



## **Muhlenberg School District 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.

## Table of Contents

<b>Health and Safety Plan: Muhlenberg School District (MSD)</b> .....	<b>3</b>
Type of Reopening .....	4
Pandemic Coordinator/Team .....	5
Key Strategies, Policies, and Procedures .....	7
Cleaning, Sanitizing, Disinfecting, and Ventilation .....	8
Social Distancing and Other Safety Protocols.....	12
Monitoring Student and Staff Health .....	17
Other Considerations for Students and Staff.....	21
Health and Safety Plan Professional Development.....	24
Health and Safety Plan Communications.....	26
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	<b>27</b>

*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: Muhlenberg School District (MSD)

As long as there are cases of COVID19 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.

This plan documents MSD's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in the 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 Health and Safety Plan accounts for changing conditions 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 reopening 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 reopen for in-person learning).**

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **November 6, 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 the 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, MSD has established a pandemic team to support the pandemic coordinator.

- **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 with-in-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 with-in-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)
Kevin Vanino	Pandemic Coordinator	Both
Dr. Joseph Macharola	Superintendent	Both
Dr. Alan Futrick	Assistant Superintendent	Both
Cathy Shappell	Administrator	Both
Dr. Timothy Moyer	Athletic Director	Both
Dr. Shawn Rutt	Director of Special Education	Both
Ken Patterson	Director of Physical Plant	Both
Shane Mathais	Business Manager	Plan
Charles Payne	Assistant Principal	Both
Krista Venza	Principal	Both
Steven Baylor	Principal	Both
Eric Schaeffer	Assistant Principal	Both
Felicia Gonzalez	Assistant Principal	Both

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Kathy Bower, CRNP</b>	Health Services Department Chair	Both
<b>Kachina Martin</b>	Teacher, MEA Representative	Plan
<b>Tara Nelson</b>	Teacher, MEA Representative	Plan
<b>Nicole McGowan</b>	Teacher	Plan
<b>Amy Chiarelli</b>	Teacher	Plan
<b>Cristina Lillis</b>	Teacher	Plan
<b>Juliana Ciccarelli</b>	Teacher	Plan
<b>Eric Clemmer</b>	BCIU, Facilities	Both
<b>Gary Schumacher</b>	BCIU, Transportation	Both
<b>Sheila Wyatt</b>	BCIU, Transportation	Both

## Key Strategies, Policies, and Procedures

For each domain of the Health and Safety Plan, exists a detailed summary describing the key strategies, policies, and procedures MSD will employ to satisfy the requirements of the domain.

For each requirement within each domain, the following have been documented:

- **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 MSD 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 COVID19](#)?
- 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: Increased frequency of cleaning routines and sanitization procedures will be implemented across all buildings. Staff will clean high touch surfaces frequently. Transportation vehicles and kitchen areas will also undergo increased cleaning and sanitization routines.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><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><b>Preparation for Opening of School Buildings:</b></p> <p>Housekeeping Staff trained with CMI (Cleaning Management Institute) Programs and Best Practices</p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Turn off water fountains and keep touchless bottle fillers open and have disposable paper cups available</p> <p>Touchless garbage cans</p> <p>Hand sanitizers throughout all buildings and next to staff time clocks</p> <p>Soap dispensers and touchless hand dryers in all restroom facilities. Staff restrooms will have soap dispensers and paper towel dispensers</p>	<p><b>Preparation for Opening of School Buildings:</b></p> <p>Housekeeping Staff trained with CMI (Cleaning Management Institute) Programs and Best Practices</p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Leave water fountains and touchless bottle fillers (where available) open and have disposable paper cups available. Water fountains will be wiped down 2-3 times daily</p> <p>Touchless garbage cans</p> <p>Hand sanitizers located throughout all buildings, all classrooms, and common areas</p> <p>Soap dispensers and touchless hand dryers in all student restrooms. Staff restrooms will have soap dispensers and paper towel dispensers</p>	<p><b>Director of Physical Plant</b></p> <p>Custodial Staff</p>	<p>Cleaning products (see MSDS Sheets) Cleaning Supplies Mister Sprayers Masks Gowns Gloves</p>	<p><b>Y</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>Deep clean and sanitize all buses with approved disinfectant prior to resuming transportation services.</p> <p>Training for all contractor employees on social distancing and approved cleaning and sanitizing procedures provided by the contractor.</p>	<p>Deep clean and sanitize all buses with approved disinfectant prior to resuming transportation services.</p> <p>Training for all contractor employees on social distancing and approved cleaning and sanitizing procedures provided by the contractor.</p>	<p>Director of Transportation</p> <p>BCIU Facilities</p> <p>BCIU Transportation</p>	<p>Cleaning Products to be provided by Busing Contractor</p>	<p><b>Y</b></p>
	<p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buildings:</b></p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways (walls and lockers), and office spaces</p> <p>Instructional areas, desks and chairs, and floors cleaned weekly and sanitized twice per week, when possible. Staff provided disinfectant wipes to use in classrooms as needed</p> <p>Follow ASHRAE recommendations. Classrooms and common areas will be ventilated through the HVAC system with outdoor air and using windows when possible</p>	<p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buildings:</b></p> <p>Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways, instructional spaces, and office spaces</p> <p>Instructional areas, desks and chairs, and floors cleaned weekly and sanitized twice per week, when possible. Staff provided disinfectant wipes to use in classrooms as needed</p> <p>Follow ASHRAE recommendations. Classrooms and common areas will be ventilated through the HVAC system with outdoor air and using windows when possible</p>			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Ongoing daily inspections by Housekeeping Supervisor and Building Principals</p> <p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buses:</b></p> <p>Limit students to one per seat on all school buses, staggered with seating filled from back to front when feasible.</p> <p>Bus monitor on every school bus to encourage social distancing, face coverings, and to ensure all students remain forward facing.</p> <p>Maximize ventilation by opening windows.</p> <p>Clean and disinfect all bus seats, seat backs, handrails and other high touch surfaces with electrostatic sprayers</p>	<p>Ongoing daily inspections by Housekeeping Supervisor and Building Principals</p> <p><b>Daily Cleaning, Sanitizing, Disinfecting and Ventilation Practices for School Buses:</b></p> <p>Students will sit two per seat and are required to wear face masks</p> <p>As needed, bus monitors will be placed on school busses to encourage social distancing</p> <p>Maximize ventilation by opening windows.</p> <p>Clean and disinfect all bus seats, seat backs, handrails and other high touch surfaces with electrostatic sprayers</p>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Consider utilizing outdoor spaces for instruction when feasible</p> <p>Encourage ventilation with fresh air by opening windows when feasible</p>	<p>Consider utilizing outdoor spaces for instruction when feasible.</p> <p>Encourage ventilation with fresh air by opening windows when feasible.</p>			

## 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: Any and all strategies will be implemented in the classroom setting to maintain safe social distancing in classrooms and on school provided transportation, including modified seating arrangements, reduced class sizes when feasible, and the discontinued use of large group common spaces for regular school functions. A full virtual option for instruction will be available for any student who makes that selection.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><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>Individual student desks will be facing forward and separated to the maximum extent possible</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be required to wear a face mask</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Substitute teachers will be provided a face mask and face shield upon checking in for the day.</p>	<p>Individual student desks will be facing forward and separated to the maximum extent possible</p> <p>During small group instruction, each instructor (teacher/paraprofessional) will be required to wear a face mask</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Substitute teachers will be provided a face mask and face shield upon checking in for the day.</p>	<p>Classroom Teacher Paraprofessional Building Principals</p>	<p>Painter/Floor Tape to designate safe distancing for seating and standing</p> <p>Face masks and face shields</p>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students eat in the cafeteria socially distanced with empty seats between them</p>	<p>Students eat in the cafeteria socially distanced with empty seats between them</p> <p>Add additional lunch periods/lunch areas as needed</p>	<p>Building Principals, Food Service</p>		<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices</b>	<p>Scheduled handwashing breaks within the elementary classrooms</p> <p>Hand sanitizer available in classrooms</p> <p>Classroom wipe down throughout the day. Teaching students how to disinfect their personal space properly</p>	<p>Scheduled handwashing breaks within the elementary classrooms</p> <p>Hand sanitizer available in classrooms</p> <p>Classroom wipe down throughout the day. Teaching students how to disinfect their personal space properly</p>	<p>Building Principals, Teachers Paraprofessionals Custodial staff</p>	<p>Hand sanitizer Disinfectant wipes</p>	<p>Yes, Staff/ students</p>
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<p>District issued signs will be posted on all exterior doors requiring individuals to wear a mask or face covering.</p> <p>Posters will be posted throughout buildings to promote healthy practices</p>	<p>District issued signs will be posted on all exterior doors requiring individuals to wear a mask or face covering.</p> <p>Posters will be posted throughout buildings to promote healthy practices</p>	<p>Custodial Staff Building Principals</p>	<p>All school buildings will be provided signs which will be consistent and pictorial</p>	
<b>* Identifying and restricting nonessential visitors and volunteers</b>	<p>ALL: No guests or visitors.</p> <p>Parents/guardians are able to enter the office and must wear masks</p>	<p>ALL: No guests or visitors.</p> <p>Parents/guardians are able to enter the office and must wear masks</p>	<p>Building Principals Office Staff</p>	<p>NA</p>	<p>Yes</p>
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>No use of playground equipment</p> <p>No use of shared playground equipment (balls, jump ropes, etc.) No contact games or sports.</p> <p>No games of catch</p>	<p>Follow recommended guidance from the CDC for safe use of equipment</p>	<p>Building Principals, Custodial Staff</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	Use of individual student backpacks and water bottles throughout the day	Use of individual student backpacks and water bottles throughout the day	Building Principals Teachers		Yes, Staff/ students
<b>Staggering the use of communal spaces and hallways</b>	Consider having one directional hallways and stairwells	Consider having one directional hallways and stairwells	Building Principals Teachers		Yes, Staff/ students
<b>Adjusting transportation schedules and practices to create Social distance between students</b>	Collaborate with transportation to minimize the number of students transported on each bus to the maximum extent feasible.  Adjust drop off and pick up times to avoid large group gatherings	Collaborate with transportation to minimize the number of students transported on each bus to the maximum extent feasible.  Transportation students report directly to their first period class in order to avoid large group gatherings	Director of Transportation  Building Principals		
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Consider the implementation of a hybrid schedule, rotating between in-person and virtual instruction in order to reduce class sizes  No small group instruction in close quarters if feasible – maintain required social distance in classroom seating arrangements  Offer the option of full virtual instruction for those students who choose to participate in that manner	Consider the implementation of a hybrid schedule, rotating between in-person and virtual instruction in order to reduce class sizes  Limit small group instruction in close quarters if feasible – maintain required social distance in classroom seating arrangements  Offer the option of full virtual instruction for those students who choose to participate in that manner	Building Principals		N

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)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school year calendars</b>	<p>Designate a specific pick up and drop off location for child care services before and after school</p> <p>Students dismissed directly to loading area in order to avoid large group gatherings</p> <p>Communicate any changes to schedules or start times with</p>	<p>Designate a specific pick up and drop off location for child care services before and after school</p> <p>Students dismissed directly to loading area in order to avoid large group gatherings</p> <p>Communicate any changes to schedules or start times with</p>	<p>Building Principals</p>		<p>N</p>
<b>Other social distancing and safety practices</b>	<p>Add directional signage to common spaces with reminders about social distancing recommendations</p> <p>Provide frequent reminders of social distancing guidelines over announcements</p> <p>Provide plexiglass barriers in office areas that host interactions between staff and the general</p>	<p>Add directional signage to common spaces with reminders about social distancing recommendations</p> <p>Provide frequent reminders of social distancing guidelines over announcements</p> <p>Provide plexiglass barriers in office areas that host interactions between staff and</p>	<p>Building Principals</p> <p>Facilities Department</p>	<p>Signage</p> <p>Materials for Barriers</p>	<p>N</p>

## 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 COVID19?
- 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 COVID19 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:** Students who are symptomatic will be evaluated by the school nurse, isolated, and then returned home with a requirement to follow DOH and CDC guidelines prior to returning to school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>As per CDC/DOH guidelines students and staff should be encouraged to self-monitor for signs and symptoms of illness at home daily. Reinforce to all students and staff that they should stay home if they are sick and follow up with medical provider as needed. <a href="#">See Symptoms of Coronavirus, CDC Daily Home Screening for Students or DOH Symptoms Screening Tool.</a></p> <p>Some students or staff may develop symptoms of infection while at school. Students and staff who become symptomatic while in school will be evaluated by the school nurse, isolated and excluded from school. The CDC recommends following the current MSD Medical Attention for Students policy and the MSD Immunizations and Communicable Disease policy in conjunction with the recommendations of the DOH and CDC guidelines prior to returning to school.</p> <p>Revise/Update Health History form to include information about potential exposure</p>	<p>As per CDC/DOH guidelines students and staff should be encouraged to self-monitor for signs and symptoms of illness at home daily. Reinforce to all students and staff that they should stay home if they are sick and follow up with medical provider as needed. <a href="#">See Symptoms of Coronavirus, CDC Daily Home Screening for Students or DOH Symptoms Screening Tool.</a></p> <p>Some students or staff may develop symptoms of infection while at school. Students and staff who become symptomatic while in school will be evaluated by the school nurse, isolated and excluded from school. The CDC recommends following the current MSD Medical Attention for Students policy and the MSD Immunizations and Communicable Disease policy in conjunction with the recommendations of the DOH and CDC guidelines prior to returning to school.</p> <p>Revise/Update Health History form to include information about potential exposure</p>	<p>Kathy Bower, CRNP, Health Services Department Chair, Building School Nurse</p>	<p>Thermometers, face shields and surgical masks for all nurses, teachers, and staff.</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>No additional non-essential volunteer staff/visitors in buildings permitted</p> <p>Students/staff who develop any symptoms while at school will be placed in an isolation area located within the nurse's office.</p> <p>Students/staff who express a history of exposure while at school will be placed in an isolation area located within the nurse's office and excluded from school with recommended follow up by a medical provider for further instruction.</p>	<p>No additional non-essential volunteer staff/visitors in buildings permitted</p> <p>Students/staff who develop any symptoms while at school will be placed in an isolation area located within the nurse's office.</p> <p>Students/staff who express a history of exposure while at school will be placed in an isolation area located within the nurse's office and excluded from school with recommended follow up by a medical provider for further instruction.</p>	<p>Kathy Bower, CRNP, Health Services Department Chair, Building School Nurse</p>	<p>Designate an isolation room to separate anyone who exhibits COVID-19 symptoms. Proper disinfection of isolation room and places of contact. Masks provided for infected students and staff.</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>If a student/staff member is positive for COVID-19, or exposed to someone who tested positive, follow CDC/DOH guidelines for return to school/work  <a href="#">DOH Guidelines</a>  <a href="#">CDC Guidelines</a></p> <p>As per CDC recommendations if a student/staff member had any symptoms (See CDC Symptoms of Coronavirus), but no positive test, or no evidence of exposure, the student/staff member may return to school/work once symptoms improve/resolve and they are fever free for 24 hours without fever reducing medication.</p> <p>Students and staff must be evaluated by the school nurse upon return to school/work.</p>	<p>If a student/staff member is positive for COVID-19, or exposed to someone who tested positive, follow CDC/DOH guidelines for return to school/work  <a href="#">DOH Guidelines</a>  <a href="#">CDC Guidelines</a></p> <p>As per CDC recommendations if a student/staff member had any symptoms (See CDC Symptoms of Coronavirus), but no positive test, or no evidence of exposure, the student/staff member may return to school/work once symptoms improve/resolve and they are fever free for 24 hours without fever reducing medication.</p> <p>Students and staff must be evaluated by the school nurse upon return to school/work.</p>	<p>Kathy Bower, CRNP, Health Services Department Chair, Building School Nurse</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within school year changes in safety protocols</b>	Superintendent will communicate changes in safety protocols and school closures on the school website, electronic communications, and Blackboard	Superintendent will communicate changes in safety protocols and school closures on the school website, electronic communications, and Blackboard	Dr. Joseph Macharola, Superintendent		
<b>Other monitoring and screening practices</b>	<p>Guidelines for parent/staff home monitoring/screening as per DOH/CDC recommendations.</p> <p>All students/staff who appear ill or are exhibiting symptoms will be evaluated by the school nurse.</p> <p>Confidentiality will be maintained at all times in regards to student/staff medical evaluation, recommendation and treatment.</p>	<p>Guidelines for parent/staff home monitoring/screening as per DOH/CDC recommendations.</p> <p>All students/staff who appear ill or are exhibiting symptoms will be evaluated by the school nurse.</p> <p>Confidentiality will be maintained at all times in regards to student/staff medical evaluation, recommendation and treatment.</p>	Kathy Bower, CRNP, Health Services Department Chair, Building School Nurse		Y

## 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 MSD 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: **All staff and students will be expected to follow current CDC and PA DOH guidelines for masks, social distancing, and proper hygiene practices. Student and staff intentions for returning to school will be collected during the summer months in order to plan for effective staffing in buildings. A full virtual option for instruction will be available for any students who make that selection.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>For staff, provide flexible leave and work from home options where appropriate.</p> <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Identify students and staff at higher risk. Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff.</p>	<p>For staff, provide flexible leave and work from home options where appropriate.</p> <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Identify students and staff at higher risk. Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff.</p>	<p>Kathy Bower, CRNP, Health Services Department Chair, Building School Nurse</p> <p>Dr. Joseph Macharola, Superintendent</p>	<p>Thermometers. Face shields and surgical masks for all nurses, teachers, and staff.</p>	<p>Y</p>
<p><b>*Use of face coverings (masks or face shields) by all staff</b></p>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID-19</p> <p>Follow the Governor's current order regarding masking</p>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID-19</p> <p>Follow the Governor's current order regarding masking</p>	<p>Building Principals</p>	<p>Masks Face Shields</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID-19</p> <p>Face coverings required in all environments at all times</p> <p>Follow the Governor's current order regarding masking</p>	<p>Follow CDC guidelines to protect students and staff from the potential spread of COVID-19</p> <p>Face coverings required in all environments at all times</p> <p>Follow the Governor's current order regarding masking</p>	Building Principal	Masks Face Shields	N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.	IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals.	IEP Teacher Principal, Certified School Nurse, Principal		Y
<b>Strategic deployment of staff</b>	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff	Dr. Joseph Macharola, Superintendent	N/A	N

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>MSD Health &amp; Safety Plan</b>	All Staff	Pandemic Team	District meetings, faculty meetings, district website	Health and Safety Plan	8/13/20	
<b>COVID-19 Specific Cleaning and Sanitization practice</b>	Custodial Staff	Facilities	Meeting with Veritiv	Titan Sprayer, QT Chemicals	8/19/20	
<b>COVID19 Prevention</b>	All Staff	Pandemic Team	Virtual	<a href="#">SafeSchools Link</a> – Coronavirus: Preparing Your Household (Course) <a href="#">CDC Link 1</a> <a href="#">CDC Link 2</a> <a href="#">CDC Link 3</a>	8/13/20	
<b>Proper Social Distancing, Masking, and Preventative Strategies in the Classroom</b>	Teaching/ Professional Staff	Building Principals, District Administrators	Faculty meetings, district meetings, CDC/DOH websites	<a href="#">CDC Guidelines</a> <a href="#">DOH Website</a>	8/24/20	
<b>Hygiene Practices for Students and Staff</b>	All Staff	School Nurses, Pandemic Team	Faculty meetings, district meetings, CDC/DOH websites	<a href="#">CDC Guidelines</a> <a href="#">DOH Website</a>	8/24/20	

## 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, MSD 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
<b>Return to School Family Survey</b>	Parent/Guardian	Cathy Shappell	Email/Phone Call	7/8/20	7/20/20
<b>Pandemic Team Meetings</b>	Staff	Kevin Vanino	Meetings	6/30/20	8/11/20
<b>Possible Instructional Models Teacher Survey</b>	Staff	Cathy Shappell	Email/Phone Call	7/20/20	7/27/20
<b>Superintendent Messages</b>	All	Dr. Joseph E. Macharola, Ed. D.	Email, Phone Call, Blackboard Message	7/1/20	8/12/20

## Health and Safety Plan Governing Body Affirmation Statement

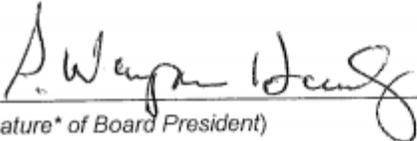
The Board of Directors/Trustees for **Muhlenberg School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 12, 2020**.

The plan was approved by a vote of:

**Yes** 9-0  
 **No**

Affirmed on: **August 12, 2020**

By:

  
\_\_\_\_\_  
(Signature\* of Board President)

**S. Wayne Hardy**

\_\_\_\_\_  
(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.