



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: Commodore Perry School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): Wednesday, 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)
Kim Zippie	Superintendent	Pandemic Coordinator
Michelle Young	Elementary Principal	Both
Dan Ledebur	High School Principal	Both
Nick Mauceri	Supervisor of Building and Grounds	Both

Maureen Werwie	Business Manager	Both
Sue Holtz	School Nurse	Both
Andy Payne	Board member and parent	HSPD
Sarah Clites	Board member and parent	HSPD
Heidi Grinnell	Board member and community member	HSPD
Ashley Kimball	Student	HSPD
Aiden Jones	Student	HSPD
Jason Williams	Elementary Parent	HSPD
Tammy Geibel	High School Parent	HSPD
Kevin Drew	Teacher	Both

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: The building will be thoroughly sanitized per CDC requirements prior to the start of the school year. Throughout the school year, high traffic areas will be sanitized daily. The district will promote education and proper hygiene practices such as hand washing. Cleaning, disinfection, and ventilation will be intensified to maintain staff and student safety. Air purifiers will be added to every classroom. In areas where the air purifiers are not sufficient, HEPA filters will be installed in the ventilation system. The drinking fountains will be disabled, allowing for the bottle filler option only, for a hands-free experience.

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)
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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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>High traffic areas will be sanitized throughout the day.</p> <p>The district will promote hygiene practices such as hand washing and employees wearing a face covering as feasible.</p> <p>Intensify cleaning, disinfection, and ventilation.</p> <p>Air purifiers will be added to every classroom. In areas where the air purifiers are not sufficient, HEPA filters will be installed in the ventilation system.</p> <p>Turn off drinking fountains. Only bottle filler operational.</p>	<p>High traffic areas will be sanitized throughout the day.</p> <p>The district will promote hygiene practices such as hand washing and employees having the option of wear a face covering.</p> <p>Intensify cleaning, disinfection, and ventilation.</p> <p>Air purifiers will be added to every classroom. In areas where the air purifiers are not sufficient, HEPA filters will be installed in the ventilation system.</p> <p>Turn off drinking fountains. Only bottle filler operational.</p>	Nick Mauceri/ Supervisor of Facilities and Grounds	<p>Air purifiers and HEPA filters</p> <p>Cleaning and disinfecting products</p>	No
Other cleaning, sanitizing, disinfecting, and ventilation practices					

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

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

Summary of Responses to Key Questions: All classrooms will “spread out” student desks as much as possible within the classroom. All desks/tables will be arranged to face the same direction to avoid students facing each other in the classroom unless dividers and other seating consideration are used. Field trips and school wide assemblies will be temporarily discontinued. Smaller scale assemblies may take place in larger common areas that allow for greater social distancing. Cafeteria will be expanded into other spaces to allow social distancing to the greatest extent possible. Additional, creative spacing options for seating will be explored. Signs will be posted with reminders about best hygiene practices. Hand sanitizer stations will be added to each of the building entrances. Nick will explore the option/cost of installing touchless bathroom sinks and/or toilets. Signs encouraging hand washing and other healthy practices will be posted throughout the school. Visitors/volunteers in the building will be limited and may be subject to health screening questions. Hand washing will be encouraged before and after returning from activities. Education about the importance of following health and safety guidelines and distancing to the greatest extent possible will be reinforced. Sharing of materials among students will be limited and the district will explore sanitizing options. Cleaning and disinfecting will be conducted frequently throughout the day. A survey will be sent out to parents/guardians to determine the number of students who will need to utilize district transportation. Best efforts will be made to seat families together and to provide distance between other students, to the greatest extent possible. The number of students in any given learning space and their interactions will be limited to the greatest extent possible. All groups using district facilities will be subject to our district plan.

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)
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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)
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>All classrooms will “spread out” student desks as much as possible within the classroom.</p> <p>All desks/tables will be arranged to face the same direction to avoid students facing each other in the classroom.</p> <p>Consider dividers in the rooms and other seating areas.</p> <p>Field trips will be discontinued temporarily.</p> <p>School wide assemblies will be discontinued temporarily. Smaller scale assemblies may take place in larger common areas that allow for greater social distancing.</p>	<p>All classrooms will “spread out” student desks as much as possible within the classroom.</p> <p>All desks/tables will be arranged to face the same direction to avoid students facing each other in the classroom unless dividers are used.</p> <p>Consider dividers in the rooms and other seating areas.</p> <p>Field trips will be discontinued temporarily.</p> <p>School wide assemblies will be discontinued temporarily. Smaller scale assemblies may take place in larger common areas that allow for greater social distancing.</p>	Michelle Young and Dan Ledebur, building principals	Divider possibilities	No
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Cafeterias will be expanded into other areas to allow social distancing to the greatest extent possible.</p> <p>Additional, creative spacing options for seating will be explored.</p>	<p>Cafeterias will be expanded into others areas to allow social distancing to the greatest extent possible.</p> <p>Additional, creative spacing options for seating will be explored.</p>	Michelle Young and Dan Ledebur, building principals	None	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Signs will be posted with reminders about best hygiene practices. Hand sanitizer stations will be added to each of the building entrances. Install touchless bathroom sinks and/or toilets.	Signs will be posted with reminders about best hygiene practices. Hand sanitizer stations will be added to each of the building entrances. Install touchless bathroom sinks and/or toilets.	Nick Mauceri	Signs, hand sanitizer stations, and touchless bathroom sinks/toilets	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs encouraging hand washing and other healthy practices will be posted throughout the school.	Signs encouraging hand washing and other healthy practices will be posted throughout the school.			
* Identifying and restricting non-essential visitors and volunteers	Visitors/volunteers in the building will be limited and may be subject to health screening questions.	Visitors/volunteers in the building will be limited and may be subject to health screening questions.			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Hand washing will be encouraged before and after returning from activities. Outdoor activities for recess and physical education classes will be encouraged. Education about the importance of following health and safety guidelines and distancing to the greatest extent possible will be reinforced.	Hand washing will be encouraged before and after returning from activities. Outdoor activities for recess and physical education classes will be encouraged. Education about the importance of following health and safety guidelines and distancing to the greatest extent possible will be reinforced.	Michelle Young and Dan Ledebur, building principals		

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 sharing of materials among students	Sharing of materials among students will be limited and the district will explore sanitizing options. UV Sanitizing cases will be purchased for classrooms where materials are shared.	Sharing of materials among students will be limited and the district will explore sanitizing options. UV Sanitizing cases will be purchased for classrooms where materials are shared.	Michelle Young and Dan Ledebur, building principals Nick Mauceri	Sanitizing materials/procedures Cleanse Tote Portable Sanitizing cases	No
Staggering the use of communal spaces and hallways	Cleaning and disinfecting will be conducted frequently throughout the day.	Cleaning and disinfecting will be conducted frequently throughout the day.	Michelle Young and Dan Ledebur, building principals Nick Mauceri	Cleaning supplies	No
Adjusting transportation schedules and practices to create social distance between students	Survey will be sent out to parents/guardians to determine the number of students who will need to utilize district transportation. Best efforts will be made to seat families together and to provide distance between other students, to the greatest extent possible.	Survey will be sent out to parents/guardians to determine the number of students who will need to utilize district transportation. Best efforts will be made to seat families together and to provide distance between other students, to the greatest extent possible.	Kim Zippie, Superintendent Bus Contractors	Survey	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	The number of students in any given learning space and their interactions will be limited to the greatest extent possible.	The number of students in any given learning space and their interactions will be limited to the greatest extent possible.	Michelle Young and Dan Ledebur, building principals	Potentially seating	No

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All groups using district facilities will be subject to our district plan.	All groups using district facilities will be subject to our district plan.	Kim Zippie, Superintendent	None	No
Other social distancing and safety practices	As recommended by CDC and Department of Health	As recommended by CDC and Department of Health			

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: Promote the education of families and staff to self-monitor. Encourage students and/or staff members to stay home if they are sick. Locations for isolation within the nurse's suite will be provided to students and staff members who become sick. Arrangements will be made for safely getting these individuals home. Cleaning and disinfection of areas used by a sick person will take place. A doctor's note will be required to return to school if student or staff member has been confirmed as having COVID-19. The district will use the school website, robo calls, and mass e-mails to notify staff, families, and the public of school closures and within-school-year changes in safety protocols. Additionally, any changes to the CPSD Health and Safety Plan will be posted to the district website following school board approval.

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	Promote the education of families and staff to self-monitor. Encourage students and/or staff members to stay home if they are sick.	Promote the education of families and staff to self-monitor. Encourage students and/or staff members to stay home if they are sick.	Sue Holtz, school nurse Michelle Young and Dan Ledebur, building principals	None	No
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Locations for isolation within the nurse's suite will be provided to students and staff members who become sick. Arrangements will be made for safely getting these individuals home. Cleaning and disinfection of areas used by a sick person will take place.	Locations for isolation within the nurse's suite will be provided to students and staff members who become sick. Arrangements will be made for safely getting these individuals home. Cleaning and disinfection of areas used by a sick person will take place.	Sue Holtz, school nurse Nick Mauceri Michelle Young Dan Ledebur	None	No
* Returning isolated or quarantined staff, students, or visitors to school	A doctor's note will be required to return to school, if student or staff member has been confirmed as having COVID-19.	A doctor's note will be required to return to school, if student or staff member has been confirmed as having COVID-19.	Sue Holtz, school nurse	None	No

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The district will use the school website, robo calls, and mass e-mails to notify staff, families, and the public of school closures and within-school-year changes in safety protocols. Additionally, any changes to the CPSD Health and Safety Plan will be posted to the district website following school board approval.	The district will use the school website, robo calls, and mass e-mails to notify staff, families, and the public of school closures and within-school-year changes in safety protocols. Additionally, any changes to the CPSD Health and Safety Plan will be posted to the district website following school board approval.	Kim Zippie, superintendent	None	No
Other monitoring and screening practices	Attention will be given to CDC guidelines and Department of Health recommendations	Attention will be given to CDC guidelines and Department of Health recommendations			

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: People should know their risk for severe illness. Individuals who have serious underlying medical conditions or who have other extenuating factors may be at higher risk for more severe illness. CPSD will consider individual needs for students and staff members who are at higher risk for severe illness on a case by case basis. Under the yellow phase, CDC guidelines for the use of face masks/coverings by staff and students will be followed. CPSD will explore providing face shields as an alternative. Under the green phase, face masks/shields will be optional by both students and staff members. CPSD will work with individuals/families on a case by case basis to meet the health and safety needs of vulnerable individuals. With regard to staff being present in the building, under the yellow phase, CPSD will follow the needs or recommendations set forth by the CDC and the Department of Health. Under the green phase, all staff will be present in the building daily.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<p>People should know their risk for severe illness.</p> <p>Individuals who have serious underlying medical conditions or who have other extenuating factors may be at higher risk for more severe illness.</p> <p>CPSD will consider individual needs for students and staff members who are at higher risk for severe illness on a case by case basis.</p>	<p>People should know their risk for severe illness.</p> <p>Individuals who have serious underlying medical conditions or who have other extenuating factors may be at higher risk for more severe illness.</p> <p>CPSD will consider individual needs for students and staff members who are at higher risk for severe illness on a case by case basis.</p>	Michelle Young and Dan Ledebur, building principals	None	No
* Use of face coverings (masks or face shields) by all staff	<p>Follow CDC guidelines</p> <p>CPSD will explore providing face shields</p>	<p>Optional</p> <p>CPSD will explore providing face shields for those who want them.</p>	Michelle Young and Dan Ledebur, building principals	Face shields	No
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Follow CDC guidelines</p> <p>CPSD will explore providing face shields</p>	<p>Optional</p> <p>CPSD will explore providing face shields for those who want them.</p>	Michelle Young and Dan Ledebur, building principals	None	No
Unique safety protocols for students with complex needs or other vulnerable individuals	CPSD will work with individuals/families on a case by case basis to meet the health and safety needs of vulnerable individuals.	CPSD will work with individuals/families on a case by case basis to meet the health and safety needs of vulnerable individuals.	Michelle Young and Dan Ledebur, building principals	None	No

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)
Strategic deployment of staff	CPSD will follow the needs or recommendations set forth by the CDC and the Department of Health.	Staff is present in the building.	Kim Zippie, Superintendent	None	No

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
Virus Education	Staff/Students/Parents	Kevin and Sue				
Health and Safety Best Practices	Staff/Students/Parents	Kevin and Sue				
Real World COVID-19 Experiences	Students	Health Professional				

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
Communications	Parents, guardians, caregivers	Kim Zippie	Communications will be posted on the website, sent through Robo calls, emails, and/or other appropriate vehicles. They will be translated as necessary.	August and as necessary dictated by changes in phases.	ongoing

Health and Safety Plan Summary: Commodore Perry School District

Anticipated Launch Date: June 30, 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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>The building will be thoroughly sanitized per CDC requirements prior to the start of the school year.</p> <p>Throughout the school year, high traffic areas will be sanitized daily.</p> <p>The district will promote education and proper hygiene practices such as hand washing.</p> <p>Cleaning, disinfection, and ventilation will be intensified to maintain staff and student safety. Air purifiers will be added to every classroom. In areas where the air purifiers are not sufficient, HEPA filters will be installed in the ventilation system.</p> <p>The drinking fountains will be disabled, allowing for the bottle filler option only, for a hands-free experience.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>All classrooms will "spread out" student desks as much as possible within the classroom. All desks/tables will be arranged to face the same direction to avoid students facing each other in the classroom and/or dividers and other seating areas will be considered.</p>
* Restricting the use of cafeterias and other congregate	

Requirement(s)	Strategies, Policies and Procedures
<p>settings, and serving meals in alternate settings such as classrooms</p> <ul style="list-style-type: none"> * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>Field trips and school wide assemblies will be temporarily discontinued. Smaller scale assemblies may take place in larger common areas that allow for greater social distancing.</p> <p>Cafeteria will be expanded into adjoining areas to allow social distancing to the greatest extent possible. Additional, creative spacing options for seating will be explored.</p> <p>Signs will be posted with reminders about best hygiene practices. Hand sanitizer stations will be added to each of the building entrances.</p> <p>Nick will install touchless bathroom sinks, toilets, and paper towel dispensers.</p> <p>Signs encouraging hand washing and other healthy practices will be posted throughout the school.</p>
<p>Limiting the sharing of materials among students</p>	
<p>Staggering the use of communal spaces and hallways</p>	<p>Visitors/volunteers in the building will be limited and may be subject to health screening questions. Hand washing will be encouraged before and after returning from activities.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Education about the importance of following health and safety guidelines and distancing to the greatest extent possible will be reinforced.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Sharing of materials among students will be limited and the district will explore sanitizing options. Cleaning and disinfecting will be conducted frequently throughout the day.</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>Survey will be sent out to parents/guardians to determine the number of students who will need to utilize district transportation. Best efforts will be made to seat families together and to provide distance between other students, to the greatest extent possible.</p>
<p>Other social distancing and safety practices</p>	<p>The number of students in any given learning space and their interactions will be limited to the greatest extent possible. All groups using district facilities will be subject to our district plan.</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>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Promote the education of families and staff to self-monitor. Encourage students and/or staff members to stay home if they are sick.</p> <p>Locations for isolation within the nurse's suite will be provided to students and staff members who become sick. Arrangements will be made for safely getting these individuals home. Cleaning and disinfection of areas used by a sick person will take place.</p> <p>A doctor's note will be required to return to school, if student or staff member has been confirmed as having COVID-19.</p> <p>The district will use the school website, robo calls, and mass e-mails to notify staff, families, and the public of school closures and within-school-year changes in safety protocols.</p> <p>Additionally, any changes to the CPSD Health and Safety Plan will be posted to the district website following school board approval.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>People should know their risk for severe illness. Individuals who have serious underlying medical conditions or who have other extenuating factors may be at higher risk for more severe illness.</p> <p>CPSD will consider individual needs for students and staff members who are at higher risk for severe illness on a case by case basis.</p> <p>Under the yellow phase, CDC guidelines for the use of face masks/coverings by staff and students will be followed. CPSD will explore providing face shields as an alternative.</p> <p>Under the green phase, face masks/shields will be optional by both students and staff members. CPSD will work with individuals/families on a case by case basis to meet the health and safety needs of vulnerable</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>individuals.</p> <p>With regard to staff being present in the building, under the yellow phase, CPSD will follow the needs or recommendations set forth by the CDC and the Department of Health.</p> <p>Under the green phase, all staff will be present in the building daily.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Commodore Perry School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 29, 2020**

The plan was approved by a vote of:

8 Yes
0 No

Affirmed on: **June 29, 2020**

By:



(Signature* of Board President)

Cathy Adsit

(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.

