



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: Carlisle Area School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **Tuesday, September 8, 2020**

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Eric Sands	District Administration	Plan Development and Response Team - Pandemic Coordinator
Christina Spielbauer	District Administration	Plan Development and Response Team - Superintendent
Rick Linder	Transportation	Health and Safety Plan Development
Gail Hurley	Food Service	Health and Safety Plan Development
Colleen Friend	District Administration	Plan Development and Response Team – Assistant Superintendent
Michael Gogoj	District Administration	Plan Development and Response Team – Curriculum and Instruction
Stephanie Douglas	District Administration	Plan Development and Response Team – Digital Learning

Tom Horton	District Administration	Plan Development and Response Team – Facilities
Building Level Principals	District Administration	Plan Development and Response Team
Department Chairs/Lead Teachers	District Administration	Plan Development and Response Team

Key Strategies, Policies, and Procedures

In the following described plan, please note that the tables highlight differences between Tier 2, Tier 3, and Tier 4. Tier 1 of the Carlisle Area School District’s Phased Reopening Health and Safety Plan is a fully online environment in the event that either the Governor, PA Dept of Health, or PDE close our schools or if county officials determine that the spread of COVID-19 is so great in our community that the administration feels the need to close the physical buildings for the safety of our students and staff. Additionally, on the other end of the spectrum would be an environment that very closely resembles the environment of schooling prior to the shutdown on March 13, 2020. The District believes that the Tiers 2-4 described below afford students the opportunity to have in-person learning while trying to balance the safety of the students, their families, and our community at large during the COVID-19 pandemic. The District recognizes that each phase will present challenges for students and families, staff, and community organizations but we believe the Tiers provide guidance and options during times of both significant community spread of the COVID-19 virus and minimal spread of the virus.

The Health and Safety Plan has a detailed summary describing the key strategies, policies, and procedures the District will employ to satisfy the requirements of the domain.

For each requirement within each domain, the following are identified:

- **Action Steps under Tier 4:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined. List the discrete action steps for each requirement.
- **Action Steps under Tier 3:** Identify the specific adjustments the District or school will make to the requirement during tier 3.
- **Action Steps under Tier 2:** Identify the specific adjustments the District or school will make to the requirement during tier 2.
- **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](#)? Very good work and descriptors. My only question/concern is that the two columns are so similar all the way through. Other than transportation and cafeteria, are there really no distinguishing features between the phases? (Example: Could all students be back in the building in the “Minimal Virus Spread” phase? If so, doesn’t that change a lot of what we can do in classrooms, hallways, etc.? I can explain more in person. Very good work.
- 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: Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	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)	Every Action Step from Tier 3 except/plus: <ul style="list-style-type: none"> Physical building empty to allow for thorough cleaning on Wednesday 	Every Action Step from Tier 4 except/plus: <ul style="list-style-type: none"> Water fountains closed No sharing of educational items 	<ul style="list-style-type: none"> Use electrostatic sanitizers to disinfect areas Water fountains may be accessible Students encourages to bring own labeled water bottle Educate students on importance of sanitizing reusable water bottles High touch surfaces cleaned frequently Supply classrooms with disinfecting spray and towels Transportation cleaned daily with high touch items cleaned frequently Minimize sharing of education items 	Director of Facilities→ Custodial Supervisor →Principals & Building Operation Assistants	Extra educational items Cleaning and disinfecting product Electrostatic sprayers	Yes for BOAs and custodians
Other cleaning, sanitizing, disinfecting, and ventilation practices	Every Action Step from Tier 3	Every Action Step from Tier 4	<ul style="list-style-type: none"> Daily flush classrooms with fresh air via HVAC system as feasible Daily washing of playground equipment 	Director of Facilities→ Custodial Supervisor →Principals & Building Operation Assistants	Cleaning product and hose attachment	No

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:

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for approximately 6 feet of separation among students and staff throughout the day, to the extent feasible</p>	<p>Every Action Step from Tier 3 except/plus:</p> <ul style="list-style-type: none"> • Reduce number of students in building to approximately 50%. • Visual cues like floor markings to help students and staff stay approximately six feet apart. • No field trip or assemblies 	<p>Every Action Step from Tier 4 except/plus:</p> <ul style="list-style-type: none"> • Some assemblies may occur but limit capacity to 50% of area or socially distance of 6 feet. • Whenever possible, students, teachers, and staff should maintain consistent grouping of people, to minimize virus spread in the school (more easily accommodated at elementary levels). • Schools/grades will stagger class start and end times to minimize the number of students in the hallway during passing periods where feasible. • Students must not be brought together in assemblies, field trips, or other group gatherings outside of their class group, unless the distancing of 30 feet between groups can be maintained. 	<ul style="list-style-type: none"> • All students in physical school building • Social distance as much as possible but recognize that it will not be 6 feet • Visual cues like floor markings to encourage students and staff of social distancing • Desks turned to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart. • Whenever possible and developmentally appropriate, there should be no group or pair work that would require students to regularly interact within six feet. Recognize that this may be difficult for early childhood students and some students with disabilities. • Some assemblies may occur with best practices to reduce the spread of germs • Some field trip may occur but limited in outside venue, walking field trip, limited number of students, etc • Modified schedule to reduce movement of students through hallways 	<p>Director of Management Services→ Principals→ Building level enforcement</p>	<ul style="list-style-type: none"> ▪ Floor decals, markings ▪ Administration development of schedule 	<p>PD required for staff</p> <p>Staff Required to educate students</p>

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Every Action Step from Tier 3 except/plus:</p> <ul style="list-style-type: none"> ▪ Breakfast – Delivered to elementary classrooms by food service personnel each morning. ▪ Breakfast – Grades 6-12 will pickup breakfast from food carts and eat in classrooms. ▪ Lunch K-8 – Students will eat in classrooms. Elementary & middle level students will order cold/prepacked food each day. They will select fruits/veggies from a food cart as it moves to each classroom. ▪ Lunch 9-12 - Students will eat in cafeterias and gymnasiums following social distancing recommendations. High school students will pick up lunch items from food tables/carts in cafeteria and gym hallways. 	<p>Every Action Step from Tier 4 except/plus:</p> <ul style="list-style-type: none"> ▪ Middle/High school students will pick up breakfast items from food carts located at building entrances and transport breakfast to be eaten into classrooms. ▪ Cafeteria will offer even fewer food choices ▪ Elementary – Cafeteria personnel will input charges to student accounts from roster information. ▪ Middle/High School – ID scanners (hand held by cafeteria personnel – no touch to students) will scan IDs to charge student accounts 	<ul style="list-style-type: none"> ▪ Breakfast – Delivered to elementary classrooms by food service personnel each morning. ▪ Middle/High school students will either pick up breakfast items from food carts located in building to be eaten into classrooms or in the cafeteria. ▪ All students will eat lunch in the cafeteria ▪ Cafeteria will begin to offer fewer food choices ▪ Protective film placed on swipe card readers ▪ Parents will be highly encouraged to put money on accounts through SchoolCafe and not to send money in with students. 	<p>Director of Dining, Business Manager, Assistant Superintendent, Pandemic Coordinator</p>	<p>Disposable paper supplies Disposable plasticware Food carts Transportable food coolers Laptops at each point of sale station Additional large garbage cans for classrooms Cleaning supplies for classrooms Faculty/Staff to supervise students eating in classrooms</p>	<p>Yes Review of guidelines from USDA</p>

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> ▪ Education for student, especially younger age, on proper handwashing techniques ▪ Handwashing/sanitizing expectations upon entering the building and prior to boarding the bus ▪ Increased scheduled handwashing breaks 	Director of Management Services→ Principals→Building level enforcement	<ul style="list-style-type: none"> ▪ Education posters ▪ Additional soap and paper towel inventory ▪ Sanitizing stations at entrance of building 	<p>PD required for Staff</p> <p>Staff required to educate students</p>
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> ▪ Posting sign in various locations such as parking lots, entrances, hallways, restrooms, classrooms to educate individuals on protective measures to stop the spread of germs 	Director of Management Services & Director of Facilities→ Principals→Building level enforcement	<ul style="list-style-type: none"> ▪ Signage 	No
* Identifying and restricting non-essential visitors and volunteers	Every Action Step from Tier 3.	Every Action Step from Tier 4 except/plus: <ul style="list-style-type: none"> ▪ Visitors reduced to essential 	<ul style="list-style-type: none"> ▪ Building limited to students, staff, and important visitors ▪ Access control swipe readers deactivated from entrances except main entrance 	Building Principals	<ul style="list-style-type: none"> ▪ Signage 	No
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> ▪ See Athletic Plan 			

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Eliminate, when feasible, the need to share education material. If it is necessary to share items, cleaning should be done between use. 	Director of Management Services→ Principals→Building level enforcement	<ul style="list-style-type: none"> Additional education materials 	No
Staggering the use of communal spaces and hallways	Every Action Step from Tier 3.	Every Action Step from Tier 4 except/plus: <ul style="list-style-type: none"> Further modification to scheduling of hallway traffic to further enable effective social distancing when practicable 	<ul style="list-style-type: none"> Phased scheduling of hallway traffic to enable some social distancing when practicable Phased scheduling of arrival and dismissal of students to eliminate congregating students 	Director of Management Services→ Principals→Building level enforcement		No
Adjusting transportation schedules and practices to create social distance between students	Every Action Step from Tier 3 except/plus: <ul style="list-style-type: none"> Adjust transportation schedules to promote social distancing on transportation 1 student or family group per every other seat 	Every Action Step from Tier 4 except/plus: <ul style="list-style-type: none"> Adjust transportation schedule to promote some social distancing 1 student or family group per every seat 	<ul style="list-style-type: none"> Communicate to families the recommendations for protective measures at communal bus stops Request notification from parents if students will not be utilizing school transportation Minimize the number of students on busses to the extent possible 	Director or Management Services, contracted bus companies	More school bus and school van drivers Signage for busses and vans	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Develop a schedule to allow for social distancing in classrooms and minimize interactions between students/groups 	CASD administration → Principal for building level structure		

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> ▪ Adhere to CDC Guidance for Child Care Programs operating ▪ Communicate transportation expectations to local child care facilities ▪ Onsite child care responsible to disinfecting tables and equip after use 	Director of Management Services, Assistant Superintendent, Superintendent		No
Other social distancing and safety practices	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> • Students will transport minimal belongings to and from school 			

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:

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Every Action Step from Tier 3.</p>	<p>Every Action Step from Tier 4.</p>	<ul style="list-style-type: none"> • Increase communication to families regarding only sending well students to school • Provide self-screening guidance to families • Monitor students for symptoms of COVID-19 while at school • Temperature screening of staff 	<p>Pandemic Team</p>	<p>Resources to post on district website and sent to families via school messenger</p>	<p>Education of students, staff, and families of the symptoms of COVID-19</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Every Action Step from Tier 3.</p>	<p>Every Action Step from Tier 4.</p>	<ul style="list-style-type: none"> • Utilize isolation area or send individual directly home • Triage procedure utilized by school nurse • Location/contact tracking of individuals • Emergency contact communication • Document presumptive positive and positive cases of COVID-19 • Communicate to county officials 	<p>Pandemic Team, Building Principal, School Nurse</p>	<p>Identify isolation area, develop consistent triage procedure, ensure emergency contact identified</p>	<p>Communication of procedure at building level</p>

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Adhere to CDC guidelines and PA DOH with respect to self-quarantine and isolation Utilize Return-to-School screening and surveillance program 	Pandemic Team	Return-to-School Program	Communicate expectations to staff
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Notification to families and staff will be via electronic communication and posted on the District's website 	Pandemic Team		No
Other monitoring and screening practices	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> As determined by the PA Dept of Health, CDC, or Cumberland County Public Safety 	Pandemic Team		TBD

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> ▪ Maintain communication with state and local officials about the state of the pandemic ▪ Limit access to buildings to essential personnel ▪ Limit travel to out of District meetings, conferences, etc. by district staff ▪ Develop individual plans as necessary for individuals at higher risks ▪ Offer in-house virtual education for students ▪ Monitoring and work with families that have attendance issues 	Pandemic Team		No
* Use of face coverings (masks or face shields) by all staff	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> • All staff will have a mask on their person and utilize it per CDC recommendations 	Building Principal	Masks	Communi cate Expectati on
* Use of face coverings (masks or face shields) by older students (as appropriate)	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> • All students will be permitted and encouraged to wear a mask/face shield • Students will be educated as to the purpose of wearing a mask/face shield • CDC recommendation 	Pandemic Team, Building Principal, Building Nurse		Communi cation of expectatio ns

Requirements	Tier 2 Action Steps	Tier 3 Action Steps	Tier 4 Action Steps	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	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Special arrangement will be made for students with complex needs on a case-by-case basis 	Building Principal		No
Strategic deployment of staff	Every Action Step from Tier 3.	Every Action Step from Tier 4.	<ul style="list-style-type: none"> Staff will be deployed on a situational basis 	Pandemic Team	Personnel	TBD

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
Food Service Orientation	Food Service Employees	Gail Hurley – Director of Dining	Direct Instruction	Orientation Paperwork Compliance Agreement	August 3, 2020	August 21, 2020, and ongoing as new employees are hired
Building Operation Assistance and Maintenance Staff Orientation	BOAs, maintenance staff, contracted services personnel	Karisa Lehman & specific vendor experts	Direct Instruction	Orientation Paperwork Compliance Agreement	August 3, 2020	August 21, 2020 and ongoing for new employees
Bus Driver Orientation	Bus driver and school transportation contractor	Eric Sands – Director of Management Services	Direct Instruction	Orientation Paperwork Compliance Agreement	August 3, 2020	August 21, 2020 and ongoing for new employees

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
Public Survey	Parents & Guardians	Pandemic Team	Electronic	May, 2020	Ongoing
Initial Presentation	School Board and Public	Pandemic Team	Oral Presentation and Written Plan	July 9, 2020	July 9, 2020
Board Presentation	School Board and Public	Pandemic Team	Oral Presentation and Written Plan	July 16, 2020	July 16, 2020
Health and Safety Plan Dissemination	Public & Staff	Pandemic Team	Electronic Communication	July 9, 2020	Ongoing
Health and Safety Plan Dissemination	Non-Public Schools, Contracted Services	Pandemic Team	Electronic Communication	July 17, 2020	Ongoing

Health and Safety Plan Summary: Carlisle Area School District

Anticipated Launch Date: **Tuesday, September 8, 2020**

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>	<ul style="list-style-type: none"> ▪ Use electrostatic sanitizers to disinfect areas ▪ Water fountains may be accessible ▪ Students encourages to bring own labeled water bottle ▪ Educate students on importance of sanitizing reusable water bottles ▪ High touch surfaces cleaned frequently ▪ Supply classrooms with disinfecting spray and towels ▪ Transportation cleaned daily with high touch items cleaned frequently ▪ Minimize sharing of education items ▪ Water fountains closed ▪ No sharing of educational items ▪ Physical building empty to allow for thorough cleaning on Wednesday

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • CASD will implement social distancing protocols that adhere to PA Department of Health and CDC guidance to the maximum extent feasible. • Cafeteria and congregate settings will be restricted in an effort to maximize social distancing among students and staff. • Efforts to reinforce hygiene practices before, during and after school will be employed to maximize student and staff wellness. • Signage providing guidance to healthy practices, appropriate social distancing practices, PPE use and preventative practices will be posted in hallways, classrooms, restrooms and school buses.

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>	<ul style="list-style-type: none"> • Expectations for sporting activities will be consistent with the CDC Considerations for Youth Sports for recess and physical education classes. • Educational materials will not be shared to the fullest extent possible. • Use of communal spaces and hallways will be staggered to maximize social distancing efforts. • Transportation schedules will be altered and practices on buses will be implemented to implement social distancing efforts. • The number of individuals in classrooms and interactions between groups of students will be limited to maximize social distancing efforts. • All on-site child care provisions will follow the CDC Guidance for Child Care Programs.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> • Parents will be called upon to ensure their children are healthy and have not been exposed to COVID-19 prior to sending their child(ren) to school. Staff will be trained to acutely monitor symptoms and follow established protocols for sick students/staff. • Symptomatic or potentially exposed students, staff or visitors will be isolated and their immediate dismissal from the building will be arranged. • Interruptions to the school schedule will be communicated to parents via electronic communication as necessary. Additionally, changes in safety provisions or practices will be communicated to parents via electronic communication and/or website updates as necessary.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • Special arrangements will be made for students and staff deemed to be high-risk on a case-by-case basis. • All staff will be expected to have a masks/face shields in their possession and use per CDC guidelines. • All students will be permitted to wear a face mask/shield and encouraged to adhere to CDC guidelines. • Special arrangements will be made for vulnerable students and staff or those with complex needs on a case-by-case basis. • The need for strategic deployment of staff will be situational & adequate to meet needs as they arise

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Carlisle Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 16, 2020**.

The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: **July 16, 2020**

By:



(Signature of Board President)*

Mrs. Paula A. Bussard

(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.