



Phased School Reopening Health and Safety Plan Template 2020-2021

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: Chambersburg Area School District

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

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

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

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

Type of Reopening

Key Questions

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

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

- 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). **When appropriate as outlined below.**
- 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): To be determined as outlined below.

Although the Chambersburg Area School District had hoped to launch in-person learning, at least under a blended schedule, for the beginning of the 2020-2021 school year, it was determined that the District needs to reopen under a totally remote plan until such time that the following factors are no longer present -- with a timeframe for such decisions to be announced to the public at least two (2) weeks prior to implementation:

1. *An increase in the number of positive COVID-19 cases locally and statewide.*
2. *Concerns relative to the ability of the District to effectively staff its buildings and educational program because of employees subject to quarantine, becoming ill, or needing to take leave under the Families First Coronavirus Recovery Act (FFCRA) and/or the District policies and benefits plans.*
3. *Concerns relative to the universal masking orders and objections raised relative to enforcing the same in the school environment.*

Pursuant to this decision, a change in the 2020-2021 school calendar has been adopted to allow for additional time for professional development on the District's new learning management systems and effective teaching practices in a virtual environment. Specifically, the student year will now begin on Monday, August 24, 2020, as opposed to Thursday, August 20, 2020. Staff will return, as originally planned, on August 17, 2020, and will be engaged in robust professional development on virtual learning during that week.

Conditions and factors that will play into the decision to re-open for in-person learning, be it under a blended or full in-person model, will be assessed every month at a public Board meeting, and will include, but not be limited to:

1. *Per the advice of medical consultants, the existence of a 14-day rolling average of less than 50 per 100,000 people testing positive for COVID-19 in Franklin County.*
2. *The District's capacity to reopen based on the number of staff in quarantine for any reason or taking leave because of COVID-19 related reasons, including, but not limited to, the leave afforded employees under the Families First Coronavirus Recovery Act (FFCRA).*
3. *The existence of updated information relative to COVID-19 incidence changes in school districts that are fully or partially open.*
4. *Availability and distribution of a vaccine along with a reduction in local cases.*
5. *Removal of masking and social distancing orders from the Governor., which will be critical in a total reopening as opposed to opening under a blended model.*

Should masking and social distancing orders/recommendations remain in a school setting, the District intends to re-open on a blended model and will continue with that model until such time as it is determined, based on updated information from federal, state, and local authorities, which may or may not include the availability and requirement of a vaccine, that the District can safely resume full in-person operations.

For purposes of this Health & Safety Plan, the District is providing the Department of Education with relevant information during the time that it is providing only virtual instruction, as well as that pertinent to when it opens under a blended model. Unless ordered otherwise by the Governor, staff will be returning to the worksite so health and safety protocols -- even during virtual learning -- will be

implemented and enforced. Additional measures/protocols may be implemented based on current information/advice from federal, state, and local authorities.

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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Dion Betts	Superintendent/Board	Both
Karen B. Gokay	Human Resources	Both
Tamera D. Stouffer	Facilities, Transportation, Food Services, Finance, Business, Public Relations/Communication	Both
Dr. Janilyn Elias	Student Services	Both
Dr. Mark Long	Technology	Both
Dr. Raghavendra Tirupathi	Community Health	Health & Safety Plan Development
Dr. Mike Colli	Community Health	Health & Safety Plan Development
Kevin Mintz	Board Member/Parent	Health & Safety Plan Development
Doug Shatzer/ Cindy Bowen	CAEA Co-Presidents	Employees
Carolyn Steele	CAESPA President	Support Staff Employees
Gary Carter	Director of Safety	Both
Lori Bumbaugh	Director of Food Services	Both

Craig Kirkpatrick	Director of Transportation	Both
Ed Peters	Director of Buildings and Grounds	Both
Jason Myers	Supervisor of Maintenance	Both
Christine Woglemuth	Director of Technology	Both
Brian Miller	Director of Communications, Marketing & Public Relations	Both
Jeremy Flores	Director of Athletics	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 Chambersburg Area School District will adopt, provide professional development on, implement, and monitor updated and more frequent critical cleaning, disinfecting, and personal hygiene practices to be the responsibility of students and all staff, regardless of position within the District, in accordance with CDC guidelines and best practices. Such efforts include, but are not limited to, more frequent deep cleaning and sanitization by District facilities staff; providing each building, office, and classroom with appropriate supplies to be routinely utilized throughout the day to wipe down frequently touched surfaces; the establishment of routine hand washing of students and staff; the posting of signage intended to remind employees, students, and visitors of personal steps to take to mitigate the spread; the removal of personal items from the classroom that are more likely to assist in the transmission of the virus; removing hand dryers from restrooms, and providing students and staff with bottled water, thereby allowing for the disabling of water fountains. In addition, facilities staff will, on a daily basis, be monitoring information disseminated by the CDC and Ashrae on recommended humidity levels and outside air requirements for ventilation and temperature control in efforts to mitigate the spread of the virus, to include, but not be limited to, regular air quality testing that will be conducted of all facilities.*

Requirements	Action Steps under Virtual Opening	Action Steps under Blended Model(A/B)	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)	<p>1) All buildings will begin to receive a critical summer clean, which began the week of June 1st. All areas will be cleaned and identified for limited access.</p> <p>2) All buildings will be disinfected with CDC-approved cleaners. High traffic touchpoints such as door knobs will be disinfected multiple times per day.</p> <p>3) All buildings will post signs on proper protocols for breaking the chain of infection. Buildings will be provided supplies to mark floors for spacing.</p> <p>4) All hand air dryers will be disabled and replaced with paper towels in restroom facilities.</p> <p>5) All water fountains will be disabled and taped off; water fountains will be retrofitted with bottle dispensing ability and/or bottled water will be made available for staff and students.</p> <p>6) All buses will receive a critical clean in preparation for the 20-21 school year.</p> <p>7) All buses will be disinfected as needed during virtual opening. Buses/Vans that run for other purposes, will be cleaned between runs.</p>	<p>Same items as virtual</p> <p>Additional:</p> <p>1) All classroom teachers will wipe student desks each day after the dismissal of students from the classroom.</p>	<p>Tammy Stouffer, Chief Financial Officer</p> <p>Ed Peters, Director of Buildings & Grounds</p> <p>Charles Caratozzola, Supervisor of Facilities</p> <p>Craig Kirkpatrick, Director of Transportation</p> <p>Building Principals</p>	<p>1) Cleaning supplies</p> <p>2) Disinfecting materials</p> <p>3) Signage</p> <p>4) Paper towel holders and paper towels</p> <p>5) 10,000 of cases of bottled water</p> <p>6) Cleaning supplies</p> <p>7) Disinfecting supplies</p> <p>8) Noted supplies</p> <p>9) Portable hand washing stations</p> <p>10) N/A</p> <p>11) N/A</p> <p>12) Disinfecting supplies</p>	<p>1) Y</p> <p>2) Y</p> <p>3) N</p> <p>4) N</p> <p>5) N</p> <p>6) Y</p> <p>7) Y</p> <p>8) Y</p> <p>9) N</p> <p>10) Y</p> <p>11) N</p> <p>12) N</p>

	<p>8) All classrooms will receive wipes, spray bottles, paper towels and Kleenex by the start of the year.</p> <p>9) The District will investigate the purchase of portable hand washing stations to aid in personal hygiene.</p> <p>10) All teacher personal items such as couches, rugs, chairs, pillows, stuffed animals, etc., will be removed to aid in reducing the infection.</p> <p>11) All playground equipment will be taped off to prevent access.</p>				
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Facilities staff will, on a daily basis, be monitoring information disseminated by the CDC and Ashrae on recommended humidity levels and outside air requirements for ventilation and temperature control in efforts to mitigate the spread of the virus. Humidity levels and outside air requirements will be monitored during all hours in each building in compliance with said guidance.</p> <p>HVAC systems will operate throughout the night and weekends.</p>	Same	<p>Tammy Stouffer, Chief Financial Officer</p> <p>Ed Peters, Director of Buildings & Grounds</p> <p>Jason Myers, Assistant Director, Buildings & Grounds</p>	<p>Merv 13 filters</p> <p>Testing supplies</p>	N

	<p>Merv 13 filters for all the buildings have been ordered in order to improve air exchange. Units will be cycled throughout the day in each building, and filter changes are being done more frequently. Detailed tracking of filter changes and equipment coil cleanings will occur to ensure that all equipment is in optimum operational order.</p> <p>Air quality testing throughout the day will increase, and new control strategies are being implemented to allow for monitoring of the air quality/ventilation in each building.</p>				
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Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions: *Upon the decision to re-open under a blended model pursuant to the conditions outlined above, classrooms will be organized to provide as much distance as possible between desks/tables to mitigate the spread by first removing teacher-owned items, such as couches, chairs, etc., from the classroom and spacing desks/tables as far apart as possible to provide for any mandated/recommended feet of space between students.*

To provide for the required physical distancing required, all students, with the exception of those with IEPs and Level 1 ESL students, will be split into two (2) cohorts alphabetically with one cohort (A) returning to the physical classrooms on Mondays and Thursdays and the other (B) on Tuesdays and Fridays. Students with IEPs and Level 1 ESL students will attend in person on all four (4) days - Monday, Tuesday, Thursday, and Friday. On the “off” days for each cohort and on Wednesdays, all students will be engaging in virtual learning. With the exception of physical education classes and pull-out special education classes, elementary and middle school students will primarily remain in their classroom for all subjects.

Effective immediately, signage on ways to mitigate the spread, including proper hygiene practices, will be posted throughout all buildings and in each classroom, and time will be provided throughout the day for staff and students to wash their hands, including, but not limited to, at the beginning of the day, before and after meals, after using the restroom, etc.

When in-person classes resume, additional lunch periods will be scheduled, and cafeteria seating will be arranged to provide for the required distance between students; and, where needed, other spaces, including auxiliary spaces and classrooms will be utilized to

ensure physical distancing. There will be no assemblies or gatherings/meetings of more than 25 people indoors, and the sharing of materials amongst students, including library books, PE equipment, etc., will be severely restricted to a small cohort of students if at all -- after which a staff member will be responsible for cleaning same. There will be no utilization of playground equipment.

Effective immediately, hallways and communal spaces will be staggered to limit the number of individuals in such areas at any given time with all students, staff, and visitors always required to wear face coverings in said hallways and communal spaces. In addition, directional signage will be employed to promote one-way traffic in hallways and in stairwells.

Upon the decision to return to in-person learning under a blended model, transportation needs will be determined by a parental survey, and ridership will be limited in accordance with guidance from the Commonwealth and Centers for Disease Control. When being transported, students and drivers will be required to wear face coverings, and buses will be equipped with spare face coverings should a child forget one. Students will be assigned seats and board from back to front to limit physical contact. Buses will be supplied with wipes and cleaning supplies and will be critically cleaned between each run.

Effective immediately, only necessary visitors/volunteers will be permitted in buildings and classrooms, and all will be required to wear masks at all times. There will be no field trips of any kind; and, to the extent possible, all extracurricular activities will be conducted virtually. The District's athletic program will operate in accordance with the District's Athletic Plan which is in compliance with CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and PIAA rules, regulations, requirements, recommendations, etc.

Effective immediately and upon the opening of school buildings and offices, students and staff will be required to wear masks or face shields in accordance with CDC and Department of Education regulations.

Appropriate staff will be required to wipe down desks and frequently touched areas at least five (5) times throughout the day, and outside use of District facilities will be limited to those activities directly benefiting students and consistent with the ability of the Facilities Department to maintain appropriate cleanliness.

General access to facilities will be limited and subject to all health and safety protocols in place.

Requirements	Action Steps under Virtual Opening	Action Steps under Blended Model(A/B)	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>All students will be virtual.</p> <p>Staff, with the exception of those who can and are approved to telework, will adhere to all social distancing requirements outlined by the District in the Yellow/Green (Blended Model) phase.</p>	<p>Using the A/B schedule, classrooms will be limited to 10-12 students on average to provide for appropriate social distancing between seats. This will allow all students the opportunity to learn in a safe environment. Face coverings (masks or shields) are required for all students and staff in the classroom in this phase and in accordance with guidelines received from the Governor and Department of Education.</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p>	<p>Approval of blended learning model to provide adequate space for social distancing.</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>Food Service will plan to provide meals at multiple locations and times once the Pennsylvania Department of Education (PDE) gives state guidance on approved options for alternate meal service.</p>	<p>Social distancing requirements will be observed when seating students for breakfast and lunch. Cafeterias will be utilized with correct distancing. In locations where additional space is needed, other areas, including classrooms, may be utilized to create safe distancing for eating. Tables will be cleaned and disinfected between meal services.</p> <p>Physical education classes will be limited to 20 students, and library use will be curtailed except for potential use as an alternative classroom designed to maintain class size limits for physical distancing purposes.</p> <p>There will be no assemblies or programs requiring attendance of more than 25 students/adults who cannot be spaced at least six (6) feet apart with all attendees wearing face coverings.</p>	<p>Bobbie Stine, Director of Support Services</p> <p>Lori Bumbaugh, Director of Food Service</p> <p>Building Principals</p>	<p>Approval of blended learning model to provide adequate space for social distancing.</p> <p>Reassigning available staff to provide for appropriate supervision when feeding students.</p>	<p>N</p>
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		<p>All staff/faculty rooms will be closed or, based on size, limited to no more than having a number of people in the same at any given time to provide for appropriate social distancing between each person.</p> <p>Those staff using coffee machines, refrigerators, etc., will be required to wipe down appliances before and after each use with provided supplies.</p>			
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<p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>1) All classrooms and offices will receive wipes, spray bottles, paper towels and tissues with staff trained and required to at least (3) times a day clean desks, door knobs, phones, counters, etc., subject to frequent touching.</p> <p>2) Staff will be encouraged to wash hands, using soap and water or hand sanitizer, frequently throughout the day.</p> <p>3) Staff will be instructed to sneeze into their arm; and, if using tissues, only use tissue once, discard it, and then wash hands</p> <p>4) Communal computers, copier stations, etc., will be supplied with cleaning/disinfecting supplies and signage will be posted requiring staff to clean the area before and after use.</p>	<p>1) All classrooms and offices will receive wipes, spray bottles, paper towels and tissues with staff trained and required at least three (3) times a day clean desks, door knobs, phones, counters, etc., subject to frequent touching.</p> <p>2) Students will be required to wash hands, using soap & water or hand sanitizer, as follows: Beginning of Day After Breakfast Before Lunch After Lunch End of Day, as well as when utilizing the restroom and after recess or physical education classes</p> <p>3) Staff and students will be instructed to sneeze into their arm; and, if using tissues, only use tissue once, discard it, and then wash hands</p> <p>4) Communal computers, copier stations, etc., will be supplied with</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Tammy Stouffer, Chief Financial Officer</p> <p>Ed Peters, Director of Buildings & Grounds</p> <p>Charles Caratozzola, Supervisor of Facilities</p> <p>Building Principals</p>	<p>Appropriate cleaning supplies</p> <p>Soap and hand sanitizer</p> <p>Appropriate signage</p> <p>Finger cots for staff using copiers and communal equipment</p>	<p>Y</p>
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		cleaning/disinfecting supplies and signage will be posted requiring staff and students to clean the area before and after use.			
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All buildings will be provided signage for classrooms, cafeterias, restrooms, hallways, auditoriums, gymnasiums, etc., with proper protocols for breaking the chain of infection.	Same	Tammy Stouffer , Chief Financial Officer Ed Peters , Director of Buildings & Grounds Charles Caratozzola , Supervisor of Facilities	Signage	N

<p>Identifying and restricting non-essential visitors and volunteers</p>	<p>Unless necessary for the health and safety of staff, no building will be accessible to volunteers or non-essential visitors. Essential visitors, such as, parents/guardians, CYS workers, law enforcement, contractors, delivery personnel, individuals with an appointment, etc., will be required to wear masks that they must supply and remain in areas designated by the building administrator.</p> <p>Access to facilities will be limited to staff members and visitors essential to the operations of the District.</p>	<p>Unless necessary for the health and safety of students or staff, no building will be accessible to volunteers or non-essential visitors. Essential visitors, such as, parents/guardians, CYS workers, law enforcement, contractors, delivery personnel, individuals with an appointment, etc., will be required to wear masks that they must supply and remain in areas designated by the building administrator.</p> <p>There will be no classroom visitations by parents/guardians, and families of staff members will be prohibited unless employed by the District.</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Building Principals</p>	<p>Signage on expectations of visitors</p>	<p>N</p>
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Unless covered by the District's athletic plan, all sporting activities and physical education classes will be virtual.</p>	<p>PE and recess will take place with small groups of students with limited equipment used during each class/recess in accordance with CDC guidance.</p> <p>Students will be expected to either wash hands or use hand</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Building Principals</p>	<p>Cleaning supplies</p> <p>Soap, water, and hand sanitizer</p>	<p>N</p>

		sanitizer before and after each class. Additionally, all equipment will be cleaned between classes.			
Limiting the sharing of materials among students	N/A	Sharing of all materials prohibited unless limited to a small cohort of students in a single classroom with appropriate cleaning/disinfecting of said materials every day, as well as hand washing between each use.	Dr. Janilyn Elias, Assistant Superintendent Dr. Mark Long, Assistant Superintendent Building Principals	Soap, water, and hand sanitizer	N
Staggering the use of communal spaces and hallways	Staff will be restricted from engaging in group activities, including congregating in hallways/communal spaces to mitigate the spread of the virus. Virtual meetings will be the norm, with the use of other communal spaces, including meeting rooms within District facilities, modified to comply with CDC guidelines regarding group gatherings.	Dismissal times between classes will be modified to allow for a limited number of students in hallways. Student lunch times will be staggered to allow for appropriate physical distancing within cafeterias and other areas used for eating. The use of other communal spaces, including meeting rooms, within District facilities will be modified to comply with CDC	Dr. Janilyn Elias, Assistant Superintendent Dr. Mark Long, Assistant Superintendent Building Principals	None	N

		guidelines regarding group gatherings.			
Adjusting transportation schedules and practices to create social distance between students	<p>Transportation routes will be adjusted to provide social distancing on buses/vans that continue to operate for Non-Public Schools served by the District. Preparations will continue for reopening to ensure the District can successfully move to a blended model when appropriate.</p> <p>All drivers and students will be required to wear face coverings while on the bus/van, and students will be assigned seats and board from back to front to limit physical contact for those routes the District continues to support during virtual opening</p> <p>Each vehicle will be supplied with face masks for students who forget to bring one. The refusal to wear a face covering or the repeated failure to have one while on the bus/van will result in a disciplinary referral to the building administration.</p>	<p>Transportation schedules will remain the same; however, passenger numbers on each bus will be significantly decreased due to the modified A/B schedule, parent transport, and an increase in non-riders as identified in a parent survey.</p> <p>In order to balance the numbers on each vehicle, ridership will be monitored daily and routes will be adjusted to allow under-utilized routes to balance the numbers.</p> <p>The first row(s) of seats will not be used for passengers to allow for physical distancing between the driver and students.</p> <p>All drivers and students will be required to wear face coverings while on the bus/van, and students will be assigned seats and</p>	Craig Kirkpatrick, Supervisor of Transportation	Extra face coverings	N

		<p>board from back to front to limit physical contact.</p> <p>Each vehicle will be supplied with face masks for students who forget to bring one. The refusal to wear a face covering or the repeated failure to have one while on the bus/van will result in a disciplinary referral to the building administration.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Teachers and support personnel reporting to the work site will be requested to limit their travel throughout the building and are expected to adhere to all masking and social distancing requirements.</p> <p>Volunteers will not be utilized in any building or classroom.</p>	<p>Teachers and support personnel will be requested to limit their travel throughout the building and are expected to adhere to all masking and social distancing requirements.</p> <p>Volunteers will not be utilized in any building or classroom.</p> <p>Students will only be grouped within their core units.</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Building Principals</p>	None	N

<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>No District facilities will be available for onsite child care during virtual opening.</p>	<p>Onsite childcare providers advised of District A/B schedule in meeting with District administration, and offsite childcare providers will be contacted regarding final plan.</p> <p>On-site providers advised of masking requirements, social distancing requirements, and cleaning/hygiene expectations.</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Building Principals</p>	<p>None</p>	<p>N</p>
<p>Other social distancing and safety practices</p>	<p>Staff will adhere to all CDC and Department of Health guidelines relative to social distancing and safety practices as regularly and routinely communicated by the Department of Human Resources.</p> <p>Staff who violate such protocols will be subject to disciplinary action.</p>	<p>Students will enter and leave at entry and dismissal times on a staggered schedule to allow for a decreased number of students in the hallway at any given time.</p> <p>To the extent allowed by student schedules, particularly at the high school level, students will remain in one classroom with teachers traveling between the same.</p> <p>Staff will adhere to all CDC and Department of</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Building Principals</p>	<p>N</p>	<p>N</p>

		<p>Health guidelines relative to social distancing and safety practices as regularly and routinely communicated by the Department of Human Resources.</p> <p>Staff who violate such protocols will be subject to disciplinary action.</p>			
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Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirm to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable 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: *Staff and students will be provided information on conducting a symptom screen each morning before coming to work/school. Staff and students who become sick, exhibit signs of exposure, or demonstrate a history of exposure will be isolated in an identified area in each building pending departure from District premises. The District will abide by all quarantine guidelines established by the CDC and the Pennsylvania Department of Health, and medical documentation will be required for return to school/work. If feasible, employees will be permitted to telework during a quarantine period. Students will be able to continue their education virtually.*

Visitors will not be permitted in buildings unless absolutely necessary and will be asked to sign in and complete a self-screen. Any visitor who refuses to comply will be denied access. The District will adhere to Pennsylvania Department of Health guidelines and protocols relative to notifying families and the community of a confirmed case of illness or exposure so as to ensure compliance with privacy laws.

To the extent possible and in compliance with all privacy laws, the District will log the names of students and staff who present as positive or are contact-traced to a positive case and will abide by Pennsylvania Department of Health guidelines as it pertains to notifying families and staff of potential exposure.

School closures and updates to the Health and Safety Plan updates will be shared with parents/guardians and community members via direct email, phone calls, CASD website, and social media. Specifically, CASD has two hubs that contain regular updates, all parent letters, helpful links, FAQs, and more. One for COVID-19 in general at www.casdonline.org/covid-19 and another specifically for reopening information at www.casdonline.org/reopening.

NOTE: Direct messages (e-mails & calls) to families are provided in their Sapphire (Student Management System) language preference. Messages on open sites for the public (CASD website, Facebook, Twitter, Instagram) provide automatic language translation on that specific site. Some messages may be directly translated using the CASD translator, if available.

Requirements	Action Steps under Virtual Opening	Action Steps under Blended Model(A/B)	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	<p>Staff reporting to the work site will be required to conduct a symptom screen before work.</p> <p>Anyone who presents with noted symptoms during the work day will be immediately sent home pending medical clearance.</p>	<p>Staff and students (via parent communication) alike will be encouraged to conduct a symptom screen before school/work.</p> <p>Students who present with noted symptoms during the school day will be sent to the isolation area for a check by a District nurse pending departure from District premises.</p>	<p>Dr. Janylyn Elias, Assistant Superintendent</p> <p>Karen B. Gokay, Director of HR</p>	Non-contact thermometers for temperature checks of individuals exhibiting symptoms	Y

		Staff who present with noted symptoms during the work day will be immediately sent home pending medical clearance.			
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>Visitors who become sick will be immediately directed to leave the premises.</p> <p>CDC and Pennsylvania Department of Health guidelines will dictate the quarantine protocol for staff who become sick or demonstrate a history/risk of exposure, including that associated with travel.</p> <p>Employees who can effectively telework may be permitted to do so during quarantine.</p> <p>Visitors will not be permitted in buildings unless absolutely</p>	<p>An area has been designated at each school/work site where students and staff who become sick, exhibit noted symptoms, or demonstrate a history of exposure, including that associated with travel, will be sent pending a call to parents, spouse, or significant other and eventual departure from the building.</p> <p>CDC and Pennsylvania Department of Health guidelines will dictate the quarantine protocol. Employees who can effectively telework may be permitted to do so during quarantine.</p> <p>Students who are quarantined will have access to virtual education.</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Karen B. Gokay, Director of HR</p> <p>Supervisors</p> <p>Building Principals</p>	Non-contact thermometers	Y

	necessary and will be asked to sign in and complete a self-screen. Any visitor who refuses to comply with any or all safety protocols will be denied access.	Visitors will not be permitted in buildings unless absolutely necessary and will be asked to sign in and complete a self-screen. Any visitor who refuses to comply with any or all safety protocols will be denied access.			
Returning isolated or quarantined staff, students, or visitors to school	Medical documentation required indicating no further threat to the school community.	Same	Dr. Janylyn Elias, Assistant Superintendent Karen B. Gokay, Director of HR Supervisors Building Principals/Nursing Staff	None	N

<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Notifications will be accomplished through appropriate communications vehicles, including but not limited to, the District's Website, social media platforms, student management system, District radio station, and all-calls to families and staff</p>	<p>Same</p>	<p>Dr. Dion Betts, Superintendent of Schools</p> <p>Mr. Brian Miller, Director of Public Relations, Communications and Marketing</p>	<p>None</p>	<p>N</p>
<p>Other monitoring and screening practices</p>	<p>The District will ensure compliance with all privacy laws should there be a confirmed case of illness or exposure.</p>	<p>Same</p>	<p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Karen B. Gokay, Director of HR</p>	<p>None</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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: *The District, in accordance with CDC guidelines and Pennsylvania Department of Health/Education regulations will require all staff, students, and visitors to wear face coverings except when otherwise not required pursuant to said guidelines and regulations. All staff reporting to work will be deployed as necessary to meet the needs of the District and its students. During the time the District is only providing virtual learning, it has developed and adopted teleworking guidelines which will allow staff unable to return to the work site for primarily COVID-related reasons to telework so as to ensure necessary staffing numbers and the continuity of the educational program. Continuation of such guidelines during a blended reopening is under consideration. Notably, teleworking is a viable option with the investment in technology, a learning management system, and agreement with the Chambersburg Area Educational Association on a Memorandum of Understanding on live streaming. Building substitutes and per-diem substitutes will be provided with appropriate technology in order to continue the educational program in the absence of staff.*

Requirements	Action Steps under Virtual Opening	Action Steps under Blended Model(A/B)	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	<p>1. Staff, including instructional staff, who can work virtually may apply and be approved to telework.</p> <p>2. Those who cannot will be granted leave in accordance with</p>	<p>1. Non-instructional staff who can work virtually may apply and be approved to telework.</p> <p>2. Those who cannot will be granted leave in</p>	<p>Karen B. Gokay, Director of HR</p> <p>Dr. Janilyn Elias, Assistant Superintendent</p>	Masks, face shields	N

	<p>law and/or District policy.</p> <p>3. Staff will be required to wear face shields or masks provided by the District.</p> <p>4. Staff and essential visitors will be required to adhere to safety protocols established to mitigate the spread.</p>	<p>accordance with law and/or District policy.</p> <p>3. Staff and students will be required to wear face shields or masks provided by the District.</p> <p>4. All students and staff and essential visitors will be required to adhere to safety protocols established to mitigate the spread.</p> <p>5. The District is offering a program whereby parents can elect to have students educated virtually. Notably, the investment in technology, a learning management system, and agreement with the Chambersburg Area Educational Association on a Memorandum of Understanding on live streaming will allow students at a higher risk for illness to continue to participate in the blended educational program.</p>			
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Use of face coverings (masks or face shields) by all staff	Yes	Yes	Karen B. Gokay, Director of HR		
Use of face coverings (masks or face shields) by older students (as appropriate)	N/A	Yes - for all students	Dr. Janilyn Elias, Assistant Superintendent Building Principals		
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Students with complex medical, social/emotional, or academic needs will be addressed on an individual basis through the student support team, case managers, and administrators to address their unique and individualized needs.</p> <p>Social stories will be developed for these students as appropriate</p> <p>Visual schedules and reminders will be developed for students who benefit from visual cueing.</p> <p>Direct instruction was provided during</p>	Same	<p>Dr. Janilyn Elias Assistant Superintendent</p> <p>Student Services Department</p> <p>School Nurses</p> <p>Building Principals</p>	<p>Communication to staff and families about the procedures for these students and devising individual plans to meet the same.</p> <p>Development of extended school year expectations for teachers to utilize direct instruction to prepare students for hygiene protocols and social distancing.</p>	Y

	the extended school year program to prepare students for expected hygiene protocols and social distancing.				
Strategic deployment of staff	<p>Staff will be deployed as needed to the maximum extent possible in order to meet the essential needs of the District and its students.</p> <p>The District has developed and adopted teleworking guidelines which will allow staff unable to return to the work site for primarily COVID-related reasons to telework so as to ensure necessary staffing numbers and the continuity of the educational program.</p>	<p>Staff will be deployed as needed to the maximum extent feasible in order to meet the essential needs of the District and its students.</p> <p>The District will consider the continuation of its temporary telework guidelines during the blended reopening.</p>	<p>Karen B. Gokay, Director of HR</p> <p>Dr. Janilyn Elias, Assistant Superintendent</p> <p>Dr. Mark Long, Assistant Superintendent</p> <p>Tammy Stouffer, Chief Financial Officer</p> <p>Building Principals</p>		

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
COVID-19 Best Practices	Staff	Christine Wolgemuth, Director of Technology Diana Dittmar, Supervisor of Data Accountability	Video Module	Computer	8/20/20	8/31/20
Working From Home in Times of Covid-19	Staff	Christine Wolgemuth, Director of Technology	Video Module	Computer	8/20/20	8/31/20

		Diana Dittmar, Supervisor of Data Accountability				
Message on Covid-19 and Phishing from Kevin Mitnick	Staff	Christine Wolgemuth, Director of Technology Diana Dittmar, Supervisor of Data Accountability	Video Module	Computer	8/20/20	8/31/20
Scam Alert: Coronavirus (Covid-19)	Staff & Community	Christine Wolgemuth, Director of Technology Brian Miller, Director of Public Relations, Communications & Marketing	Newsletter & Security	Computer, Mobile Device or Phone	Sept. 2020 Newsletters	Sept. 2020 Newsletters
Be Prepared for Coronavirus	Staff & Community	Christine Wolgemuth, Director of Technology Brian Miller, Director of Public Relations, Communications & Marketing	Newsletter & Security	Computer, Mobile Device or Phone	Sept. 2020 Newsletters	Sept. 2020 Newsletters

Mitigating the Spread	Staff and Administration	Edward Peters, Director of Facilities Cabinet Administrators	Live and Virtual	Printed and web-based information Powerpoint Presentations	June 2020	Ongoing
Hygiene Training	Students	Nurses	Live and Virtual	Printed and web-based information. Powerpoint Presentations	8/20/21	
SEL Training	Administration	Student Services Department	Virtual	Printed and web-based information. Powerpoint Presentations	June 23 and July 28	
SEL Training	Staff	Student Services Department	Virtual	Printed and web-based information Powerpoint Presentations	July 30	
LMS Training	Administration	Curriculum Department	Virtual	Web-based information Powerpoint Presentations	June 24 and July 28-29	
LMS Training	Staff	Curriculum Department	Virtual	Web-based information. Powerpoint Presentations	June 15-18, June 22-25 August 3-6	

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
Frequent Communication of Safety Plan and Updates	Parents, guardians, other caregivers, community members	Brian Miller , Director of Public Relations, Communications & Marketing	The Health and Safety Plan and plan updates are shared with parents/guardians and community members via direct email, phone calls, CASD website, and social media (Facebook, Twitter, Instagram) postings. Additionally, the plan will be presented at a public forum on July 21st.	07/01/20	Ongoing
Website Hubs for COVID-19 and Reopening Updates	Parents, guardians, other caregivers, community members	Brian Miller , Director of Public Relations, Communications & Marketing	CASD has two hubs that contain regular updates, all parent letters, helpful links, FAQs, and more. One for COVID-19 in general at www.casdonline.org/covid-19 and another specifically for reopening information at www.casdonline.org/reopening .	07/01/20	07/14/20
Virtual Informational Meetings	Parents, guardians, other caregivers	Brian Miller , Director of Public Relations, Communications & Marketing Building Principals	All CASD schools will host online informational meetings prior to the start of the 2020-2021 school year. Parents will have the opportunity to hear from their child's principal and submit questions regarding their school's individual reopening plan.	Late July	08/20/20

Accessibility of Messages to non-English Student Families	Parents, guardians, other caregivers	Brian Miller , Director of Public Relations, Communications & Marketing	Direct messages (e-mails & calls) to families are provided in their Sapphire (Student Management System) language preference. Messages on open sites for the public (CASD website, Facebook, Twitter, Instagram) provide automatic language translation on that specific site. Some messages may be directly translated using the CASD translator, if available.	Ongoing	Ongoing
Ongoing communication with local and state authorities	Administration	Dr. Dion Betts , Superintendent of Schools Karen Gokay , Director of HR	Daily updates from federal, state, and local authorities, regardless of mode of communication, will be monitored and shared as appropriate with all applicable constituents.	Ongoing	Ongoing
Return to School Survey	Parents, Community and Staff	Dr. Dion Betts , Superintendent of Schools Brian Miller , Director of Public Relations, Communications & Marketing			

Health and Safety Plan Summary: Chambersburg Area School District

Anticipated Launch Date: August 17, 2020 - Return of Instructional Staff

August 24, 2020 - First Day of Instruction (Virtual)

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><i>The Chambersburg Area School District will adopt, provide professional development on, implement, and monitor updated and more frequent critical cleaning, disinfecting, and personal hygiene practices to be the responsibility of students and all staff, regardless of position within the District, in accordance with CDC guidelines and best practices. Such efforts include, but are not limited to, more frequent deep cleaning and sanitization by District facilities staff; providing each building, office, and classroom with appropriate supplies to be routinely utilized throughout the day to wipe down frequently touched surfaces; the establishment of routine hand washing of students and staff; the posting of signage intended to remind</i></p>

employees, students, and visitors of personal steps to take to mitigate the spread; the removal of personal items from the classroom that are more likely to assist in the transmission of the virus; removing hand dryers from restrooms, and providing students and staff with bottled water, thereby allowing for the disabling of water fountains. In addition, facilities staff will, on a daily basis, be monitoring information disseminated by the CDC and Ashrae on recommended humidity levels and outside air requirements for ventilation and temperature control in efforts to mitigate the spread of the virus, to include, but not be limited to, regular air quality testing that will be conducted of all facilities.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> ● Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible ● Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms ● Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices ● Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs 	<p><i>Upon the decision to re-open under a blended model pursuant to the conditions outlined above, classrooms will be organized to provide as much distance as possible between desks/tables to mitigate the spread by first removing teacher-owned items, such as couches, chairs, etc., from the classroom and spacing desks/tables as far apart as possible to provide for any mandated/recommended feet of space between students.</i></p> <p><i>To provide for the required physical distancing required, all students, with the exception of those with IEPs and Level 1 ESL students, will be split into two (2) cohorts alphabetically with one cohort (A) returning to the physical classrooms on Mondays and Thursdays and the other (B) on Tuesdays and Fridays. Students with IEPs and Level 1 ESL students will attend in person on all four (4) days - Monday, Tuesday, Thursday, and Friday. On the “off” days for each cohort and on Wednesdays, all students will be engaging in virtual learning. With the exception of physical education classes and pull-out special education classes, elementary and middle school students will primarily remain in their classroom for all subjects.</i></p> <p><i>Effective immediately, signage on ways to mitigate the spread, including proper hygiene practices, will be posted throughout all buildings and in each classroom, and time will be provided throughout the day for staff and students</i></p>

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

to wash their hands, including, but not limited to, at the beginning of the day, before and after meals, after using the restroom, etc.

- **Limiting the sharing of materials among students**

When in-person classes resume, additional lunch periods will be scheduled, and cafeteria seating will be arranged to provide for the required distance between students; and, where needed, other spaces, including auxiliary spaces and classrooms will be utilized to ensure physical distancing. There will be no assemblies or gatherings/meetings of more than 25 people indoors, and the sharing of materials amongst students, including library books, PE equipment, etc., will be severely restricted to a small cohort of students if at all -- after which a staff member will be responsible for cleaning same. There will be no utilization of playground equipment.

- **Staggering the use of communal spaces and hallways**

Effective immediately, hallways and communal spaces will be staggered to limit the number of individuals in such areas at any given time with all students, staff, and visitors always required to wear face coverings in said hallways and communal spaces. In addition, directional signage will be employed to promote one-way traffic in hallways and in stairwells.

- **Adjusting transportation schedules and practices to create social distance between students**

Upon the decision to return to in-person learning under a blended model, transportation needs will be determined by a parental survey, and ridership will be limited in accordance with guidance from the Commonwealth and Centers for Disease Control. When being transported, students and drivers will be required to wear face

- **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**

coverings, and buses will be equipped with spare face coverings should a child forget one. Students will be assigned seats and board from back to front to limit physical contact. Buses will be supplied with wipes and cleaning supplies and will be critically cleaned between each run.

Effective immediately, only necessary visitors/volunteers will be permitted in buildings and classrooms, and all will be required to wear masks at all times. There will be no field trips of any kind; and, to the extent possible, all extracurricular activities will be conducted virtually. The District's athletic program will operate in accordance with the District's Athletic Plan which is in compliance with CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and PIAA rules, regulations, requirements, recommendations, etc.

Effective immediately and upon the opening of school buildings and offices, students and staff will be required to wear masks or face shields in accordance with CDC and Department of Education regulations.

Appropriate staff will be required to wipe down desks and frequently touched areas at least five (5) times throughout the day, and outside use of District facilities will be limited to those activities directly benefiting students and consistent with the ability of the Facilities Department to maintain appropriate cleanliness.

General access to facilities will be limited and subject to all health and safety protocols in place.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> ● Monitoring students and staff for symptoms and history of exposure ● Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure ● Returning isolated or quarantined staff, students, or visitors to school ● Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols 	<p><i>Staff and students will be provided information on conducting a symptom screen each morning before coming to work/school. Staff and students who become sick, exhibit signs of exposure, or demonstrate a history of exposure will be isolated in an identified area in each building pending departure from District premises. The District will abide by all quarantine guidelines established by the CDC and the Pennsylvania Department of Health, and medical documentation will be required for return to school/work. If feasible, employees will be permitted to telework during a quarantine period. Students will be able to continue their education virtually.</i></p> <p><i>Visitors will not be permitted in buildings unless absolutely necessary and will be asked to sign in and complete a self-screen. Any visitor who refuses to comply will be denied access. The District will adhere to Pennsylvania Department of Health guidelines and protocols relative to notifying families and the community of a confirmed case of illness or exposure so as to ensure compliance with privacy laws.</i></p> <p><i>To the extent possible and in compliance with all privacy laws, the District will log the names of students and staff who present as positive or are contact-traced to a positive</i></p>

case and will abide by Pennsylvania Department of Health guidelines as it pertains to notifying families and staff of potential exposure.

School closures and updates to the Health and Safety Plan updates will be shared with parents/guardians and community members via direct email, phone calls, CASD website, and social media. Specifically, CASD has two hubs that contain regular updates, all parent letters, helpful links, FAQs, and more. One for COVID-19 in general at www.casdonline.org/covid-19 and another specifically for reopening information at www.casdonline.org/reopening.

NOTE: Direct messages (e-mails & calls) to families are provided in their Sapphire (Student Management System) language preference. Messages on open sites for the public (CASD website, Facebook, Twitter, Instagram) provide automatic language translation on that specific site. Some messages may be directly translated using the CASD translator, if available.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> ● Protecting students and staff at higher risk for severe illness ● Use of face coverings (masks or face shields) by all staff ● Use of face coverings (masks or face shields) by older students (as appropriate) ● Unique safety protocols for students with complex needs or other vulnerable individuals 	<p><i>During the time the District is only providing virtual learning, it has developed and adopted teleworking guidelines which will allow staff unable to return to the work site for primarily COVID-related reasons to telework so as to ensure necessary staffing numbers and the continuity of the educational program. Continuation of such guidelines during a blended reopening is under consideration. Notably, teleworking is a viable option with the investment in technology, a learning management system, and agreement with the Chambersburg Area Educational Association on a Memorandum of Understanding on live streaming. Building substitutes and per-diem substitutes will be provided with appropriate technology in order to continue the educational program in the absence of staff.</i></p> <p><i>Staff and students at higher risk for severe illness should provide proper documentation of a medical condition which necessitates consideration to either the school nurse (students) or the Department of Human Resources (staff). Needs will be accommodated as required by law and per medical recommendation. Additional hand sanitizing and cleaning protocols will be implemented as needed.</i></p>

- **Strategic deployment of staff**

All staff and students will be required to wear appropriate face coverings (masks or shields) as recommended by the CDC and mandated by the Department of Education. Initial masks and/or face shields will be provided to each staff member and student, who are then responsible for bringing the cleaned or a fresh mask or shield to school/work every day. All face coverings must be school appropriate with acceptable messaging and visuals. Masking is always expected when in common areas and when working within close proximity of other students or staff. Masking is required for transportation purposes

Students with complex medical, social/emotional, or academic needs will be addressed on an individual basis through the student support team, case managers, and administrators to address their unique and individualized needs. Social stories will be developed for these students as appropriate. Visual schedules and reminders will be developed for students who benefit from visual cueing. Direct instruction during extended school year has prepared students for expected hygiene protocols and social distancing.

All staff will be strategically deployed or reassigned as needed to the maximum extent possible and in accordance with applicable collective bargaining agreements in order to meet the essential needs of

the District and its students during this emergency period.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Chambersburg Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 4, 2020**

By: **Chambersburg Area School District**

Dr. Dana Baker, 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.