West Jefferson Hills School District
Phased School Reopening
Health and Safety Plan Template

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

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

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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: West Jefferson Hills School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 24, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Scott Milburn	Pandemic Coordinator	Both
Michael Ghilani	Superintendent	Both
Matt Patterson	Asst. Superintendent	Both
Gwen Murphy	Transportation/Bus garage	Both
Jade Fiore	Special Education/Pupil Service	Both
John Rambo	Food Service	Both
Ryan Snodgrass	Director of Facilities	Both

Kristine Metro	School nurses	Both
Lindsay Pfister	Human Resources	Both
Jim Benedict	JFT President/teacher	Both
Dan Giger	JFT/ teacher	Both
Kim Finnerty	School Board / Health Professional	Health and Safety Plan Development
Nicole Leckenby	Health Professional	Health and Safety Plan Development
Jennifer Kassimer	Teacher/digital learning	Health and Safety Plan Development
Kristen Shoemaker	School Board / Health Professional	Health and Safety Plan Development
Dave Hiller	JFT/Teacher	Both
AlleghenyHealth Department		Both
AIU 3		Both
Scott Delo	TRANE HVAC Engineer	Health and Safety Plan Development
Wiliam Cherpak	AD/Coach	Both
Gerry Dawson	Technology Department	Both

Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information

that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	-Nightly cleaning of schools with EPA approved disinfectants against COVID-19 cleaning products will decrease the volume of virus left on surfaces and objects. -Building-wide fumigation three days per week using EPA approved disinfectants against COVID-19. -Hourly rotation of disinfecting frequently touched surfaces and objects including door handles, sink handles, and water bottle refill stations during school hours. -Bathrooms and communal spaces will be cleaned and	-Nightly cleaning of schools with EPA approved disinfectants against COVID-19 cleaning products will decrease the volume of virus left on surfaces and objects. -Building-wide fumigation three days per week using EPA approved disinfectants against COVID-19. -Hourly rotation of disinfecting frequently touched surfaces and objects including door handles, sink handles, and water bottle refill stations during school hours. -Bathrooms and communal spaces will be cleaned and	Ryan Snodgrass Director of Facilities	-Cleaning Supplies- Ensure supply chain through multiple vendors -Monitor inventory -Increase in temporary staff -Proper PPE

	disinfected three times per day during the school day. -UV Sanitization Lighting will be deployed in areas that must share materials - Teacher doors should be left open to increase airflow and allow for better air transport. -TRANE is programming our system to improve ventilation and keep the humidity at a level where viruses have a difficult time surviving. -Buses will be sanitized after every run using approved products.	disinfected three times per day during the school day. -UV Sanitization Lighting will be deployed in areas that must share materials - Teacher doors should be left open to increase airflow and allow for better air transport. -TRANE is programming our system to improve ventilation and keep the humidity at a level where viruses have a difficult time surviving. -Buses will be sanitized after every run using approved products.		
Other cleaning, sanitizing, disinfecting, and ventilation practices	Provide all staff with hand sanitizer and cleaning products for spot treatments during school hours. . Also, set up sanitizing stations around the building.	Provide all staff with hand sanitizer and cleaning solution.	Ryan Snodgrass Director of Facilities	

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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	- By bringing in only 50% of all students 6 ft. of social distancing will be possible in the vast majority of spaces throughout the building. -Determine maximum capacity for each room --Move desks to maximize student spacing and avoid face to face configurations. -Reduce class size when possible -Remove unused desks, and furniture from the classrooms to maximize social distancing	-Six feet of distancing is the goal to the maximum extent possible. However, a lesser distance is acceptable if six feet is not achievable to meet the needs of students. Pursuant to the recommendation of the World Health Organization, every effort will be made to maintain a minimum distance of three feet. The three-foot distance is associated with substantial reduction of infection via droplet spread of coughs and sneezes. -Determine maximum capacity for each room	Building Principals

	-Limit physical interaction through partner or group work
	
	-Establish distance between the teacher's desk/board and students' desks
	
	-Identify and utilize large spaces for social distancing Implement standard operating procedure while taking preventative measures such as
	
	   ● Providing hand sanitizer for students and staff
	   ● Students and staff must wear face coverings
	   ● Promote handwashing
	
	-Limiting unnecessary congregations of students and staff.
		--Move desks to maximize student spacing and avoid face to face configurations.
		
		-Reduce class size when possible
		
		-Remove unused desks, and furniture from the classrooms to maximize social distancing
		
		-Limit physical interaction through partner or group work
		
		-Establish distance between the teacher's desk/board and students' desks
		
		-Identify and utilize large spaces for social distancing Implement standard operating procedure while taking preventative measures such as
		
		   ● Providing hand sanitizer for students and staff
		   ● Allowing students and staff to wear face masks
		   ● Promote handwashing
		
		-Limiting unnecessary congregations of students and staff.	

* **Restricting the use of cafeterias and other congregate settings, and**	-Utilize the cafeteria and gymnasiums for lunches. -Ensure there is social distancing. 6ft. guidelines and maximum	-Install large tents and outdoor heaters in order to help spread out the students during lunch. -Utilize the cafeteria for lunches.	John Rambo

serving meals in alternate settings such as classrooms	number of students at certain tables. -All food will either be served by cafeteria staff or be grab and go. Students will not serve themselves. -Students should avoid sitting across from one another.	-Ensure there is social distancing. 6ft. guidelines and maximum number of students at certain tables. -All food will either be served by cafeteria staff or be grab and go. Students will not serve themselves. -Students should avoid sitting across from one another.	
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	-Teach and reinforce good hygiene measures such as handwashing, coverings, coughs and face coverings -Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash cans in all bathrooms, classrooms, and frequently trafficked areas -Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of infectious disease. -Required to use the hand sanitizer station or personal hand sanitizer prior to classroom entry/re-entry. -Drinking Fountains will be closed. Students and staff will need to bring their own water bottles.	-Teach and reinforce good hygiene measures such as handwashing, coverings, coughs and face coverings -Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash cans in all bathrooms, classrooms, and frequently trafficked areas -Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of infectious disease. -Required to use the hand sanitizer station or personal hand sanitizer prior to classroom entry/re-entry. -Drinking Fountains will be closed. Students and staff will need to bring their own water bottles.	Administrators Teachers Paraprofessionals Nurses Students Parents Pupil Service personnel

	-Require students to wash or sanitize their hands prior to using the cafeteria.	-Require students to wash or sanitize their hands prior to using the cafeteria.	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All hallways and stairwells will be marked with directional signage. Other signage in hi-traffic areas and classrooms will be added to promote everyday protective measures, and how to stop the spread of germs.	All hallways and stairwells will be marked with directional signage. Other signage in hi-traffic areas and classrooms will be added to promote everyday protective measures, and how to stop the spread of germs.	Building principals
* Identifying and restricting non-essential visitors and volunteers	-Restrict nonessential visitors, volunteers, and activities that involve other groups -Avoid scheduling large group activities such as field trips -Follow guidelines from the Athletics and Activities Template -Only approved meeting or appointments by schedule only -Use virtual meetings and guest speakers whenever possible. -Must fill out Symptom Check -Must wear face covering -Limit visits to pre-identified room	-Restrict nonessential visitors, volunteers, and activities that involve other groups -Avoid scheduling large group activities such as field trips -Follow guidelines from the Athletics and Activities Template -Only approved meeting or appointments by schedule only -Use virtual meetings and guest speakers whenever possible. -Must fill out Symptom Check -Must wear face covering -Limit visits to pre-identified room	Building principals
* Handling sporting activities for recess and	-CDC Guidance for Youth Sports: https://www.cdc.gov/coronavirus/2	-CDC Guidance for Youth Sports: https://www.cdc.gov/coronavirus/2	William Cherpak Building Principals Ryan Snodgrass

physical education classes consistent with the CDC Considerations for Youth Sports	019-ncov/community/schools-child care/youth-sports.html	019-ncov/community/schools-child care/youth-sports.html	
	-Stagger the schedule for large group gatherings such as recess and PE	-Stagger the schedule for large group gatherings such as recess and PE	
	-Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing	-Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing	
	-Clean equipment/materials between PE classes, recess, training room	-Clean equipment/materials between PE classes, recess, training room	
	-Weight room 50% capacity	-Weight room 50% capacity	
	-Students do not dress for PE -Individual lockers/cubbies	-Students do not dress for PE -Individual lockers/cubbies	
	-Implement standard operating procedures while taking preventative measures such as:	-Implement standard operating procedures while taking preventative measures such as:	
	*Providing hand sanitizer for students and staff	*Providing hand sanitizer for students and staff	
	*Require students and staff to wear face masks/coverings	*Require students and staff to wear face masks/coverings	
	*Limiting unnecessary congregations of students and staff	*Limiting unnecessary congregations of students and staff	
	*Schedule recess so students remain in same groups together	*Schedule recess so students remain in same groups together	

	-Consider sports/activities that do not require sharing equipment	-Consider sports/activities that do not require sharing equipment	
Limiting the sharing of materials among students	- Identify necessary learning tools and resources, consider using consumables and/or digital content --Provide enough supplies to minimize sharing of high-touch materials to extent possible or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses -Provide each classroom with a clean and dirty bin for those items that are shared.	- Identify necessary learning tools and resources, consider using consumables and/or digital content --Provide enough supplies to minimize sharing of high-touch materials to extent possible or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses -Provide each classroom with a clean and dirty bin for those items that are shared.	
Staggering the use of communal spaces and hallways	-Develop entry procedures and master schedule -Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e. g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths -Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup	-Develop entry procedures and master schedule -Direct movement with clear traffic patterns; Establish clear traffic patterns with appropriate visual supports (e. g., directional arrows, signage, etc.) to enter the building and designate entrance and exit flow paths -Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup	Building Principals Custodians

	-Clear one van/bus before another begins unloading
	Limit communal-use spaces such as cafeterias and playgrounds if possible; otherwise, stagger their use and disinfect them in between uses.
	
	-Provide hand sanitizer for students and staff · Minimize unnecessary congregations of students and staff
	
	 *Provide additional time for transitions
	
	   *Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated students to minimize congregation of students
	
	-Consider grouping students with the same staff (all day for young children and as much as possible.
	
	-A hybrid schedule with A and B Cohorts will be instituted. A will attend M,R with B attending T,F and Wednesday being an alternating instructional day.
	
	-Implement standard operating procedures while taking preventative measures such as:
		-Clear one van/bus before another begins unloading
		Limit communal-use spaces such as cafeterias and playgrounds if possible; otherwise, stagger their use and disinfect them in between uses.
		
		-Provide hand sanitizer for students and staff · Minimize unnecessary congregations of students and staff
		
		 *Provide additional time for transitions
		
		   *Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated students to minimize congregation of students
		
		-
		-Consider grouping students with the same staff (all day for young children and as much as possible.
		
		-Middle and HS should consider a block schedule to limit student and staff movement.
		
		-Implement standard operating procedures while taking preventative measures such as:
		
		   *Providing hand sanitizer for students and staff and require	

	*Providing hand sanitizer for students and staff and require students and staff to wear face masks/coverings *Limiting unnecessary congregations of students and staff	students and staff to wear face masks/coverings *Limiting unnecessary congregations of students and staff	
Adjusting transportation schedules and practices to create social distance between students	-Steel Center schedule TBD -Out of District Placements -No more than two students in a seat when possible. (Especially at the MS and HS) -All bus drivers must wear face coverings (mask or shield) -Promote social distancing on bus stops. -Students from the same family should sit together. -Adults who do not need to be on the bus should not be removed.	-Steel Center schedule TBD -Out of District Placements -No more than two students in a seat when possible. (Especially at the MS and HS) -All bus drivers must wear face coverings (mask or shield) -Promote social distancing on bus stops. -Students from the same family should sit together. -Adults who do not need to be on the bus should not be removed.	Gwen Murphy
Limiting the number of individuals in classrooms and other learning spaces, and interactions	-Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor	-Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor	Matt Patterson Building Principals

between groups of students	transmission of virus is known to be much lower than indoor transmission.	transmission of virus is known to be much lower than indoor transmission.	
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	-Increase communication as needed. -Review special arrangements that were in place before Covid-19 and decide whether those processes can continue in the Yellow phase	-Increase communication as needed. -Review special arrangements that were in place before Covid-19 and decide whether those processes can continue in the Green phase	Matt Patterson
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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position
* Monitoring students and staff for symptoms and history of exposure	-Parents/guardians will be asked to screen their children for COVID-19 symptoms each morning. Children should be kept home if they are sick, have a fever, or are exhibiting COVID-19 symptoms. All District staff will perform a symptom self-screening prior to leaving for work, and will stay home if ill. Note: Current Attendance Policies will be modified to encourage students who are sick or not feeling well to stay at home. Our deployment of devices a new Learning Management System (Canvas) will allow students to access course work from home to avoid coming to school while sick or symptomatic.	-Parents/guardians will be asked to screen their children for COVID-19 symptoms each morning. Children should be kept home if they are sick, have a fever, or are exhibiting COVID-19 symptoms. All District staff will perform a symptom self-screening prior to leaving for work, and will stay home if ill. Note: Current Attendance Policies will be modified to encourage students who are sick or not feeling well to stay at home. Our deployment of devices a new Learning Management System (Canvas) will allow students to access course work from home to avoid coming to school while sick or symptomatic.	School Nurses

All staff |

	-All staff and students should be very mindful of maintaining social distancing with students and other staff. -Assigned seating in classes and on the bus are extremely important and must be maintained. -Staff should avoid staff lounges or places where adults congregate.	-All staff and students should be very mindful of maintaining social distancing with students and other staff. -Assigned seating in classes and on the bus are extremely important and must be maintained. -Staff should avoid staff lounges or places where adults congregate.	
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	-Conduct routine, daily health checks (e.g., temperature and symptom screening) before students and staff come to school. -Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases -Encourage staff to stay home if they are sick and encourage parents to keep sick children home	-Conduct routine, daily health checks (e.g., temperature and symptom screening) before students and staff come to school. -Encourage staff to stay home if they are sick and encourage parents to keep sick children home	School Nurses All staff Parents Students
* **Returning isolated or quarantined staff, students, or visitors to school**	-Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. This room may be a quarantined area within the nurses office.	-Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. . This room may be a quarantined area within the nurses office.	School Nurses/ Lindsay Pfister

	-School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people

-Establish procedures for safely transporting anyone who is sick home or to a healthcare facility

-Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws

-Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

-Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation

Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. | -School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people

-Establish procedures for safely transporting anyone who is sick home or to a healthcare facility

-Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws

-Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

-Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation

Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. | |

	Close Contact: Proximity closer than 6 feet for at least 15 minutes or more.	Close Contact: Proximity closer than 6 feet for at least 15 minutes or more.	
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	-Communicate using School messenger via email and phone -Post important messages to the website and social media.	-Communicate using School messenger via email and phone -Post important messages to the website and social media.	Carrie Lekse Building Principals
Other monitoring and screening practices			

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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position

* **Protecting students and staff at higher risk for severe illness**	Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	-Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	School Nurses/Jade Fiore/Lindsay Pfister
	-Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	-Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws	
	-Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials	-Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials	
	-Consult with local board attorneys and district human resources officials to consider special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations if these options are available.	-Consult with local board attorneys and district human resources officials to consider special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations if these options are available.	
	-Provide additional PPE to vulnerable students and staff as appropriate · Allow vulnerable students to complete their coursework virtually	-Provide additional PPE to vulnerable students and staff as appropriate · Allow vulnerable students to complete their coursework virtually	

	-Establish a process for regular check- ins with vulnerable students and staff -Allow an early transition for vulnerable students to go to classes -Limit large group gatherings/Interactions for vulnerable students and staff	-Establish a process for regular check- ins with vulnerable students and staff -Allow an early transition for vulnerable students to go to classes -Limit large group gatherings/Interactions for vulnerable students and staff	
* Use of face coverings (masks or face shields) by all staff	- One face shield will be provided for all staff and students. They are required by all staff and students at this time. -Face coverings are required when moving through the halls, on buses, and large group settings. - Students and staff with physical and/or mental health conditions will not be required to wear face coverings, as long as they have the proper medical documentation which comply with IDEA and ADA. The district will provide clear physical barriers for these individuals to limit exposure to staff and students.	- One face shield will be provided for all staff and students. They are required by all staff and students at this time. -Face coverings are required when moving through the halls, on buses, and large group settings. - Students and staff with physical and/or mental health conditions will not be required to wear face coverings, as long as they have the proper medical documentation which comply with IDEA and ADA.	Lindsay Pfister

* Use of face coverings (masks or face shields) by older students (as appropriate)	Face shields will be provided for all staff and students. They are required by all staff and students at this time. -Face coverings are required when moving through the halls, on buses, and large group settings. - Students and staff with physical and/or mental health conditions will not be required to wear face coverings, as long as they have the proper medical documentation which comply with IDEA and ADA. Face covering breaks should be employed as allowed.	Face shields will be provided for all staff and students. They are required by all staff and students at this time. -Face coverings are required when moving through the halls, on buses, and large group settings. - Students and staff with physical and/or mental health conditions will not be required to wear face coverings, as long as they have the proper medical documentation which comply with IDEA and ADA. Face covering breaks should be employed as allowed.	High and Middle school administration
Unique safety protocols for students with complex needs or other vulnerable individuals	-Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. -Develop individual plans for vulnerable populations who choose Option A to the greatest extent possible. -Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.	-Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. -Develop individual plans for vulnerable populations who choose Option A to the greatest extent possible. -Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.	Jade Fiore / school nurses

	-Reconvene IEP and 504 meetings to adjust for any Special needs	-Reconvene IEP and 504 meetings to adjust for any Special needs	
Strategic deployment of staff	Staff will be assigned by building principals to monitor hallway movements, social distancing, and mask wearing in their classrooms. Counselors, psychologists, nurses, social workers, teachers, and administrators are available to support students' social/emotional health and well-being in person or virtually. Attracting and retaining quality substitute teachers in all subject areas and certification areas	Staff will be assigned by building principals to monitor hallway movements, social distancing, and mask wearing in their classrooms. Counselors, psychologists, nurses, social workers, teachers, and administrators are available to support students' social/emotional health and well-being in person or virtually. Attracting and retaining quality substitute teachers in all subject areas and certification areas	Scott Milburn

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
CDC guidance on cleaning and disinfecting	Custodial & maintenance Staff	Ryan Snodgrass Director of Facilities.	Document Review	CDC guidance on cleaning and disinfecting CDC Cleaning & Disinfecting Your Facility	July 1, 2020	August 10, 2020
COVID-19 signs and symptoms	Students, Employees, and Parents	Building Principal School Nurse	Document Review	COVID-19 signs and symptoms Symptoms of Coronavirus CDC Video	August 17, 2020	August 31, 2020
CDC Guidelines on Face Coverings	Students, Employees, and Parents	Building Principal School Nurse	Document Review	Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings.	August 17, 2020	August 31, 2020

				Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools. CDC Guidelines on Face Coverings		
WJHSD Cyber Learning Academy	Impacted Employees and Students	Assistant Superintendent of Secondary Education	Virtual Training Sessions		August 17, 2020 (Employees) August 24, 2020 (students)	August 31, 2020
CDC Guidance on Handwashing	Students, Employees, and Parents	Building Principal School Nurse	Document Review	CDC Guidance on Handwashing	August 17, 2020	August 31, 2020
CDC Guidelines on How to Stop the Spread of Germs	Students, Employees, and Parents	Building Principal School Nurse	Document Review	CDC Guidelines on How to Stop the Spread of Germs	August 17, 2020	August 31, 2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
WJHSD Health & Safety Plan	Students, Parents, & Employees	Dr. Michael Ghilani, Superintendent of Schools Carrie Lekse, Director of Communications	Web-site Email	August 1, 2020	August 24, 2020
Signs & Symptoms of COVID-19	Students, Parents, & Employees	Dr. Michael Ghilani, Superintendent of Schools Carrie Lekse, Director of Communications Principals	Web-site Email Signage	August 1, 2020	August 24, 2020
Face Coverings	Students, Parents, & Employees	Dr. Michael Ghilani, Superintendent of Schools Carrie Lekse, Director of Communications Principals	Web-site Email Signage	August 1, 2020	August 24, 2020
Handwashing	Students, Parents, & Employees	Dr. Michael Ghilani, Superintendent of Schools	Web-site	August 1, 2020	August 24, 2020

		Carrie Lekse, Director of Communications Principals	Email Signage		
Stop theSpread of Germs	Students, Parents, & Employees	Dr. Michael Ghilani, Superintendent of Schools Carrie Lekse, Director of Communications Principals	Web-site Email Signage	August 1, 2020	August 24, 2020
Instruction for Completing the Staff Waiver Form	Employees	Dr. Lindsay Pfister, Director of Human Resources	Email Employee Dashboard Tab	Juy 7, 2020 (12 monthly employees) August 17, 2020	August 17, 2020
Student Screening Waiver Form	Students & Families	Principal(s) Carrie Lekse, Director of Communications	Email Web-site	August 24, 2020	August 31, 2020

Health and Safety Plan Summary: West Jefferson Hills School District

Anticipated Launch Date: 8/6/2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	Currently the plan is to use traditional methods daily. (Spray and wipe or submerged and wipe) Traditional methods will be used on all surfaces (Desks, tables, chairs, working shelves) daily after the end of the school day using the already in place and appropriate cleaning chemicals on hand. Three days a week, the entire school will be fumigated with the VitalOxide product using a spray application. Bathrooms will be fumigated with the VitalOxide nightly and three times within the school day. Daylight staff will be on an hourly rotation to disinfect high touch surfaces in common areas. Teachers will be tasked with spot disinfection as they see fit within their spaces. Nightly custodial work will remain in a traditional sense. All desk, tables, chairs and touch points are to be cleaned and sanitized. The focus will be on disinfection.Communal spaces in every building will be fumigated and cleaned three times during the school day. UV Sanitization Lighting has been ordered for classes that require tools or products to be handled by multiple individuals. After each period, the items are to be sanitized by the teacher or staff before the next class uses them. (Hand tools in TechEd, Hand tools in Art, Kitchen utensils in FCS and shared items like racquets in PE) These will have to be shared based on product availability.

	The District has entered into an agreement with Trane Inc for site assessments of HVAC capabilities, control changes and equipment changes. Trane Inc. will also be conducting building health monitoring for the next 12 months.
	Water fountains will be locked, and bottle filler units will be installed.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	-Steel Center schedule TBD -Out of District Placements
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	-No more than two students in a seat when possible. (Especially at the MS and HS)
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	-All bus drivers must wear face coverings (mask or shield) -Promote social distancing on bus stops.
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	-Students from the same family should sit together.
* **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**	-Adults who do not need to be on the bus should not be removed. -Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor transmission of virus is known to be much lower than indoor transmission. -Increase communication as needed.
Adjusting transportation schedules and practices to create social distance between students **Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**	-Review special arrangements that were in place before Covid-19 and decide whether those processes can continue in the Yellow phase

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars **Other social distancing and safety practices**	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** * **Returning isolated or quarantined staff, students, or visitors to school** **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	Parents/guardians will be asked to screen their children for COVID-19 symptoms each morning. Children should be kept home if they are sick, have a fever, or are exhibiting COVID-19 symptoms. All District staff will perform a symptom self-screening prior to leaving for work, and will stay home if ill. Note: Current Attendance Policies will be modified to encourage students who are sick or not feeling well to stay at home. Our deployment of devices a new Learning Management System (Canvas) will allow students to access course work from home to avoid coming to school while sick or symptomatic. All staff and students should be very mindful of maintaining social distancing with students and other staff. Assigned seating in classes and on the bus are extremely important and must be maintained. Staff should avoid staff lounges or places where adults congregate. Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student. District designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.

	Consider a process to address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.
	Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
	The confidentiality of all individuals involved in a suspected or confirmed COVID-19 case will be protected.
	Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. This room may be a quarantined area within the nurses office.
	School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people
	Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.
	Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
	Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
	Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation. . Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine.

	Students and employees should stay home when sick.
	Close Contact: Proximity closer than 6 feet for at least 15 minutes or more.
	Communicate using School messenger via email and phone.
	Post important messages to the website and social media.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Families will be surveyed with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials . Consult with local board attorneys and district human resources officials to consider special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations if these options are available. Provide additional PPE to vulnerable students and staff as appropriate · Allow vulnerable students to complete their coursework virtually. Conduct routine, daily health checks (e.g., temperature and symptom screening) before students and staff come to school.

	Processes will be established for regular check- ins with vulnerable students and staff.
	Allow an early transition for vulnerable students to go to classes .
	Limit large group gatherings/Interactions for vulnerable students and staff.
	Face shields will be provided for all staff and students. They are required by all staff and students at this time.
	Face coverings are required when moving through the halls, on buses, and large group settings.
	Students and staff with physical and/or mental health conditions will not be required to wear face coverings, as long as they have the proper medical documentation which comply with IDEA and ADA.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **West Jefferson Hills School District** reviewed and approved the Phased School Reopening Health and Safety Plan on August 5, 2020.

The plan was approved by a vote of:

        _____ **Yes**

        _____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

_____

(*Signature* of Board President*)

_____

(*Print Name of Board President*)

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

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

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