Maintenance & Facilities	Fogging machines Sprayers PPE	Yes

<p>learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation</p>	<p>Minimizing the risk of exposure to COVID-19 throughout the WASD through meticulous cleaning procedures requires that consistent measures are implemented by the custodial and maintenance staff members. Building Evaluation of Custodial Performance forms will be completed to ensure a thorough cleaning occurs daily.</p> <p>Head custodians will complete a Building Evaluation of Custodial Performance Form for a sampling of each assigned area at least once per week. Areas of deficiencies will be discussed with the employee assigned to the particular area. The Custodial Supervisor and Assistant Supervisor of Maintenance & Facilities will on a random basis selected assigned areas in each building to evaluation using the Building Evaluation of Custodial Performance Form. If the head custodian notes multiple areas of deficiencies that are not corrected, the Custodial Supervisor or Assistant Supervisor of Maintenance & Facilities will conduct an evaluation. Randomly the Custodial Supervisor will email and ask professional staff members to complete a survey regarding custodial performance and cleanliness as it relates to their classroom/areas.</p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives</p>	<p>risk of exposure to COVID-19 throughout the WASD through meticulous cleaning procedures requires that consistent measures are implemented by the custodial and maintenance staff members. Building Evaluation of Custodial Performance forms will be completed to ensure a thorough cleaning occurs daily.</p> <p>Head custodians will complete a Building Evaluation of Custodial Performance Form for a sampling of each assigned area at least once per week. Areas of deficiencies will be discussed with the employee assigned to the particular area. The Custodial Supervisor and Assistant Supervisor of Maintenance & Facilities will on a random basis selected assigned areas in each building to evaluation using the Building Evaluation of Custodial Performance Form. If the head custodian notes multiple areas of deficiencies that are not corrected, the Custodial Supervisor or Assistant Supervisor of Maintenance & Facilities will conduct an evaluation. Randomly the Custodial Supervisor will email and ask professional staff members to complete a survey regarding custodial performance and cleanliness as it relates to their classroom/areas.</p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.</p> <p>Steps will be taken to limit the use of communal drinking fountains and</p>		<p>Cleaning and disinfecting products</p> <p>HVAC monitoring system</p> <p>Student water bottles</p> <p>Bottle fill stations.</p> <p>Hillyard Industry Representative to provide professional development training</p> <p>Custodial Standards Handbook</p> <p>CDC Website</p> <p>COVID-19 Daily Cleaning Job Card</p> <p>COVID-19 Weekly Cleaning Job Card</p>	
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	<p>for providing water when possible.</p> <p>The HVAC system will be monitored to make sure it is operating properly. Fresh air into the classrooms is monitored by CO2 sensors to make sure the proper fresh air is being maintained. Filters will be monitored and cleaned or changed when necessary. At least once a month the filters will be looked at and observed. This will be noted on the monthly building inspection sheets.</p>	<p>provide safe alternatives for providing water when possible.</p> <p>The HVAC system will be monitored to make sure it is operating properly. Fresh air into the classrooms is monitored by CO2 sensors to make sure the proper fresh air is being maintained. Filters will be monitored and cleaned or changed when necessary. At least once a month the filters will be looked at and observed. This will be noted on the monthly building inspection sheets.</p>			
<ul style="list-style-type: none"> Other cleaning, sanitizing, disinfecting, and ventilation practices 	<p>WASD is committed to maintaining a clean and healthy learning and working environment. Custodial and maintenance staff members will be receiving professional training based upon cleaning and specific chemical application protocol that exists. Specific protocol associated with locker rooms and specific high traffic areas will be continuously reviewed to ensure the health, safety and welfare of the WASD students and staff members.</p> <p>Hand Sanitizing Stations will be available at school entrances, high traffic areas (gymnasiums, cafeterias and building offices, and all District Classrooms).</p>	<p>WASD is committed to maintaining a clean and healthy learning and working environment. Custodial and maintenance staff members will be receiving professional training based upon cleaning and specific chemical application protocol that exists. Specific protocol associated with locker rooms and specific high traffic areas will be continuously reviewed to ensure the health, safety and welfare of the WASD students and staff members.</p> <p>Hand Sanitizing Stations will be available at school entrances, high traffic areas (gymnasiums, cafeterias and building offices, and all District Classrooms).</p>	Dale Crans, Supervisor of Maintenance & Facilities	<p>Fogging machines Sprayers</p> <p>PPE</p> <p>Cleaning and disinfecting products</p> <p>HVAC monitoring system</p> <p>Hillyard Industry Representative to provide professional development training</p> <p>Custodial Standards Handbook</p> <p>CDC Website</p> <p>COVID-19 Daily Cleaning Job Card</p> <p>COVID-19 Weekly Cleaning Job Card</p>	Yes

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The Williamsport Area School District will organize classroom spaces to allow social distancing to the maximum extent possible with the goal to mitigate the spread of COVID-19.

Classroom desks and seating will be arranged that allows up to 6 feet of separation among students and staff throughout the day. Inside of classrooms, students and parents should expect changes in instructional delivery and groupings to maintain 6 feet of social distancing within the classroom between students and teachers. Where 6 feet of social distancing cannot occur outside of classrooms, face coverings may be required

Circumstances where students are permitted to remove their face coverings (e.g. masks and face shields). Schools may allow students to remove their face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned work spaces at least 6 feet apart; or
- Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).
- **In-Person Instruction Phase:** Students will attend school and the district will provide in-person Instruction with social distancing and health precautions in-place. Health and safety *recommendations* will be implemented for students and staff “to the extent possible” through district developed guidelines for social distancing, face coverings, spacing of students in classrooms, transportation, and social interaction group size and limitations
- **Hybrid Alternate Schedule Phase:** To safely meet multiple CDC and state health guidelines, the district will deliver an alternate school schedule, staggering student attendance for in-person instruction 2 days per week and 3 days out of school working remotely to reduce the number of students in buildings and classrooms. Students will be assigned their alternate school schedule by each building

- **Remote Learning Phase:** Schools will be closed for in-person instruction and all instruction will be provided via remote learning, whether using digital or non-digital platforms

To limit the number of students and adults that our children will come in contact within a day; students in K-8 classrooms will remain in one location throughout the school day reducing socialization and groupings in hallways and other locations. Activities such as lunches and special classes will travel to students versus students leaving their classrooms.

Students in 9-12 grade classrooms are required to wear face coverings and social distance when changing from one class to the next.

The district will limit the use of communal spaces to the maximum extent possible. All classroom spaces will have sanitation stations in them as well as group bathrooms within the building.

Cleaning, Sanitizing, Disinfecting, and Ventilation Protocol

The custodial/maintenance staff will follow CDC Guidance for Cleaning and Disinfecting Schools and our Custodial Standards Handbook on a daily basis. In addition to this cleaning, sanitation, and disinfecting, all classrooms will be “fogged” or sprayed using an approved EPA disinfectant. High-touch surfaces such as door-handles, handrails, faucets, fountains, etc. will be disinfected throughout the day.

Cleaning and Disinfecting Throughout the Day

Each classroom has a hand sanitizing station and teachers will be provided with disinfectant wipes and/or a spray bottle of disinfectant cleaner. The custodial/maintenance staff will disinfect high touch surfaces (i.e. door handles, handrails, faucets, and fountains) throughout the day. Group bathrooms will be disinfected at least once every two (2) hours using an approved EPA disinfectant.

School Transportation

Social distancing on buses cannot be guaranteed on district transportation. Students using district transportation, bus, vans, school-owned vehicles will be required to wear face coverings. The district will reduce bus capacity to 2 students per bus seat.

In-School Activities

All WASD schools will keep visitors in the main office only and there will be no visitors, volunteers, outside assemblies, etc. in the school setting during the Hybrid Alternate Schedule and In-Person Instruction phase. Contracted service providers will be screened and follow the same protocol as staff.

WASD will have different social distancing practicing at the high school due to the need to rotate classrooms, specialized equipment for courses and have lunch in communal spaces, where students will be distributed. The high school will increase the amount of spaces where students can eat and students will be assigned to these locations.

Training - All WASD employees will be trained through Schoology on all topics in the Health and Safety Plan.

Professional development for all employees will be conducted to include training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19 and what to look for when assessing others for potential COVID-19. The district's health and safety plan outlines steps required should an employee exhibit any COVID-19 symptoms or been exposed to an individual with COVID-19. All staff in the district will be trained on the signs and symptoms of COVID-19 in children, and will be asked to constantly monitor the children's health they are working with.

Modules within the course will deliver content on safety protocols, classroom procedures, mitigating the spread of COVID-19 sanitation and hygiene, observing and recognizing symptoms, and other content needed to implement the Health and Safety Plan. By embedding the course within the district's Learning Management System, course participants and their completion will be tracked. Training will occur both prior to the start of school and on opening professional development days before students return.

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD(Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	WASD will follow the occupancy recommendations that allows for 6 feet of separation among students and staff throughout the day with the consideration of an alternative school schedule, that would allow social distancing to the maximum extent feasible.	WASD will follow the occupancy recommendation that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	NA	Yes

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD(Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>WASD K-8 schools will provide a student lunch in the classroom setting in order to adhere to social distancing guidelines with the consideration of an alternative school schedule.</p> <p>WASD 9-12 school will provide students with additional eating areas to allow for social distancing during lunch periods with the consideration of an alternative school schedule</p>	<p>WASD K-8 schools will provide a student lunch in the classroom setting in order to adhere to social distancing guidelines.</p> <p>WASD 9-12 school will provide students with additional eating areas to allow for social distancing during lunch periods.</p>	<p>Patty Webster Dir. Food Service</p> <p>Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12</p>	<p>Point of Sale Systems</p> <p>MS Form development</p>	Yes
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	All WASD classrooms will be provided with a hand sanitizing station. Additional stations will be made available in common areas.	All WASD classrooms will be provided with a hand sanitizing station. Additional stations will be made available in common areas.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Hand Sanitizing Stations, Frequent monitoring	Yes
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All WASD classrooms, restrooms, hallways, and eating areas will have posted signs that promote everyday protective measures, and how to stop the spread of germs.	All WASD classrooms, restrooms, hallways, and eating areas will have posted signs that promote everyday protective measures, and how to stop the spread of germs.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Signs	No
* Identifying and restricting non-essential visitors and volunteers	All WASD schools will only allow visitors in the main office. At this time, volunteers/visitors will not be allowed in the building.	All WASD schools will only allow visitors in the main office. At this time, volunteers/visitors will not be allowed building.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Consistent signs explaining the procedure	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>All WASD students will follow the district athletic resocialization plan for athletic participation with the consideration of an alternative school schedule.</p> <p>Recess and physical education will maintain up to 6ft of social distancing</p>	<p>All WASD students will follow the district athletic resocialization plan for athletic participation.</p> <p>Recess and physical education will maintain up to 6ft of social distancing</p>	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Cleaning materials to be provided between activities and for playground equipment.	Yes

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD(Y/N)
Limiting the sharing of materials among students	All WASD students will be provided with their own materials separate from other students in the district. Any shared materials will be cleaned before reuse with the consideration of an alternative school schedule.	All WASD students will be provided with their own materials separate from other students in the district. Any shared materials will be cleaned before reuse.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Cleaning materials to be provided between activities	Yes
Staggering the use of communal spaces and hallways	<p>WASD K-8 schools will allow teachers to rotate to students in order to adhere to social distancing guidelines with the consideration of an alternative school schedule.</p> <p>WASD 9-12 school will require students to wear a mask and socially distance when moving from class to class with the consideration of an alternative school schedule.</p>	<p>WASD K-8 schools will allow teachers to rotate to students in order to adhere to social distancing guidelines.</p> <p>WASD 9-12 school will require students to wear a mask and socially distance when moving from class to class.</p>	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	<p>Students will be encouraged to bring their own facemasks</p> <p>Facemasks will be available for students if needed.</p>	Yes
Adjusting transportation schedules and practices to create social distance between students	<p>The district cannot guarantee 6ft of social distancing on school buses and school vehicles. Therefore, students when loading, riding and exiting school vehicles must wear masks</p> <p>Families will be required to register for district transportation before the start of school.</p>	<p>The district cannot guarantee 6ft of social distancing on school buses and school vehicles. Therefore, students when loading, riding and exiting school vehicles must wear masks</p> <p>Families will be required to register for district transportation before the start of school.</p>	Brandon Coleman Transportation Supervisor		Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	WASD will follow the occupancy that allows for 6 feet of separation among students and staff throughout the day with the consideration of an alternative school schedule, that would allow social distancing to the maximum extent possible.	WASD can follow the occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent possible.	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	NA	Yes

Requirements	Action Steps		Lead Individual and Position	Materials, Resources, and or Supports Needed	PD(Y/N)
	Hybrid Alternate Schedule Phase	In-Person Instruction Phase			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	WASD will make recommendations for childcare spaces, signage, and the cleaning of workspaces with the consideration of an alternative school schedule. CTE childcare program will not register students in the first semester of the school year	WASD will make recommendations for childcare spaces, signage, and the cleaning of workspaces. CTE childcare program will not register students in the first semester of the school year	Kirk Felix K-6 Justin Ross 7-8 Brandon Pardoe 9-12	Cleaning materials to be provided	Yes
Other social distancing and safety practices					

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The following summary is applicable in both Hybrid Alternate Schedule and In-Person Instruction phases:

All families in the school district will be provided with a thermometer, on the first day of school, along with information and materials on the signs and symptoms of COVID-19 in children so that they can monitor their children at home. If students exhibit any symptoms, families will be asked to keep their child/children at home until they are symptom free and it will be recommended to consult with a medical professional. Any student who is absent from school for a day for any reason will be screened on the next day that he/she attends school. The screening will involve having their temperature taken by the district's nursing staff and a brief screening to ensure they are symptom free of COVID-19. If the child still has symptoms, the child will be placed in the isolation room and the parent will be contacted to pick up the child. A doctor's note will be required before the child can return to school if sent home with COVID-19 symptoms.

All permanent staff employees will be required to self-monitor their temperatures, each day, prior to reporting to work. All substitute employees and approved contracted workers will have their temperatures checked by a school staff nurse prior to reporting to his/her work assignment within a school building. No visitors will be allowed into any of the schools.

Professional development for all employees will be conducted to include training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19 and what to look for when assessing others for potential COVID-19. The district's health and safety plan outlines steps required should an employee exhibit any COVID-19 symptoms or been exposed to an individual with COVID-19. All staff in the district will be trained on the signs and symptoms of COVID-19 in children, and will be asked to constantly monitor the children's health they are working with. If they believe a child is exhibiting symptoms of COVID-19, the nursing staff in the school will be contacted to screen the student and take their temperature. If the student has COVID-19 symptoms following the nurse screening, the child will be placed in the isolation room and the parent will be contacted to pick up the child. A doctor's note will be required before the child can return to school if sent home with COVID-19 symptoms.

Parents will be asked to monitor and screen their child/children at home every day before they send them to school. All children who have been absent from school for any reason will be screened when they arrive at school, and before they go to class. The screening will be completed by the districts nursing staff. Throughout the school day students will be continually monitored by all staff for symptoms and sent to the nurse's office if they need to be screened. All permanent employees will be required to self-monitor their temperatures, at home and daily, prior to reporting to work. Substitute employees and approved contracted workers will have their temperatures checked and asked brief screening questions by a school nurse, daily, prior to reporting to their work assignments. During work, all employees must report immediately to their Supervisor or Principal should they exhibit any symptoms of COVID-19.

During the school day, if a child becomes ill or shows symptoms, he/she will be quarantined in the nurse's office in an isolation room until a parent or guardian can pick him/her up. Any child showing symptoms of COVID-19 will be required to immediately wear a mask while waiting to be transported home. If the school is made aware during the school day that a student has been exposed to an individual with a confirmed positive for COVID-19, the student will immediately be placed in the nurse's office in an isolation room until a parent or guardian can pick him/her up. The student will also be required to immediately wear a mask. If any employee becomes ill and or has been exposed to an individual confirmed positive for COVID-19, that employee will immediately report to his/her Supervisor or Principal, with his/her

personal belongings and will be required to immediately exit the building and return home. A doctor's note will be required upon the employee's return to work. If any employee has been in contact with a COVID-19 positive individual, he/she must immediately begin a 14-day self-quarantine, and may not return to work without a doctor's note.

Staff designated by the district's pandemic coordinator will be responsible for making decisions regarding exclusion or isolation of students and staff. The designated staff will include central office administration, supervisors or principals, and nursing staff within the school district, and will follow the PA Department of Health Guidelines for quarantine.

Any student who is confirmed to have COVID-19 will be excluded from school and all school activities for a minimum of 14 days. Before returning to school a doctor's note will be required that indicates the student is symptom free, along with a specific date that the student can return to school. The student will be screened at school by the nurse on the day they return per the procedures outlined for all students who are absent for one day or more. Any employee confirmed to have COVID-19 must notify his/her Supervisor or Principal immediately, who in turn will notify the Superintendent and Human Resources Director for required contact tracing guidelines. The employee may not return to work without a doctor's note stating he/she is COVID-19 negative.

Students and families who are not willing to return to school despite the safety measures the district is taking will be accommodated through the district's own remote Learning Management System, which can meet the educational needs of any student K-12. The district has purchased and implemented an online learning management platform this summer to increase its capacity to provide a complete educational experience for online students. Parents will be surveyed in August to see which students are not planning on returning to school and will be provided support by the curriculum and technology departments to get them set up for the school year. The district believes that with the safety measures in place in person instruction is the best option for students, but understands some students may prefer a cyber option.

If there is a confirmed positive case of COVID-19 with a student or staff member, all parents/staff in the school district will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with all students. If students have to be excluded and quarantined due to direct exposure with another student or staff member, parents will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with the students. If a student or students have been directly exposed to a COVID-19 positive case, they will be excluded from school for 14 days and will be provided access to the district's remote Learning Management System, while absent. Decisions on exclusions due to direct exposure will be made in consultation with the district's pandemic coordinator and medical professionals. If there is a change to the local safety plan in the district, all families will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with all students. Information will also be placed on the district's website and social media platforms.

All staff in the district will be provided basic training on protocols for monitoring children for signs and symptoms of COVID-19. The training will be provided to staff before students return to school on staff in-service days. The training will be provided online through the districts learning management platform, or in person. Staff will successfully complete a quiz at the end of the training to ensure understanding, as well as be required to sign an acknowledgement of completion of all training(s). All health services staff in the district will be provided comprehensive training by the Director of Health services on protocols and procedures for monitoring staff and students health in relation to COVID-19. This training will be provided in person and with support and advice from the district’s pandemic coordinator and Pennsylvania Department of Health.

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<ul style="list-style-type: none"> Monitoring students and staff for symptoms and history of exposure 	<p>STAFF and STUDENTS: Same protocol and procedures as In-Person Instruction with hybrid instructional days to reduce number of students in schools and increase social distancing.</p>	<p>STAFF: All permanent employees will be required to self- monitor their temperatures, each day, before reporting to work. If a permanent employee does not have a thermometer, one will be provided by the District.</p> <p>Professional Development for permanent employees will also be conducted to include (but not necessarily limited to): training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19, and what to look for when assessing others (i.e. students) for potential COVID-19. All permanent employees will be required to “sign off” on the completed professional development.</p> <p>All substitute employees, approved contracted workers (i.e. Bayada, TSS, Student Teachers, etc...) upon reporting to their work assignment, will have their temperature checked by a school staff nurse. If temperature is 100.4 or higher,</p>	<p>Richard Poole Student Services</p> <p>Anne Logue Human Resources</p> <p>Krista Fagnano Admin Health Services</p>	<p>STAFF: thermometers for all supervisors and principals; additional substitute nurses on staff daily who will also need thermometers and PPE; develop PD with focus on health-related subject matter.</p> <p>Thermometers for all district families. PD for parents on signs and symptoms in children of COVID.</p> <p>PPE for nurse’s office staff and isolation room</p>	<p>Yes</p>

the substitute employee/contract worker must not report to work and return home.

Permanent employees with a temperature of 100.4 or higher, when self-monitoring at home before reporting to work, must notify their supervisor or principal that they will not be reporting to work. When reporting back to work, the employee must report directly to his/her supervisor or principal prior to starting his/her work assignment, for a temperature check by the supervisor or principal. If the temperature check, exclusive of the use of fever reducing medication, reveals a temperature of 100.4 or higher, the employee must go home immediately. A doctor's note will be required by the employee before returning to work.

It is strongly encouraged that ANY employee exhibiting two or more of the following symptoms (fever, chill, cough, fatigue, headache, sore throat, loss of taste/smell) OR has shortness of breath or difficulty breathing, consult with his/her doctor for further examination and not return to work.

STUDENTS: Thermometers will be purchased for all families in the district and provided on the first day of school so that families can monitor daily students' temperatures at home before they are sent to school. Any student who has a

temperature of 100 or higher must not be sent to school and should stay home until they are fever free for 48 hours without medication. Parents will also be provided with training and materials on the signs and symptoms of COVID 19 in children as provided by the CDC. If a student has a fever and any more of the CDC symptoms, it is recommended the parent take the student to the doctor for professional assessment by a physician.

Following training on CDC signs and symptoms in children, if a teacher or staff member believe that a student is showing symptoms of possible COVID during the school day, they will contact the nurse and send the student to the nurse's office for assessment. The nurse will take the student's temperature and check for other symptoms. If student has fever and/or other symptoms they will be given a mask to wear immediately and placed into the COVID isolation room following the developed protocol (attachment A). The student must remain in the isolation room wearing a mask unless they are unable to do so due to a documented medical condition. The mask must be worn until they are taken home, or a parent comes to pick up the student. The isolation room will be cleaned once the student leaves and before any other staff or student can use it. If the student does not have symptoms when initially

		<p>assessed and screened by the nurse, they will be sent back to class.</p> <p>Any student who is absent from school will be screened the next time they attend school. As soon as they arrive at school, they will be sent to the nurse's office to have their temperature taken and screened. If no temperature and/or symptoms are present, they will be given a pass to go to class and will not be marked as tardy. Any student still with symptoms will be given a mask to wear immediately and placed into the COVID isolation room following the developed protocol (attachment A) until a parent can pick them up, or a staff member takes them home.</p>			
<ul style="list-style-type: none"> Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure AND Returning isolated or quarantined staff, students, or visitors to school 	<p>STAFF and STUDENTS: Same protocol and procedures as In-Person Instruction with hybrid instructional days to reduce number of students in schools and increase social distancing.</p>	<p>STAFF: If an employee, during work, has any two or more of the following symptoms (fever, chill, cough, fatigue, headache, sore throat, loss of taste/smell) OR has shortness of breath or difficulty breathing, then he/she must report to his/her supervisor or principal. The supervisor or principal must follow isolation protocol (Appendix A) to include that the employee report to the supervisor or principal, with his/her personal items, and direct the employee to immediately exit the building, and return home. A doctor's note will be required upon the employee's return to work. The note must indicate that the employee may return to work, full duty, effective the date of the employee's return. Infected work</p>	<p>Richard Poole Student Services</p> <p>Anne Logue Human Resources</p> <p>Krista Fagnano Admin Health Services</p>	<p><u>STAFF:</u> necessary sanitization cleaning supplies</p>	<p><u>STAFF:</u> YES</p>

areas will be properly sanitized and disinfected.

If an employee is known to have been in contact with a Covid-19 positive individual, he/she must notify his/her supervisor or principal immediately and begin a 14-day self- quarantine. The employee may not return to work without a doctor's note.

If an employee is Covid-19 positive, he/she must notify his/her supervisor or principal immediately and the supervisor or principal will notify HR/Superintendent for required contact tracing guidelines. The employee may not return to work without a doctor's note stating he/she is Covid-19 negative.

Employees are strongly encouraged to fully consider their travel plans in view of the PA Department of Health guidance on travel, and take all reasonable steps to refrain from traveling to those states identified by the PA Department of Health as COVID-19 "hot spots". If an employee intends to travel to any "hot spot" state or location, we ask that he/she discloses those plans to his/her respective Principal or Direct Supervisor, so the safety of his/her co-workers and students can be taken into account.

STUDENTS: Any student(s) referred to the nurse's office, due to symptoms of COVID, during the school day: The nurse will take the student's temperature

and check for other symptoms. If student has fever and/or other symptoms they will be given a mask to wear immediately and placed into the COVID isolation room following the developed protocol (attachment A). The student must remain in the isolation room wearing a mask until they are taken home by staff, or a parent comes to pick up the student. The isolation room will be sanitized once the student leaves and before any other staff or student can use it.

Any student who is absent from school will be screened the next school day they attend as soon as they arrive at school. They will be sent to the nurse's office to have their temperature taken and screened. If no temperature and/or symptoms they will be given a pass to go to class. Any student still with symptoms will be given a mask to wear immediately and placed into the COVID isolation room following the developed protocol (attachment A).

For the 20-21 school year, any student sent home from school due to COVID symptoms must bring a doctor's note indicating they can return to school. The note cannot be faxed and must be brought into school by the student or guardian. If a student shows up to school without a doctor's note, the guardian will be contacted to pick up the child, or the student will be transported home.

Any student who tests positive for COVID will be excluded from school for a minimum of 14 days and must provide a doctor's note with a date indicating that they can return to school.

If a student/staff member tests positive for COVID contact tracing will be completed by the DOH and district personnel to determine who the student has had primary contact with over the past 48 hours. Students and staff who are considered primary contacts (classroom/bus/extra-curricular) will be excluded from school for 14 days from the day they were exposed to the infected individual.

If a family indicates that a primary household member, they live with has COVID the student/students must be excluded from school for 14 days from the last positive case in the household. If a student has direct primary contact with someone who has COVID and the school is notified they will be excluded from school for 14 days.

Visitors other than those attending schools for official student meetings, or agencies approved by the district will not be allowed into school buildings for the 20-21 school year. This includes visitors for PTO or school sponsored events or assemblies. There will be no

		school sponsored grade level field trips.			
<ul style="list-style-type: none"> • Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols 	<p><u>STAFF and STUDENTS:</u> Same protocol and procedures as In-Person Instruction with hybrid instructional days to reduce number of students in schools and increase social distancing.</p>	<p><u>STAFF and STUDENTS:</u> When a school has a positive case of COVID-19 identified for a student or staff member the following notification procedures will be followed:</p> <p>1: All families of students in the district will be notified that there has been a positive case through the districts Swift K-12 system. Letters will also be sent home with all students. Families will be asked to monitor their children closely over the next 14 days for signs and symptoms of COVID-19.</p> <p>2: All staff in the district will be notified by email of the positive case and asked to self-monitor themselves for signs and symptoms of COVID-19.</p> <p>3: Students who are deemed by the district to have had primary contact with the student or staff member who contracted COVID-19 will be excluded from school for 14 days and parents will be notified by Swift K-12, student letter, and mailed letter. Students excluded can return on the date indicated by the school</p>	<p>Richard Poole Student Services</p> <p>Krista Fagnano Admin Health Services</p> <p>Staff – Anne Logue Human Resources</p>		<p>Yes</p>

		<p>and will be screened on their first day back for signs and symptoms by the nurse. Doctors notes will not be required.</p> <p>4: All staff (except nursing staff) who are deemed to have had primary contact with the student or staff member who contracted COVID-19 will be excluded from work for 14 days and will be notified directly by their direct supervisor on the date they can return. Doctors notes will not be required.</p> <p>IMPORTANT: Incidents in which contact tracing is required will be discussed and consulted with district administration, necessary health professionals and the district's pandemic coordinator.</p>			
<ul style="list-style-type: none"> Other monitoring and screening practices 	<p>STAFF and STUDENTS: Same protocol and procedures as In-Person Instruction with hybrid instructional days to reduce number of students in schools and increase social distancing</p>	<p>STAFF: Sanitization supplies will be provided in all Common Staffing areas, included but not limited to: Copier Spaces/Rooms and Mailrooms. Faculty rooms will be closed and all copier spaces/rooms are utilized via one person at a time</p> <p>All staff must call the nurse in advance of going to a nurse's office/suite. The employee must present with symptoms noted above (item # 1) and will not be permitted to enter the nurse's office/suite otherwise. Basic first aid items will be available to employees in common staffing areas.</p>	<p>Richard Poole Student Services</p> <p>Krista Fagnano Admin Health Services</p> <p>Staff – Anne Logue Human Resources</p>		Yes

		<p>Data will be tracked to include the number of COVID-19 related incidents reported to a supervisor or principal</p> <p>Students participating in PIAA athletics will follow the screening and monitoring guidelines developed in the athletic plan.</p>			
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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?
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Summary of Responses to Key Questions:

Students and staff will be expected to follow Federal, State and local guidelines to help prevent and/or reduce the spread of COVID-19 by wearing masks, protective equipment and practicing social distancing. Locations within the school building where social distancing is not possible, students and staff may be required to wear face coverings.

In the event, the state or county requires face coverings to be worn in public, the district will comply with this health directive and require facemasks/face coverings to be worn in schools. This may occur in any phase.

On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an [Order Requiring Universal Face Coverings](#). The order, signed under the Secretary of Health’s authority under the Disease Prevention and Control Act, outlines the situations when a mask must be worn and includes limited exceptions to the face-covering requirement. The order applies to children and adults while in schools. *This Order remains in effect until further notice by the PA Department of Health.*

This Order applies to all individuals while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers (CTCs), intermediate units (IUs); educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; and Private Academic Nursery Schools and locally funded prekindergarten activities.

Students with Disabilities and Face Coverings

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Health and safety for all students and staff is a priority of the Williamsport Area School District. Students and staff with medical conditions that alter their ability to return to their previous educational experience will be addressed in conjunction with the Human Resources Department, and alternate educational opportunities will be provided.

WASD annually advertises extensively to secure substitutes and will work to build a substitute pool that provides the appropriate coverage for staff illnesses.

Both instructional and non-instructional staff will be used to ensure all students have access to quality learning opportunities. These opportunities could include the delivering of social and emotional supports for students and families through communication, meetings, and pairing of support services. Staff will receive professional development regarding the impact of COVID-19 to both students and staff, provide high quality distance learning to students that are unable to attend in-person instruction, and utilize paraprofessionals to support students both in-person and through distance learning.

Individuals with complex needs, such as deaf or hard of hearing students, will have their needs met by using clear masks and shields to allow for lipreading.

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>*Parents/guardians/staff will be encouraged to consult their child's/own provider to discuss the appropriateness of individuals with high risk medical conditions attending in-person instruction.</p> <p>Student: Any student with a medical condition that is deemed inappropriate for in-person instruction will be given the opportunity for distance learning by certified staff member(s). A doctor's note and/or documentation of the condition/illness will be on file with the LEA.</p> <p>Staff: We recognize some employees are at a high risk of severe illness from COVID-19 or are caring for individuals at a high risk of severe illness from COVID-19. Those employees must contact the Director of Human Resources and request reasonable accommodation(s). The employee will work directly with the Director of Human Resources to engage in the required interactive process, ensuring the overall safety of both the employee, other staff and students. A reasonable accommodation may include the employee providing instruction via distance learning. An accommodation request must be made directly with the Director of Human Resources if an employee is unable to comply with the current face covering state mandate.</p>	<p>*Parents/guardians/staff will be encouraged to consult their child's/own provider to discuss the appropriateness of individuals with high risk medical conditions attending in-person instruction.</p> <p>Student: Any student with a medical condition that is deemed inappropriate for in-person instruction will be given the opportunity for distance learning by certified staff member(s). A doctor's note and/or documentation of the condition/illness will be on file with the LEA.</p> <p>Staff: We recognize some employees are at a high risk of severe illness from COVID-19 or are caring for individuals at a high risk of severe illness from COVID-19. Those employees must contact the Director of Human Resources and request reasonable accommodation(s). The employee will work directly with the Director of Human Resources to engage in the required interactive process, ensuring the overall safety of both the employee, other staff and students. A reasonable accommodation may include the employee providing instruction via distance learning. An accommodation request must be made directly with the Director of Human Resources if an employee is unable to comply with the current face covering state mandate.</p>	<p>Sheila Shull Dr. Special Education</p> <p>Krista Fagnano Admin Health Services</p> <p>Anne Logue Human Resource</p>	<p>Face Mask Face Shields Clear Masks Disposable Gowns Disposable Gloves</p>	<p>Yes</p> <p>Train all staff if in-person prior to students entering the school building on COVID-19/Virus safety</p> <p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination</p> <p>Follow Social Distancing Guidelines</p> <p>Use of PPE</p>

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff and students are required to wear face coverings. Staff will wear appropriate protective equipment based on the specific interaction they are having with students (e.g., instruction, behavior support, activities of daily living, etc.).</p> <p>Staff must practice social distancing to the maximum extent possible. Six feet of distance is the expectation.</p>	<p>All staff and students are recommended to wear face coverings, Staff will wear appropriate protective equipment based on the specific interaction they are having with students (e.g., instruction, behavior support, activities of daily living, etc.).</p> <p>Staff should practice social distancing to the maximum extent possible. Six feet of distance is the expectation.</p>	<p>Dr. Bowers Superintendent</p> <p>Anne Logue Human Resources</p> <p>All Building Principals</p> <p>Dale Crans Supervisor of Buildings and Grounds</p>	<p>Face Mask Face Shields Clear Masks Disposable Gowns Disposable Gloves</p>	<p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination.</p> <p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination</p>

Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All staff and students are required to wear face coverings, Staff will wear appropriate protective equipment based on the specific interaction they are having with students (e.g., instruction, behavior support, activities of daily living, etc.).</p> <p>Face covering is expected to be worn while on the bus, classroom, hallway, recess and cafeteria where social distancing is unable to be maintained.</p> <p>Social distancing includes practices for maximizing to the extent possible and maintaining distance. Six feet of distance is the expectation.</p> <p>Face coverings are not expected while actively eating.</p> <p>These expectations will be enforced to the best of the ability of staff and administration.</p> <p>WASD anticipates providing face masks to every student. One mask per student per week for the duration of the 2020-2021 school year if needed.</p>	<p>All staff and students are recommended to wear face coverings. Staff will wear appropriate protective equipment based on the specific interaction they are having with students (e.g., instruction, behavior support, activities of daily living, etc.).</p> <p>Face covering is encouraged to be worn while on the bus, classroom, hallway, recess and cafeteria where social distancing is unable to be maintained.</p> <p>Social distancing includes practices for maximizing to the extent possible and maintaining distance. Six feet of distance is the expectation.</p> <p>Face coverings are not expected while actively eating.</p> <p>WASD anticipates providing face masks to every student. One mask per student per week for the duration of the 2020-2021 school year if needed</p>	<p>All Building Principals</p>	<p>Face Mask Face Shields Clear Masks</p>	<p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination</p>

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Parents/guardians are encouraged to consult their child’s provider to discuss the appropriateness of students with high risk medical conditions attending in-person instruction. These include students who depend on mechanical ventilation and children with tracheostomies.</p> <p><u>Students who are Deaf or Hard of Hearing:</u></p> <ol style="list-style-type: none"> 1. Consider the needs of students who must be able to see the lips of the speaker. 2. Clear masks/shields for staff and students 3. Interpreter in the classroom should be placed to encourage social distancing. <p><u>Toileting Guidelines:</u></p> <ol style="list-style-type: none"> 1. Staff must change students 'clothing and their own clothing when soiled with secretions or body fluids. Students’ soiled clothing must be bagged and sent home sealed in a plastic container or bag. 2. Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use. <p><u>Clean:</u> physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.</p> <p><u>Disinfect:</u> to kill nearly all germs on a hard, non-porous surface with a recommended chemical to remove bacteria</p>	<p>Parents/guardians are encouraged to consult their child’s provider to discuss the appropriateness of students with high risk medical conditions attending in-person instruction. These include students who depend on mechanical ventilation and children with tracheostomies</p> <p><u>Students who are Deaf or Hard of Hearing:</u></p> <ol style="list-style-type: none"> 1. Consider the needs of students who must be able to see the lips of the speaker. 2. Clear masks/shields for staff and students 3. Interpreter in the classroom should be placed to encourage social distancing. <p><u>Toileting Guidelines:</u></p> <ol style="list-style-type: none"> 1. Staff must change students 'clothing and their own clothing when soiled with secretions or body fluids. Students’ soiled clothing must be bagged and sent home sealed in a plastic container or bag. 2. Toileting and diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use. <p><u>Clean:</u> physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.</p> <p><u>Disinfect:</u> to kill nearly all germs on a hard, non-porous surface with a recommended chemical to remove bacteria.</p>	<p>Sheila Shull Dir. of Special Ed</p> <p>Special Education K-8 and 7-12 Supervisors</p>	<p>Face Mask Face Shields Clear Masks Disposable Gowns Disposable Gloves</p>	<p>Yes</p> <p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination</p>
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	<p>A .Disinfect when students are not in the area. Surfaces should be dry by the time students use the area.</p> <p>b. Toileting/diapering procedures will be posted in the bathroom/changing area.</p> <p>c. Wash the student’s hands after toileting/diaper change</p> <p><u>Physical Intervention and Restraint Guidelines:</u></p> <p>*Direct service providers should be mindful that seeing staff putting on protective equipment or being approached by staff wearing protective equipment can create anxiety in students.</p> <p>A. <u>Limiting Risk of Infection PRIOR to a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Plastic gowns that can be ripped/torn easily should not be worn as they may become a hazard. -Staff will need to wear disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible. <p>B. <u>Limiting Risk of Infection DURING a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Keep hands clear of eyes, mouth and nose of self and others. -First responders that are not wearing appropriate protective equipment should be relieved as soon as possible. -Avoid long and extended restraints. <p>C. <u>Limiting Risk of Infection AFTER a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Remove and dispose of and/or clean protective equipment immediately. 	<p>a. Disinfect when students are not in the area. Surfaces should be dry by the time students use the area.</p> <p>b. Toileting/diapering procedures will be posted in the bathroom/changing area.</p> <p>c. Wash the student’s hands after toileting/diaper change</p> <p><u>Physical Intervention and Restraint Guidelines:</u></p> <p>*Direct service providers should be mindful that seeing staff putting on protective equipment or being approached by staff wearing protective equipment can create anxiety in students.</p> <p>A. <u>Limiting Risk of Infection PRIOR to a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Plastic gowns that can be ripped/torn easily should not be worn as they may become a hazard. -Staff will need to wear disposable gloves, disposable masks, face shields, and long sleeves to the maximum extent possible. <p>B. <u>Limiting Risk of Infection DURING a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Keep hands clear of eyes, mouth and nose of self and others. -First responders that are not wearing appropriate protective equipment should be relieved as soon as possible. -Avoid long and extended restraints. <p>C. <u>Limiting Risk of Infection AFTER a Physical Restraint:</u></p> <ul style="list-style-type: none"> -Remove and dispose of and/or clean protective equipment immediately. 			
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	<p>-Avoid touching face and limit contact with hard surfaces before immediately washing hands.</p> <p>-Staff may consider a change of clothes in cases where their clothes become contaminated.</p> <p>-Once health and safety issues have been addressed, staff will follow debriefing and reporting procedures.</p> <p><u>Transition to Kindergarten-Child Find-Evaluations:</u></p> <p>-LEA will roll over Early Intervention IEP's such as speech, autistic support, and multi-disabilities.</p> <p>-Students who are considered developmentally delayed will receive supports through MTSS and complete a school-aged evaluation prior to December 1 Child Count.</p> <p><u>IEP/GIEP/504 Service Agreements:</u></p> <p>-IEPs, GIEPs and 504 service agreements will be implemented to the degree possible.</p> <p>-Increase communication, discussion, and tracking between LEA and parent.</p> <p>-IEP/GIEP/504 meetings will be held virtually.</p> <p><u>Compensatory Services:</u></p> <p>Maintain documentation of service time required in the IEP and the service that was implemented to the degree possible. Calculate compensatory education owed. Communicate with parent to design appropriate compensatory services when needed.</p>	<p>-Avoid touching face and limit contact with hard surfaces before immediately washing hands.</p> <p>-Staff may consider a change of clothes in cases where their clothes become contaminated.</p> <p>-Once health and safety issues have been addressed, staff will follow debriefing and reporting procedures.</p> <p><u>Transition to Kindergarten-Child Find-Evaluations:</u></p> <p>-LEA will roll over Early Intervention IEP's such as speech, autistic support, and multi-disabilities.</p> <p>-Students who are considered developmentally delayed will receive supports through MTSS and complete a school-aged evaluation prior to December 1 Child Count.</p> <p>-School Psychologist will use PPE to create safe testing environments to conduct one-to-one evaluations.</p> <p>-Staff will follow social distancing guidelines.</p> <p><u>IEP/GIEP/504 Service Agreements:</u></p> <p>-IEPs, GIEPs and 504 service agreements will be implemented to the degree possible.</p> <p>-Increase communication, discussion, and tracking between LEA and parent.</p> <p>-IEP/GIEP/504 meetings will be held virtually and/or in-person with PPE and will follow social distancing guidelines.</p>			
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Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>-CTE-Child Care Provider- will suspend operations during Semester 1</p>	<p><u>Compensatory Services:</u> Maintain documentation of service time required in the IEP and the service that was implemented to the degree possible. Calculate compensatory education owed. Communicate with parent to design appropriate compensatory services when needed.</p> <p>-CTE-Child Care Provider- will suspend operations during Semester</p>			

<p>Strategic deployment of staff</p>	<p><u>Direct Service Providers</u> (Personal Care Aides, paraprofessionals, therapists, related service providers, school nurses, health office staff) who must come into close contact (6 feet or closer) with students with disabilities must follow everyday prevention actions by wearing a cloth face covering, wearing gloves, washing hands frequently and cleaning and disinfecting surfaces.</p> <p><u>Substitute Teachers:</u> -The LEA will utilize board approved substitutes for staff that are ill or deemed inappropriate to return to work. -The LEA will use a variety of resources to attract available staff to provide substitute coverage. -All substitute staff will have their temperature checked upon arrival.</p> <p><u>Paraprofessionals:</u> -Paraprofessionals will provide support in a remote environment. Their role could include, but not limited to, communicate with parents/students, telephone, email, Zoom, etc., and/or provide support to students.</p> <p><u>Social-Emotional Wellness at School/Home:</u> -Second Step lessons will be used in Gr. K-8 to address social emotional wellness needs. -Guidance Counselors (every building), Social Workers and School Psychologist will be available to support schools as needed daily.</p>	<p><u>Direct Service Providers</u> (Personal Care Aides, paraprofessionals, therapists, related service providers, school nurses, health office staff) who must come into close contact (6 feet or closer) with students with disabilities must follow everyday prevention actions by wearing a cloth face covering, wearing gloves, washing hands frequently and cleaning and disinfecting surfaces.</p> <p><u>Substitute Teachers:</u> -The LEA will utilize board approved substitutes for staff that are ill or deemed inappropriate to return to work. -The LEA will use a variety of resources to attract available staff to provide substitute coverage. -All substitute staff will have their temperature checked upon arrival.</p> <p><u>Paraprofessionals:</u> -Paraprofessionals will provide support in a remote environment. Their role could include, but not limited to, communicate with parents/students, telephone, email, Zoom, etc., and/or provide support to students. -Paraprofessionals can provide supports to pre-teach, re-reach, provide accommodations, manage behavior and other duties as outlined in a student’s IEP.</p> <p><u>Social-Emotional Wellness at School/Home:</u> -Second Step lessons will be used in Gr. K-8 to address social emotional wellness needs. -Guidance Counselors (every building), Social Workers and School</p>	<p>Anne Logue Human Resources</p> <p>Sheila Shull Dir. of Special Ed</p> <p>Special Education K-8 and 7-12 Supervisors</p> <p>All Building Principals</p>	<p>Face Mask Face Shields Clear Masks Disposable Gowns Disposable Gloves</p>	<p>Yes</p> <p>Train all staff on proper removal of gloves, gowns, facial masks, and other protective equipment and on handwashing before, during and after removing equipment in order to reduce contamination</p>
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Requirements	Action Steps Hybrid Alternate Schedule Phase	Action Steps In-Person Instruction Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		Psychologist will be available to support schools as needed daily.			

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
COVID Safety and Procedures	All WASD Employees	S. Bigger & A.Logue	On-Line	Schoology		
Transportation		STA				
Food Service Safety		Patty Webster Nutrition Inc				
Special Populations		Sheila Shull				
Healthy Classroom Procedures		R.Poole Building Principals				
COVID Custodial and Maintenance Procedures		Dale Crans				

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
Communicate the district has moved to one-to-one and chosen LMS (addressing what that means and how it'll function) — state a generalized date for when a plan will be made available	All Stakeholders Parents Employees Community Board of Education	Dr. Bowers Dr. Bigger Public Relations Susan Neidig	<ul style="list-style-type: none"> Website (designated webpage?) Social media (continual reminders/scheduled frequent postings), Constant Contact, news releases/editorial boards, SwiftK12, Emails (internal messaging/listservs), Board meeting announcements/discussions Mass mailing to families and staff? Production of Health & Safety Plan booklet/packet for staff and families 	1-2: Late July/Early August 3. August 4. July 5. Late July/Early August (contingent upon board approval)	
Health & Safety Plan: Development of designated “back-to-school” webpage on the website (a renamed and reformatted COVID-19 webpage)					
Provide demonstration to navigate/learn Schoology					
Provision or release/make available any official guidance given to the district by the state/health department officials					
Second parent survey distribution					
Announcement/distribution of information on board-approved health and safety plan (i.e. expectations or recommendations of face masks, etc.)					

Health and Safety Plan Summary: **Williamsport Area School District**

Anticipated Launch Date: (9/01/2020)

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

Strategies, Policies and Procedures

Requirements: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Ensuring Cleanliness

Prior to the start of the school year the District will provide all custodial/maintenance employees with a COVID Cleaning and Disinfecting Training provided by a representative from the supplier. This training will ensure that appropriate procedures are in place and employees have received proper training in these procedures. Each employee will be provided with these detailed procedures. By working with the custodians, the head custodian in each building will monitor and reinforce procedures to ensure they are being followed properly.

Head custodians will complete a Building Evaluation of Custodial Performance Form for a sampling of each assigned area at least once per week. Areas of deficiencies will be discussed with the employee assigned to the particular area. The Custodial Supervisor and Assistant Supervisor of Maintenance & Facilities will on a random basis selected assigned areas in each building to evaluation using the Building Evaluation of Custodial Performance Form. If the head custodian notes multiple areas of deficiencies that are not corrected, the Custodial Supervisor or Assistant Supervisor of Maintenance & Facilities will conduct an evaluation. Randomly the Custodial Supervisor will email and ask professional staff members to complete a survey regarding custodial performance and cleanliness as it relates to their classroom/areas.

Procurement of Disinfectant Supplies

The District currently utilizes Hillyard Industry products and attempts to maintain a 90-120-day supply of products on hand. All disinfectant products used by the District are on the EPA List N of Disinfectants to be used against SARS-CoV-2, require a contact or dwell time of 10 minutes or less, and are safe to use in a school setting.

Cleaning, Sanitizing, Disinfecting, and Ventilation Protocol

The custodial/maintenance staff will follow CDC Guidance for Cleaning and Disinfecting Schools and our Custodial Standards Handbook on a daily basis. In addition to this cleaning, sanitation, and disinfecting, all classrooms will be “fogged” or sprayed using an approved EPA disinfectant. High-touch surfaces such as door-handles, handrails, faucets, fountains, etc. will be disinfected throughout the day.

Strategies, Policies and Procedures

The HVAC system will be monitored to make sure it is operating properly. Fresh air into the classrooms is monitored by CO2 sensors to make sure the proper fresh air is being maintained. Filters will be monitored and cleaned or changed when necessary. At least once a month the filters will be looked at and observed. This will be noted on the monthly building inspection sheets.

Cleaning and Disinfecting Throughout the Day

Each classroom has a hand sanitizing station and teachers will be provided with disinfectant wipes and/or a spray bottle of disinfectant cleaner. The custodial/maintenance staff will disinfect high touch surfaces (i.e. door handles, handrails, faucets, and fountains) throughout the day. Group bathrooms will be disinfectant at least once every two (2) hours using an approved EPA disinfectant.

The transportation contractor, will clean and disinfect all buses using an EPA approved disinfectant at the end of each day. Between morning and afternoon runs, buses will be “fogged” or sprayed using an EPA approved disinfectant. Between elementary and secondary runs, the driver will use disinfectant wipes to wipe down high touch areas such as the handrail and the edges and tops of bus seats.

Training

All custodial maintenance staff will be trained. Training will be provided prior to the school year (July) by a representative from the supplier of the products. The Custodial Supervisor and Assistant Supervisor of Buildings and Grounds will shadow each custodian and head custodian the training to reinforce the procedures outlined in the training

Social Distancing and Other Safety Protocols

Requirement(s)

- 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
- 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

Strategies, Policies and Procedures

The Williamsport Area School District will organize classroom spaces to allow social distancing to the maximum extent possible with the goal to mitigate the spread of COVID-19.

Classroom desks and seating will be arranged that allows up to 6 feet of separation among students and staff throughout the day. Inside of classrooms, students and parents should expect changes in instructional delivery and groupings to maintain 6 feet of social distancing within

the classroom between students and teachers. Where 6 feet of social distancing cannot occur outside of classrooms, face coverings may be required.

Circumstances where students are permitted to remove their face coverings (e.g. masks and face shields). Schools may allow students to remove their face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned work spaces at least 6 feet apart; or
- Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).
- **In-Person Instruction Phase**: Students will attend school and the district will provide in-person Instruction with social distancing and health precautions in-place. Health and safety *recommendations* will be implemented for students and staff “to the extent possible” through district developed guidelines for social distancing, face coverings, spacing of students in classrooms, transportation, and social interaction group size and limitations
- **Hybrid Alternate Schedule Phase**: To safely meet multiple CDC and state health guidelines, the district will deliver an alternate school schedule, staggering student attendance for in-person instruction 2 days per week and 3 days out of school working remotely to reduce the number of students in buildings and classrooms. Students will be assigned their alternate school schedule by each building
- **Remote Learning Phase**: Schools will be closed for in-person instruction and all instruction will be provided via remote learning, whether using digital or non-digital platforms

To limit the number of students and adults that our children will come in contact within a day; students in K-8 classrooms will remain in one location throughout the school day reducing socialization and groupings in hallways and other locations. Activities such as lunches and special classes will travel to students versus students leaving their classrooms.

Students in 9-12 grade classrooms are required to wear face coverings and social distance when changing from one class to the next.

The district will limit the use of communal spaces to the maximum extent possible. All classroom spaces will have sanitation stations in them as well as group bathrooms within the building.

School Transportation

Social distancing on buses cannot be guaranteed on district transportation. Students using district transportation, buses, vans, school-owned vehicles will be required to wear face coverings. The district will reduce bus capacity to 2 students per bus seat

All WASD schools will keep visitors in the main office only and there will be no visitors, volunteers, outside assemblies, etc. in the school setting during the Hybrid Alternate Schedule and In-Person Instruction phase. Contracted service providers will be screened and follow the same protocol as staff.

WASD will have different social distancing practicing at the high school due to the need to rotate classrooms, provide specialized equipment for courses and to have lunch in communal spaces, where students will be distributed. The high school will increase the amount of spaces where students can eat and students will be assigned to these locations.

Training - All WASD employees will be trained through Schoology on all topics in the Health and Safety Plan.

Professional development for all employees will be conducted to include training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19 and what to look for when assessing others for potential COVID-19. The district's health and safety plan outlines steps required should an employee exhibit any COVID-19 symptoms or been exposed to an individual with COVID-19. All staff in the district will be trained on the signs and symptoms of COVID-19 in children, and will be asked to constantly monitor the children's health they are working with.

Modules within the course will deliver content on safety protocols, classroom procedures, mitigating the spread of COVID-19 sanitation and hygiene, observing and recognizing symptoms, and other content needed to implement the Health and Safety Plan. By embedding the course within the district's Learning Management System, course participants and their completion will be tracked. Training will occur both prior to the start of school and on opening professional development days before students return.

Monitoring Student and Staff Health

Requirements:

- Monitoring students and staff for symptoms and history of exposure
- Isolating or quarantining students, staff, or visitors, if they become sick or demonstrate a history of exposure
- Returning isolated or quarantined staff, students, or visitors to school
- Notifying staff, families, and the public of school closures and within school year changes in safety protocols

Strategies, Policies and Procedures

Summary is applicable in both Hybrid Alternate Schedule and In-Person Instruction phases:

All families in the school district will be provided with a thermometer, on the first day of school, along with information and materials on the signs and symptoms of COVID-19 in children so that they can monitor their children at home. If students exhibit any symptoms, families will be asked to keep their child/children at home until they are symptom free and it will be recommended to consult with a medical professional. Any student who is absent from school for a day for any reason will be screened on the next day that he/she attends school. The screening will involve having their temperature taken by the district's nursing staff and a brief screening to ensure they are symptom free of COVID-19. If the child still has

Strategies, Policies and Procedures

symptoms, the parent will be contacted to pick up the child and a doctor's note will be required before the child can return to school and meet required quarantine time.

All permanent staff employees will be required to self-monitor their temperatures, each day, prior to reporting to work. All substitute employees and approved contracted workers will have their temperatures checked by a school staff nurse prior to reporting to his/her work assignment within a school building. No visitors will be allowed into any of the schools.

Professional development for all employees will be conducted to include training on CDC guidelines pertaining to the symptoms of COVID-19, how to stop the spread of COVID-19 and what to look for when assessing others for potential COVID-19. The district's health and safety plan outlines steps required steps should an employee exhibit any COVID-19 symptoms or been exposed to an individual with COVID-19. All staff in the district will be trained on the signs and symptoms of COVID-19 in children, and will be asked to constantly monitor the children's health they are working with. If they believe a child is exhibiting symptoms of COVID-19, the nursing staff in the school will be contacted to screen the student and take their temperature. If the student has COVID-19 symptoms following the nurse screening, the parent will be contacted to take the child home and a doctor's note will be required before they can return to school.

Parents will be asked to monitor and screen their child/children at home every day before they send them to school. All children who have been absent from school for any reason will be screened when they arrive at school, and before they go to class. The screening will be completed by the districts nursing staff. Throughout the school day students will be continually monitored by all staff for symptoms and sent to the nurse's office if they need to be screened. All permanent employees will be required to self-monitor their temperatures, at home and daily, prior to reporting to work. Substitute employees and approved contracted workers will have their temperatures checked by a school nurse, daily, prior to reporting to their work assignments. During work, all employees must report immediately to their Supervisor or Principal should they exhibit any symptoms of COVID-19.

During the school day, if a child becomes ill or shows symptoms, he/she will be quarantined in the nurse's office in an isolation room until a parent or guardian can pick him/her up. Any child showing symptoms of COVID-19 will be required to immediately wear a mask and other Personal Protection Equipment items while waiting to be transported home. If the school is made aware during the school day that a student has been exposed to an individual with a confirmed positive for COVID-19, the student will immediately be placed in quarantine in the nurse's office in an isolation room until a parent or guardian can pick him/her up. The student will also be required to immediately wear a mask. If any employee becomes ill and or has been exposed to an individual confirmed positive for COVID-19, that employee will immediately report to his/her Supervisor or Principal, with his/her personal belongings and will be required to immediately exit the building and return home. A doctor's note will be required upon the employee's return to work. If any employee has been in contact with a COVID-19 positive individual, he/she must immediately begin a 14-day self-quarantine, and may not return to work without a doctor's note.

Staff designated by the district's pandemic coordinator will be responsible for making decisions regarding quarantine or isolation of students and staff. The designated staff will include central office administration, supervisors or principals, and nursing staff within the school district.

Strategies, Policies and Procedures

Any student who is confirmed to have COVID-19 will be quarantined from school and all school activities for a minimum of 14 days. Before returning to school a doctor's note will be required that indicates the student is symptom free, along with a specific date that the student can return to school. The student will be screened at school by the nurse on the day they return per the procedures outlined for all students who are absent for one day or more. Any employee confirmed to have COVID-19 must notify his/her Supervisor or Principal immediately, who in turn will notify the Superintendent and Human Resources Director for required contact tracing guidelines. The employee may not return to work without a doctor's note stating he/she is COVID-19 negative.

Students and families who are not willing to return to school despite the safety measures the district is taking will be accommodated through the district's own remote Learning Management System. which can meet the educational needs of any student K-12. The district has purchased and implemented an online learning management platform this summer to increase its capacity to provide a complete educational experience for online students. Parents will be surveyed in August to see which students are not planning on returning to school and will be provided support by the curriculum and technology departments to get them set up for the school year. The district believes that with the safety measures in place in person instruction is the best option for students, but understands some students may need a cyber option.

If there is a confirmed positive case of COVID-19 with a student or staff member, all parents/staff in the school district will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with all students. If students have to be excluded and quarantined due to direct exposure with another student or staff member, parents will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with the students. If a student or students have been directly exposed to a COVID-19 positive case, they will be excluded from school for 14 days and will be provided access to the district's remote Learning Management System, while absent. Decisions on exclusions due to direct exposure will be made in consultation with the district's pandemic coordinator and medical professionals. If there is a change to the local safety plan in the district, all families will be notified through our Swift K-12 parent notification system by phone and text, and with a letter sent home with all students. Information will also be placed on the district's website and social media platforms.

All staff in the district will be provided basic training on protocols for monitoring children for signs and symptoms of COVID-19. The training will be provided to staff before students return to school on staff in-service days. The training will be provided online through the districts learning management platform, or in person. Staff will successfully complete a quiz at the end of the training to ensure understanding, as well as be required to sign an acknowledgement of completion of all training(s). All health services staff in the district will be provided comprehensive training by the Director of Health services on protocols and procedures for monitoring staff and students health in relation to COVID-19. This training will be provided in person and with support and advice from the district's pandemic coordinator and Pennsylvania Department of Health.

Other Considerations for Students and Staff

Requirements:

- Protecting students and staff at higher risk for severe illness
- Use of face coverings (masks or face shields) by all staff
- Use of face coverings (masks or face shields) by older students (as appropriate)
- Unique safety protocols for students with complex needs or other vulnerable individuals
- Strategic deployment of staff

Strategies, Policies and Procedures

Students and staff will be expected to follow Federal, State and local guidelines to help prevent and/or reduce the spread of COVID-19 by wearing masks, protective equipment and practicing social distancing. Locations within the school building where social distancing is not possible, students and staff may be required to wear face coverings.

In the event, the state or county requires face coverings to be worn in public, the district will comply with this health directive and require facemasks/face coverings to be worn in schools. This may occur in any phase.

On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an [Order Requiring Universal Face Coverings](#). The order, signed under the Secretary of Health's authority under the Disease Prevention and Control Act, outlines the situations when a mask must be worn and includes limited exceptions to the face-covering requirement. The order applies to children and adults while in schools. *This Order remains in effect until further notice by the PA Department of Health.*

This Order applies to all individuals while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers (CTCs), intermediate units (IUs); educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; and Private Academic Nursery Schools and locally funded prekindergarten activities.

Students with Disabilities and Face Coverings

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Health and safety for all students and staff is a priority of the Williamsport Area School District. Students and staff with medical conditions that alter their ability to return to their previous educational experience will be addressed, and alternate educational opportunities will be provided.

WASD annually advertises extensively to secure substitutes and will work to build a substitute pool that provides the appropriate coverage for staff illnesses.

Both instructional and non-instructional staff will be used to ensure all students have access to quality learning opportunities. These opportunities could include the delivering of social and emotional supports for students and families through communication, meetings, and pairing of support services. Staff will receive professional development regarding the impact of COVID-19 to both students and staff, provide high quality distance learning to students that are unable to attend in-person instruction, and utilize paraprofessionals to support students both in-person and through distance learning.

Individuals with complex needs, such as deaf or hard of hearing students, will have their needs met by using clear masks and shields to allow for lipreading.

