

LEBANON 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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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: Lebanon 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 31, 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)
Dr. Arthur Abrom	Superintendent of Schools	Both
Dr. Christopher Danz	Assistant to the Superintendent	Both
Mike Murphy	Assistant to the Superintendent	Both
Brian Hartman	Director of Buildings and Grounds	Both
Curt Richards	Business Manager	Both
Amber Abreu	Director ELD	Both
Shawn Canady	CIO	Both
Josh Coatsworth	Director of Special Education	Both
Toni Henning	Director of Nursing	Both
Bill Giovino	HS Principal	Both
Dawn Connelly	MS Principal	Both

Neil Young	Elementary Principal	Both
Craig Coletti	Elementary Principal	Both
Mike Reager	Elementary Principal	Both
Pedro Cruz	Elementary Principal	Both
Mike Habecker	Elementary Principal	Both
Todd Kaylor	Assistant Director of Buildings & Grounds	Both
Adam Steckbeck	Custodial Supervisor	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?

Summary of Responses to Key Questions:

The custodial and maintenance staff has worked hard all summer to clean and sanitize all buildings to prepare for the safe and successful return of students and staff. Cleaning, sanitizing, and disinfecting procedures have been updated and reviewed with the staff and all assigned areas in each building are accounted for to be cleaned throughout each day. Currently, all disinfection supplies meeting OSHA or CDC requirements for COVID-19 are on hand and additional supplies have been ordered. CDC guidelines for cleaning, sanitizing, and disinfecting each building will continue to be followed. Staff have been assigned to ensure high touch points are cleaned to the extent possible throughout each school day. All custodial and maintenance staff personnel have been trained in the process and proper cleaning products and most effective cleaning methods. Supervisors will conduct regular area checks to ensure all assigned areas are cleaned to the specific guidelines.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* 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>All buildings will be cleaned and disinfected on a daily basis per CDC guidelines. Enhanced disinfection will take place during the day on high touch surfaces. All water fountain bubblers will be turned off, utilizing touch free bottle filling stations only. Hand sanitizer will be made available in all computer labs, shops, weight rooms, ext. All sinks will be supplied with hand soap, and touch free towel dispensers or electric hand dryers where applicable. All disinfecting products are EPA registered. All custodial/maintenance staff will be trained to follow CDC guidelines on cleaning and disinfecting.</p>	<p>All buildings will be cleaned and disinfected on a daily basis per CDC guidelines. Enhanced disinfection will take place during the day on high touch surfaces. All water fountain bubblers will be turned off, utilizing touch free bottle fill stations only. Hand sanitizer will be made available in all computer labs, shops, weight rooms, etc. All sinks will be supplied with hand soap, and touch free towel dispensers or electric hand dryers where applicable. All disinfecting products are EPA registered. All custodial/maintenance staff will be trained to follow CDC guidelines on cleaning and disinfecting.</p>	<p>Brian Hartman</p>		<p>No</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>We will reduce our (DCV) demand control ventilation through our CO2 setpoints, introducing the maximum (OA) outside air flow possible. We will initiate a total building purge/flush daily, prior to reoccupying our buildings.</p>	<p>We will reduce our (DCV) demand control ventilation through our CO2 setpoints, introducing the maximum (OA) outside air low possible. We will initiate a total building purge/flush daily, prior to reoccupying our buildings.</p>	<p>Brian Hartman</p>		<p>No</p>

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:

All classrooms and learning spaces throughout the District will be evaluated and reorganized, to the maximum extent feasible, to provide students and staff with the maximum social distancing to mitigate the spread of COVID-19. Building schedules and routines (student movement within a building, change of classes, recess, lunch schedules, etc.) will be assessed to minimize contact between individuals throughout the school day. The use of communal spaces will be evaluated and safe and appropriate usage will be communicated based on the current color phase of the state/county/municipality. Staff will be encouraged to utilize outdoor space for learning activities when possible and appropriate for increased engagement as well as social distancing. Traditional transportation schedules will continue to be provided daily to all students with updated procedures in place for the possibility of an increase in student drop-off and pick-up if parents choose not to access District transportation. All staff will be provided additional training on appropriate hygiene to mitigate the spread of COVID-19. All staff will work collaboratively to ensure students are using appropriate hygiene while attending school. The education of hygiene practices will include, but not limited to, increased hand washing and/or sanitizing, appropriate utilization of face masks, minimizing touch points and the sharing of materials will be provided to all students and staff. Face masks will be required, for students and staff when in District buildings and vehicles and when physical distancing is not entirely possible. School visitations will be limited to essential support school personnel only and all classroom visitors will need prior approval of building administration. Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. All social distancing and safety protocols will be evaluated at each building and will be designed to appropriately meet the age group of the students in attendance. All staff and students will be provided training on social distancing and other safety protocols. Training will be provided through the most effective process available at the time (online, small group, individual, etc.)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Based on federal and state law and regulations, students with IEPs and EL classification must be given equal access to available programming and resources. This includes but is not limited to: classroom environment, translation services, instructional materials and schoolwide activities. IEPs, GIEPs, 504s and ELD service guidelines will be followed for any applicable student. Follow the Special Education and ELD Considerations document. Consult directly with the Director of Special Education and/or ELD for specific populations.</p>	<p>Based on federal and state law and regulations, students with IEPs and EL classification must be given equal access to available programming and resources. This includes but is not limited to: classroom environment, translation services, instructional materials and schoolwide activities. IEPs, GIEPs, 504s and ELD service guidelines will be followed for any applicable student. Follow the Special Education and ELD Considerations document. Consult directly with the Director of Special Education and/or ELD for specific populations.</p>	<p>Brian Hartman Mike Murphy Amber Abreu Josh Coatsworth</p>	<p>NA</p>	<p>No</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in</p>	<p>Students come to the cafeteria and go through</p>	<p>Students come to the cafeteria and go through serving lines by classroom.</p>	<p>Krista Edinger Curt Richards</p>	<p>PPE equipment Disposable trays</p>	<p>No</p>

<p>alternate settings such as classrooms</p>	<p>serving lines by classroom. Social distancing enforced in line for students awaiting the service line. Food service staff with proper PPE provide choices to students and trays with food given to students. Students proceed to POS and return to classrooms to eat at desks. Trash collection to be coordinated with B&G.</p>	<p>Social distancing enforced in line for students awaiting the service line. Food service staff with proper PPE provide choices to students and trays with food given to students. Students proceed to POS and return to classrooms to eat at desks. (Consideration given to opening a cafeteria for eating only if CDC guidance and green phase indicate safe to utilize). Trash collection to be coordinated with B&G.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand Washing/Hand Sanitizing Protocols Adopt Hand Hygiene Practices from the CDC All visitors must use hand sanitizer upon entering the building. Hand sanitizer will be available in all instructional spaces that require communal use of equipment for staff and students (computer Labs, Shops, fitness rooms, etc.). Classroom disinfecting protocols during school day. Each instructional space</p>	<p>Hand Washing/Hand Sanitizing Protocols Adopt Hand Hygiene Practice from the CDC All visitors must use hand sanitizer upon entering the building. Hand sanitizer will be available in all instructional spaces that require communal use of equipment for staff and students (computer Labs, Shops, fitness rooms, etc.). Classroom disinfecting protocols during school day. Each instructional space will have a disinfecting spray and paper towels. All student desks will be disinfected by teachers as needed.</p>	<p>Dr. Christopher Danz Josh Coatsworth Toni Henning Brian Hartman Building Principals</p>	<p>Soap Hand Sanitizer and Dispensers Paper Towels</p>	<p>No</p>

	will have a disinfecting spray and paper towels. All student desks will be disinfected by teachers as needed.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>The District will utilize the CDC signage for restrooms, hallways, and classrooms. Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways. Signage and Messaging Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate hand washing guidance) Visitor signage regarding entry, hand sanitizer, etc. The District website will continue to post information regarding COVID-19. The District will use phone blasts using School Messenger.</p>	<p>The District will utilize the CDC signage for restrooms, hallways, and classrooms. Markings on the floor to promote social distancing will be placed outside restrooms and in the cafeteria and hallways. Signage and Messaging Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate hand washing guidance) Visitor signage regarding entry, hand sanitizer, etc. The District website will continue to post information regarding COVID-19. The District will use phone blasts using School Messenger.</p>	<p>Brian Hartman Todd Kaylor Adam Steckbeck Building Principals</p>	<p>Signage Marking Materials</p>	<p>No</p>

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>School visitations will be limited to essential school personnel only. All visitors will need approval of building administration prior to entering the building and must follow all pre-established safety protocols. Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. Any visitor approved to enter the building will need to follow all health/safety procedures established by the building and/or district.</p>	<p>School visitations will be limited to essential school personnel only. All visitors will need approval of building administration prior to entering the building and must follow all pre-established safety protocols. Procedures for parent and guardian access to building offices will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines. Any visitor approved to enter the building will need to follow all health/safety procedures established by the building and/or district.</p>	<p>Chris Danz Bob Bowman</p>	<p>NA</p>	<p>No</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible. Physical Education and</p>	<p>CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible. Physical Education and recess schedules and activities will be evaluated to maximize</p>	<p>Mike Murphy Building Principals</p>	<p>NA</p>	<p>Yes</p>

	<p>recess schedules and activities will be evaluated to maximize to the extent possible social distancing. All physical education and recess activities will be assessed to minimize student contact and promote social distancing.</p>	<p>to the extent possible social distancing. All physical education and recess activities will be assessed to minimize student contact and promote social distancing.</p>			
<p>Limiting the sharing of materials among students</p>	<p>Daily lessons will be evaluated in each building to ensure materials needed can be provided individually to each student. In the event that materials cannot be provided to each individual student, procedures will be developed to ensure proper cleaning between uses within the classroom period or between class periods. All students, K-12, will be issued a one-to-one iPad or Chromebook for use at school and home starting with the first day of school.</p>	<p>Daily lessons will be evaluated in each building to ensure materials needed can be provided individually to each student. In the event that materials cannot be provided to each individual student, procedures will be developed to ensure proper cleaning between uses within the classroom period or between class periods. All students, K-12, will be issued a one-to-one iPad or Chromebook for use at school and home starting with the first day of school.</p>	<p>Mike Murphy Building Principals</p>	<p>NA</p>	<p>Yes</p>

<p>Staggering the use of communal spaces and hallways</p>	<p>All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.</p>	<p>All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.</p>	<p>Mike Murphy Building Principals</p>		<p>Yes</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Students required to wear masks on school vehicles. Drivers will cite students on discipline forms for failure to comply and building principals will handle student discipline. Student assignment and routing to be established under the limitations of two students per seat on buses and 4 or 5 students max on school vans. Due to lack of qualified drivers and number of vehicles, plans need to be made for two runs required to complete pick-up and drop-off. Suggested that buildings be prepared to adjust</p>	<p>Students required to wear masks on school vehicles. Drivers will cite students on discipline forms for failure to comply and building principals will handle student discipline. Student assignment and routing to be established under the limitations of two students per seat on buses and 4 or 5 students max on school vans. This will remain in effect until official guidance provided to safely permit three students per seat on buses and 9 students max on school vans. Other steps below will be adjusted when full utilization of vehicles is permitted. Due to lack of qualified drivers and number of vehicles, plans need to be made for two runs required to complete pick-up and drop-off.</p>	<p>Curt Richards</p>		<p>Yes</p>

	<p>staff for half of the students to start a minimum of one-half hour before the arrival of the second group of students and the same at dismissal. Priority of students in first or second group to be based upon transportation requirements and splitting of runs. Vehicles to be equipped with PPE for driver (facial barrier) for pickup and drop off but not during driving. Students will be offered disinfectant wipes upon entry to wipe down their seat. Vehicles to be completely disinfected upon completion of morning and also evening runs. Vehicles to receive spray treatment of major touch points after each single run.</p>	<p>Suggested that buildings be prepared to adjust staff for half of the students to start a minimum of one-half hour before the arrival of the second group of students and the same at dismissal. Priority of students in first or second group to be based upon transportation requirements and splitting of runs. Vehicles to be equipped with PPE for driver (facial barrier) for pickup and drop off but not during driving. Students will be offered disinfectant wipes upon entry to wipe down their seat. Vehicles to be completely disinfected upon completion of morning and also evening runs. Vehicles to receive spray treatment of major touch points after each single run.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students classrooms and other learning spaces, and</p>	<p>Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible.</p>	<p>Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible. Building schedules and procedures will be</p>	<p>Mike Murphy Building Principals</p>		<p>No</p>

interactions between groups of students	Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.	evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).	Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).	Mike Murphy		No
Other social distancing and safety practices	Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.	Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.	Mike Murphy Building Principals		Yes

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: Student screening for symptoms must be completed by all parents/guardians at home each morning before the start of the school day. Students exhibiting symptoms or exposed to COVID-19 must not be sent on a District bus or brought to school. All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Per established procedures, students, staff, and parents will consistently be made aware of the signs and symptoms of COVID-19. If it is known that any student or staff member within a school community becomes ill with symptoms associated with COVID-19, they will be immediately sent home and required to quarantine as appropriate. The school nurse, in consultation with the School Physician and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Conditions for a student or staff member to return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines. The determination of students/staff returning to school will be made in accordance with state and federal guidelines. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines. Training for staff and students on protocols for monitoring health will be established and communicated. Consistent evaluation of the implementation of protocols will be completed and protocols may be adjusted as appropriate.

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	Monitor and track students and staff who report symptoms to the school nurse via Health eTools database. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent	Monitor and track students and staff who report symptoms to the school nurse via Health eTools database. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent	Dr. Christopher Danz, Director of Pupil Services	Self-Screen and Reporting Procedures Staff training Parent and Community Resources	Yes

	<p>on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. Temperature screening will not be required upon entrance to school for students or staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p>	<p>on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. Temperature screening will not be required upon entrance to school for students or staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students sent home by the nurse Students will be immediately sent home by the school nurse in the event of any flu or COVID-19 symptoms. Parents are required to have multiple available emergency contacts who can assist in the pick-up of a sick child. Students will be excused from school if sent home by a school nurse for a minimum of 72 hours/3 school days. The Principal and Superintendent are notified immediately via email by the school nurse that the student was sent home due to COVID-19 symptoms.</p>		<p>Dr. Christopher Danz Toni Henning</p>		<p>Yes</p>

* Returning isolated or quarantined staff, students, or visitors to school	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	Dr. Christopher Danz Toni Henning		Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The district will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: The District webpage, Schoology, phone, text, and e-mail messaging, social media, and letters.	The district will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: The District webpage, Schoology, phone, text, and e-mail messaging, social media, and letters.	Dr. Arthur Abrom Dr. Christopher Danz Toni Henning		No
Other monitoring and screening practices	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Dr. Christopher Danz Toni Henning		No

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The District will provide a fully remote option for students who are at higher risk of severe illness due to COVID-19 as identified by the parents and primary care physicians. Staff who identify as having higher risk and have certification of that higher risk from a physician will receive priority for teaching in a fully remote modality. The District HR department will engage in an interactive process with each staff member who identifies as having higher risk to make reasonable accommodations in the workplace.</p>	<p>The District will provide a fully remote option for students who are at higher risk of severe illness due to COVID-19 as identified by the parents and primary care physicians. Staff who identify as having higher risk and have certification of that higher risk from a physician will receive priority for teaching in a fully remote modality. The District HR department will engage in an interactive process with each staff member who identifies as having higher risk to make reasonable accommodations in the workplace.</p>	<p>Dr. Christopher Danz Toni Henning</p>		<p>No</p>
<p>Use of face coverings (masks or face shields) by all staff</p>	<p>The District will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health. Staff will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.</p>	<p>The District will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health. Staff will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.</p>	<p>Dr. Christopher Danz Toni Henning</p>		<p>No</p>

	Face shields may be utilized by some staff to assist the learning process for students.	Face shields may be utilized by some staff to assist the learning process for students.			
* Use of face coverings (masks or face shields) by older students (as appropriate)	The District will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health. Students will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.	The District will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health. Students will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.	Dr. Christopher Danz Toni Henning		No
Unique safety protocols for students with complex needs or other vulnerable individuals	Based on federal and state law and regulations, students with IEPs and EL classification must be given equal access to available programming and resources. This includes but is not limited to: classroom environment, translation services, instructional materials and schoolwide activities. IEPs, GIEPs, 504s and ELD service guidelines will be followed for any applicable student. Consult directly with the Director of Special Education and/or ELD for specific populations.	Based on federal and state law and regulations, students with IEPs and EL classification must be given equal access to available programming and resources. This includes but is not limited to: classroom environment, translation services, instructional materials and schoolwide activities. IEPs, GIEPs, 504s and ELD service guidelines will be followed for any applicable student. Consult directly with the Director of Special Education and/or ELD for specific populations.	Dr. Christopher Danz Toni Henning Josh Coatsworth Amber Abreu		No

Strategic deployment of staff	<p>The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home. The District will work to ensure adequate substitute coverage and staffing based on an anticipated higher than normal call-off rate.</p>	<p>The District will utilize all personnel resources to support the instructional and mental health needs of students while on-site and working from home. The District will work to ensure adequate substitute coverage and staffing based on an anticipated higher than normal call-off rate.</p>	<p>Dr. Christopher Danz</p>		<p>No</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
School Hygiene and Safety Practices	Staff	Dr. Danz	Web based Training	NA	August 24, 2020	August 24, 2020
Cleaning Protocols for Custodians	Custodians	Brian Hartman	Small Group	NA	March 16, 2020	March 16, 2020
School Nursing Protocols	Nurses	Toni Henning	Small Group	NA	August 24, 2020	August 24, 2020
Quarantine Staff/Students	Staff	Dr. Danz	Small Group/Zoom	NA	August 24, 2020	August 24, 2020
COVID-19 Awareness	Staff	Dr. Danz	Web Based	Safe Schools Materials	August 24, 2020	August 24, 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
Parent Updates	Parents/Guardians	Dr. Abrom	Written Communication	March 13, 2020	TBD
Parent Survey	Parents/Guardians	Dr. Abrom, Mike Murphy	SMORE	July 9, 2020	July 31, 2020
Staff Survey	Staff	Dr. Abrom	SMORE	July 9, 2020	July 31, 2020
Board Work Session	School Board/Public	Dr. Abrom	Live Presentation/PPT	July 20, 2020	July 20, 2020

Health and Safety Plan Summary: Lebanon School District

Anticipated Launch Date: August 31, 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>Daily:</p> <ul style="list-style-type: none"> • Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as restrooms, exercise/weight rooms, library tables, buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. • Disinfect door handles, sink fixtures, desks, phones, light switches. • Clean electronics such as tablets, touch screens, keyboards, remote controls, and remove visible contamination if present. • Follow recommendations for cleaning your facility from the CDC. <p>Upon Identification of a suspected case of COVID-19</p> <ul style="list-style-type: none"> • If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using a N95 filtering face piece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters. • If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by Administration prior to work commencing. • Wear the required personal protective equipment (PPE) during cleaning and disinfecting: • Disposable gloves, gowns or a lab coat to protect contamination of clothing • Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant. If entering the space less than

	<p>24 hours after the ill person was present, the cleaning crew should wear one of the following respirators: N95 filtering face piece respirator, elastomeric half face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters</p> <p>Transportation:</p> <ul style="list-style-type: none"> • Thoroughly clean and disinfect all buses and transport vehicles. • Clean and disinfect all commonly touched surfaces within the entry, passenger and driver’s areas of the bus or transport vehicle. • Keep doors and windows open while cleaning. • Wipe heat and air conditioner vents. • Clean and disinfect buses before, between, and after routes, trips or extensive driving events and at the end of the day. Wait 24 hours before cleaning and disinfecting a bus/transport vehicle that transported a passenger or had a driver that tests positive for COVID-19 or exhibited symptoms of COVID19. If 24 hours is not feasible, wait as long as possible. Affected buses can be used immediately after cleaning and disinfection. • Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them. • Ensure that cleaning supplies used are appropriately labeled so that employees are aware of the chemicals being used. • Ensure Material Safety Data is available for all chemical products used in the process. • Refer to the CDC guidance for additional information.
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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"> • Use visual cues like floor markings to help students and staff stay six feet apart when feasible.

*** Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

*** Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

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

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

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

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

Other social distancing and safety practices

- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Consider alternating daily schedules (ie. A/B)
- If more than one group is using a shared space that is large enough to allow for students in all groups and their respective desks to be six feet apart, then multiple groups of individuals can be in the space together. However, each group must be separated from the other by an empty space of at least 3 feet. Groups should not combine for activities at any time.
- When feasible and appropriate, it is preferable for students to gather outside rather than inside, because of likely reduced risk of virus spread outdoors.
- Students must not be brought together in assemblies, field trips, or other group gatherings outside of their class group, unless the distancing of 30 feet between groups can be maintained.
- Whenever possible, students, teachers, and staff should maintain consistent grouping of people, to minimize virus spread in the school. Specifically:
 - o Elementary school students should be taught in self-contained classes as possible.
 - o Secondary school students should be exposed to as few different individual teachers as possible.
- Consider using staggered hall changes and alternate schedules to minimize the number of students in hallways and the number of class changes each day.
- When students must be taught by multiple teachers, it is better for students not to be brought together with those in other classes for shared instruction or mixed with other classes during elective or other periods or between classes.
- Classroom, teachers should rotate between classes when feasible while students stay in one class to minimize students encountering others in the hallway.
- Cafeterias will have a reduced number of students than are normally served during a fully open student option.
- The District will continue to evaluate school cafeteria access for students and will make adjustments as needed.

	<ul style="list-style-type: none"> • For recess and PE follow CDC Considerations for Youth Sports when feasible. • Schedules will be developed to minimize the number of students in communal spaces and hallways. This could include a staggered hall change schedule. • Require students to wear facial coverings while entering, riding, and exiting District transportation.
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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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> • Students and staff will perform a self-assessment to screen for symptoms prior to entering schools. • Students or staff exhibiting COVID-19 symptoms at school will be immediately quarantined and a plan for transporting the student or staff member off site will be implemented by the school nurse and the principal of the school. • Follow CDC Guidelines • The Superintendent of Schools in conjunction with the District’s Pandemic Coordinator and Communication Specialist will provide notification to families on school closure and within-school-year changes using District notification systems.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • The District will provide a fully remote option for students who are at higher risk of severe illness due to COVID-19 as identified by the parents and primary care physicians. • Staff who identify as having higher risk and have certification of that higher risk from a physician will receive priority for teaching in a fully remote modality. • The District will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health. • Staff will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.

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| | <ul style="list-style-type: none">• Face shields may be utilized by some staff to assist the learning process for students.• Specific modifications to the physical space or safety requirements to ensure that students can access the curriculum may be made by IEP or 504 teams.• The District will work to ensure adequate substitute coverage and staffing based on an expectedly higher than normal call-off rate. |
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Health and Safety Plan Governing Body Affirmation Statement

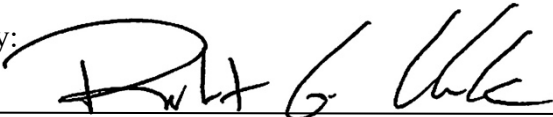
The Board of Directors/Trustees for (Lebanon School District) reviewed and approved the Phased School Reopening Health and Safety Plan on July 20, 2020.

The plan was approved by a vote of:

7 Yes
0 No
0 Abstained
2 Absent

Affirmed on: July 20, 2020

By:



(Signature* of Board President)

Robert G. Okonak

(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.