



Phased School Reopening

Health and Safety Plan Template

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

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

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

Health and Safety Plan: Bedford Area School District

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 20, 2020

Please note the content of this plan will not only guide the district but will also guide the After-School Program and any other organizations operating on school district property.

The Bedford Area School District recognizes the COVID pandemic is a very fluid situation with numerous variables that will undoubtedly change between July 21, 2020 and the beginning of school. Given the evolving nature of this situation, the district has a continuum of plans ranging from complete reopening to alternative schedule to complete virtual opening. The district will continue to monitor the federal, state and local responses closer to the beginning of school and adjust its plan as necessary with the primary goal of student, staff and community safety.

Decision-making Process:

The district is currently gathering national, state, and local data to make the best decision possible at the beginning of school. Our current assessments show a complete lack of agreement on how to react to the continued spread of the virus. For example, we are aware of several Pennsylvania Universities who announced they are completely virtual while numerous others are reopening with a variety of instructional models. In sports, the Pennsylvania State Athletic Conference connected to the Athletics at numerous Pennsylvania Systems of Higher Education such as Shippensburg and Indiana Universities announced the suspension of fall sports. In contrast, the Pennsylvania Interscholastic Athletic Association (PIAA) governing all Pennsylvania School District sports is moving forward with plans to begin fall athletics. Given the incoherent approaches, the district identified some key information to monitor over the upcoming weeks. We will monitor the success of other school reopenings, which occur prior to our reopening. We will monitor the decisions of the PIAA since fall sports begin prior to our full reopening. We will monitor the success of university reopenings since they open prior to our beginning. Finally, we will monitor the messages coming from the State government, particularly the Governor who can make a decision to physically close all schools.

Brief Discussion of Governmental Laws and Regulations:

In school law, the Bedford Area School District must abide by the laws, including executive orders of our state government. Therefore, any plan we undertake during the school year must adhere to state laws. We state this here to clearly explain to our community, we do not have the power to unilaterally make masks voluntary or other social distancing measures if they are required by executive order.

Brief Description of our Continuum of Planning:

We share this brief description to help the community plan for the potential outcomes.

Complete Reopening

The Bedford Area School District will completely reopen every day for all students. **As of July 21, 2020, the district plans to completely reopen.** Please note, given the current executive order students will wear masks where we cannot socially distance them. It is also important to note social distance is difficult given the limitations of our physical space in classes and busses. We will use a modified schedule to limit the number of classes offered to students during a semester. For example, many students will take four classes per semester rather than 8 classes. This approach promotes rigor if we are required to move to an alternative schedule or complete virtual. Additionally, the modified schedule eliminates approximately 50% of student movement throughout the school day.

Alternative Schedule

The Bedford Area School District may be forced to use an alternative schedule to limit the number of students during the school day and promote social distancing. If the district elects this option, 50% of the students will attend school physically for one week every other week. When students are not physically attending school, they will complete their work virtually. The district will assign students to attend school based on the youngest member of the family's last name so all members of the family will attend school at the same time allowing older siblings to help as babysitters. For example, if your first grader's last name is Adams but your 11th grader's last name is Zeller, your entire family will attend with the first part of the alphabet. Please know, we ensure you we will provide plenty of information and publish lists to eliminate any confusion.

Virtual Opening

The Bedford Area School District may be forced to go virtual if we cannot physically open. This will be very similar to the end of last school year. One difference is the modified schedule, which will allow more rigor, and since students have more experience under this model, we will require an effort from students similar to when they physically attend.

Delayed Start

The Bedford Area School District may consider delaying the decision to reopen to gather more information rather than begin with one option and be forced to quickly move to another. For example, if it becomes apparent the Governor may make a decision to close schools in close proximity to our beginning of the school year, we may elect to delay our opening a few days to allow the situation to unfold.

Existing Virtual Program

We realize some parents may be uncomfortable with any of these options or simply want firm plans now to plan for the fall. The one firm plan we can offer parents is our pre-existing virtual program. The district has operated a virtual program for over twelve years and has graduated numerous students with a Bedford Area School District Diploma. We offer the program to any family and ask you to contact us early so we can work collaboratively to develop the best program for your children. Please contact your building principal or assistant principal to discuss this option.

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)
Dr. Paul Ruhlman	District Admin (Asst. Supt.), Director of Special Education, and Parent	Pandemic Coordinator
Dr. Allen Sell	District Admin (Supt.)	Co-Pandemic Coordinator-District Leader
Mr. John Diehl	CIO and Director of Technology	Both
Mr. Kyle Kane	High School Principal and Parent	Both

Mr. Kevin Steele	Asst. High School Principal, Head Football Coach, and Parent	Both
Mr. Kevin Windows	Middle School Principal	Both
Mr. Shane Bingman	Asst. Middle School Principal	Both
Ms. Leslie Turkovich	Elementary School Principal	Both
Ms. Jessica Pencil	Asst. Elementary School Principal and Parent	Both
Mr. Mike Trimeloni	Transportation, Facilities, Safety Coordinator, and Parent	Both
Mr. Bret Smith	Athletic Director	Both
OFC Joe Kovel	School Resource Officer	Both
Mrs. Julie Livengood	Elementary School Nurse and Parent	Health and Safety Plan Development
Mrs. Kim Eller	High School Nurse	Health and Safety Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

The district will utilize cleaning and disinfecting supplies and procedures adhering to OSHA and CDC requirements. The district will work directly with suppliers and consultants to ensure procurement of best possible cleaning materials and related supplies. The district will utilize grant funding to purchase additional cleaning and sanitation equipment. The district will maintain a significant amount of stock and ensure cleaning materials are readily available in each building.

Prior to reopening, the district will complete a thorough disinfecting and cleaning of the building. The district staff will maintain a regular and thorough cleaning process daily in buildings. Frequently touched surfaces will be cleaned more frequently. More intensive cleaning options with sprayers and UV lights will be utilized to target specific areas as needed.

The district will continue to train custodial staff on best cleaning practices and utilizing the cleaning materials appropriately. Training will be completed on an on-going basis as needed. Bus contractors and bus drivers will receive training on cleaning busses.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>		<p>The district will procure and utilize disinfecting supplies and procedures adhering to OSHA and CDC requirements. Cleaning and sanitizing will take place daily in buildings and busses, and more often on frequently touched surfaces. Custodial staff, bus contractors, and bus drivers will receive additional professional development related to preventing the spread of Covid-19</p>	<p>Mike Trimeloni will coordinate with a cleaning supply consultant</p>	<p>Cleaning, sanitizing, and disinfecting supplies, training materials</p>	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>		<p>Air scrubbers, electrostatic sprayers, and UV lights for additional sanitizing and disinfecting will be implemented and utilized. Training provided as needed.</p>	<p>Mike Trimeloni</p>	<p>Cleaning tools and products</p>	<p>N</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:

The Bedford Area School District will work with the teaching staff to explore options, which maximize social distancing in each learning space.

The Bedford Area School District will examine current school day procedures and implement changes, as needed in order limit person to person contact.

The Bedford Area School District will develop written guidelines on communal and outdoor space usage.

The Bedford Area School District will utilize school nurses and custodial staff to create daily cleaning and hygiene routines. In addition, the district will develop educational materials and signage to communicate healthy practices to students and staff.

The Bedford Area School District will work with the transportation department in an attempt to meet social distancing requirements

The Bedford Area School District will develop procedures to minimize visitors and volunteers without disrupting essential functions of the school.

The Bedford Area School District will evaluate social distancing and safety protocols throughout the school year and adjust where needed based on age and or grade range.

The Bedford Area School District will develop and implement training for students, staff, and parents relative to new procedures and protocols. The trainings will begin prior to the start of the academic school year and will be monitored throughout the school year.

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>		<p>The Bedford Area School District will work with the teaching staff to maximize social distancing in each learning space.</p>	<p>Building Principals</p>	<p>District plan</p>	<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>		<p>The Bedford Area School District will evaluate large group gathering spaces in an effort to maximize social distancing. The district will also investigate seating patterns that offer increased social distancing.</p>	<p>Building Principals</p>	<p>District plan</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>		<p>The Bedford Area School District will disinfect all high-touch surfaces regularly, including water fountains, door handles, lights switches, playground equipment, and student desks. School nurses and custodial staff will create daily cleaning and hygiene routines.</p>	<p>Building Principals</p>	<p>Sanitizing and disinfectant supplies and equipment.</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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs		The Bedford Area School District will develop educational materials and signage to communicate healthy practices to students and staff.	Building Principals	Educational materials and signs	Y
* Identifying and restricting non-essential visitors and volunteers		The Bedford Area School District will develop procedures to minimize visitors and volunteers without disrupting essential functions of the school.	Building Principal	Not needed	Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports		The Bedford Area School District will utilize the “Athletic Return to Play Plan” and apply those processes to recess and physical education classes.	Build Principals	Sanitizing and disinfectant supplies and equipment as needed according to the “Athletic Return to Play Plan”	Y
Limiting the sharing of materials among students		The Bedford Area School District will discourage the sharing of non-essential materials among students and develop guidelines for this practice when necessary.	Building Principals	Additional educational materials will be purchased if and when it becomes necessary.	Y

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)
Staggering the use of communal spaces and hallways		The Bedford Area School District will limit the density of hallway traffic and communal spaces by making adjustments to the daily schedule where feasible.	Building Principals	Adjusted daily schedules if needed	Y
Adjusting transportation schedules and practices to create social distance between students		The Bedford Area School District will explore social distancing on busses but will not add additional bus routes.	Transportation Director	Not Needed	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students		The Bedford Area School District will work with the teaching staff to explore options which maximize social distancing in each learning space.	Building Principals	Technology and communications equipment as needed	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars		The Bedford Area School District employs a robust communication system and will coordinate with local agencies as needed.	Transportation Director	District communication tools	Y

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)
Other social distancing and safety practices		The Bedford Area School District will develop and implement training for students, staff, and parents relative to new procedures and protocols. The trainings will begin prior to the start of the academic school year and will be monitored throughout the school year.	Building Principals	To be determined as needed	Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The district will encourage parents/guardians to do symptom screenings at home each morning before school.

Staff will do a self-symptom screening each morning before reporting to work.

The district will include information pertaining to isolation and quarantine in the district power-point.

Clearance from a physician will be required before returning to school after a positive diagnosis.

The district will maintain open communication with parents regarding the safe return of students.

Professional development will be provided for all teachers at the beginning of the school year.

Education will include signs/symptoms of Covid-19, proper respiratory/hand hygiene, suggested social distancing guidelines, and use of personal protective equipment.

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>* Monitoring students and staff for symptoms and history of exposure</p>		<p>The district will use touchless thermometers to check temperatures as needed. Any student or staff member with a high temperature (100.4 or greater), and exhibiting other Covid-19 symptoms, will be excluded from school until cleared by a physician. If the individual is not evaluated and cleared by a physician, they may be subject to a 14-day quarantine. Additionally, the district will communicate any potential exposures with appropriate parties.</p>	<p>Nurses in each building</p>	<p>Touchless thermometers.</p> <p>The district will also utilize grant funds to purchase additional health equipment as needed.</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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure		The district will have a designated isolation area in each building health room for students and staff members exhibiting symptoms of Covid-19. Individual, and building nurse, will be given a mask to wear. Additionally, students or staff members having exposure to an individual testing positive for Covid-19 will be required to do a 14-day quarantine.	Nurses in each building	Presentation materials	Y
* Returning isolated or quarantined staff, students, or visitors to school		The district will require students or staff members testing positive for Covid-19 to be cleared by a physician before returning to school.	Building nurses and secretaries	Presentation materials	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols		See communication plan	Superintendent and Assistant Superintendent	District communication technology and materials	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)
Other monitoring and screening practices		The district will screen all students entering health room with suspected Covid-19 symptoms or other contagious illness symptoms for fever.	Building nurses	Touchless thermometers. The district will also utilize grant funds to purchase additional health equipment as needed.	N

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: The Bedford Area School District does not believe mandating face coverings throughout the entire school day is feasible. The district believes using face masks on a voluntary as needed basis represents a better application of face masks. Additionally, the district recommends students and staff possess a face covering to use as necessary.

The Bedford Area School District offers a variety of flexible approaches to education ranging from complete virtual education to fulltime in person education. As in the past, students and parents can choose from a variety of options depending on their individual needs. The district will work with staff members to identify employees who require additional protection and to develop individual plans in cooperation with staff members.

The Bedford Area School regularly advertises for substitute teachers and will invite substitute teachers to district professional development events focused on the district's plan for student and staff health and safety.

The Bedford Area School District offers a variety of flexible approaches to education and a robust social emotional learning program. Given the district pre-existing programs, the district will focus the district's SEL committee and building SEL committees on the student and staff social emotional wellness at school and home.

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>* Protecting students and staff at higher risk for severe illness</p>		<p>The Bedford Area School District offers a variety of flexible approaches to education, ranging from complete virtual education to fulltime in person education. As in the past, students and parents can choose from a variety of options depending on their individual needs.</p> <p>The district will work with staff members to identify employees who require additional protection and to develop individual plans in cooperation with staff members.</p>	<p>Building Principals</p>	<p>Existing Virtual Programs and Technology</p> <p>Additionally, the district will use grant funding to purchase additional educational technology to support distance learning.</p>	<p>N</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>* Use of face coverings (masks or face shields) by all staff</p>		<p>The Bedford Area School District does not believe mandating face coverings throughout the entire school day is feasible. The district believes using face masks on a voluntary as needed basis represents a better application of face masks. Additionally, the district recommends students and staff possess a face covering to use as necessary.</p> <p>Please Note: The statement above is the position of the district when masks are not mandated. Currently, masks are required by the Governor's executive order and therefore required by the district.</p>	<p>Building Principals</p>	<p>Personal protective equipment</p> <p>Additionally, the district will use grant funding to purchase additional personal protection equipment.</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>		<p>The Bedford Area School District does not believe mandating face coverings throughout the entire school day is feasible. The district believes using face masks on a voluntary as needed basis represents a better application of face masks. Additionally, the district recommends students and staff possess a face covering to use as necessary.</p> <p>Please Note: The statement above is the position of the district when masks are not mandated. Currently, masks are required by the Governor's executive order and therefore required by the district.</p>	<p>Building Principals</p>	<p>Personal protective equipment</p> <p>Additionally, the district will use grant funding to purchase additional personal protection equipment.</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)
Unique safety protocols for students with complex needs or other vulnerable individuals		The Bedford Area School District will work collaboratively with parents to develop individual plans for students with complex needs. The district asks parents to contact their building principal with concerns prior to the beginning of school or at the time of enrollment.	Building Principals	Existing Virtual Programs and Technology Additionally, the district will use grant funding to purchase additional educational technology to support distance learning.	Y
Strategic deployment of staff		The Bedford Area School District will deploy staff strategically on a flexible basis depending on the district and/or building(s) needs.	Superintendent, Assistant Superintendent and Building Principals	None	Y

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
District Plan for Health and Safety	Substitutes	Assistant Principals	Large group	District plan	8/10/2020	8/20/2020
District procedures for face coverings for staff and students	Staff and students	Building Principals	Large group	District plan	8/18/2020	8/26/2020
District's Continuum of Educational Programs	Staff	Building Principals	Large group	District plan	8/18/2020	8/20/2020
Staff and Student Health Concerns relative to COVID 19	Staff and Students	Schools Nurses	Large Group	District PowerPoint Presentation	8/18/2020	8/26/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning and sanitizing of buildings	Custodians /Bus contractors	Mike Trimeloni in coordination with cleaning supply consultant	Large Group	District Plan	7/28/2020	7/28/2020
Update of District Procedures for Covid-19	Staff	Building Principals	Large Group	District PowerPoint Presentation	8/18/2020	8/20/2020
Covid 19 Planning and Prep	Administration including nurses	Superintendent and Asst. Superintendent	Large Group	Various Sources	Weekly	Ongoing

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School year reopening guidelines for Students/Families	Community	Superintendent and Assistant Superintendent	Q & A Document mailing to residence Push Notification, Text, Call Hosted on district website Mail document to residence	7/22/2020	8/20/2020
School year reopening guidelines for Staff	All BASD Staff	Superintendent, Assistant Superintendent and Building Principals	Letter and Q & A Mailing Email All Staff Push Notification to All Staff	7/22/2020	8/18/2020
School year reopening guidelines for Athletics	All BASD Head Coaches, Parents/Students	Superintendent, Assistant Superintendent, Building Principals, Athletic Director	Email/Push Notification/Text/Host on Website Web Conferencing Meeting	6/19/2020	On going
In year school opening/closing guidelines for Covid-19 confirmed cases/quarantine	Staff	Superintendent, Assistant Superintendent and Building Principals	Face-To-Face or Direct Electronic Communication	As Needed	
In year school opening/closing guidelines for Covid-19 confirmed cases/quarantine	Students/Community	Superintendent, Assistant Superintendent and Building Principals	Email/Push Notification/Text/Host on Website	As Needed	

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
In year Plan modifications	Involved Stakeholders	Superintendent, Assistant Superintendent and Building Principals	Q & A Document Email/Push Notification/Text/ Host on Website *Translation accommodations for non-English families will be provided if necessary.	As Needed	

Health and Safety Plan Summary: Bedford Area School District

Anticipated Launch Date: **7/22/2020**

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)	The district will procure and utilize disinfecting supplies and procedures adhering to OSHA and CDC requirements. Cleaning and sanitizing will take place daily in buildings and busses, and more often on frequently touched surfaces. Custodial staff, bus contractors, and bus drivers will receive additional professional development related to preventing the spread of Covid-19

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>The Bedford Area School District will work with the teaching staff to maximize social distancing in each learning space.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>The Bedford Area School District will evaluate large group gathering spaces in an effort to maximize social distancing. The district will also investigate seating patterns that offer increased social distancing.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>The Bedford Area School District will disinfect all high-touch surfaces regularly, including water fountains, door handles, lights switches, playground equipment, and student desks. School nurses and custodial staff will create daily cleaning and hygiene routines.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>The Bedford Area School District will develop educational materials and signage to communicate healthy practices to students and staff.</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>The Bedford Area School District will develop educational materials and signage to communicate healthy practices to students and staff.</p>
<p>Limiting the sharing of materials among students</p>	<p>The Bedford Area School District will utilize the “Athletic Return to Play Plan” and apply those processes to recess and physical education classes.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>The Bedford Area School District will discourage the sharing of non-essential materials among students and develop guidelines for this practice when necessary.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>The Bedford Area School District will limit the density of hallway traffic and communal spaces by making adjustments to the daily schedule where feasible.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>The Bedford Area School District will explore social distancing on busses but will not add additional bus routes.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>The Bedford Area School District will work with the teaching staff to explore options which maximize social distancing in each learning space.</p>
<p>Other social distancing and safety practices</p>	<p>The Bedford Area School District employs a robust communication system and will coordinate with local agencies as needed.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>The district will use touchless thermometers to check temperatures as needed. Any student or staff member with a high temperature (100.4 or greater), and exhibiting other Covid-19 symptoms, will be excluded from school until cleared by a physician. If the individual is not evaluated and cleared by a physician, they may be subject to a 14-day quarantine. Additionally, the district will communicate any potential exposures with appropriate parties.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>The district will have a designated isolation area in each building health room for students and staff members exhibiting symptoms of Covid-19. Individual, and building nurse, will be given a mask to wear. Additionally, students or staff members having exposure to an individual testing positive for Covid-19 will be required to do a 14-day quarantine.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>The district will require students or staff members testing positive for Covid-19 to be cleared by a physician before returning to school.</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The district possesses robust communication strategy and employs a variety of tools, which offer the ability to communicate with the all families or targeted groups as necessary.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The Bedford Area School District offers a variety of flexible approaches to education ranging from complete virtual education to fulltime in person education. As in the past, students and parents can choose from a variety of options depending on their individual needs.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>The district will work with staff members to identify employees who require additional protection and to develop individual plans in cooperation with staff members.</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>The Bedford Area School District does not believe mandating face coverings throughout the entire school day is feasible. The district believes using face masks on a voluntary as needed basis represents a better application of face masks. Additionally, the district recommends students and staff possess a face covering to use as necessary.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Please Note: The statement above is the position of the district when masks are not mandated. Currently, masks are required by the Governor's executive order and therefore required by the district.</p>
<p>Strategic deployment of staff</p>	<p>The Bedford Area School District will work collaboratively with parents to develop individual plans for students with complex needs. The district asks parents to contact their building principal with concerns prior to the beginning of school or at the time of enrollment.</p> <p>The Bedford Area School District will deploy staff strategically on a flexible basis depending on the district and/or building(s) needs.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Bedford Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 21, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 21, 2020**

By:

(Signature of Board President)*

(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.