Albert Gallatin Area School District
School Re-Opening
Health and Safety Plan

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

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

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

Health and Safety Plan: Albert Gallatin Area SD

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?**

o Signage
o Social Distancing where possible
o Hallway Procedures
o Increase Cleaning and Sanitizing
o Promote handwashing and hand sanitizer
o Hand sanitizing stations in every room and common areas
o Training Staff and Students
o Breakfast Format Change
o Limit parents and volunteers in the building
o Celebrations/Party/Food Day Regulations
o Busing - Encourage car riders
o Temperature Checks
o Cyber Options
o Attendance restrictions - eased
o Lunch Modifications
o Playground Modifications
o Special Education Modifications

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

o Surveys to student's families and school staff
o Invited stakeholders to communicate concerns

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

o Communication via call/text, website, social media, email, etc.

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

o Recommendations of the Local, State, and Federal regulatory bodies

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).

At the conclusion of our initial four weeks of fully remote instruction, The Albert Gallatin Area School District will move to a total reopen for all students except those choosing to remain remote. The District will provide in-person instruction four days a week (Monday, Tuesday, Thursday, Friday) with Wednesdays being a virtual / remote instructional day for all students. In-person instruction will commence on Monday, October 5, 2020 for all students in grades Kindergarten, Sixth, and Ninth grades with all other students reporting on Tuesday October 6, 2020.

☐ 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).

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).

The Albert Gallatin Area School District will reopen operating under a Full Remote Option for 4 weeks commencing

September 8, 2020. The Albert Gallatin Area School District will assess county data to determine opening options beyond the

initial 4 week plan.

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

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Lara Bezjak	Albert Gallatin Area SD	Pandemic Coordinator – Assistant to the Superintendent
Christopher Pegg	Albert Gallatin Area SD	Superintendent of Schools
Jason Hutchinson	Albert Gallatin Area SD	Secondary Supervisor/Facilities Manager
Chris Bolin	Albert Gallatin Area SD	Director of Technology/Public Relations

Troy Golden	Albert Gallatin Area SD	Director of Food Service
Bill Parnham	Albert Gallatin Area SD	Director of Transportation
Jared Plisko	Albert Gallatin Area SD	Director of Special Education
Dr. Goisse, MD	Montgomery Medical	School Physician
Eric Witt	Albert Gallatin Area SD	Elementary Principal
Renee Rosie	Albert Gallatin Area SD	Elementary Principal
Brian Reams	Albert Gallatin Area SD	High School Principal
Zach Dillow	Albert Gallatin Area SD	Middle School Principal
Carla Crossland	Albert Gallatin Area SD	School Nurse
Kim Riley	Albert Gallatin Area SD	School Nurse
Duane Dupont	Albert Gallatin Area SD	Athletic Director
Carla Franks	Albert Gallatin Area SD	School Board President

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 K-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:

In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned twice a day in student/staff occupied areas. In addition, paper cup sleeves are being installed where possible at drinking fountains to limit the amount of contact. Air dryers are being replaced with paper towel dispensers. Electrostatic Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available to all students/staff and all learning spaces at all times. There will be a focused cleaning of the building nightly or prior to student arrival.

The Facilities Manager will provide professional development and appropriate cleaning resources to all maintenance staff, building operators, and cleaning personnel.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	● High Contact Areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs) are cleaned twice a day in student/staff occupied areas ● Electrostatic Foggers may be used to disinfect building spaces and school buses suspected of illness/germs ● Disinfectant will be available to all students/staff and all learning spaces at all times ● Focused cleaning of the building nightly ● Signage will be installed to remind students of good hygiene habits. ● Hand sanitizer stations will be installed near water fountains and throughout the buildings. ● Installation of new paper towel dispensers ● Each classroom teacher will be supplied with paper towels and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment	● High Contact Areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs) are cleaned twice a day in student/staff occupied areas ● Electrostatic Foggers may be used to disinfect building spaces and school buses suspected of illness/germs ● Disinfectant will be available to all students/staff and all learning spaces at all times ● Focused cleaning of the building nightly ● Signage will be installed to remind students of good hygiene habits. ● Hand sanitizer stations will be installed near water fountains and throughout the buildings. ● Installation of new paper towel dispensers ● Each classroom teacher will be supplied with paper towels and a spray bottle of disinfectant cleaner to maintain consistent cleanliness within the classroom environment.	Facilities Manager, Custodians, Lead Maintenance 1/2	Cleaning/Disinfectant, Supplies, PPE, Electrostatic Fogger	Y

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:

While in the green phases, the master schedules will be designed to maximize space to the maximum extent feasible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.

For student lunch in the cafeteria, modifications will be made to reduce contact while in the cafeteria lines. There will be a limited number of stations at the high school and choices at the ES. Grab and Go Breakfasts will be available for students in all buildings. Food service lines will have plexiglass partitions installed. All food, utensils, and condiments will be handed to students in lieu of the current system. Markings will be used to indicate 6 feet distances in food service lines, and students will be asked to use the markings as they move forward in the line. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions.

 The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.

All students will access hand sanitizer when entering district transportation and/or buildings. There will be highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing.

All athletics and extra-curricular teams will follow the recommendations of PIAA. Weather permitting, all physical education classes will be conducted outside and all sports equipment will be cleaned before/after use. Activities will be designed and implemented to maintain social distancing guidelines

During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time.

Physical education classes will be conducted outside (weather permitting) and all equipment will be cleaned before/after use. All activities will be designed and implemented to maintain social distancing guidelines.

In an effort to limit the sharing of materials among elementary students, students in the elementary school will utilize their own tool box with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices between uses.

In an effort to limit the sharing of materials among middle and high school students, all students are assigned their own personal lockers. Students will not be permitted to share lockers. There will be a cleaning of shared devices between uses.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Team will share the Albert Gallatin Area School District's Reopening Health and Safety Plan with the 21st CCLC After School Program and other applicable providers who may share building facilities.

In the event that the school district must return to the yellow phase, more restrictive procedures will be implemented while all precautions from the green phase will be maintained. For scheduling, a modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. Only half the students will be present at any given time in each classroom. A rotational schedule has been developed that allows for face-to-face and remote instruction. This will allow all social distancing requirements to be met in all settings since approximately half the students will be present at any given time in each classroom. Cafeteria spaces will be utilized since these spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. All students will be seated the same way all food will be handed to students by cafeteria staff including condiments and utensils.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	• Only half the students will be present at any given time in each classroom. • A rotational schedule has been developed that allows for face-to-face and remote instruction. This will allow all for social distancing requirements to be met in all settings.	• Master schedules will be designed to maximize space to the maximum extent feasible • Instructors will design learning spaces with respect to social distancing to the maximum extent possible	Building Principals	Building Schedules	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	•Only half the students will be present at any given time in each classroom. • Cafeteria spaces will be used. These spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. • Limit the number of assemblies • Students verbalize lunch pin while food service inputs account number • Limit the number of stations and choices • Teachers will submit a lunch roster to food service workers to eliminate the handling of the lunch number keypad (ES) • Grab and Go Breakfasts available • Food service lines will have plexiglass partitions installed • All food, utensils, and condiments will be handed to students • Markings will be used to indicate 6 feet distances in food service lines • Utilize other school spaces for student seating during lunch when available	• Limit the number of assemblies • Students verbalize lunch pin while food service inputs account number • Limit the number of stations and choices • Teachers will submit a lunch roster to food service workers to eliminate the handling of the lunch number keypad • Grab and Go Breakfasts available • Food service lines will have plexiglass partitions installed • All food, utensils, and condiments will be handed to students • Markings will be used to indicate 6 feet distances in food service lines • Utilize other school spaces for student seating during lunch when available • Groups entering will be staggered as to minimize contacts • All surfaces will be disinfected between serving sessions	Director of Food Service	• Plexiglass barriers • Distance marking on the floor (6 feet). • Disposable trays and utensils. • Individual condiments. • Signage • Modify staff as needed to serve and monitor the lunches.	Y

	• Groups entering will be staggered as to minimize contacts • All students will be seated the same way • All surfaces will be disinfected between serving sessions • All food will be handed to students by cafeteria staff including condiments and utensils				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	• Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage • Student and staff training • School announcements include training and reminders on hand-washing and best practices •Scheduled hand cleansing • All students will access hand sanitizer when entering district transportation and/or buildings	• Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage • Student and staff training • School announcements include training and reminders on hand-washing and best practices •Scheduled hand cleansing • All students will access hand sanitizer when entering district transportation and/or buildings	School Nurses, Teachers, Building Principals	Hand Sanitizer on district transportation, learning spaces, and facilities. Sinks w/ soap and water	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	• Highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing	• Highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing	Facilities Manager, School Nurses	Signage	N
* Identifying and restricting non-essential visitors and volunteers	• Restricting volunteers, presenters, and parent visitors	• Restricting volunteers, presenters, and parent visitors when feasible	Administrative Team	Signage	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	• Follow the recommendations of PIAA • Weather permitting, all physical education classes will be conducted outsides and all equipment will be cleaned before/after use • All activities will be designed and implemented to maintain social distancing guidelines • Follow the recommendations of CDC • Limit 1 grade level to the playground at a time	• Follow the recommendations of PIAA • Weather permitting, all physical education classes will be conducted outsides and all equipment will be cleaned before/after use • All activities will be designed and implemented to maintain social distancing guidelines • Follow the recommendations of CDC • Limit 1 grade level to the playground at a time	Superintendent, Athletic Director, Building Principals, Teachers	Cleaning/Disinfectant Supplies	Y

	● Weather permitting, all physical education classes will be conducted outsides and all equipment will be cleaned before/after use ● All activities will be designed and implemented to maintain social distancing guidelines	● Weather permitting, all physical education classes will be conducted outsides and all equipment will be cleaned before/after use ● All activities will be designed and implemented to maintain social distancing guidelines			
Limiting the sharing of materials among students	● Cleaning of shared devices between uses ● All students are assigned their own personal lockers ● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc. ● Cleaning of shared devices between uses	● Cleaning of shared devices between uses ● All students are assigned their own personal lockers ● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc. ● Cleaning of shared devices between uses	Building Principals, Classroom Teachers	Cleaning/Disinfectant Supplies Individual Toolboxes	N
Staggering the use of communal spaces and hallways	● Students will be significantly reduced at any given time in each classroom. ● Communal space use will be governed by the building schedule. Schedules are designed to limit the interactions of groups. ● Directional signage may assist in social distancing in communal spaces	● Communal space use will be governed by the building schedule. Schedules are designed to limit the interactions of groups. ● Directional signage may assist in social distancing in communal spaces.	Administrative Team		Y
Adjusting transportation schedules and practices to create social distance between students	● Students will be significantly reduced on district transportation due to hybrid scheduling. ● All students will use hand sanitizer when entering school transportation. ● Members of the same household will be encouraged to sit together on school transportation when possible ● Students are required to wear a mask on school transportation	● All students will use hand sanitizer when entering school transportation. ● Members of the same household will be encouraged to sit together on school transportation when possible ● Students are required to wear a mask on school transportation ● Buses will be loaded back to front to limit students walking past other students to find a seat	Director of Transportation	Cleaning/Disinfectant Supplies, Hand Sanitizer, Temperature Check Equipment	Y

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	• A modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed.	• Master schedules will be designed to maximize space to the maximum extent feasible • Instructors will design learning spaces with respect to social distancing to the maximum extent possible • Limiting the number of teacher changes when possible • Restricting volunteers, presenters, and parent visitors when feasible	Administrative Team, Classroom Teachers	Building Schedules	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	• Members of the Pandemic Team will share the Albert Gallatin Area School District's Reopening Health and Safety Plan with applicable providers	• Members of the Pandemic Team will share the Albert Gallatin Area School District's Reopening Health and Safety Plan with applicable provider	Administrative Team	School Reopening Plan	N
Other social distancing and safety practices					

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?
- 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:

While opening under the guidance of the green phrase, there will be significant effort made to monitor the health of all members of the school community. Symptom screening will be performed at home for both staff and students. In an effort to monitor students for symptoms of COVID-19, students may receive a temperature check when entering district facilities while in the Yellow or Green Phase. Any student who presents with a fever may be asked to return home for observation by a family member. Students will report to the school nurse if a parent or guardian is not available. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members will receive a temperature check when signing in at the main office. A staff member who presents with a fever may be asked to return home and not return until he/she is fever free. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.

All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Sapphire Notification System, the district website, and social media outlets.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Monitoring students and staff for symptoms and history of exposure**	●Symptom screening will be done by all parents/guardians at home each morning before the school day. ●No children with symptoms will be sent on a bus or brought to school. ●All District staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. ●Temperature screening may be required upon entrance to school for students or staff. ●Students and staff will consistently be made aware of the signs and symptoms of COVID-19. ●Students and staff will go to the nurse immediately if feeling symptomatic. ●The District will share resources with the school community to help families understand when to keep children home.	●Symptom screening will be done by all parents/guardians at home each morning before the school day. ●No children with symptoms will be sent on a bus or brought to school. ●All District staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill. ●Temperature screening may be required upon entrance to school for students or staff. ●Students and staff will consistently be made aware of the signs and symptoms of COVID-19. ●Students and staff will go to the nurse immediately if feeling symptomatic. ●The District will share resources with the school community to help families understand when to keep children home.	Administrative Team School Nurses Teachers and Staff	Self-Screen and reporting procedures Staff Training Parent and Community Resources	Y
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	● Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the campus.	● Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the campus.	Administrative Team School Nurses	Predetermined Spaces	Y
* **Returning isolated or quarantined staff, students, or visitors to school**	● Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe.	● Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe.	Building Principals	N/A	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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	• Approximately half of the students will be present at any given time in each classroom. • All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Sapphire Notification System, the district website, and social media outlets.	• All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Sapphire Notification System, the district website, and social media outlets.	Administrative Team	Sapphire Notification System District Website Social Media Outlets	N
Other monitoring and screening practices	• The school nurses will communicate with the PA Department of Health and actively monitor all information that is relevant to the COVID-19 crisis.	• The school nurses will communicate with the PA Department of Health and actively monitor all information that is relevant to the COVID-19 crisis.	School Nurses	PA Department of Health website and email correspondence	

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?

Summary of Responses to Key Questions:

In the green phase, students will be provided with a full remote learning environment if they so choose. Staff at risk of the coronavirus will be addressed on a case by case basis. Staff members and students are required to wear a mask. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.

During the yellow phase, approximately half of the students will be present at any given time in each classroom. All staff members and students will be required to wear a mask. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Protecting students and staff at higher risk for severe illness**	• Due to hybrid learning schedule, approximately half of the students will be present at any given time in each classroom. • All students will be provided with a full remote learning environment if they choose • Staff will be addressed on a case by case basis	• All students will be provided with a full remote learning environment if they choose • Staff will be addressed on a case by case basis	Administrative Team	Remote Learning Environment Devices	N
* **Use of face coverings (masks or face shields) by all staff**	• Staff members will be required to wear a mask	• Staff members will be required to wear a mask	Administrative Team	Masks	N
* **Use of face coverings (masks or face shields) by older students (as appropriate)**	• All students will be required to wear a mask • Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning	• Students are required to wear a mask	Administrative Team	Masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	• Protocols will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning	• Protocols will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning	Administrative Team Nurses	N/A	N
Strategic deployment of staff					

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures	Faculty and Staff		Faculty and Staff	Disinfectant and equipment use directions. Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures-CDC Guidelines Reopening Health and Safety Plan	8/2020	
Signs and Symptoms of COVID-19	Faculty and Staff		Faculty Meeting	Temperature Check Equipment Signs and Symptoms of COVID-19-CDC Guidelines	8/2020	

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	Maintenance and Cleaners			Disinfectant and equipment use directions. Reopening Health and Safety Plan	7/2020	
Chromebook Care	Faculty and Staff	Chris Bolin / IT Department	Faculty Meeting	Technology Cleaning Materials	8/2020	

Health and Safety Plan Communications

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).

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Re-Opening Plan	All Stakeholders	Lara Bezjak, Pandemic Coordinator	Website, Social Media, Sapphire Notification System, Mailings	7/2020	
General School Updates	All Stakeholders	Building Principals	Website, Social Media, Sapphire Notification System	8/2020	ONGOING

Health and Safety Plan Summary: Albert Gallatin Area SD

Anticipated Launch Date: August 11, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned twice a day in student/staff occupied areas. In addition, paper cup sleeves are being installed when possible to limit the amount of contact. Electrostatic Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available to all students/staff and all learning spaces at all times. There will be a focused cleaning of the building nightly or prior to student arrival. The Facilities Manager will provide professional development to all maintenance staff, building operators, and cleaning personnel.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible** * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	While in the green phases, the master schedules will be designed to maximize space to the maximum extent feasible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Building administration will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible. While in the cafeteria, middle and high school students will verbalize their lunch pin while food service inputs the account number. At the elementary, teachers will submit a lunch roster to food service workers to eliminate the handling of the lunch number keypad. There will be a limited number of stations at the middle and high school and choices at the ES.

Requirement(s)	Strategies, Policies and Procedures
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 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	Grab and Go Breakfasts will be available for students in both buildings. Food service lines will have plexiglass partitions installed. All food, utensils, and condiments will be handed to students. Markings will be used to indicate 6 feet distances in food service lines, and students will be asked to use the markings as they move forward in the line. Other school spaces will be used for student seating during lunch when available. In addition, groups entering the cafeteria will be staggered as to minimize contacts, and all surfaces will be disinfected between serving sessions. The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing. All students will access hand sanitizer when entering district transportation and/or buildings. There will be highly visible signage in both buildings highlighting topics such as handwashing, personal hygiene, and social distancing. All athletics and extra-curricular teams will follow the recommendations of PIAA. Weather permitting, all physical education classes will be conducted outside and all sports equipment will be cleaned before/after use. Activities will be designed and implemented to maintain social distancing guidelines During recess, the students and staff will follow the recommendations of CDC by limiting one grade level to the playground at a time. Physical education classes will be conducted outside (weather permitting) and all equipment will be cleaned before/after use. All activities will be designed and implemented to maintain social distancing guidelines. In an effort to limit the sharing of materials among elementary students, students in the elementary school will utilize their own tool box with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices between uses. In an effort to limit the sharing of materials among high school students, all students are assigned their own personal lockers. There will be a cleaning of shared devices between uses. Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Team will share the Albert Gallatin Area School District's Reopening Health and Safety Plan with applicable providers who may share building facilities.

Requirement(s)	Strategies, Policies and Procedures
	In the event that the school district must return to the yellow phase, more restrictive procedures will be implemented while all precautions from the green phase will be maintained. For scheduling, a modified face-to-face instructional calendar will be created with approximately half of the student population in each building will be present at any given time. This will allow for social distancing guidelines to be followed. Only half the students will be present at any given time in each classroom. A rotational schedule has been developed that allows for face-to-face and remote instruction. This will allow all social distancing requirements to be met in all settings since approximately half the students will be present at any given time in each classroom. Cafeteria spaces will be utilized since these spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. All students will be seated the same way all food will be handed to students by cafeteria staff including condiments and utensils.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	While opening under the guidance of the green phrase, there will be significant effort made to monitor the health of all members of the school community. Symptom screening will be performed at home for both staff and students. In an effort to monitor students for symptoms of COVID-19, students and staff may receive a temperature check when entering district facilities. Any student who presents with a fever may be asked to return home for observation by a family member. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members may receive a temperature check when signing in at the main office. A staff member who

Requirement(s)	Strategies, Policies and Procedures
* **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**	presents with a fever may be asked to return home and not return until he/she is fever free. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the campus. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Sapphire Notification System, the district website, and social media outlets.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **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**	In the green phase, students will be provided with a full remote learning environment if they so choose. Staff at risk of the coronavirus will be addressed on a case by case basis. Staff members and students must wear a mask. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. During the yellow phase, approximately half of the students will be present at any given time in each classroom. All staff members and students will be required to wear a mask. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Albert Gallatin Area SD** reviewed and approved the Phased School Reopening Health and Safety Plan on **September 29, 2020**.

The plan was approved by a vote of:

___9___ Yes

___0___ No

Affirmed on: **August 11, 2020**

By:

_____

(*Signature* of Board President*)

Carla Earnks

_____

(*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.