



Phased School Reopening Health and Safety Plan

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: **Mount Union 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?**

Social Distancing where possible -- Hallway Procedures -- Increase Cleaning and Sanitizing -- Promote handwashing and hand sanitizer -- Hand sanitizing stations in classrooms and common areas -- Breakfast Format Change at HS -- Limit visitors in the building -- Celebrations/Party/Food Day Regulations -- Encourage car riders when possible -- Temperature Checks as needed -- Lunch Modifications – Recess and Physical Education Modifications -- Signage to encourage following healthy practices

- **How did you engage stakeholders in the type of re-opening your school entity selected?**

Parent Survey -- Staff Survey -- Meeting with pandemic team stakeholders -- Meeting with Bus Contractors

- **How will you communicate your plan to your local community?**

We will communicate through our district website, www.muasd.org, District Facebook page, One Call Now, Board Workshop meeting and Community Informational meetings.

- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

We will continually monitor for recommendations of the Local, State, and Federal regulatory bodies.

We will also monitor absence rates and COVID-19 rates for our District and area.

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 26, 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. Amy Smith	SD – Superintendent/ Community Member	Both
Michele L. Snyder Grove	SD – Principal/ Safety Coordinator Community - Parent/Business Owner	Pandemic Coordinator; Both
Dr. Dianne Thomas	SD – Director of Special Education and Pupil Services/ Parent	Both
Erin Cornelius	SD -Principal Community Member	Both

Mike Hummel	SD -Principal Parent/Community Member	Both
Maurine Hockenberry	SD -Principal Parent/Community Member	Both
Carol Kauffman	SD- Director of Business Affairs	Both
Lori Varner	SD - Nurse/ Parent/Community Member	Both
Bill Varner	SD Maintenance Supervisor Community Member	Both
Lenny Snyder	SD -Director of Technology	Both
Roger Leonard	SD – Support Staff – Tech and Maint. EMA and Sheriff's Dept Rep.	Both
Dolly Ranck	SD – Board of Directors Business Owner	Both
Andrea Christoff	SD – Board of Directors Business Owner	Both
Brandee Dodd	SD – Board of Directors Business Owner, Parent, Nurse	Both
Duane Gearhart	SD-Board of Directors Business Owner	Both
Debbie Lear	SD -Director of Food Services Community Member	Both
Amy Bilger	SD – MUAEA President/Teacher Community Member	Plan Development
Marc Aurand	SD-MUAESPA President/ Custodian/Maintenance Community Member	Plan Development
TBD	SD – Transportation Coordinator	Plan Development
Joe Komir	SD – Athletic Director Community Member	Plan Development
Bob Wydock	SD – Athletic Director	Plan Development
Donnie Fortson	Community Member	Plan Development

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 maintenance/custodial staff will be trained in accordance with CDC's recommendations for cleaning and sanitizing public or school buildings. Buildings have been cleaned during the summer month including wiping down all high touch surfaces, scrubbing walls, scrubbing and waxing floors and painting all elementary classrooms. Precautions have been taken to only allow essential staff in our buildings.

In both yellow and green phases, we will promote use of PPE, increase cleaning of all high contact areas, require cleaning of all shared devices or equipment between uses, increase ventilation through opening windows, and providing disinfecting agents and supplies to all staff for routine classroom cleaning during the school day.

We will work with approved suppliers to purchase OSHA and CDC recommended disinfection supplies. Due to the current demand, suppliers are experiencing shortages of supplies. We will seek new suppliers as necessary.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Increased use of PPE (masks, gloves, face shields)</p> <p>Practice Social Distancing and Hygiene Practices such as handwashing and sanitizing surfaces.</p> <p>Electrostatic Foggers may be used to disinfect building spaces.</p> <p>School buses will be disinfected daily.</p> <p>Disinfectant will be available to all staff and all learning spaces.</p> <p>Focused cleaning of the building nightly.</p> <p>Signage will be installed to remind students of good hygiene habits.</p> <p>Hand sanitizer stations will be installed throughout the buildings.</p> <p>Each classroom teacher will be supplied with paper towels and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment.</p> <p>Steps will be taken to limit the use of communal drinking fountains</p>	<p>Increased use of PPE (masks, gloves, face shields)</p> <p>Practice Social Distancing and Hygiene Practices such as handwashing and sanitizing surfaces.</p> <p>Electrostatic Foggers may be used to disinfect building spaces.</p> <p>School buses will be disinfected daily.</p> <p>Disinfectant will be available to all staff and all learning spaces.</p> <p>Focused cleaning of the building nightly.</p> <p>Signage will be installed to remind students of good hygiene habits.</p> <p>Hand sanitizer stations will be installed throughout the buildings.</p> <p>Each classroom teacher will be supplied with paper towels and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment.</p> <p>Steps will be taken to limit the use of communal drinking fountains</p>	<p>Bill Varner, Maintenance Supervisor</p> <p>Building Maintenance/ Custodial Staff</p>	<p>PPE</p> <p>CDC Website</p> <p>CDC COVID-19 Considerations for Schools CDC Cleaning and Disinfecting Decision Tool</p> <p>CDC/EPA Guidance for Cleaning and Disinfecting</p> <p>CDC Cleaning and Disinfecting Your Facility</p> <p>Electrostatic foggers</p> <p>Hand sanitizing stations/dispensers</p> <p>Hand soap</p> <p>Cleaning/ disinfecting agents or sanitizers listed as effective by CDC</p>	

	and provide safe alternatives for providing water when possible. Touchless water bottle filling stations will be installed. Additional cleaning personnel will be hired temporarily to help complete cleaning and sanitizing tasks.	and provide safe alternatives for providing water when possible. Touchless water bottle filling stations will be installed. Additional cleaning personnel will be hired temporarily to help complete cleaning and sanitizing tasks.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.	Staff occupying the room.	Staff will be asked to open windows to let in fresh air as possible.	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:

Classrooms and learning spaces will be organized to use all available space to maintain social distancing. We will also have students face the same direction when possible.

Outside groups will be restricted from using facilities. Assemblies will be limited. Use of any communal area will need to be Grab and Go breakfast will be available at the Junior and Senior High school levels to promote social distancing in the cafeteria.

Outdoor spaces will be used for physical education and recess as possible. Other classes may utilize outdoor spaces as is deemed safe. We must take our school safety into consideration when planning for outdoor instruction.

Staff and students will have access and be encouraged to use soap, water, paper towels and hand sanitizer at all times. Students will be asked to use hand sanitizer when entering the building or classroom and the cafeteria or other communal area.

We will encourage parent transport when possible. Buses will be sanitized daily. Buses will enforce assigned seats to limit exposure to potential germs.

We will restrict all non-essential visitors to the buildings. Parents dropping off or picking up students or materials will be asked to remain outside the main doors when possible.

Elementary students will be kept with the same group all day. Junior High students will be grouped to stay with the same group as much as possible. Elementary and Junior High groups will be seated at lunch by class or grade level. Elementary students will attend recess by grade level.

Due to the individual nature of Senior High school students' academic pursuits, it will be more difficult to keep students with the same group the entire day. MUASD Senior High students attending the Huntingdon County Career and Technical Center will all attend in the morning limiting exposure to students from other schools.

All staff and students will be trained on social distancing. Signs will also be visible reminders.

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>Elementary students will be kept with same group of students as much of the time as possible. K-4 students will receive all whole group instruction from their homeroom teacher except as needed to meet individual students' academic needs.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Turn desks facing the same direction. Have students sit staggered of or on one side of the table spaced apart.</p> <p>Teachers arrange classroom layout and plan instruction to allow for 6' or maximum space possible.</p>	<p>Elementary students will be kept with same group of students as much of the time as possible. K-4 students will receive all whole group instruction from their homeroom teacher except as needed to meet individual students' academic needs.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Turn desks facing the same direction. Have students sit staggered of or on one side of the table spaced apart.</p> <p>Teachers arrange classroom layout and plan instruction to allow for 6' or maximum space possible.</p>	<p>Maurine Hockenberry Michael Hummel Erin Cornelius Michele Grove Building Principals</p>	<p>Grade level and building schedules</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>Grab and Go Breakfast will be available at the Junior and Senior High school level.</p> <p><i>Additional seating will be provided in the auxiliary gym or library during larger lunch shifts at the Junior and Senior high level.</i></p> <p><i>Elementary students will be served breakfast in the classrooms.</i></p> <p>Junior and Senior High School Students will verbalize lunch number while food service worker inputs into system.</p> <p>Food service lines will have plexiglass partitions installed.</p> <p>All food, utensils, and condiments will be placed on students' trays by cafeteria staff as possible.</p> <p>Lunch times will be staggered as possible.</p> <p>All surfaces will be disinfected between serving sessions.</p> <p>Elementary teachers will provide cafeteria staff with a roster of students eating school lunch with student lunch numbers included.</p> <p>Students will be spaced as far apart as possible.</p>	<p>Grab and Go Breakfast will be available at the Junior and Senior High school level.</p> <p><i>Additional seating will be provided in the auxiliary gym or library during larger lunch shifts at the Junior and Senior high level.</i></p> <p><i>Elementary students will be served breakfast in the classrooms.</i></p> <p>Junior and Senior High School Students will verbalize lunch number while food service worker inputs into system.</p> <p>Food service lines will have plexiglass partitions installed.</p> <p>All food, utensils, and condiments will be placed on students' trays by cafeteria staff as possible.</p> <p>Lunch times will be staggered as possible.</p> <p>All surfaces will be disinfected between serving sessions.</p> <p>Elementary teachers will provide cafeteria staff with a roster of students eating school lunch with student lunch numbers included.</p> <p>Students will be spaced as far apart as possible.</p>	<p>Debbie Lear Metz Food Service Director or MUASD cafeteria manager</p>	<p>Grab and Go Breakfast carts</p> <p>Plexiglass barriers</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)
	<p>Elementary and Junior High students will sit with their grade level classmates.</p> <p>Limit the number of choices to allow staff to serve students rather than students self-serving fruits and vegetables.</p> <p>Hand sanitizer will be available in food line area. Students will be encouraged to use.</p>	<p>Elementary and Junior High students will sit with their grade level classmates.</p> <p>Limit the number of choices to allow staff to serve students rather than students self-serving fruits and vegetables.</p> <p>Hand sanitizer will be available in food line area. Students will be encouraged to use.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage</p> <p>Student and staff training School announcements include training and reminders on hand-washing and best practices</p> <p>All students will have access to hand sanitizer when entering district transportation and/or buildings.</p>	<p>Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage</p> <p>Student and staff training School announcements include training and reminders on hand-washing and best practices</p> <p>All students will have access to hand sanitizer when entering district transportation and/or buildings.</p>	<p>Lori Varner, RN School LPNs Teachers Paras</p>	<p>Hand Sanitizer</p> <p>Sinks and soap and water.</p> <p>Handwashing Signage</p> <p>CDC Handwashing Video</p>	<p>Y</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post CDC signs or other signage highlighting topics such as handwashing, personal hygiene, and social distancing in all school cafeterias, restrooms and other high traffic areas. Signage will also be displayed in classrooms.</p>	<p>Post CDC signs or other signage highlighting topics such as handwashing, personal hygiene, and social distancing in all school cafeterias, restrooms and other high traffic areas. Signage will also be displayed in classrooms.</p>	<p>Building Maintenance Staff</p>	<p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Restrict non-essential visitors, volunteers, presenters, and parent visitors.</p> <p>Restrict outside groups from using buildings.</p> <p>Limit large group activities such as extracurriculars in accordance with PIAA and PMEA Guidelines</p> <p>Ensure all large group activities follow social distancing guidelines.</p>	<p>Restrict non-essential visitors, volunteers, presenters, and parent visitors.</p> <p>Restrict outside groups from using buildings.</p> <p>Limit large group activities such as extracurriculars in accordance with PIAA and PMEA Guidelines</p> <p>Ensure all large group activities follow social distancing guidelines.</p>	<p>Administrative Team</p> <p>Building secretaries</p>	<p>Signage</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Refer to and follow PIAA recommendations.</p> <p>Hold physical education classes outside when possible.</p> <p>Clean equipment or use fresh equipment with each class.</p> <p>Design activities to maintain social distancing.</p> <p>Recess will be scheduled to allow for one grade level at a time.</p> <p>Recess will take place outside when possible.</p> <p>Students will be encouraged to use hand sanitizer before and after physical education or recess periods.</p>	<p>Refer to and follow PIAA recommendations.</p> <p>Hold physical education classes outside when possible.</p> <p>Clean equipment or use fresh equipment with each class.</p> <p>Design activities to maintain social distancing.</p> <p>Recess will be scheduled to allow for one grade level at a time.</p> <p>Recess will take place outside when possible.</p> <p>Students will be encouraged to use hand sanitizer before and after physical education or recess periods.</p>	<p>Bob Wydock and Joe Komir, Athletic Directors</p> <p>Physical Education teachers</p> <p>Building Principals</p> <p>Classroom teachers</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</p> <p>Equipment</p> <p>Disinfecting agents</p> <p>Schedules</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>Limiting the sharing of materials among students</p>	<p>MUASD will move to a 1:1 device ratio so that students have their own I-pad or laptop.</p> <p>Shared computers in labs will be cleaned between users.</p> <p>Junior and Senior High students will be assigned individual lockers.</p> <p>Elementary students will have their own toolbox with pencils, crayons, scissors, glue and other materials.</p> <p>Efforts will be made to purchase adequate supplies to minimize sharing of art supplies, textbooks, library books, lab or shop equipment, markers, etc.</p> <p>All shared or communal resources should be properly cleaned between users.</p> <p>Efforts will be made to minimize staff sharing of desks and supplies. All shared items should be disinfected after use.</p>	<p>MUASD will move to a 1:1 device ratio so that students have their own device.</p> <p>Shared computers in labs will be cleaned between users.</p> <p>Junior and Senior High students will be assigned individual lockers.</p> <p>Elementary students will have their own toolbox with pencils, crayons, scissors, glue and other materials.</p> <p>Efforts will be made to purchase adequate supplies to minimize sharing of art supplies, textbooks, library books, lab or shop equipment, markers, etc.</p> <p>All shared or communal resources should be properly cleaned between users.</p> <p>Efforts will be made to minimize staff sharing of desks and supplies. All shared items should be disinfected after use.</p>	<p>Lenny Snyder, Director of Technology Building principals Teachers</p>	<p>Locker Supplies I-pads and laptops</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)
Staggering the use of communal spaces and hallways	<p>Schedules will be designed to minimize the number of students in communal spaces and hallways to the extent possible.</p> <p>One-way traffic patterns will be used whenever possible.</p> <p>Locker usage times will be staggered at HS level.</p> <p>The stairs at the Senior high will be designated as up or down so all foot traffic will travel the same direction.</p>	<p>Schedules will be designed to minimize the number of students in communal spaces and hallways to the extent possible.</p> <p>One-way traffic patterns will be used whenever possible.</p> <p>Locker usage times will be staggered at HS level.</p> <p>The stairs at the Senior high will be designated as up or down so all foot traffic will travel the same direction.</p>	<p>Administrative team</p> <p>Teachers</p>	<p>Schedules</p> <p>Signage</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>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Bus rosters and routes will be developed to allow for as much social distancing as possible by balancing student ridership.</p> <p>Buses will have hand sanitizer available. Sanitizer dispensers will not be mounted.</p> <p>Bus drivers will open windows or operate roof vents as possible.</p> <p>Students will be assigned seats.</p> <p>School buses and vans will be disinfected nightly or between runs.</p> <p>Field trips will be limited.</p> <p>Buses can be fogged using school district's electrostatic foggers as necessary.</p>	<p>Bus rosters and routes will be developed to allow for as much social distancing as possible by balancing student ridership.</p> <p>Buses will have hand sanitizer available. Sanitizer dispensers will not be mounted.</p> <p>Bus drivers will open windows or operate roof vents as possible.</p> <p>Students will be assigned seats.</p> <p>School buses and vans will be disinfected nightly or between runs.</p> <p>Field trips will be limited.</p> <p>Buses can be fogged using school district's electrostatic foggers as necessary.</p>	<p>Transportation Coordinator Bus Contractors Bus drivers</p>	<p>Bus routing software</p> <p>Assigned seating chart</p> <p>Hand sanitizer</p> <p>Disinfecting agents</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p>	<p>Y</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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>To the extent feasible, students should be distanced six feet apart. If six feet is not achievable in the setting, students should be spaced to the maximum extent possible.</p> <p>Elementary classes will be kept together all or much of the day.</p> <p>Junior High students will be kept together with the same group of students to extent possible.</p> <p>Group mixing will be limited as much as possible.</p> <p>Students will not be permitted to congregate in the halls.</p>	<p>To the extent feasible, students should be distanced six feet apart. If six feet is not achievable in the setting, students should be spaced to the maximum extent possible.</p> <p>Elementary classes will be kept together all or much of the day.</p> <p>Junior High students will be kept together with the same group of students to extent possible.</p> <p>Group mixing will be limited as much as possible.</p> <p>Students will not be permitted to congregate in the halls.</p>	<p>Building principals</p> <p>Teachers</p>	<p>Schedules</p>	<p>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>Update the MUASD website and Facebook page with transportation or calendar changes. Make One Call Now Announcements as necessary.</p>	<p>Update the MUASD website and Facebook page with transportation or calendar changes. Make One Call Now Announcements as necessary.</p>	<p>Lenny Snyder</p> <p>Dianne Thomas</p>	<p>Website</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)
Other social distancing and safety practices	Installing plexiglass dividers in main offices and cafeteria serving lines. Installing plexiglass dividers in some classrooms and on some cafeteria tables.	Installing plexiglass dividers in main offices and cafeteria serving lines. Installing plexiglass dividers in some classrooms and on some cafeteria tables.	Bill Varner	Plexiglass	N

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:

Parents and Guardians will be responsible to conduct a temperature and overall health check on their student(s) before sending to

school. Staff will be responsible to do a self-health appraisal. If students or staff are displaying a fever or other COVID-19 symptoms, they should report not to school.

Once at school, any student or staff member who experiences any symptoms of COVID-19 should report to the nurse's suite. If a student or staff member is found to have a fever, he or she will be checked again within 15 minutes to ensure accuracy. Students or staff members displaying COVID-19 symptoms will be kept in a predetermined quarantine location until able to safely leave the school premises. Enforce that students and staff stay home if they have tested positive for COVID 19, have COVID-19 symptoms or have had recent close contact with a person who has COVID 19 until they meet the criteria to return to school or work.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	<p>Symptom screening of students will be completed by all parents/guardians at home each morning before school.</p> <p>MUASD will provide parents with a symptom checklist on the district website.</p> <p>Children with any Covid-19 symptom will not be sent on a bus or brought to school.</p> <p>All district staff will complete a self-health appraisal daily before reporting to school.</p> <p>All substitute employees will complete a self-health appraisal daily before reporting to school.</p> <p>Staff with symptoms will not report to school.</p> <p>Temperature screenings of students and staff will not be required upon boarding the bus or entering buildings.</p> <p>Attendance policies will be reviewed and updated based on PDE, CDC, and DOH guidelines.</p> <p>Students or staff who feel symptomatic will report to the nurse immediately.</p>	<p>Symptom screening of students will be completed by all parents/guardians at home each morning before school.</p> <p>MUASD will provide parents with a symptom checklist on the district website.</p> <p>Children with any Covid-19 symptom will not be sent on a bus or brought to school.</p> <p>All district staff will complete a self-health appraisal daily before reporting to school.</p> <p>All substitute employees will complete a self-health appraisal daily before reporting to school.</p> <p>Staff with symptoms will not report to school.</p> <p>Temperature screenings of students and staff will not be required upon boarding the bus or entering buildings.</p> <p>Attendance policies will be reviewed and updated based on PDE, CDC, and DOH guidelines.</p> <p>Students or staff who feel symptomatic will report to the nurse immediately.</p>	<p>Lori Varner, RN</p> <p>Building LPNs</p> <p>Parents</p> <p>Staff</p>	<p>Touchless thermometers/ Temperature check equipment</p> <p>Gloves Masks Hand sanitizer</p>	<p>Y</p>

	<p>Nurses will have touchless thermometers available to check temperatures.</p> <p>Students or staff who present with a fever will be checked again with a touchless thermometer to ensure accuracy. Those with a fever may be sent home for observation.</p> <p>Monitor student/staff absenteeism rates. Report any substantial increases to the local health department.</p>	<p>Nurses will have touchless thermometers available to check temperatures.</p> <p>Students or staff who present with a fever will be checked again with a touchless thermometer to ensure accuracy. Those with a fever may be sent home for observation.</p> <p>Monitor student/staff absenteeism rates. Report any substantial increases to the local health department.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Persons showing any symptoms of COVID-19 should be trained to report immediately to the nurse. (A call warning the nurse will be made by a staff member.)</p> <p>Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location until he/she is able to safely leave the school.</p> <p>Isolation room will be cleaned before used.</p> <p>Health room staff should consider increased PPE.</p> <p>Healthcare workers should read: What Healthcare Personnel Should Know about Caring for</p>	<p>Persons showing any symptoms of COVID-19 should be trained to report immediately to the nurse. (A call warning the nurse will be made by a staff member.)</p> <p>Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location until he/she is able to safely leave the school.</p> <p>Isolation room will be cleaned before used.</p> <p>Health room staff should consider increased PPE.</p> <p>Healthcare workers should read: What Healthcare Personnel Should Know about Caring for</p>	<p>Administrative Team</p> <p>School Nurses</p>	<p>Predetermined spaces.</p>	<p>Y</p>

	<p>Patients with Confirmed or Possible COVID-19.</p> <p>Enforce that students and staff stay home if they have tested positive for COVID-19, have COVID-9 symptoms or have had recent close contact with a person who has COVID-19 until they meet the criteria to return to school or work.</p> <p>Work with local health department to notify any persons who have had potential exposure to COVID-19 while maintaining confidentiality of positive cases.</p>	<p>Patients with Confirmed or Possible COVID-19.</p> <p>Enforce that students and staff stay home if they have tested positive for COVID-19, have COVID-19 symptoms or have had recent close contact with a person who has COVID 19 until they meet the criteria to return to school or work.</p> <p>Work with local health department to notify any persons who have had potential exposure to COVID-19 while maintaining confidentiality of positive cases.</p>			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. This will take place after recommended quarantine period established by the PA Department of Health.</p> <p>Students and staff should report to the nurse's station upon return to school.</p> <p>Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue home isolation when</p>	<p>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. This will take place after recommended quarantine period established by the PA Department of Health.</p> <p>Students and staff should report to the nurse's station upon return to school.</p> <p>Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue home isolation when</p>	Nurse	N/A	N

	<p>the following conditions are met per CDC guidelines:</p> <ul style="list-style-type: none"> • At least 10 days have passed <i>since symptoms first appeared</i> and resolution of illness as defined as no new symptoms and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 3 days (72 hours) without fever and or the use of antipyretics or any fever reducing medications <p>Persons with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when:</p> <ul style="list-style-type: none"> • they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or • have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19 like symptom(s). 	<p>the following conditions are met per CDC guidelines:</p> <ul style="list-style-type: none"> • At least 10 days have passed <i>since symptoms first appeared</i> and resolution of illness as defined as no new symptoms and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 3 days (72 hours) without fever and or the use of antipyretics or any fever reducing medications <p>Persons with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when:</p> <ul style="list-style-type: none"> • they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or • have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19 like symptom(s). 			
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Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	School closures and changes in safety protocols related to COVID-19 will be communicated through the District website, Facebook and One Call Now system.	School closures and changes in safety protocols related to COVID-19 will be communicated through the District website, Facebook and One Call Now system.	Administrative Team	School Website One Call System Facebook	N
Other monitoring and screening practices	Follow CDC and PDE guidelines as they develop and follow through accordingly. School Nurse will receive communication from the PA Department of Health regarding changes in the COVID-19 pandemic.	Follow CDC and PDE guidelines as they develop and follow through accordingly. School Nurse will receive communication from the PA Department of Health regarding changes in the COVID-19 pandemic.	School Nurse Administrative Team	PA Department of Health Website and email CDC PDE	N

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:

Mount Union Area School District will enforce with Secretary Levine's mandate to wear face coverings to the extent possible. Staff will be provided with clear face shields. Masks will be available for those who report to school without a face covering.

We will follow the guidelines in the Families First Coronavirus Response Act (FFCRA) in handling those at increased risk individually. Unique safety protocols will be used on a case-by-case basis for students with complex needs.

We will maintain a roster of substitute teachers in addition to the two district-wide substitute at large positions employed by the District. We will also identify critical positions and use available staff to cover those positions as needed.

Appropriate accommodations will be made to support learning and emotional well-being in all settings.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>All non-essential travel will be canceled.</p> <p>The school will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).</p> <p>Perfect attendance awards and incentives will be discontinued.</p> <p>Provide daily reminders to practice healthy hygiene practice guidelines.</p> <p>Provide a remote learning option for all students. Students with IEPs are strongly encouraged to attend in-person unless unable due to health condition or disability.</p>	<p>All non-essential travel will be limited or canceled.</p> <p>The school will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).</p> <p>Perfect attendance awards and incentives will be discontinued or discouraged.</p> <p>Provide daily reminders to practice healthy hygiene practice guidelines.</p> <p>Provide a remote learning option for all students. Students with IEPs are strongly encouraged to attend in-person unless unable due to health condition or disability.</p>	<p>Carol Kauffman – Director of Business Affairs</p> <p>Administrative Team</p>	<p>Signage</p> <p>Department of Labor guidance</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>* Use of face coverings (masks or face shields) by all staff</p>	<p>Continue to monitor the CDC and PA government's stance on face covering requirement.</p> <p>Utilize face masks, shields or other covering as required by Secretary Levine except when not possible due to medical or mental health circumstances or not safe as allowed in Section 3 of the face covering order. This will remain in effect until the Mandatory Mask order is lifted.</p> <p>Documentation will be required indicating that a person has a medical or mental health condition or disability that prevents them from wearing a mask.</p> <p>Mask breaks will be given throughout the day when safe to do so.</p> <p>Staff will be provided with clear face shields to allow students to be able to see staff member's faces (enhanced school safety) to enable students to observe staff member's mouth as needed when learning phonetics or for hearing impaired students.</p>	<p>Continue to monitor the CDC and PA government's stance on face covering requirement.</p> <p>Utilize face masks, shields or other covering as required by Secretary Levine except when not possible due to medical or mental health circumstances or not safe as allowed in Section 3 of the face covering order. This will remain in effect until the Mandatory Mask order is lifted.</p> <p>Documentation will be required indicating that a person has a medical or mental health condition or disability that prevents them from wearing a mask.</p> <p>Mask breaks will be given throughout the day when safe to do so.</p> <p>Staff will be provided with clear face shields to allow students to be able to see staff member's faces (enhanced school safety) to enable students to observe staff member's mouth as needed when learning phonetics or for hearing impaired students.</p>	<p>Administrative team</p>	<p>Signage</p> <p>Masks Face Shields</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Continue to monitor the CDC and PA government's stance on face covering requirement.</p> <p>Utilize face masks, shields or other covering as required by Secretary Levine except when not possible due to medical or mental health circumstances or not safe as allowed in Section 3 of the face covering order. This will remain in effect until the Mandatory Mask order is lifted.</p> <p>Documentation will be required indicating that a person has a medical or mental health condition or disability that prevents them from wearing a mask.</p> <p>Mask breaks will be given throughout the day when safe to do so.</p> <p>Teach appropriate use of masks/face coverings to students.</p> <p>Emphasize importance of face coverings in communal areas.</p>	<p>Continue to monitor the CDC and PA government's stance on face covering requirement.</p> <p>Utilize face masks, shields or other covering as required by Secretary Levine except when not possible or safe as allowed in Section 3 of the face covering order. This will remain in effect until the Mandatory Mask order is lifted.</p> <p>Documentation will be required indicating that a person has a medical or mental health condition or disability that prevents them from wearing a mask.</p> <p>Mask breaks will be given throughout the day when safe to do so.</p> <p>Teach appropriate use of masks/face coverings to students.</p> <p>Emphasize importance of face coverings in communal areas.</p>	<p>Administrative Team Nurses Teachers Paras</p>	<p>Signage Masks</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.	Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.	School Nurses Administrative Team Teachers Paras	Plexiglass or other dividers Face Shields	N
Strategic deployment of staff	Identify all critical job functions and positions. Identify individuals who would be able to provide coverage for these positions when needed.	Identify all critical job functions and positions. Identify individuals who would be able to provide coverage for these positions when needed.	Administrative Team Building Secretaries Brenda Rhodes	Coverage Listing and schedules Building/staff schedules	N

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
Handwashing and Sanitizing, Social Distancing Protocols, Personal Hygiene and Safety Procedures	All Staff	Building Principals and Nurses	Videos, Emails, Signage or face-to-face	https://tools.cdc.gov/medialibrary/index.aspx#/media/id/403325	08/2020	08/26/2020
Handwashing and Sanitizing, Social Distancing Protocols, Personal Hygiene and Safety Procedures	All students	Teachers and Para-Educators	Classroom Discussion/ Lesson	https://tools.cdc.gov/medialibrary/index.aspx#/media/id/403325	08/26/2020	08/31/2020
Temperature Checks	ALL LPNs Administrators Building Secretaries	Lori Varner, RN, CSN	Face-to-face	Temperature Check Equipment Any literature or videos concerning proper use of equipment	8/25/2020 or before	08/26/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Electrostatic Sprayers/Foggers	Custodial/Maintenance Staff	Bill Varner, Maintenance Supervisor	Face-to-face	Equipment; disinfecting agent, PPE	08/2020	08/21/2020
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	All Staff	Bill Varner, Maintenance Supervisor	Face-to-face, emails, handouts, signage, or other written formats	Disinfectant, equipment, directions for use, PPE CDC Guidance for Cleaning and Disinfecting Schools		
Laptop and I-Pad Care	All Staff	Lenny Snyder, Director of Technology	Face-to-face, emails, handouts, signage, or other written formats	Technology cleaning materials and directions	08/2020	08/26/2020
Laptop and I-Pad Care for Students	All students	Teachers	Face-to-face; signage in classrooms	Technology cleaning materials, signs	08/26/2020	08/31/2020
Signs and Symptoms of COVID-19	All staff	Lori Varner, RN, CSN	Face-to-face, emails, handouts, signage, or other written formats	CDC COVID-19 guidelines Temperature check equipment		
Safety Protocols for Students with Complex Needs	Special Education Staff; Regular Education Staff	Dianne Thomas	Face-to-face, emails, handouts, signage, or other written formats	Handouts, CDC, PDE, ADA guidance	08/2020	08/26/2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Parent Return-to-School Survey	Parent and Guardians	Michele Grove, Pandemic Coordinator	Online Survey	06/2020	06/30/2020
Staff Return-to-School Survey	All Staff	Michele Grove, Pandemic Coordinator	Online Survey	07/10/2020	07/12/2020
Pandemic Response Team Meeting	Various Stakeholder Groups	Michele Grove, Pandemic Coordinator	Meeting	6/30/2020	6/30/2020
Reopening Plan – DRAFT to be shared with School Board of Directors	Board of Directors; All stakeholders	Michele Grove, Pandemic Coordinator	Board Meeting	07/2020	7/13/2020

Health and Safety Plan Summary: **Mount Union Area School District**

Anticipated Launch Date: **August 26, 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>Increased use of PPE (masks, gloves, face shields)</p> <p>Practice Social Distancing and Hygiene Practices such as handwashing and sanitizing surfaces.</p> <p>Electrostatic Foggers may be used to disinfect building spaces.</p> <p>School buses will be disinfected daily.</p> <p>Disinfectant will be available to all staff and all learning spaces.</p> <p>Focused cleaning of the building nightly.</p> <p>Signage will be installed to remind students of good hygiene habits.</p> <p>Hand sanitizer stations will be installed throughout the buildings.</p> <p>Each classroom teacher will be supplied with paper towels and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment.</p> <p>Steps will be taken to limit the use of communal drinking fountains and provide safe alternatives for providing water when possible. Touchless water bottle filling stations will be installed.</p> <p>Additional cleaning personnel will be hired temporarily to help complete cleaning and sanitizing tasks.</p>

Requirement(s)	Strategies, Policies and Procedures
	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.

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>Elementary students will be kept with same group of students as much of the time as possible. K-4 students will receive all whole group instruction from their homeroom teacher except as needed to meet individual students' academic needs.</p> <p>Restrict interactions between groups of students.</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Turn desks facing the same direction. Have students sit staggered of or on one side of the table spaced apart.</p> <p>Teachers arrange classroom layout and plan instruction to allow for 6' or maximum space possible</p> <p>Grab and Go Breakfast will be available at the Junior and Senior High school level.</p> <p style="color: red;">Additional seating will be provided in the auxiliary gym or library during larger lunch shifts at the Junior and Senior high level.</p> <p style="color: red;">Elementary students will be served breakfast in the classrooms.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Junior and Senior High School Students will verbalize lunch number while food service worker inputs into system.</p> <p>Food service lines will have plexiglass partitions installed.</p> <p>All food, utensils, and condiments will be placed on students' trays by cafeteria staff as possible.</p> <p>Lunch times will be staggered as possible.</p> <p>All surfaces will be disinfected between serving sessions. Elementary teachers will provide cafeteria staff with a roster of students eating school lunch with student lunch numbers included.</p> <p>Students will be spaced as far apart as possible.</p> <p>Elementary and Junior High students will sit with their grade level classmates.</p> <p>Limit the number of choices to allow staff to serve students rather than students self-serving fruits and vegetables.</p> <p>Hand sanitizer will be available in food line area. Students will be encouraged to use</p> <p>Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage</p> <p>Student and staff training School announcements include training and reminders on handwashing and best practices</p> <p>All students will have access to hand sanitizer when entering district transportation and/or buildings.</p> <p>Post CDC signs or other signage highlighting topics such as handwashing, personal hygiene, and social distancing in all school</p>

Requirement(s)	Strategies, Policies and Procedures
<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>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>cafeterias, restrooms and other high traffic areas. Signage will also be displayed in classrooms.</p> <p>Restrict non-essential visitors, volunteers, presenters, and parent visitors.</p> <p>Restrict outside groups from using buildings.</p> <p>Refer to and follow PIAA recommendations.</p> <p>Hold physical education classes outside when possible.</p> <p>Clean equipment or use fresh equipment with each class.</p> <p>Design activities to maintain social distancing.</p> <p>Recess will be scheduled to allow for one grade level at a time.</p> <p>Recess will take place outside when possible.</p> <p>Students will be encouraged to use hand sanitizer before and after physical education or recess periods.</p> <p>MUASD will move to a 1:1 device ratio so that students have their own I-pad or laptop.</p> <p>Shared computers in labs will be cleaned between users.</p> <p>Junior and Senior High students will be assigned individual lockers.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Elementary students will have their own toolbox with pencils, crayons, scissors, glue and other materials.</p> <p>Efforts will be made to purchase adequate supplies to minimize sharing of art supplies, textbooks, library books, lab or shop equipment, markers, etc.</p> <p>All shared or communal resources should be properly cleaned between users.</p> <p>Efforts will be made to minimize staff sharing of desks and supplies. All shared items should be disinfected after use.</p> <p>Schedules will be designed to minimize the number of students in communal spaces and hallways to the extent possible.</p> <p>One-way traffic patterns will be used whenever possible.</p> <p>Locker usage times will be staggered at HS level.</p> <p>The stairs at the Senior high will be designated as up or down so all foot traffic will travel the same direction.</p> <p>Bus rosters and routes will be developed to allow for as much social distancing as possible by balancing student ridership.</p> <p>Buses will have hand sanitizer available.</p> <p>Bus drivers will open windows or operate roof vents as possible.</p> <p>Students will be assigned seats.</p> <p>School buses and vans will be disinfected nightly or between runs.</p> <p>Field trips will be limited.</p> <p>Buses can be fogged using school district's electrostatic foggers as necessary.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>To the extent feasible, students should be distanced six feet apart. If six feet is not achievable in a setting, students should be spaced to the maximum extent possible.</p> <p>Elementary classes will be kept together all or much of the day.</p> <p>Junior High students will be kept together with the same group of students to extent possible.</p> <p>Group mixing will be limited as much as possible.</p> <p>Students will not be permitted to congregate in the halls.</p> <p>Update the MUASD website and Facebook page with transportation or calendar changes. Make One Call Now Announcements as necessary.</p> <p>Installing plexiglass dividers in main offices and cafeteria serving lines.</p> <p>Installing plexiglass dividers in some classrooms and on some cafeteria tables.</p>

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 	<p>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. This will take place after recommended quarantine period established by the PA Department of Health.</p> <p>Students and staff should report to the nurse's station upon return to school.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue home isolation when the following conditions are met per CDC guidelines:</p> <ul style="list-style-type: none"> • At least 10 days have passed <i>since symptoms first appeared</i> and resolution of illness as defined as no new symptoms and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 3 days (72 hours) without fever and or the use of antipyretics or any fever reducing medications <p>Persons with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when:</p> <ul style="list-style-type: none"> • they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or • have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19 like symptom(s).

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>All non-essential travel will be limited or canceled.</p> <p>The school will follow guidelines set forth in the Families First Coronavirus Response Act (FFCRA).</p> <p>Perfect attendance awards and incentives will be discontinued or discouraged.</p> <p>Provide daily reminders to practice healthy hygiene practice guidelines.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Strategic deployment of staff</p>	<p>Provide a remote learning option for all students. Students with IEPs are strongly encouraged to attend in-person unless unable due to health condition or disability.</p> <p>Continue to monitor the CDC and PA government's stance on face covering requirement.</p> <p>Utilize face masks, shields or other covering as required by Secretary Levine except when not possible due to medical or mental health circumstances or not safe as allowed in Section 3 of the face covering order. This will remain in effect until the Mandatory Mask order is lifted.</p> <p>Documentation will be required indicating that a person has a medical or mental health condition or disability that prevents them from wearing a mask.</p> <p>Mask breaks will be given throughout the day when safe to do so.</p> <p>Staff will be provided with clear face shields to allow students to be able to see staff member's faces (enhanced school safety) to enable students to observe staff member's mouth as needed when learning phonetics or for hearing impaired students.</p> <p>Teach appropriate use of masks/face coverings to students.</p> <p>Emphasize importance of face coverings in communal areas.</p> <p>Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.</p> <p>Identify all critical job functions and positions. Identify individuals who would be able to provide coverage for these positions when needed.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Mount Union Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 19, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on **August 19, 2020**

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.