



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: North Allegheny 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): September 8, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Patrick O’Toole	Administration	Both
Dr. James Bradley	Administration	Both
Dr. Melissa Friez	Administration	Both
Mr. Roger Sechler	Administration	Both
Dr. Joseph Sciuillo	Administration	Both
Mr. Richard Platts	Administration	Both
Dr. Jillian Bichsel	Administration	Both

Mr. Robert Hetzel	Facilities	Health & Safety Plan Development
Mr. Charles Cubelic	Transportation/Food Service	Health & Safety Plan Development
Mrs. Bridget Bilenski	Health Services	Health & Safety Plan Development
Ms. Marijane Treacy	Human Resources	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: All buildings have been subjected to extensive summer cleaning. Equipment is being purchased to support cleaning and disinfecting of each building every night utilizing electrostatic sprayers and appropriate disinfecting solutions. Multiple suppliers have been engaged to explore options and procure needed supplies in time for the start of school. Additional custodial staff are being recruited and shift schedules adjusted to support more frequent cleaning of high traffic areas throughout the school day. HVAC systems will remain in “occupied” status 24/7 to support increased air circulation and filtration. Enhanced air filters (MERV-13) are being installed in air handlers for the start of school to further improve indoor air quality. Staff are being trained on the use of new equipment and supplies, by either vendors or North Allegheny staff.

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)	All buildings, including classrooms, hallways and common areas, will be cleaned and disinfected using electrostatic sprayers and an approved disinfectant every night. Buses are planned to be sprayed/disinfected daily. Some traditional water fountains are being replaced by touchless bottle filling stations across all buildings. Where traditional water fountains remain, they will either be disabled or subject to additional cleaning throughout the day. Students will be able to carry water bottles in all schools. Modified locker visits/usage will be scheduled to adhere to social distancing guidelines at the middle and high schools.	All buildings, including classrooms, hallways and common areas, will be cleaned and disinfected using electrostatic sprayers and an approved disinfectant every night. Buses are planned to be sprayed/disinfected daily. Some traditional water fountains are being replaced by touchless bottle filling stations across all buildings. Where traditional water fountains remain, they will either be disabled or subject to additional cleaning throughout the day. Students will be able to carry water bottles in all schools. Modified locker visits/usage will be scheduled to adhere to social distancing guidelines at the middle and high schools.	Roger Sechler – Director Business Operations	Electrostatic sprayers, disinfecting solution, hand sanitizer, disinfecting wipes, bottle filling stations, additional custodial and maintenance staff	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	Where feasible without compromising building safety, windows will be opened to increase outside air circulation. Building HVAC systems will be set to run more frequently to circulate air, even if no cooling or heating is required. MERV-13 filters will be installed in classroom and rooftop air-handling units. Portable HEPA air filter units will be placed in common areas or other areas within each building.	Where feasible without compromising building safety, windows will be opened to increase outside air circulation. Building HVAC systems will be set to run more frequently to circulate air, even if no cooling or heating is required. MERV-13 filters will be installed in classroom and rooftop air-handling units. Portable HEPA air filter units will be placed in common areas or other areas within each building.	Roger Sechler – Director Business Operations	MERV-13 filters, HEPA air filter units	N

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: At the elementary level, homeroom classes will remain largely intact and separate throughout the day. Student class changes will be limited to instructional support, special class areas like physical education, and to transfer to and from lunch/recess. Where possible, special classes such as art will be conducted in classrooms, with the teacher moving to the student's classrooms rather than students switching between rooms. Staff will be encouraged to conduct classes outdoors where weather and conditions permit. Large assemblies and activities will be restricted while social distancing guidelines are in effect. At the middle schools, classes will be switched by teams, which will limit the number of students changing classrooms at any specific time. As high school students transition from one class to the next, teachers will taper their dismissal from their classroom incrementally (example, 5-10 students who have to travel the farthest first, 5-10 students next, etc.). When students arrive at their destination, they will wait outside the classroom, socially distanced as directed by signage, until the classroom is safely emptied allowing for new students to arrive. Individual locker use will be modified at the middle and high school levels, further reducing the distance and time that students will be in hallways.

Transportation routes will be shortened and bus stops consolidated where possible to limit the amount of time students spend on buses. Student seating will be based on the order of pickup, loading from the rear to the front of the bus. All students will be required to wear masks/face coverings while on the bus. Where possible, the seat immediately behind the driver will be unoccupied, and the other front seat will be reserved for students who cannot wear face/coverings due to a documented medical, mental health condition, or disability.

Volunteers will be strictly limited and required to wear masks/face coverings at all times. Staff and volunteers will be trained on suggested hygiene practices and social distancing guidelines, and additional signage will be placed around buildings in visible areas.

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>Classrooms will be set up to achieve normal student capacity, however desks will be arranged to maximize the distance between students, though in many cases distance may not be 6'. Flexible seating arrangements such as tables, desk clusters or pods will be eliminated where possible and classrooms will be set up in a theater format with all desks facing the same way. If a hybrid in-person model is implemented, classrooms will be set up to achieve the required adjusted capacity with desks spaced as far apart as feasible.</p>	<p>Classrooms will be set up to achieve normal student capacity, however desks will be arranged to maximize the distance between students, though in many cases distance may not be 6'. Flexible seating arrangements such as tables, desk clusters or pods will be eliminated where possible and classrooms will be set up in a theater format with all desks facing the same way. If a hybrid in-person model is implemented, classrooms will be set up to achieve the required adjusted capacity with desks spaced as far apart as feasible.</p>	<p>Roger Sechler – Director Business Operations</p>	<p>Additional desks, storage for existing furniture</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Meals will be served in cafeterias, with additional shielding provided around food service areas and cash registers. Students will be encouraged and provided the opportunity to wash their hands before proceeding to the cafeteria. Tables and high touch surfaces will be cleaned between lunch periods. Alternate spaces such as auditoriums, multi-purpose rooms and classrooms will be utilized where possible to divide lunch periods into smaller groups. Lunches will be grab and go style.</p>	<p>Meals will be served in cafeterias, with additional shielding provided around food service areas and cash registers. Students will be encouraged and provided the opportunity to wash their hands before proceeding to the cafeteria. Tables and high touch surfaces will be cleaned between lunch periods. Alternate spaces such as auditoriums, multi-purpose rooms and classrooms will be utilized where possible to divide lunch periods into smaller groups. Lunches will be grab and go style.</p>	<p>Roger Sechler – Director Business Operations</p>	<p>Additional cafeteria seating and supervision, food service carts and equipment, additional cleaning supplies and trash cans</p>	<p>N</p>

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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and staff will be encouraged, through additional signage and announcements, to maintain good hygiene practices including washing hands. Hand washing breaks will be scheduled throughout the day.	Students and staff will be encouraged, through additional signage and announcements, to maintain good hygiene practices including washing hands. Hand washing breaks will be scheduled throughout the day.	Dr. Joe Sciuolo – Director Student Services	Additional soap, paper towels and other restroom supplies Appropriate signs and other notices	N
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	The District will post signage that addresses proper social distancing and face covering guidelines, hand washing instruction, and face covering. These will be provided to the Health Services department to be posted in each entry area, hallways, near restrooms, and office/conference space. For district buildings without a nurse, signs will be provided to the appropriate Central Office Administrator .	The District will post signage that addresses proper social distancing and face covering guidelines, hand washing instruction, and face covering. These will be provided to the Health Services department to be posted in each entry area, hallways, near restrooms, and office/conference space. For district buildings without a nurse, signs will be provided to the appropriate Central Office Administrator.	Dr. Joe Sciuolo – Director of Student Services	Signage for hand washing, face covering, and distancing.	N
* Identifying and restricting non-essential visitors and volunteers	Visitor access will be limited and strictly controlled. All visitors will be required to wear masks/face coverings at all times while on school grounds.	Visitor access will be limited and strictly controlled. All visitors will be required to wear masks/face coverings at all times while on school grounds.	Dr. Melissa Friez – Assistant Superintendent for Secondary Education Dr. James Bradley – Assistant Superintendent for Elementary Education	N/A	N

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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Sporting activities will be in accordance with the North Allegheny Athletics Health & Safety plan as well as PIAA and other applicable agency guidelines. Recess and Physical education classes will adhere to all applicable guidelines, including minimizing the sharing of equipment, as much as feasible. Recess will be held outside weather permitting.	Sporting activities will be in accordance with the North Allegheny Athletics Health & Safety plan as well as PIAA and other applicable agency guidelines. Recess and Physical education classes will adhere to all applicable guidelines, including minimizing the sharing of equipment, as much as feasible. Recess will be held outside weather permitting.	Athletics: Bob Bozzuto - Athletic Director Physical Education: David Schmidt, PE - Department Chair	Additional cleaning/sanitizing products	N
Limiting the sharing of materials among students	Where feasible, supplies and materials will not be shared among students, and students will be encouraged to wash their hands before and after use.	Where feasible, supplies and materials will not be shared among students, and students will be encouraged to wash their hands before and after use.	Department Chairs for Art, Library, Phys Ed, chemistry, biology, Tech Ed, FCS	Additional cleaning/sanitizing products	N

<p>Staggering the use of communal spaces and hallways</p>	<p>Students and staff will be encouraged to distance as much as possible in hallways and stairways. At the elementary level, students will remain in homeroom cohorts for instruction with minimal movement to assist in the delivery of special services classes such as interventions, ESL and special education.</p> <p>At the middle schools, classes will be switched by teams, which will limit the number of students changing classrooms at any specific time.</p> <p>As high school students transition from one class to the next, teachers will taper their dismissal from their classroom incrementally (example, 5-10 students who have to travel the farthest first, 5-10 students next, etc.). When students arrive at their destination, they will wait outside the classroom, socially distanced as directed by signage, until the classroom is safely emptied allowing for new students to arrive. Individual locker use will be modified at the middle and high school levels, further reducing the distance and time that students will be in hallways.</p> <p>Staff will be encouraged to avoid communal spaces such as copy rooms and teachers lounges during break time.</p>	<p>Students and staff will be encouraged to distance as much as possible in hallways and stairways. At the elementary level, students will remain in homeroom cohorts for instruction with minimal movement to assist in the delivery of special services classes such as interventions, ESL and special education.</p> <p>At the middle schools, classes will be switched by teams, which will limit the number of students changing classrooms at any specific time.</p> <p>As high school students transition from one class to the next, teachers will taper their dismissal from their classroom incrementally (example, 5-10 students who have to travel the farthest first, 5-10 students next, etc.). When students arrive at their destination, they will wait outside the classroom, socially distanced as directed by signage, until the classroom is safely emptied allowing for new students to arrive. Individual locker use will be modified at the middle and high school levels, further reducing the distance and time that students will be in hallways.</p> <p>Staff will be encouraged to avoid communal spaces such as copy rooms and teachers lounges during break time</p>	<p>Roger Sechler – Director Business Operations</p>	<p>N/A</p>	<p>N</p>
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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)
Adjusting transportation schedules and practices to create social distance between students	Transportation routes will be adjusted to consolidate bus stops and reduce overall ride time for students where possible. Students will be required to wear face masks/face coverings while on the bus at all times. Buses will be loaded from the rear to the front, to minimize students passing in the aisles.	Transportation routes will be adjusted to consolidate bus stops and reduce overall ride time for students where possible. Students will be required to wear face masks/face coverings while on the bus at all times. Buses will be loaded from the rear to the front, to minimize students passing in the aisles.	Roger Sechler – Director Business Operations	N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Existing class size policies remain in effect. Students will be required to wear masks/face coverings at all times, including when transferring classes and interacting with different groups of students.	Existing class size policies remain in effect. Students will be required to wear masks/face coverings at all times, including when transferring classes and interacting with different groups of students.	Dr. Jim Bradley – Assistant Superintendent for Elementary Dr. Melissa Friez – Assistant Superintendent for Secondary	N/A	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	The school start date for the 2020/21 school year will remain as planned. Transportation pickup and drop-off times will be communicated to childcare providers.	The school start date for the 2020/21 school year will remain as planned. Transportation pickup and drop-off times will be communicated to childcare providers.	Roger Sechler – Director Business Operations	N/A	N
Other social distancing and safety practices	The District will incorporate guidance from the DOH and PDE while also following any mask/face coverings orders set forth by the Commonwealth.	The District will incorporate guidance from the DOH and PDE while also following any mask/face coverings orders set forth by the Commonwealth.	Dr. Joe Sciuillo – Director of Student Services		

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: Students and families will be reminded of the likely symptoms of COVID-19 and families will be responsible for monitoring students prior to sending students to school. If a student or staff member presents to the Health Office with any of the described symptoms, they will be isolated in an identified area located in the Health Office. School nurse will apply required PPE and ensure a face mask is applied/available to an individual with respiratory symptoms and a fever over 100 degrees Fahrenheit if it is able to be tolerated and developmentally appropriate. Health Services staff will be responsible for making decisions regarding quarantine or isolation requirements. The Health Services Department will collaborate with Administration, along with considering recommendations and orders from the State and Local Departments of Health, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols. Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the District's School Messenger system. When a student or staff member is present in a classroom, bus, sports team or activity where an individual tests positive for COVID-19: Staff and parents/guardians will receive written communication via email sharing that they may have been in direct contact with a person who has tested positive for COVID-19. The letter will contain action steps to be taken and any recommendations provided by the Allegheny County Health Department. If there are multiple cases in one day, the District will send one email per day to staff, parents/guardians, etc. with cases grouped together.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Students and staff will be asked to monitor symptoms prior to arrival at school. These symptoms include fever, cough, shortness of breath, difficulty breathing, vomiting, diarrhea, lack of smell or taste (without congestion), sore throat, chills, muscle pain, achiness, headache, and congestion or runny nose.</p>	<p>Students and staff will be asked to monitor symptoms prior to arrival at school. These symptoms include fever, cough, shortness of breath, difficulty breathing, vomiting, diarrhea, lack of smell or taste (without congestion), sore throat, chills, muscle pain, achiness, headache, and congestion or runny nose.</p>	<p>Dr. Joe Sciallo – Director of Student Services</p>	<p>Symptoms check documents for students/staff</p>	<p>N</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If a student or staff member presents to the Health Office with any of the described symptoms, they will be isolated in an identified area located in the Health Office. The School Nurse will apply required PPE and ensure a facemask is applied/available to an individual with respiratory symptoms and a fever over 100 degrees Fahrenheit if it is able to be tolerated and developmentally appropriate.</p>	<p>If a student or staff member presents to the Health Office with any of the described symptoms, they will be isolated in an identified area located in the Health Office. The School Nurse will apply required PPE and ensure a facemask is applied/available to an individual with respiratory symptoms and a fever over 100 degrees Fahrenheit if it is able to be tolerated and developmentally appropriate.</p>	<p>Dr. Joe Sciallo – Director of Student Services</p>	<p>PPE for Health Clinics to include Nurses, Support Nurses, and students/visitors presenting symptoms</p>	<p>N</p>

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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If diagnosed with COVID 19, with or without positive test and/or symptoms, the District will follow applicable health department protocol.</p> <p>If identified as being in close contact with someone who is diagnosed with COVID-19, stay home unless you are going to see a medical professional. Individuals will be required to quarantine for 14 days since the date of contact. Close contact means being within 6ft of an individual for at least 15 minutes, with or without a mask. Once notified by the district of exposure, the individual will be required to consult with their health care provider and inform the school nurse.</p> <p>While there are known cases of COVID-19 in Allegheny County (and school is opened), and students/staff are not diagnosed with COVID-19, they may return 24 hours since last episode of active vomiting or diarrhea, 24 hours fever-free without the use of fever-reducing medication, 24 hours on antibiotics for a variety of bacterial causes, or a doctor's note of clearance for various medical conditions.</p>	<p>While there are known cases of COVID-19 in Allegheny County (and school is opened), and students/staff are not diagnosed with COVID-19, they may return 24 hours since last episode of active vomiting or diarrhea, 24 hours fever-free without the use of fever-reducing medication, 24 hours on antibiotics for a variety of bacterial causes, or a doctor's note of clearance for various medical conditions.</p>	<p>Dr. Joe Sciallo – Director of Student Services</p>	<p>N/A</p>	<p>N</p>

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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>The Health Services Department will collaborate with Administration, along with considering recommendations and orders from the State and Local Departments of Health, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols. Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the District's School Messenger system.</p>	<p>The Health Services Department will collaborate with Administration, along with considering recommendations and orders from the State and Local Departments of Health, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols. Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the District's School Messenger system.</p>	<p>Dr. Patrick O'Toole – Acting Superintendent</p>	<p>N/A</p>	<p>N</p>

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>Other monitoring and screening practices</p>	<p>Health clinics will be equipped with no touch thermometers to be able to monitor visitors/guests to the building.</p> <p>Attendance rates of students/staff will be monitored on a daily basis district-wide to monitor trends.</p> <p>Health Services will track students/staff who have known diagnosis or exposure to COVID-19.</p> <p>Quarantine would be based on the county/state provisions at the time of the trip. If the county/state requires quarantine for the location you visit, then you would be required to do so upon arriving back in Pittsburgh. Instructional materials would be available online through Blackboard to ensure your student receives instruction.</p> <p>The Health Services Department Chairperson will be available to respond to student/staff needs as part of the Pandemic Response Team. To do this, the District is hiring a long-term substitute to cover the chairperson's assigned time in the school health office.</p>	<p>Health clinics will be equipped with no touch thermometers to be able to monitor visitors/guests to the building.</p> <p>Attendance rates of students/staff will be monitored on a daily basis district-wide to monitor trends.</p> <p>Health Services will track students/staff who have known diagnosis or exposure to COVID-19.</p> <p>Quarantine would be based on the county/state provisions at the time of the trip. If the county/state requires quarantine for the location you visit, then you would be required to do so upon arriving back in Pittsburgh. Instructional materials would be available online through Blackboard to ensure your student receives instruction.</p> <p>The Health Services Department Chairperson will be available to respond to student/staff needs as part of the Pandemic Response Team. To do this, the District is hiring a long-term substitute to cover the chairperson's assigned time in the school health office.</p>	<p>Dr. Joe Sciuolo – Director of Student Services</p>	<p>No-touch thermometers</p> <p>Daily attendance report</p> <p>Student/Staff Tracking system (Collaborative document)</p>	<p>N</p>

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: All students, staff and visitors will be required to wear masks/face coverings in all buildings and while on school buses with limited exceptions for eating, drinking, and activities approved by appropriate health agencies. Exceptions will be made for health concerns and individual disability characteristics. Students at higher risk for severe illness will have the option to select a 100% distance learning option.

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	Families with health/safety concerns can opt for cyber learning. In the classroom environment, distance between students will be maximized. Masks, shields or other protective devices will be worn by all students, staff members and volunteers in accordance with relevant mask orders from the Commonwealth, as well as appropriate cleaning measures in place. Staff members who have high risk for severe illness should contact the Human Resources Department to discuss reasonable accommodations that may be made.	Families with health/safety concerns can opt for cyber learning. In the classroom environment, distance between students will be maximized. Masks, shields or other protective devices will be worn by all students, staff members and volunteers in accordance with relevant mask orders from the Commonwealth, as well as appropriate cleaning measures in place. Staff members who have high risk for severe illness should contact the Human Resources Department to discuss reasonable accommodations that may be made.	Dr. Joe Sciallo – Director of Student Services	Face coverings for staff	Y
* Use of face coverings (masks or face shields) by all staff	Masks, shields or other protective device will be worn by all staff members and volunteers in accordance with Commonwealth Mask Orders.	Masks, shields or other protective device will be worn by all staff members and volunteers in accordance with Commonwealth Mask Orders.	Dr. Joe Sciallo – Director of Student Services	Face coverings for staff	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	Masks, shields or other protective device will be worn in accordance with Commonwealth Mask Orders.	Masks, shields or other protective device will be worn in accordance with Commonwealth Mask Orders.	Dr. Joe Sciallo – Director of Student Services	Face coverings for staff	Y

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)
Unique safety protocols for students with complex needs or other vulnerable individuals	Families will health/safety concerns can opt for cyber learning. In the classroom environment, distance between students will be maximized. Masks, shields or other protective devices will be worn by all staff members and volunteers, in accordance with Commonwealth Mask Orders, as well as with appropriate cleaning measures in place.	Families will health/safety concerns can opt for cyber learning. In the classroom environment distance between students will be maximized, Masks, shields or other protective devices will be worn by all staff members and volunteers, in accordance with Commonwealth Mask Orders, as well as with appropriate cleaning measures in place.	Dr. Joe Sciallo – Director of Student Services	None	N
Strategic deployment of staff					

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Coronavirus: Awareness	Professionals, Paraprofessionals, Custodians, Bus Drivers	Dr. Joe Sciuolo – Director of Student Services	SafeSchools Online	Staff will need to be assigned this training in the SafeSchools Platform	September 1, 2020	September 30, 2020
Coronavirus: Managing Stress and Anxiety	Professionals, Paraprofessionals, Custodians, Bus Drivers	Dr. Joe Sciuolo – Director of Student Services	SafeSchools Online	Staff will need to be assigned this training in the SafeSchools Platform	September 1, 2020	September 30, 2020
Coronavirus: CDC Guidelines for Masks	Professionals, Paraprofessionals, Custodians, Bus Drivers	Dr. Joe Sciuolo – Director of Student Services	SafeSchools Online	Staff will need to be assigned this training in the SafeSchools Platform	September 1, 2020	September 30, 2020
Coronavirus: Cleaning and Disinfecting	Professionals, Paraprofessionals, Custodians, Bus Drivers	Dr. Joe Sciuolo – Director of Student Services	SafeSchools Online	Staff will need to be assigned this training in the SafeSchools Platform	September 1, 2020	September 30, 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
Release of District Health & Safety Plan	NA Community	Dr. O'Toole, Acting Superintendent	Email and NA website	7/22/2020	7/22/2020
Special School Board Meeting to vote on Health & Safety Plan	NA Community	Dr. O'Toole, Acting Superintendent	Virtual Meeting	7/29/2020	7/29/2020
NA Cyber Academy Family Session	NA Parents and Guardians	Dr. O'Toole, Acting Superintendent	Virtual Meeting	7/30/2020	7/30/2020

Health and Safety Plan Summary: North Allegheny School District

Anticipated Launch Date: September 8, 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>Buildings will be cleaned and disinfected every night. School buses will be disinfected daily. Restrooms and drinking fountains will be monitored and cleaned regularly throughout the day. Where feasible, windows will be opened to promote outside air circulation. Enhanced filters (MERV-13) will be installed in air-handling units and HVAC systems will increase the air turnover rate in all buildings.</p>

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> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p>	<p>Classrooms will be set-up to achieve required student occupancy, desks will be arranged to all face the same direction, and flexible seating, tables, etc., will be removed where feasible. Desks will be spread out to maximize the distance between students.</p> <p>Cafeterias will be utilized for food service and consumption. Additional spaces such as auditoriums, gymnasiums, multi-purpose rooms and possibly classrooms will be utilized where feasible to reduce student density during lunch periods. Students will be encouraged to wash their hands before and after lunch periods and to wear masks/face coverings when not eating or drinking. Students and staff will be encouraged and reminded to follow good hygiene practices, including frequent hand washing.</p> <p>Sporting activities will occur under guidelines established in the North Allegheny Athletic Health & Safety plan and in accordance with PIAA and other relevant agency guidelines.</p> <p>Modified locker visits/usage will be scheduled to adhere to social distancing guidelines.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <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>	<p>Transportation routes will be shortened, and bus stops consolidated where possible to reduce the amount of time students spend on the bus. Bus capacity will be planned as normal, but may be adjusted based on safety considerations, actual ridership, to support a hybrid in person model or as otherwise needed to support student and staff health and safety. Students will be required to wear masks/face coverings while on the school bus.</p> <p>Classroom capacity will adhere to current class size policies where feasible, student desks and tables will be oriented to face the same direction.</p> <p>Modified locker visits/usage will be scheduled to adhere to social distancing guidelines at the middle and high schools.</p>

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>	<p>Health Services will maintain a log of students and staff they screened for symptoms that will include date, time, comment, actions taken and follow up. This will also track students/staff who have had known exposure to the virus.</p> <p>An isolation location will be established in each building in the Health Clinic. If necessary, the School Nurse will be relocated in order for the Health Clinic to be used as isolation space.</p> <p>The Health Services Department will collaborate with Administration, along with considering recommendations and orders from the PA Department of Health, Allegheny County Health Department, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols. Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the District's School Messenger system.</p>

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>	<p>Families with health/safety concerns can opt for cyber learning. In the classroom environment distance between students will be maximized. Masks, shields or other protective device will be worn by all staff members and volunteers at all times in accordance with any mask orders, as well as appropriate cleaning measures in place.</p> <p>Masks, shields or other protective device will be worn by all staff members and volunteers in accordance with any mask orders. Limited exceptions will be made for eating, drinking, and activities approved by appropriate health agencies. Exceptions will be made for medical condition and individual disability characteristics.</p> <p>Families with health/safety concerns can opt for cyber learning. In the classroom environment, distance between students and staff will be maximized. Masks, shields or other protective device will be worn by all staff members and volunteers in accordance with Commonwealth mask orders, as well as appropriate cleaning measures in place.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **North Allegheny School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 29, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

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

By:

(Signature* of Board President)

(Print Name of Board President)

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

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

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