



# Phased School Reopening Health and Safety Plan Template

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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: Quakertown Community School District (revised July 9, 2020)

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?

QCSD will utilize all of these reopening strategies to meet the needs of our students and families and to enable fluid movement between live and virtual environments as the external circumstances dictate or warrant. **The percentage of students who register for in-person instruction will dictate whether a staggered schedule or other strategies to maintain social distancing are required.**

- X Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- X 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).
- X Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- X 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 31, 2020 for the 2020-21 school year. The district is considering a calendar change to start the school year on September 14, 2020 that, if approved, will change the anticipated launch date accordingly.

## 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)
Task Force Workgroup Leaders and Members	All (see attached list)	Health and Safety Plan Development
Superintendent	Administration	Both
Assistant Superintendent	Administration	Both (Pandemic Coordinator and Task Force Co-Leader)

Assistant Superintendent	Administration	Both (Task Force Co-Leader)
Cabinet	Administration	Both
Nurse Coordinator	Professional Staff	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:

QCSD has revised cleaning protocols and requirements to increase the cleaning and sanitizing of classrooms and buildings, utilizing additional cleaning staff as needed. QCSD has procured hand sanitizer and dispensing equipment sufficient to start the school year and will maintain adequate supplies subject to supply chain constraints. Summer cleaning of all school buildings will include increased attention to sanitizing, and building access will continue to be restricted during the summer months to ensure buildings are ready to welcome staff and students.

Requirements	Bucks County Health Guidance	CDC Guidance	QCSD Plan	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used</b>	DR. DAMSKER: <ul style="list-style-type: none"> <li>• Recommend cleaning / disinfecting all high-touch surfaces at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA /</li> </ul>	<a href="#">CDC requirements for COVID-19</a>  QCSD plan follows all CDC requirements	<b>QCSD will:</b> <ul style="list-style-type: none"> <li>• Utilize Facility staff in addition to custodial staff to continuously disinfect high touch points (door handles,</li> </ul>	Cost of additional custodial staff: \$ 180,000	Yes  All custodial and facilities staff members

<p><b>by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>CDC / manufacturer guidelines.</p> <ul style="list-style-type: none"> <li>● Recommend cleaning desks between on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible.</li> <li>● Recommend all individuals sanitize / wash hands on a frequent basis.</li> <li>● Recommend making hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</li> <li>● Recommend permitting single-use water bottles and permitting students and staff to use water bottles from home.</li> </ul>	<p>that are applicable to schools</p>	<p>hand rails, light switches, etc.) during the school day.</p> <ul style="list-style-type: none"> <li>● Sanitize on a nightly basis, in addition to high touch points, desks will be cleaned and sanitized nightly. (<a href="#">How K-12 Brick and Mortar Areas will be Sanitized.</a>)</li> <li>● Purchase and install hand sanitizer dispensers in all instructional spaces.</li> <li>● Place touch free sanitizer dispensers in common areas, lobbies, cafeterias, etc.</li> <li>● Instruct all students and staff on how to properly wash hands, and direct students and staff to sanitize before meals and at regular times in classrooms.</li> <li>● Purchase reusable water bottles for students.</li> <li>● Create and implement rules on the use of staff and student water bottles, such as students and staff will use water bottles in school, each student will have a name on a water bottle, water bottles will be emptied daily and taken home on Fridays for weekly cleaning.</li> </ul>	<p>Cost of hand sanitizer and dispensers:</p> <p>\$ 54,621</p> <p>Costs of water bottles:</p> <p>\$ 3,476</p>	<p>will be trained in sanitizing techniques and expectations prior to the start of the school year.</p> <p>Yes - <a href="#">CDC Guidelines for Washing Hands</a></p> <p>Nurses will instruct staff and students on hand washing and use of sanitizer with video, live teaching and posters.</p>
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	<ul style="list-style-type: none"> <li>Recommend cleaning / disinfecting all high-touch surfaces on buses at least once a day.</li> </ul>		<ul style="list-style-type: none"> <li>See Transportation Section below</li> </ul>		
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend ventilating all classrooms and common areas when available/possible using windows. Recommend air circulation patterns that push inside air towards open windows.</li> </ul>		<p>QCSD will:</p> <ul style="list-style-type: none"> <li>Calibrate all HVAC systems to allow fresh air to enter the buildings.</li> <li>Maintain a relative humidity between 40% - 60%</li> <li>Confirm proper operation of outside air dampers.</li> <li>Maintain scheduled quarterly filter changes which will maximize air flow.</li> <li>Adjust occupied and unoccupied time schedules for extended run time to assure fresh air is circulated in the building prior to students and staff arriving.</li> </ul>	No significant additional cost	No additional training required

			<ul style="list-style-type: none"><li>• For buildings without air conditioning, staff will be open windows to encourage air flow.</li></ul> <p>Information on QCSD <a href="#">Ventilation Systems</a></p>		
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## Social Distancing and Other Safety Protocols

### Key Questions

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

### Summary of Responses to Key Questions:

QCSD will offer both live and virtual instruction to reduce the number of students in school at the same time. If more than 60% of students in a building or grade level choose live instruction for 2020-21, QCSD will stagger attendance, utilize other school locations, or similar strategies to maintain social distancing. Social distancing requirements will be different at the elementary and secondary levels to reflect the reality that older students are better able to understand and comply with social distancing requirements. Use of communal spaces will be minimized/eliminated, and traffic patterns will be established in each building to maintain social distancing. When weather permits, classes will utilize outdoor spaces. No visitors or volunteers will be permitted in buildings. Meetings will be held remotely. District office staff will primarily interact remotely with buildings, limiting in-person visits to essential situations. Students will be instructed in hygiene routines and requirements. Transportation will only be provided if the number of students choosing district transportation allows social distancing on buses with the existing fleet.

Requirements	Bucks County Health Guidance	CDC Guidance	QCSD Plan	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating.</li> <li>Recommend positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible.</li> <li>6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students.</li> <li>Recommend no less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social</li> </ul>	<p><a href="https://www.cdc.gov/coronaviruses/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronaviruses/2019-ncov/community/schools-childcare/schools.html</a></p> <p><b>Per CDC:</b></p> <p>Space seating/desks at least 6 feet apart when feasible.</p> <p>Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.</p> <p>Create distance between children on school buses (e.g., seat children one child per row, skip rows) when possible.</p> <p>Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).</p>	<p>Optimal Plan:</p> <p>Learning spaces/desks will be placed to allow for 6 foot separation between students. Desks will be configured so students are not facing each other.</p> <p>Using the 6 foot standard will significantly limit the number of students and staff per learning space. Students, faculty, and staff should maintain a safe social distance of at least 6 feet apart whenever feasible. This includes offices, classrooms, laboratories, hallways, restrooms, common areas, and outdoor spaces. This will present a significant challenge for our younger QCSD students to adhere to, which may mean it doesn’t actually enhance safety, therefore, QCSD will utilize the option below at the elementary level.</p>	<p><a href="#">Schrader Group</a></p> <p><a href="#">CDC Social Distancing Recommendation</a></p> <p><a href="#">PDE Social Distancing Recommendation</a></p> <p>There may be additional costs associated with providing screening or other additional safety options in locations where the distancing is less than 6 feet.</p>	<p>Yes - Guidelines for teachers to set up their classrooms to comply with the requirements</p>

	<p>distancing is recommended by the WHO.</p> <ul style="list-style-type: none"> <li>o <a href="https://www.who.int/emergencies/diseases/new-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/new-coronavirus-2019/advice-for-public</a></li> </ul>		<p>Elementary Option:</p> <p>At the elementary level, where 6 foot separation is impractical and unlikely to actually improve the safety of students and staff choosing live instruction, classrooms and learning spaces may be configured with a minimum 3 foot separation between students. Where unable to configure for 6 foot separation, additional safety protocols may be required such as screens or masks.</p> <p><a href="#">See here for COVID Capacity Planning Analysis.</a></p> <p>Strategies utilized to meet social distancing requirements will include:</p> <ul style="list-style-type: none"> <li>• Reducing class sizes (dependent on availability of existing staff)</li> <li>• Moving desks apart</li> </ul>		
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			<ul style="list-style-type: none"><li>• Orientating desks to face the same direction</li><li>• Seating students on only one side of tables</li><li>• Identifying alternative classroom space (library, gym, cafeteria, LGI spaces) to increase capacity to engage in social distancing</li></ul> <p>Meetings will be held remotely, specifically, parent groups will not meet live. Additionally any school-wide fundraising that encourages large group congregations will not be held.</p>		
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<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>● Recommend limiting the use of cafeterias and other congregate settings; recommend serving meals in settings where social distancing can be maintained.</li> <li>● Recommend seating individuals in staggered arrangement to avoid “across-the-table” seating.</li> <li>● Recommend all individuals sanitize/wash hands before and after eating.</li> <li>● The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools.</li> </ul>	<p><b>Per CDC and above link:</b> Food Service</p> <ul style="list-style-type: none"> <li>● Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the <a href="#">safety of children with food allergies</a>.</li> <li>● Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should <a href="#">wash their hands</a> after removing their gloves or after directly handling used food service items.</li> </ul>	<p>QCS D will limit large group congregation of students for lunch</p> <p>Lunch at the elementary level will be cold lunches served in elementary classrooms.</p> <p>At the secondary level, lunch will be a cold service “grab and go” food option is recommended where students will be strategically placed throughout the building to reflect 6-foot physical distancing.</p>	<p>Costs for lost revenue for food service fund:</p> <p><b>\$ Need figure</b></p>	<p>No - PD is already provided elsewhere in the plan specific to these topics</p> <p><a href="#">How and when to wash your hands</a></p> <p><a href="#">Additional posters to print</a></p>
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<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend all individuals sanitize/wash hands before and after eating.</li> </ul>	<p>Per CDC and link above: Hand Hygiene and Respiratory Etiquette:</p> <p>Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.</p> <p>If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).</p>	<p>The arrival process at each school will include the immediate handwashing and / or the use of hand sanitizers prior to school building entry and / or within the classroom setting.</p> <p>Staff will reinforce hygiene practices, provide time in daily schedules for handwashing, and monitor students for compliance.</p> <p>Hygiene practices will include:</p> <p>Covering coughs and sneezes with a tissue. Used tissues must be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</p> <p>If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).</p>	<p>Handwashing procedures and hygiene lessons will be developed by our QCSD School Nurse Team, implemented and posted.</p> <p>At the start of the school year, all students will be instructed in hygiene practices</p>
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			Importance of cleaning masks daily and how to do that will be provided		
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>		<p>Per CDC and link above:</p> <p>Signs and Messages Post <a href="#">signs</a> in highly visible locations (e.g., school entrances, restrooms) that <a href="#">promote everyday protective measures</a> and describe how to <a href="#">stop the spread</a> of germs (such as by <a href="#">properly washing hands</a> and <a href="#">properly wearing a cloth face covering</a>)</p> <p>Broadcast regular <a href="#">announcements</a> on reducing the spread of COVID-19 on PA systems. Include messages (for example, <a href="#">videos</a>) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school <a href="#">social media accounts</a>).</p>	<p>Educational signs and posters will be posted conspicuously in designated locations within each school (i.e. entrances, bathroom doors, above bathroom sinks, etc.) as well as any other locations deemed helpful</p> <p>Morning announcement will routinely include safety and hygiene reminders</p>	<p>Costs of Signage: \$ 20,700</p> <p>Sample Posters to be utilized: <a href="#">How to Stop the Spread of Germs</a> <a href="#">Symptoms of Coronavirus Disease</a></p>	

<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>● Recommend limiting non-essential visitors and volunteers.</li> <li>● Recommend requiring all visitors/volunteers to comply with all school/district screening and monitoring processes.</li> <li>● Recommend requiring a visitor/volunteer log in the event contact tracing is required.</li> </ul>	<p>Per CDC: Gatherings, Visitors, and Field Trips:</p> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.</p> <p>Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).</p>	<p>Visitors:</p> <p>No volunteers or non-essential visitors will be allowed to access school buildings</p> <p>Meetings:</p> <p>Unless absolutely necessary, meetings with parents or non-district staff members will be held virtually, to limit individuals in the buildings.</p> <p>Visitors who need to access the building for an essential purpose as approved by the building principal will be allowed in the building only with principal permission and after completing a health screening process.</p> <p>Essential visitors will be confined to the area of the building (usually the office area) that is necessary to complete the essential purpose of the visit.</p>	<p>No additional costs</p>	
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			Current district <a href="#">Raptor screening processes</a> and visitor logs will remain the same to support contract tracing needs.		
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend continuing with recess and physical education activities as long as those activities limit physical contact and touching, when feasible.</li> <li>• Recommend sanitizing materials and equipment used in recess and physical education class, when feasible.</li> </ul>	<p>Per CDC: Communal Spaces Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and <a href="#">clean and disinfect</a> between use.</p>	<p><b>-Recess:</b></p> <p>All elementary students will have outdoor recess. Students will not share equipment or toys, and will not use outdoor playground equipment. Toys and equipment used will be sanitized daily</p> <p><b>-Physical education:</b></p> <p>The Health and PE Department will develop activities and protocols for Health and PE classes to adhere to social distancing requirements and to support appropriate hygiene practices.</p> <p>Weather permitting, Health and PE classes will only be held outdoors, and will limit or eliminate the sharing of toys or equipment.</p>		

			<p>Any toys or equipment used will be sanitized between uses.</p> <p><b>-Vocal and Instrumental Music:</b></p> <p>Due to the increased risk associated with singing and playing woodwind and brass instruments, the Music Department will develop activities and protocols for Music classes to adhere to social distancing requirements, to support appropriate hygiene practices, and to minimize the risks associated with these activities. These protocols may include additional mask requirements and/or virtual participation from multiple rooms/locations.</p>		
<b>Limiting the sharing of materials among students</b>		<p>Per CDC: Shared Objects;</p> <p>Discourage sharing of items that are difficult to clean or disinfect.</p> <p>Keep each child's belongings separated from others' and in</p>	<p><b>QCSD will</b> limit or eliminate the sharing of equipment, toys, instructional materials, electronic devices, etc. To the extent possible, students will have personalized materials.</p>	<p>There may be additional costs for supplies or equipment needed to limit sharing.</p>	

		<p>individually labeled containers, cubbies, or areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.</p> <p>Avoid sharing electronic devices, toys, books, and other games or learning aids.</p>	<p>-District-owned/limited supply materials will be sanitized frequently, when possible.</p>		
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing.</li> </ul>	<p>Per CDC:</p> <p>Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).</p>	<p><b>QCSD will</b> develop building specific options to reduce presence/time spent in hallways and to accommodate social distancing, such as:</p> <ul style="list-style-type: none"> <li>• Defining traffic flow patterns in hallways</li> <li>• Eliminating or reducing locker usage</li> <li>• Requiring students to keep all bags/items with them at all times</li> </ul>	<p>No significant additional costs</p>	<p>Yes - students will receive instruction on hallway protocols at the beginning of the school year as part of overall safety instruction</p>



			<ul style="list-style-type: none"> <li>• Keeping students in the same classroom and have teachers/staff rotate</li> <li>• Limiting groups of students to specific areas of the building</li> <li>• Staggering bathroom usage to certain time frames or with staff monitoring to ensure limited numbers of students in the bathroom at one time.</li> <li>• Engaging staff to monitor hallways to ensure social distancing is observed</li> <li>• <b>Masks will be required in hallways and other high traffic areas such as arrival and dismissal</b></li> </ul>		
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend limiting students on school buses and vans to two (2) students to a seat with the understanding that all individuals wear masks while on the bus.</li> </ul>		<p><b>QCSD will:</b></p> <p>Require that masks be worn on the bus at all times</p> <p>Limit students on school buses and vans to 2 <b>non-sibling</b> students per seat</p>	<p><a href="#">CDC Transportation Considerations</a></p> <p>There will be additional time and material costs associated with cleaning and sanitizing buses</p>	<p>Yes - parent communication about protocols and requirements</p>

	<ul style="list-style-type: none"> <li>• Recommend educating students and drivers of the importance of passengers facing forward (not sideways or backwards).</li> <li>• Recommend increasing ventilation on vehicles by opening windows, when feasible.</li> </ul>		<p>Assign seats for all students, with siblings seated together.</p> <p>Whenever possible, the roof hatch will remain open.</p> <p>Implement zero tolerance bus suspension for not wearing a mask at all times on the bus. Violations for not wearing masks, or remaining in their assigned seat, will result in bus privileges being revoked for a period of time for the first offense. A second offense may result in bus privileges being revoked for the school year.</p> <p>Bus drivers will wear masks when students are loading and unloading.</p> <p>High frequently touched bus areas will be wiped down pre and post bus runs (doors, handrails, etc.). Per Levy Bus, this will increase bus run</p>	<p>more frequently. These costs are currently estimated at \$50,000</p>	
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			<p>times and may result in longer ride times or a need for staggered schedules.</p> <p>The ability to provide transportation services within the guidelines is highly dependent on the number of students who elect district transportation. If the number of students electing district transportation exceeds the capacity of the bus fleet under the guidelines, transportation may not be able to be provided at all.</p>		
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating.</li> <li>Recommend positioning desks and work areas in staggered rows facing the</li> </ul>	<p>Per CDC:</p> <p>Modified Layouts</p> <p>Space seating/desks at least 6 feet apart when feasible.</p> <p>Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.</p>	<p><b>Arrival/Departure:</b></p> <p>See Hallway protocols in the section above. Similarly, protocols will be utilized during arrival and dismissal to allow social distancing. Strategies used will include:</p> <ul style="list-style-type: none"> <li>Staggering entry times and utilize additional entry locations to minimize number of</li> </ul>	<p>No significant additional costs</p>	

	<p>same direction using social distancing, when feasible.</p> <ul style="list-style-type: none"> <li>• 6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students.</li> <li>• Recommend no less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO. <ul style="list-style-type: none"> <li>o <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></li> </ul> </li> <li>• Recommend assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary.</li> </ul>		<p>students arriving at one entrance at one time</p> <ul style="list-style-type: none"> <li>• Defining traffic flow into and out of the building for students and staff</li> <li>• Coordinating schedules with before/after school programs, non-public schools, CTCs, and other school entities to minimize interactions</li> <li>• Limiting student/staff access to office</li> <li>• No visitor access to the building. Define a space for picking up/dropping off students</li> <li>• Conducting student security screening to ensure social distancing protocol can be observed</li> <li>• Utilizing staff members to monitor arrival/ departure to ensure social distancing is observed</li> </ul>		
<p><b>Coordinating with local childcare regarding on site</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend requiring on-site before/after care</li> </ul>		<p><b>QCSD will</b> coordinate with LifeSpan and BCIU supervisors to ensure</p>		

<b>care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	providers to follow same standards as adopted by district.		their staff members follow all district safety processes with students.		
<b>Other social distancing and safety practices</b>	DR. DAMSKER: <ul style="list-style-type: none"> <li>• Recommend limiting all field trips, inter-group activities, and extracurricular activities.</li> </ul>		QCSD will not take students on any “live” field trips.		

## 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 or 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:**

QCSD will follow defined protocols to monitor staff and students for signs of illness. Students will be monitored at home prior to coming to school. Staff members will self-report monitoring results each day prior to reporting to work. Detailed requirements for monitoring and for exclusion from and return to work are linked here: [Exclusion From and Return To School](#).

Requirements	Bucks County Health Guidance	CDC Guidance	QCSD Plan	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.</li> <li>• Recommend educating parents/guardians on the importance of keeping symptomatic children home from school.</li> <li>• Recommend educating staff on the importance of</li> </ul>	<p>Per CDC:</p> <p>The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:</p> <p>Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.</p> <p>More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across</p>	<p>Symptom screening will begin at home each morning prior to coming to school for students and staff.</p> <p>Nurses will develop screening training materials for parents, staff and contractors such as Levy Bus drivers.</p> <p>Principals will send access information to training materials to families, and will require staff to complete training through our Safe Schools training portal.</p>	<p><a href="#">Symptoms of Coronavirus and what to watch for</a></p>	<p>Yes - for parents/families on screening procedures</p> <p>Yes - for staff on screening procedures</p> <p>Yes - for nurses on protocols when a student becomes ill at school</p>

	<p>staying home if symptomatic.</p> <ul style="list-style-type: none"> <li>• Recommend requiring any individual who discloses symptoms to wear a mask if feasible.</li> </ul>	<p>school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).</p> <p>Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities Educate staff and families about when they/their child(ren) should stay home and when they can return to school.</p> <p>Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies.</p>	<p>Procedures will be in place for how any individual can report symptoms to the school nurse.</p>		
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		<p>Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.</p> <p>Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.</p> <p>Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.</p>			
	<ul style="list-style-type: none"> <li>• Recommend requiring every day that the first teacher (e.g. first period, home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.</li> <li>• Recommend using the check-list previously shared by the Health</li> </ul>		<p>We will have resources for teachers/staff members to use during homeroom/ morning meeting/ AM announcements to remind students of social distancing, safety protocols, and the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.</p> <ul style="list-style-type: none"> <li>• Recommend using the check-list previously shared by the Health</li> </ul>		



	<p>Department.</p> <ul style="list-style-type: none"> <li>Recommend having the nurse or designated school employee evaluate any individual who presents with symptoms.</li> <li>Recommend taking the temperature for only those individuals who present with symptoms.</li> </ul>		<p>Department.</p> <ul style="list-style-type: none"> <li>The nurse or designated school employee evaluate any individual who presents with symptoms.</li> <li>The nurse will take the temperature for only those individuals who present with symptoms.</li> </ul>		
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) to wear a mask, if feasible.</li> <li>Recommend requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the nurse's suite or other designated area.</li> </ul>	<p>Per CDC: Isolate and Transport Those Who are Sick Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 <a href="#">symptoms</a>, test positive for COVID-19, or have been <a href="#">exposed</a> to someone with COVID-19 symptoms or a confirmed or suspected case.</p>	<p>Students who become sick in school will immediately put their masks on and proceed to the nurse. Teacher will notify the nurse of said student coming in.</p> <p>PPE will be worn or available to nurses at all times during the day Student/staff member who presents with symptoms will be placed in isolation area, monitored and taken out to parent/guardian who comes for the student</p> <p>Students/staff sent home with positive symptoms of COVID will follow the</p>		

	<ul style="list-style-type: none"> <li>• Recommend providing appropriate PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).</li> <li>• Recommend isolating such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite or other isolated area until he/she is dismissed from school.</li> <li>• Recommend using an area for isolation that is separate from others, is well-ventilated, and, is easy to disinfect.</li> <li>• Recommend requiring any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance prior to returning.</li> </ul>	<p>Immediately separate staff and <a href="#">children</a> with COVID-19 <a href="#">symptoms</a> (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow <a href="#">CDC guidance for caring for oneself and others</a> who are sick.</p> <p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use <a href="#">Standard and Transmission-Based Precautions</a> when caring for sick people.</p> <p>Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p>	<p><a href="#">Exclusion From/Return to School Guidelines</a>, and the nurse will notify Bucks County Health Department of the student/staff. Students/staff members must meet the requirements outlined in the Exclusion/Return document to be eligible to return to school/work.</p> <p>Students excluded from school may continue to access their education virtually while excluded from "live" school.</p> <p><a href="#">Under recent guidance from the PA Department of Health</a>, staff or students traveling to a state designated as a COVID-19 hot spot will be required to quarantine for 14 days upon return to Pennsylvania before returning to work or school.</p>		
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	<ul style="list-style-type: none"> <li>Recommend notifying the Bucks County Health Department of all positive COVID 19 tests.</li> </ul>				
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend requiring medical clearance from the Bucks County Health Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result.</li> <li>The Bucks County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.</li> <li>The Bucks County Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing</li> </ul>	<p>Per CDC: Clean and Disinfect</p> <p>Close off areas used by a sick person and do not use these areas until after <a href="#">cleaning and disinfecting</a></p> <p><a href="#">Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.</a></p>	<p>Students/staff members must meet the requirements outlined in the Exclusion/Return document to be eligible to return to school/work.</p> <p>Students excluded from school may continue to access their education virtually while excluded from “live” school.</p>		

	clearances to return from isolation or quarantine.				
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend consulting with the Bucks County Health Department on any decision related to the closure of classrooms, schools, or districts.</li> <li>• Recommend closing a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates to the district the necessity or requirement to do so.</li> <li>• Recommend developing COVID 19 strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19. For example, for the 14-day period following such a diagnosis, recommend: increased education on</li> </ul>	<p>Notify Health Officials and Close Contacts</p> <p>In accordance with state and local laws and regulations, school administrators should notify <a href="#">local health officials</a>, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the <a href="#">Americans with Disabilities Act (ADA)</a></p> <p>Inform those who have had <a href="#">close contact</a> with a person diagnosed with COVID-19 to stay home and <a href="#">self-monitor for symptoms</a>, and follow <a href="#">CDC guidance</a> if symptoms develop.</p>	<p>The Administration will notify the general classroom and/or school community about cases of COVID in the classroom or school building, and will seek guidance from the Bucks County Health Department.</p> <p>Those with close contact with an infected person will be notified by the Health Department as part of the contact tracing process.</p>		

	<p>signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing.</p>				
<p><b>Other monitoring and screening practices</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>• Recommend limiting the public release of COVID 19-impacted student and staff names.</li> <li>• Recommend coordination with the Bucks County Health Department specific to the public release of such protected information.</li> <li>• The Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.</li> </ul>		<p>QCSD will not communicate publicly any confidential health information, including staff or students' names who test positive.</p> <p>QCSD employees will follow the processes specified by Human Resources for communicating positive cases and possible exposures to the virus that occur outside of school</p> <p>The District will cooperate with the Bucks County Health Department's contact tracing process and any mandated isolations or quarantines, or shutdowns of a school building..</p>		

## Other Considerations for Students and Staff

### Key Questions

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

### Summary of Responses to Key Questions:

QCSD will require masks for students and staff ~~when outside the classroom or in situations~~ **at all times** where **6 foot** social distancing cannot be maintained. **This includes in classrooms**, ~~Masks will be required at all time on school buses and during arrival, dismissal, and similar gatherings of students outside their individual classrooms. Masks will not be required in classrooms unless specific circumstances warrant.~~ All students have the option to select virtual instruction or live instruction.

Requirements	Bucks County Health Guidance	CDC Guidance	QCSD Plan	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	DR. DAMSKER: <ul style="list-style-type: none"> <li>• Recommend developing for students at higher risk a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.</li> </ul>	<p>Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19</p> <p>Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical</p>	<p>QCSD recommends that students and staff most vulnerable to COVID-19 or with any co-morbidity, wear facial and / or eye protection while at school/work</p> <p>QCSD will communicate with all stakeholders the recommended guidance</p>		

	<ul style="list-style-type: none"> <li>Recommend requiring staff who are at high risk to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.</li> </ul>	<p>conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).</p> <p>Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).</p> <p>Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.</p>	<p>from the CDC/Health Department for who might be at higher risk. for illness</p> <p>Students at higher risk have the option of virtual instruction if preferred.</p> <p>QCSD will strictly enforce safety protocols to maintain as safe an environment as possible for students and staff.</p>		
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>No specific recommendation to require the use of face masks for staff at all times (except on vehicles, where feasible). See below:</li> <li>Recommend allowing any individual to elect to wear a clear face shield or face mask, if they so choose.</li> </ul>	<p>Cloth Face Coverings</p> <p>Teach and reinforce use of <a href="#">cloth face coverings</a>. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most</p>	<p><b>Staff:</b></p> <p><b>Consistent with the PA Department of Health Order, all staff members will be required to wear masks in hallways and other areas where physical distancing is decreased. Once in the classroom, when physical distancing can be observed, masks/face coverings can be removed. If a staff member moves to within at</b></p>	<p>Cost for masks/PPE:</p> <p>\$8,180 for initial supplies</p> <p><a href="#">Recommendation Regarding the Use of Cloth Face Coverings</a></p>	

	<ul style="list-style-type: none"> <li>• Recommend requiring individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained).</li> <li>• Recommend requiring individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways).</li> </ul>	<p>essential in times when physical distancing is difficult.</p> <p>Individuals should be frequently reminded not to touch the face covering and to <a href="#">wash their hands</a> frequently. Information should be provided to staff, students, and students' families on <a href="#">proper use, removal, and washing of cloth face coverings</a>.</p> <p>Note: <a href="#">Cloth face coverings</a> should not be placed on: Children younger than 2 years old Anyone who has trouble breathing or is unconscious Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance <a href="#">Cloth face coverings</a> are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. <a href="#">Cloth face coverings</a> are not surgical masks, respirators,</p>	<p>all times when 6 foot social distancing is not maintained, including hallways, common areas, and in classrooms. six feet of another staff member or student, a mask or face shield is required.</p> <p>All staff members will need to ensure they carry masks with them at all times.</p> <p>We recommend that students and staff bring their own masks/face shields to school/work. QCSD will have masks and face shields available for staff members if needed. Masks will be available with all School Nurses for those in need.</p> <p>Clear guidance and training will be provided on appropriate use and fitting of PPE to students and staff, and how to avoid overuse of PPE.</p>		
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		or other medical personal protective equipment.			
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>No specific recommendation to require the use of face masks for staff at all times (except on vehicles, where feasible). See below:</li> <li>Recommend allowing any individual to elect to wear a clear face shield or face mask if they so choose.</li> <li>Recommend requiring individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained).</li> <li>Recommend requiring individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to</li> </ul>	As above	<p>-All students will be required to wear masks indoors at all times when 6 foot social distancing cannot be maintained, including in hallways, district-provided transportation, common areas, and the classroom. and other areas where physical distancing is decreased.</p> <p><del>-Once in the classroom, when physical distancing can be observed, masks/face coverings can be removed. If students will be moving around the classroom in ways that prevent social distancing, masks should be worn.</del></p> <p><del>Staff members will direct students to wear face coverings in other situations where circumstances warrant.</del></p> <p>Students must carry a mask with them at all times.</p>	<p>Cost for masks/PPE:</p> <p>\$8,180 for initial supplies</p>	Yes - for students and staff on appropriate use of PPE

	<p>maintain (for example: on school vehicles, in crowded hallways).</p>		<p>We recommend that students and staff bring their own masks/face shields to school/work. QCSD will have masks and face shields available for staff members if needed. Masks will be available with all School Nurses for those in need.</p> <p>QCSD will ensure that all staff who must work in close proximity to students are provided with the necessary PPE to work safely, including but not limited to masks, <b>face shields</b>, gloves, and hand sanitizer.</p> <p>Clear guidance and training will be provided on appropriate use and fitting of PPE to students and staff, and how to avoid overuse of PPE.</p>		
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>DR. DAMSKER:</p> <ul style="list-style-type: none"> <li>Recommend developing, for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where</li> </ul>		<p>Special needs considerations:</p> <p>Masks may frighten students with special needs. Parents will be able to schedule a student visit prior to school starting to ensure the student is</p>		

	feasible, for the student and staff.		<p>comfortable with seeing QCSD staff with a mask on.</p> <p>Face shields will be considered as an alternative to face masks in the event it is deemed necessary by student or staff need.</p> <p>The parent survey will include information on the specific / unique chemicals used for cleaning / sanitizing buildings and busses so parents / guardians can make an informed decision about choosing live or virtual instruction.</p>		
<b>Strategic deployment of staff</b>			For staff, and particularly support staff, we will be creative and flexible to ensure student and staff safety while still adhering to instructional responsibilities.		

## 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.

Specific Professional Development and Communication items are listed in the appropriate section of the Plan above.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Exclusion and re-admittance policies or procedures established by the school entity						
Information on how to avoid health room services for non-emergent purposes						
When to visit the school entity's health room						
Respiratory etiquette						

<b>Proper use of masks within school entity buildings</b>						
<b>Hygiene etiquette – washing of hands, etc.</b>						
<b>Attendance policy</b>						
<b>Social distancing</b>						

## 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.

Specific Professional Development and Communication items are listed in the appropriate section of the Plan above.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date

## Health and Safety Plan Summary: Quakertown Community School District

QCSD has opted to share the entire plan with our community and stakeholders.

**Anticipated Launch Date:** August 31, 2020 or September 14, 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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>See QCSD Health and Safety Plan Pages 9-12</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>See QCSD Health and Safety Plan Pages 13-27</p>

- \* 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
- Limiting the sharing of materials among students
- Staggering the use of communal spaces and hallways
- Adjusting transportation schedules and practices to create social distance between students
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students
- Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars
- Other social distancing and safety practices

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	See QCSD Health and Safety Plan Pages 28-36
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	



**\* Returning isolated or quarantined staff, students, or visitors to school**

**Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**

**Other Considerations for Students and Staff**

**Requirement(s)**

**\* Protecting students and staff at higher risk for severe illness**

**\* Use of face coverings (masks or face shields) by all staff**

**\* Use of face coverings (masks or face shields) by older students (as appropriate)**

**Unique safety protocols for students with complex needs or other vulnerable individuals**

**Strategic deployment of staff**

**Strategies, Policies and Procedures**

See QCSD Health and Safety Plan  
Pages 37-42

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Quakertown Community School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 9, 2020**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on:

By:

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*(Signature\* of Board President)*

Mrs. Kaylyn Mitchell, Board President

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*(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.

