



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: **Norristown Area School District**

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

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

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

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

Type of Reopening

Key Questions

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

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- 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):

Monday, August 31, 2020, will be the start of the 2020-2021 school year with virtual learning for all students.

Monday, January 11, 2021, is the anticipated start date for blended and scaffolded instruction.

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)
Christopher Dormer	Communications and Community Relations Committee Chair	Plan Development and Response Team
Dr. Yolanda Williams	Academics and Instructional Program Committee Chair	Plan Development and Response Team
Anne Rohricht	District Operations Committee Chair	Plan Development and Response Team
Caitlin Navarro	Legal and Logistics Committee Chair	Plan Development and Response Team

Casey Molitor	Student and Staff Support Committee Chair	Plan Development and Response Team
Mark Long	District Technology Director	Plan Development and Response Team
Robert Malkowski	District Safety and Security Coordinator	Plan Development and Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: Our team has spent a significant amount of time this summer preparing for the return of students and staff; including updating our cleaning protocol, ordering/receiving cleaning & disinfecting supplies and PPE, etc. And, while our students will begin the school year learning in a remote setting, we are prepared to safely welcome staff back to our buildings in August 2020. The table below outlines our plans and steps for cleaning, sanitizing, disinfecting and ventilation in more detail:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<u>Facilities:</u> NASD has established protocols for cleaning and disinfecting frequently touched surfaces and objects within the school daily, including door handles, sink handles, and drinking fountains.	<u>Facilities:</u> Same as Yellow Phase	<u>Facilities:</u> Director of Operations Custodial & Maintenance Supervisor	<u>Facilities:</u> Cleaning supplies that comply with CDC standards Hand sanitizer Touchless trash cans & liners PPE; masks, shields, gloves	Y

	<p><i>CDC best practice will be incorporated in our cleaning and disinfecting plans.</i></p> <p><i>Additional highlights:</i></p> <ul style="list-style-type: none"> ● <i># of high touch surfaces has been reduced in our facilities over Summer 2020</i> ● <i>Hand sanitizer will be available in multiple locations throughout all facilities</i> ● <i>Disposable cups will be provided for water as needed.</i> ● <i>Windows and interior doors will remain open to the greatest extent possible.</i> ● <i>New daily routines for custodial staff have been established (i.e. checklists and logs) to ensure high touch surfaces are cleaned frequently throughout the day.</i> ● <i>All facilities will close for use by students, staff, and outside groups at 6:00pm daily to allow for</i> 			<p><i>UV lights</i></p> <p><i>Disposable drinking cups</i></p>	
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	<p><i>additional time for sanitization.</i></p> <ul style="list-style-type: none"> ● <i>Custodial work hours will be altered to allow for additional support during school day.</i> ● <i>Supplemental cleaning contract has been established to support NASD staff efforts if needed.</i> <p><u>Transportation:</u> <i>NASD and all contracted student transportation carriers will disinfect vehicles after each run and at the end of each day.</i></p> <p><i>Vehicle windows will be opened to the greatest extent possible to improve ventilation (weather permitting)</i></p>	<p><u>Transportation</u> <i>Same as Yellow Phase</i></p>	<p><u>Transportation</u> <i>Director of Operations</i></p> <p><i>Transportation & Contracted Facility Services Supervisor</i></p>	<p><u>Transportation</u> <i>Cleaning supplies that comply with CDC standards</i></p> <p><i>Hand sanitizer</i></p> <p><i>PPE; masks, shields, gloves</i></p>	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p><i>Follow ASHRAE recommendation and increase fresh air/ventilation run time in buildings to ensure purge</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Director of Operations</i></p>	<p>N/A</p>	<p>N</p>

	<i>Inspection of all areas prior to reopening and daily when staff/students return</i>		<i>Custodial & Maintenance Supervisor</i> <i>Building Principals</i>		
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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: Our team has spent a significant amount of time this summer preparing for the return of students and staff, including implementing numerous strategies to promote and reinforce the need for social distancing in our buildings. These strategies include modifying learning spaces in our buildings, adjusting transportation policies (bus routes and bus stops), and investing in sign, posters, and floor markings. And, while our students will begin the school year learning in a remote setting, we are prepared to safely welcome staff back to our buildings in August 2020. The table below outlines our plans and steps for social distancing and other safety protocols:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff	Individual student desks will be forward facing. Sneeze guards will be available as needed for student spaces that	Same as Yellow Phase	Director of Operations Custodial & Maintenance Supervisor	Sneeze guards Storage Space Tape	N

<p>throughout the day, to the maximum extent feasible</p>	<p><i>inherently create social distancing challenges</i></p> <p><i>Unnecessary furniture has been removed from classrooms to support social distancing.</i></p> <p><i>Upon reopening, student desks to be separated by guidance in place at time of reopening</i></p> <p><i>Teacher space will be clearly identified in the front of each classroom (i.e. tape markings, etc.)</i></p>		<p><i>Building Principals</i></p> <p><i>Director of Special Education and Pupil Services</i></p> <p><i>Special Education Supervisors</i></p>		
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p><i>Boxed meals will be provided to all students engaged in remote learning activities</i></p> <p><i>Individually plated meals/boxed breakfasts and lunches will be served upon reopening</i></p> <p><i>Upon reopening, meals will be served and consumed in spaces that meet social distancing guidance in place at time of reopening; likely to include serving breakfast in classrooms and lunches in various spaces which will vary among our buildings</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Director of Food Service</i></p> <p><i>Food Production Manager</i></p>	<p><i>Carts/crates (for classroom meal distribution)</i></p> <p><i>Plexiglass table dividers if needed at time of reopening</i></p> <p><i>Touchless trash cans and liners</i></p>	<p><i>Y</i></p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and</p>	<p><i>When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Building Principals</i></p> <p><i>Teachers</i></p> <p><i>Custodial & Maintenance Supervisor</i></p>	<p><i>Soap & sanitizer</i></p> <p><i>Paper towels</i></p> <p><i>Signs</i></p>	<p><i>Y</i></p>

<p>other best practices</p>	<p><i>Teach and reinforce washing hands and covering coughs and sneezes among students and staff.</i></p> <p><i>Signs will be displayed in designated areas for students and staff with pictures and reminders to reinforce proper hygiene</i></p> <p><i>Hand sanitizer will be available in common areas, hallways or in classrooms, or in all three, where sinks for handwashing are not available.</i></p> <p><i>Purchase adequate supplies; including soap, hand sanitizer, paper towels, tissues, and no-touch trash cans.</i></p>		<p><i>Custodians</i></p>		
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p><i>Signs/posters outlining the importance of the use of masks, hand washing/sanitizing and social distancing will be posted throughout our buildings</i></p> <p><i>Floor markings will be installed to spread students out when in hallways and common spaces</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Director of Operations</i></p> <p><i>Building Principals</i></p>	<p><i>Signs</i></p>	<p><i>N</i></p>
<p>* Identifying and restricting non-essential</p>	<p><i>Volunteers will not be utilized</i></p> <p><i>All visitors must have a face covering to enter our buildings</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Building Principals</i></p>	<p><i>Signs</i></p> <p><i>Thermal imaging scanners</i></p>	<p><i>Y</i></p>

visitors and volunteers	<p><i>Visitors/parents/guardians may drop off items in our secure vestibules as needed</i></p> <p><i>Vestibule kiosks will be used to sign students in/out.</i></p> <p><i>For parents that are required to enter buildings - vestibule kiosk and thermal imaging scanners will be used for symptom screening</i></p>				
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p><i>Display signs outside to promote and reinforce social distancing</i></p> <p><i>Walking clubs and other non-contact activities encouraged</i></p> <p><i>No use of shared playground equipment</i></p> <p><i>No games or sports that include contact or shared materials permitted</i></p>	Same as Yellow Phase	Building Principals	Signs	Y
Limiting the sharing of materials among students	<p><i>There will be no communal or shared school supplies</i></p>	Same as Yellow Phase	Building Principals Teachers	NASD will adjust student supply list and will purchase additional student materials as needed	Y
Staggering the use of communal spaces and hallways	<p><i>Building schedules will be developed to lessen student transitions throughout the school day</i></p> <p><i>Use of one-way traffic patterns in hallways and stairways to the greatest extent possible</i></p>	Same as Yellow Phase	Director of Operations Building Principals	Signs	Y

Adjusting transportation schedules and practices to create social distance between students	<p><i>Students will be required to wear face coverings on vehicles</i></p> <p><i>Routes and schedules will be developed based on guidance in place at the time of reopening</i></p> <p><i>Encourage parents to transport students to reduce the number of students riding on our vehicles</i></p> <p><i>Implement additional bus stops to allow for social distancing at stops</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Director of Operations</i></p> <p><i>Transportation & Contracted Facilities Supervisor</i></p> <p><i>Contracted Routing & Transportation Firms</i></p> <p><i>Bus Drivers</i></p>	<p><i>Face masks</i></p>	<p><i>Y</i></p>
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p><i>Student assemblies and/or large gatherings prohibited</i></p> <p><i>Special area classroom teachers will provide instruction in the regular education teachers classroom when appropriate</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Building Principals</i></p>	<p><i>N/A</i></p>	<p><i>Y</i></p>
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p><i>Coordinate with childcare organizations; on-site and off-site to ensure that NASD Health & Safety guidelines are being followed for facility use and/or student transportation</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Chief Financial Officer</i></p> <p><i>Director of Operations</i></p>	<p><i>N/A</i></p>	<p><i>Y</i></p>
Other social distancing and safety practices	<p><i>District will provide masks to students when needed</i></p> <p><i>District will provide face coverings and face shields to all staff members</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>District Administrative Team</i></p>	<p><i>PPE: masks, face coverings, face shields</i></p> <p><i>Counter guards</i></p>	<p><i>Y</i></p>

	<p><i>Counter guards will be installed in all main offices</i></p> <p><i>District will ensure social distancing in offices, staff lounges, and during staff meetings</i></p> <p><i>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront</i></p> <p><i>No field trips permitted</i></p>				
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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 monitoring of student and staff health is paramount to the safe operation of our school district. While we plan to open with students participating only in virtual learning, monitoring protocols will be enacted for any and all work that staff will do on-site. Protocols related to students will begin when in-person instruction resumes. We will continue to communicate with county health officials to ensure our plans reflect best practice and will update protocols and procedures as needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<i>Students/families and staff will need to complete a self-disclosure form that indicates their temperature is taken daily in the morning prior to coming into the school building and they are showing no symptoms of COVID-19</i>	Same as Yellow Phase	Staff: Human Resources Team Students: Nursing team	<i>Form for students/families in appropriate languages (ideally electronic)</i> <i>Form for staff (ideally electronic)</i>	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Staff: <i>Needs to leave immediately and areas needs to follow sanitization/disinfection protocols; if unable to commute home, must isolate in designated area until picked up</i> Students: <i>Students will go to the designated isolation room in their school building. Nurses will employ the use of PPE when attending to the student. The nurse will contact parents/guardians to pick up their child as soon as possible. Students will not be allowed to take the bus home with other students. All areas student has been in contact with will be cleaned and sanitized.</i>	Same as Yellow Phase	Nursing team	<i>Isolation Room</i> <i>Custodial Team</i>	
* Returning isolated or quarantined staff, students, or visitors to school	Staff: <ul style="list-style-type: none"> If COVID-19 test result is negative, return to work 3 days after symptoms are no longer present. 	Same as Yellow Phase	Staff: Human Resources Team Students: Nursing team		

	<ul style="list-style-type: none"> • <i>If test result is positive, may return to work after:</i> <ul style="list-style-type: none"> ○ <i>3 days with no fever, AND</i> ○ <i>Improvement in symptoms, AND</i> ○ <i>10 days since symptoms first appeared</i> • <i>Able to notify County of possible case,</i> • <i>If test result is positive, notify County and support contact tracing.</i> <p><u>Students:</u> <i>Students need to be fever free for 3 days, absent of taking of fever reducing medication, there are improvements to symptoms, and 10 days since symptoms first appeared prior to returning to school.</i></p>				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p><i>If a known positive student/staff case, notification to families/staff sent out by the Superintendent with action steps.</i></p> <p><i>Superintendent would facilitate communication regarding any changes in safety protocols.</i></p>	Same as Yellow Phase	Principal Superintendent/Cabinet		
Other monitoring and screening practices	<p><i>Visitors will be limited. They will be screened by the designated staff member upon entering the building. All visitors must have a face covering to enter the building.</i></p> <p><i>Volunteers will be prohibited from all buildings.</i></p>		Building Principal	PPE, Symptom Checklist/Questionnaire	Y

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions: **Our district is committed to prioritizing the health and safety of students, staff, families, and community. All considerations and decisions ensure that those with complex needs are as safe as those without, while providing the most robust educational program possible, attending to each individual’s physical, social, emotional, and mental health and well-being.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<p><u>Staff:</u> Any staff member in need of an accommodation can contact the Human Resources office to engage in the interactive discussion under the ADA. Staff also have leave options including the Families First Coronavirus Relief Act legislation, which allows for a leave of absence if needed. Staff can contact the Human Resources Department to discuss options.</p> <p><u>Students:</u></p>	Same as Yellow Phase	<p><u>Staff:</u> Human Resources Team</p> <p><u>Students:</u> Nursing team, Teachers, Building Principals, Special Education Supervisors, Truancy Abatement Specialist, Pupil Services Supervisor</p>		Y

	<p><i>Meetings for students with IEPs and 504s will be arranged to discuss risks to students and applicable accommodations will be provided to students. Supports and services will be provided virtually to the highest extent possible.</i></p> <p><i>Parents/guardians for all other students will meet with the school nurse to determine appropriate accommodations for students. Virtual supports will be used to the highest extent possible.</i></p> <p><i>There will be flexible attendance guidelines in place to address absences due to COVID-19 and/or students at higher risks for severe illnesses.</i></p>				
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p><u>Staff:</u> <i>As mandated by the Commonwealth, masks will be required to be worn by all staff;</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>All Administrators</i></p>	<p><i>PPE</i></p>	<p><i>Y</i></p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p><i>All students will be required to wear masks as mandated by the Commonwealth. Students with verified medical documentation stating they are unable to wear a mask or face shield will not be mandated to wear such coverings due to medical circumstances as outlined in the state mandate. In these circumstances, strategic</i></p>	<p><i>Same as Yellow Phase</i></p>	<p><i>Building Principals, Teachers, Paraprofessionals</i></p>	<p><i>PPE</i></p>	<p><i>Y</i></p>

	<i>seating will be enforced to limit the spread of any particles.</i>				
Unique safety protocols for students with complex needs or other vulnerable individuals	<i>Students who are more vulnerable to illness and/or have complex needs will determine the need for face coverings through the IEP/504 process. If determined face coverings can cause more risk or can be considered more detrimental to the student, then staff will utilize safety measures to keep all students safe. These students will have limited contact to other students and staff will wear face coverings and gloves as necessary when working with the students. Staff will also clean and sanitize all areas the student has used, as well as limit the use of different work areas when able.</i>	<i>Same as Yellow Phase</i>	<i>Building Principals, Teachers, Paraprofessionals, Personal Care Assistants (PCA)</i>	<i>PPE</i>	<i>Y</i>
Strategic deployment of staff	<i>HR team will work to identify groups of positions with staffing shortages due to leave requests; will need a combination or direct hire pools as well as contracted staffing agencies to have extra hired staff to deploy as necessary; this will be a moving target and we will need to be prepared to up the pools in all employee groups and certification areas as the needs change</i> <i>Teachers, school counselors, social workers will address social and emotional well-being with students. Targeted lessons and meetings with students and</i>	<i>Same in Yellow Phase</i>	<i>HR Team: Director of Human Resources, Assistant Director of Human Resources, HR Recruitment & Data Specialist</i> <i>Special Education Team</i> <i>Building Principals</i> <i>Teachers, School Counselors, Social Workers</i>		

	<p><i>classes will take place within students' schedules. School counselors and social workers will be providing counseling sessions to students as outlined in IEPs, as well as to students in need of the support when requested by the student and/or parent. School counselors and social workers will also be checking in with students regularly.</i></p> <p><i>The home and school team will check in with families when other staff members have been unable to reach them and if attendance becomes a concern. The home and school team, in conjunction with school counselors will meet with parents and students to address attendance and provide supports and resources.</i></p> <p><i>Certified School Nurses (CSN) will provide outreach to students and families to address any medical concerns, check in with students, maintain contact regarding immunizations and assist with appointments as necessary.</i></p>		<p><i>Truancy Abatement Specialist, Home and School Visitor, School Counselor, Supervisor of Pupil Services</i></p> <p><i>Certified School Nurses</i></p>		
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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
Cleaning, sanitizing, disinfecting, and ventilating spaces, surfaces, etc. (Facilities)	Custodial / Maintenance Staff	Director of Operations Custodial & Maintenance Supervisor	Various	Cleaning Supplies PPE	June 2020	TBD
Cleaning, sanitizing, disinfecting, and ventilating spaces, surfaces, etc. (Transportation)	Bus Drivers / Bus Aides	Director of Operations Transportation & Contracted Facility Supervisor	Various	Cleaning Supplies PPE	August 2020	TBD
Restricting the use of cafeterias and serving meals in alternate settings	Food Service Staff Custodial Staff	Director of Food Service	Various	TBD @ Reopening	TBD	TBD

	Building Principals Teachers (TBD)					
Hygiene practices for students and staff	All Staff & Students	Pupil Services Team	Various	Hand Sanitizer Soap & Paper Towels Signs	Staff: August 2020 Students: TBD	TBD
Identifying and restricting nonessential visitors / volunteers	Building Principals Building Secretaries Security Team	Director of Operations	TBD @ Reopening	Signs Thermal Scanners	TBD	TBD
Handling activities for recess and physical education	Students Teachers Paraprofessionals	Building Principals	TBD @ Reopening	None	TBD	TBD
Limiting the sharing of materials/supplies	Students Teachers Paraprofessionals	Building Principals	TBD @ Reopening	None	TBD	TBD
Staggering use of communal space & hallways	All Staff & Students	Building Principals	TBD @ Reopening	Signs	TBD	TBD

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	District Staff	Christopher Dormer, Superintendent	Virtual meeting presentation, email of full plan document	August 2020	August 2020, updates shared as needed and required
Health and Safety Plan	Families, Community	Christopher Dormer, Superintendent	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required
Academic Plans	Families, Community	Dr. Yolanda Williams, Assistant Superintendent	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required
Academic Plans	Professional Staff	Dr. Yolanda Williams, Assistant Superintendent	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required
Student and Family Supports	Families, Community	Casey Molitor, Director of Special Education and Pupil Services	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required

District Operations during Virtual Instruction	District Staff, Families, Community	Anne Rohricht, Chief Financial Officer	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required
Technology and Technology Supports during Virtual Instruction	Families, Community	Mark Long, Director of Information Systems	Virtual meeting presentation, social media, email, district website	August 2020	August 2020, updates shared as needed and required
Legal and Logistics	District Staff	Caitlin Navarro, Director of Human Resources	Virtual meetings, email	August 2020	August 2020, updates shared as needed and required

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

Anticipated Launch Date: **August 24, 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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><u>Facilities:</u> <i>NASD has established protocols for cleaning and disinfecting frequently touched surfaces and objects within the school daily, including door handles, sink handles, and drinking fountains.</i></p> <p><i>CDC best practice will be incorporated in our cleaning and disinfecting plans.</i></p> <p><i>Additional highlights:</i></p> <ul style="list-style-type: none"> ● <i># of high touch surfaces has been reduced in our facilities over Summer 2020</i> ● <i>Hand sanitizer will be available in multiple locations throughout all facilities</i> ● <i>Disposable cups will be provided for water as needed.</i> ● <i>Windows and interior doors will remain open to the greatest extent possible.</i> ● <i>New daily routines for custodial staff have been established (i.e. checklists and logs) to ensure high touch surfaces are cleaned frequently throughout the day.</i> ● <i>All facilities will close for use by students, staff, and outside groups at 6:00pm daily to allow for additional time for sanitization.</i> ● <i>Custodial work hours will be altered to allow for additional support during school day.</i> ● <i>Supplemental cleaning contract has been established to support NASD staff efforts if needed.</i>

	<p><u>Transportation:</u> <i>NASD and all contracted student transportation carriers will disinfect vehicles after each run and at the end of each day.</i></p> <p><i>Vehicle windows will be opened to the greatest extent possible to improve ventilation (weather permitting)</i></p>
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Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> ● <i>Individual student desks will be forward facing.</i> ● <i>Sneeze guards will be available as needed for student spaces that inherently create social distancing challenges</i> ● <i>Unnecessary furniture has been removed from classrooms to support social distancing.</i> ● <i>Upon reopening, student desks to be separated by guidance in place at time of reopening</i> ● <i>Teacher space will be clearly identified in the front of each classroom (i.e. tape markings, etc.)</i>
<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> ● <i>Boxed meals will be provided to all students engaged in remote learning activities</i> ● <i>Individually plated meals/boxed breakfasts and lunches will be served upon reopening</i> ● <i>Upon reopening, meals will be served and consumed in spaces that meet social distancing guidance in place at time of reopening; likely to include serving breakfast in classrooms and lunches in various spaces which will vary among our buildings</i>
<p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> ● <i>Teach and reinforce washing hands and covering coughs and sneezes among students and staff.</i> ● <i>Signs will be displayed in designated areas for students and staff with pictures and reminders to reinforce proper hygiene</i> ● <i>Hand sanitizer will be available in common areas, hallways or in classrooms, or in all three, where sinks for handwashing are not available.</i>

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

- *Purchase adequate supplies; including soap, hand sanitizer, paper towels, tissues, and no-touch trash cans.*
- *Signs/posters outlining the importance of the use of masks, hand washing/sanitizing and social distancing will be posted throughout our buildings*
- *Floor markings will be installed to spread students out when in hallways and common spaces*
- *Display signs outside to promote and reinforce social distancing*
- *Walking clubs and other non-contact activities encouraged*
- *No use of shared playground equipment*
- *No games or sports that include contact or shared materials*
- *There will be no communal or shared school supplies*
- *Building schedules will be developed to lessen student transitions throughout the school day*
- *Use of one-way traffic patterns in hallways and stairways to the greatest extent possible*
- *Students will be required to wear face coverings on vehicles*
- *Routes and schedules will be developed based on guidance in place at the time of reopening*
- *Encourage parents to transport students to reduce the number of students riding on our vehicles*
- *Implement additional bus stops to allow for social distancing at stops*

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • <i>Student assemblies and/or large gatherings prohibited</i> • <i>Special area classroom teachers will provide instruction in the regular education teachers classroom when appropriate</i> • <i>Coordinate with childcare organizations; on-site and off-site to ensure that NASD Health & Safety guidelines are being followed for facility use and/or student transportation</i> • <i>District will provide masks to students when needed</i> • <i>District will provide face coverings and face shields to all staff members</i> • <i>Counter guards will be installed in all main offices</i> • <i>District will ensure social distancing in offices, staff lounges, and during staff meetings</i> • <i>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront</i> • <i>No field trips permitted</i>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p><i>Students/families and staff will need to complete a self-disclosure form indicating that they are symptom free</i></p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p><i>Staff: Needs to leave immediately and areas need to follow sanitization/disinfection protocols; if unable to commute home, must isolate in designated area until picked up</i></p> <p><i>Students: Students will go to the designated isolation room in their school building. Nurses will employ the use of PPE when attending to the student. The nurse will contact parents/guardians to pick up their child as soon as possible. Students will not be allowed to take the bus home with other students. All areas student has been in contact with will be cleaned and sanitized.</i></p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p><i>Staff: If COVID-19 test result is negative, return to work 3 days after symptoms are no longer present. If test result is positive, may return to work after 3 days with no fever AND improvement in symptoms, AND, 10 days since symptoms first appeared.</i></p> <p><i>Students: Students need to be fever free for 3 days, absent of taking of fever reducing medication, there are improvements to symptoms, and 10 days since symptoms first appeared prior to returning to school.</i></p>

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	<i>If a known positive student/staff case, notification to families/staff sent out by Superintendent with action steps.</i>
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	<p><i>Staff:</i> Any staff members in need of an accommodation can contact the Human Resources office to engage in the interactive discussion under the ADA.</p> <p><i>Students:</i> Meetings for students with IEPs and 504s will be arranged to discuss risks to students and applicable accommodations will be provided to students. Supports and services will be provided virtually to the highest extent possible.</p> <p>Parents/guardians for all other students will meet with the school nurse to determine appropriate accommodations for students. Virtual supports will be used to the highest extent possible.</p> <p>There will be flexible attendance guidelines in place to address absences due to COVID-19 and/or students at higher risks for severe</p>
* Use of face coverings (masks or face shields) by all staff	<p><i>As mandated by the Commonwealth, masks will be required to be work by all staff</i></p>
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p><i>All students will be required to wear masks as mandated by the Commonwealth</i></p>

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p><i>Students who are more vulnerable to illness and/or have complex needs will determine the need for face coverings through the IEP/504 process. If determined face coverings can cause more risk or can be considered more detrimental to the student, then staff will utilize safety measures to keep all students safe. These students will have limited contact to other students and staff will wear face coverings and gloves as necessary when working with the students. Staff will also clean and sanitize all areas the student has used, as well as limit the use of different work areas w</i></p>
<p>Strategic deployment of staff</p>	<p><i>HR team will work to identify groups of positions with staffing shortages due to leave requests; will need a combination or direct hire pools as well as contracted staffing agencies to have extra hired staff to deploy as necessary; this will be a moving target and we will need to be prepared to up the pools in all employee groups and certification areas as the needs change</i></p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Norristown Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 17, 2020**.

The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: **August 17, 2020**

By:

Shae Ashe

(Signature* of Board President)

Shae Ashe

(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.