



# Phased School Reopening Health and Safety Plan Template

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

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

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

## Health and Safety Plan: (Everett 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? (Everett Area School District reserves the right to make adjustments as needed.)**

- 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): (8/20/2020)**

## 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)
Dr. Danny Webb	School District	Coordinator
Jim Hollis	School District	Coordinator
Adam Whisel	High School	<b>Both (Plan Development and Response Team):</b>
Laurie Criswell	Middle School	<b>Both (Plan Development and Response Team):</b>
Justin Hillegas	Elementary School	<b>Both (Plan Development and Response Team):</b>

<b>Don Burd</b>	MS/HS	<b>Both (Plan Development and Response Team):</b>
<b>Becky Garrett</b>	District Nursing	<b>Both (Plan Development and Response Team):</b>
<b>Liz Yokum</b>	District Nursing	<b>Both (Plan Development and Response Team):</b>
<b>Dr. Foor</b>	Community Medical Professional	<b>Health and Safety Plan Development</b>
<b>Dr. Debolt</b>	Community Medical Professional	<b>Health and Safety Plan Development</b>
<b>Dr. Duvall</b>	Community Medical Professional	<b>Health and Safety Plan Development</b>
<b>Missy Shaffer</b>	Parent	<b>Health and Safety Plan Development</b>
<b>Brian Koontz</b>	District Maintenance/Transportation	<b>Both (Plan Development and Response Team):</b>
<b>Kristin Howsare</b>	District Maintenance/Transportation	<b>Both (Plan Development and Response Team):</b>

## 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? Buildings have been cleaned and disinfected utilizing approved disinfectant solutions through manual application and misting. The District has also purchased HEPA filters for all buildings, enough to change out multiple times.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)? The District has already purchased the anticipated supplies for the 20/21 school year, including misting supplies for buses. Through District funds, ESSER funds and Cares funds.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? Cleaning and sanitation will be ongoing daily routines and evening hours will allow for deeper cleaning and classroom disinfection. In addition, the District will require bus contractor to clean buses not less than daily.
- What protocols will you put in place to clean and disinfect throughout an individual school day? The District will install touchless faucets in every area. Restrooms and lounge areas will have soap dispensers and paper towels and waste cans will be located at exits so as to allow students not to touch the doors. All classrooms and office areas will have hand sanitizer canisters installed by the entrance and various other locations throughout the buildings. Teachers will have disinfectant wipes in each classroom to help with high contact areas. Custodians will address high traffic and high contact areas throughout the day. Misting units will be utilized as needed during the day and all areas of each building will be misted each evening.
- 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? The entire custodial and maintenance staff have been personally trained by our vendors on the proper use of misting machines, electrostatic sprayers, appropriate chemicals, cleaning routines and ventilation procedures. Teachers and support staff will be trained prior to the beginning of the school year by: nursing staff, administration, maintenance director, and outside experts as needed.

**Summary of Responses to Key Questions: (INSERT TEXT)**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Touchless faucets in all areas</li> <li>- Hand sanitizers in every room and at various locations in each building</li> <li>- High contact areas disinfected throughout the day</li> <li>- HEPA filters installed and changed regularly</li> <li>- Bottle fillers instead of fountains</li> <li>- Mister sanitation used daily</li> <li>- Buses sanitized daily</li> <li>- All surface areas sanitized at least daily</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	Coordinators Maintenance Director Nurses Administration	Touchless Faucets Hand sanitizers Filters Mister and chemicals Bottle fillers Cleaning materials Disinfecting wipes	YES

## Social Distancing and Other Safety Protocols

### Key Questions

How will classrooms/learning spaces be organized to mitigate spread? - **The Everett Area School District will begin the year, following an alternating (A/B) group schedule. (A) group students will attend, in person, for a week, M-Th, while the (B) group attends virtually. The next week students will shift, with (B) group attending in person and (A) group virtually. All students will attend virtually on Friday, to give time for a full building sanitation.**

- Classroom desks will be separated to the maximum extent possible per individual classroom. Teachers will remove any personal furniture (and take it home), and all nonessential furniture to allow for additional spacing. PE classes will be held outside when possible and will utilize multiple indoor areas where needed. PE lessons will focus on noncontact and lower energy activities. PE classes will not change clothes or use the locker rooms. Band and chorus classes will utilize outdoor spaces, when not feasible, they will use large indoor spaces.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? Altered bell schedule with scattered times, will allow for less students in the hallways at a given time. Class sizes will be divided where possible.
- What policies and procedures will govern use of other communal spaces within the school building? Any large group area will be limited to ½ capacity.
- How will you utilize outdoor space to help meet social distancing needs? Teachers will be encouraged to utilize outdoor learning spaces as much as possible. Parents will be instructed that they must send students with proper attire for outdoor weather (to be stored in lockers). When possible, students will be allowed to eat lunch outside.
- What hygiene routines will be implemented throughout the school day? Hand sanitizers at each classroom entrance. Appropriate signage throughout buildings. Hand washing. Educating staff, students and parents.
- How will you adjust student transportation to meet social distancing requirements? Bus routes will be adjusted to limit seating capacity where possible. Parents will be encouraged to transport students where possible. Buses which have more than one student assigned per seat, students will be required to wear masks. The District anticipates that parent transportation will be widely used, thus reducing the number of students on the buses. Students will utilize hand sanitizers when loading and unloading. Siblings will be seated together.
- What visitor and volunteer policies will you implement to mitigate spread? School visitation will be discouraged except for essential meetings. Virtual meetings will be utilized where possible. Visitors will not enter the buildings without a scheduled appointment. Student pickup will be handled through the secure vestibules. Temperature screening will be done on all visitors entering the building.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? No
- 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? All students, faculty and staff will be trained during their first day on site. Parents will receive notifications and training via emails, one call and/or district website. All training will be given in person and also distributed in writing. Training will be measured by all students, faculty and staff signing after they receive the training.



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<p><b>- The Everett Area School District will begin the year, following an alternating (A/B) group schedule. (A) group students will attend, in person, for a week, M-Th, while the (B) group attends virtually. The next week students will shift, with (B) group attending in person and (A) group virtually. All students will attend virtually on Friday, to give time for a full building sanitation.</b></p> <ul style="list-style-type: none"> <li>- Classroom desks will be separated to the maximum extent possible per individual classroom. - Teachers will remove any personal furniture (and take it home), and all nonessential furniture to allow for additional spacing.</li> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms. –</li> <li>- Band and chorus classes will utilize outdoor spaces, when not feasible, they will use large indoor spaces.</li> <li>- Teachers will instruct from the front of the room and avoid close proximity with students.</li> <li>- The District’s After School Programs at the elementary and Middle School/High School levels will follow social distancing practices by remaining in larger area like the cafeteria and/or outside when possible.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data</p>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Building administration</li> </ul>	<p>Storage of all nonessential furniture</p>	<p>YES</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		available, as needed to assure the health and safety of the students and staff. *			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Cafeteria will not exceed ½ capacity in any building</li> <li>- Additional lunch period added at MS to limit amount of students</li> <li>- Alternate lunch areas available to limit student numbers @ MS/HS</li> <li>- Only one grade level in cafeteria at a time @ Elementary</li> <li>- Adjust bell schedules to limit hallway congestion</li> <li>- Faculty lunchroom will be limited by social distancing recommendations at all times.</li> <li>- Faculty and staff congregations are to be limited by social distancing recommendations at all times.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<ul style="list-style-type: none"> <li>- Building administration</li> <li>- Food service director</li> <li>- Teachers</li> </ul>	<ul style="list-style-type: none"> <li>- Possible tent</li> <li>- Additional tables (exterior)</li> </ul>	NO

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Installation of touchless faucets</li> <li>- Encourage use of hand sanitizer when entering and exiting classrooms.</li> <li>- Posters showing proper handwashing techniques</li> <li>- Soap and paper towels available</li> <li>- Wastebaskets near restroom doors to allow students to open door with paper towel.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators Administration Nurses Teachers</p>	<p>Hand sanitizers Touchless faucets Soap Paper towels Posters Wastebaskets</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Signage will be posted promoting proper hygiene and protective measures, throughout all buildings, buses and facilities</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators Administration Nurses Teachers Maintenance director</p>	<p>Signs</p>	<p>NO</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- School visitation will be discouraged except for essential meetings.</li> <li>- Virtual meetings will be utilized where possible.</li> <li>- Visitors will not enter the buildings without a scheduled appointment.</li> <li>- Student pickup will be handled through the secure vestibules.</li> <li>- Temperature screening will be done on all visitors entering the building.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Administration Clerical staff</p>	<p>Thermometers Vestibules Virtual capability</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms.</li> <li>- Recess will be limited to one grade level at a time and individual classroom groups will remain separated.</li> <li>- The district will follow return to play protocol designed by the District</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Administration PE teachers Teachers</p>	<ul style="list-style-type: none"> <li>- Outdoor areas</li> <li>- Gym</li> <li>- Weight room</li> </ul>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- All students are issued individual technology.</li> <li>- Use of shared textbooks and other materials is limited and will be further limited</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	Building Admin Teachers	Individual technology Individual materials	YES

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Altered bell schedule with scattered times, will allow for less students in the hallways at a given time.</li> <li>- Class sizes will be divided where possible.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	Administration Teachers	New bell schedule New classroom schedules	NO

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Bus routes will be adjusted to limit seating capacity where possible.</li> <li>- Parents will be encouraged to transport students where possible.</li> <li>- Students will be required to wear masks on all school transportation.</li> <li>- The District anticipates that parent transportation will be widely used, thus reducing the number of students on the buses.</li> <li>- Students will utilize hand sanitizers when loading and unloading.</li> <li>- Siblings will be seated together.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<ul style="list-style-type: none"> <li>- Coordinators</li> <li>- Drivers</li> <li>- Contractors</li> <li>- Transportation Director</li> <li>- Administration</li> <li>- Parents</li> </ul>	<p>Hand Sanitizer</p>	<p>YES</p>

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Classroom desks will be separated to the maximum extent possible per individual classroom.</li> <li>- Teachers will remove any personal furniture (and take it home), and all nonessential furniture to allow for additional spacing.</li> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms. –</li> <li>- Band and chorus classes will utilize outdoor spaces, when not feasible, they will use large indoor spaces.</li> <li>- The District's After School Programs at the elementary and Middle School/High School levels will follow social distancing practices by remaining in larger area like the cafeteria and/or outside when possible.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Building administration</li> </ul>	<p>Storage of all nonessential furniture</p>	<p>NO</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- The District will communicate any change in transportation and/or operational schedules in a timely fashion through multiple communication devices</li> <li>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</li> </ul>	Coordinators	<ul style="list-style-type: none"> <li>Website</li> <li>One call</li> <li>Email</li> <li>Newspapers</li> <li>Local News</li> <li>Radio stations</li> </ul>	NO

## 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? **Education of all students and staff to promote self-reporting. Numerous touchless thermometers will be used to identify students and staff with a fever, including walkthrough units at student entry points.**

- 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)? **Staff are required to record their temperature daily, upon entering the building. Parents will be asked to monitor student health on a daily basis. Students showing symptoms should be kept home. The district will take student temperatures via touchless thermometers and walk-through units as needed. District will implement contact tracing with each case.**
- 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? **The District will utilize contact tracing to identify students and staff exposed to COVID-19 (closer than 6 feet for a minimum of 15 minutes). Exposed individuals will be quarantined until a negative test result is produced or 14 days has passed. Students suspected of exposure or showing symptoms will be sent to the nurse for isolation.**
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? **The coordinators in conjunction with appropriate administration and nursing staff.**
- 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? **Staff or students with confirmed COVID-19 may return only with a note form a Doctor. Staff who are unable or uncomfortable with returning will be handled on an individual basis and the District will follow all employment laws and regulations.**
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? **The District will survey parents and those who are unable or uncomfortable with returning will be offered online educational options.**
- 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? **Families of exposed individuals will be contacted immediately. District status will be updated via the website, as needed. The community will be notified of any changes in the Health and Safety Plan, and the plan will be updated on the website.**
- 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? **All students, faculty and staff will be trained during their first day on site. Parents will receive notifications and training via emails, one call and/or district website. All training will be given in person and also distributed in writing. Training will be measured by all students, faculty and staff signing after they receive the training.**

**Summary of Responses to Key Questions: (INSERT TEXT)**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Education of all students and staff to promote self-reporting.</li> <li>- Numerous touchless thermometers will be used to identify students and staff with a fever, including walkthrough units at student entry points.</li> <li>- Staff are required to record their temperature daily, upon entering the building.</li> <li>- Parents will be asked to monitor student health on a daily basis.</li> <li>- Students showing symptoms should be kept home.</li> <li>- The district will take student temperatures via touchless thermometers and walk-through units as needed.</li> <li>- District will implement contact tracing with each case.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Building admin Coordinators Nurses All professional staff</p>	<p>Touchless thermometers</p> <p>Walk through thermometers</p> <p>Monitoring charts</p> <p>One Call system</p> <p>Website</p> <p>Email</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- The District will utilize contact tracing to identify students and staff exposed to COVID-19 (closer than 6 feet for a minimum of 15 minutes).</li> <li>- Exposed individuals will be quarantined until a negative test result is produced or 14 days has passed.</li> <li>- Students suspected of exposure or showing symptoms will be sent to the nurse for isolation.</li> <li>- During the After-school programs students who show symptom or are sick will be isolated until such time that a parent or guardian can pick them up.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Building admin</p> <p>Coordinators</p> <p>Nurses</p>	<p>Temporary isolation room in nurse’s office or other identified areas</p> <p>PPE</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff or students with confirmed COVID-19 may return only with a note from a Doctor.</li> <li>- Staff who are unable or uncomfortable with returning will be handled on an individual basis and the District will follow all employment laws and regulations.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Building admin</p> <p>Coordinators</p> <p>Nurses</p> <p>Clerical</p>	<p>N/A</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Families of exposed individuals will be contacted immediately.</li> <li>- District status will be updated via the website, as needed.</li> <li>- The community will be notified of any changes in the Health and Safety Plan, and the plan will be updated on the website.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	Coordinators	One Call System  Website  Email  Radio/News	NO
<b>Other monitoring and screening practices</b>		N/A			

**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? **Face masks and shields will be provided for all staff members. All students will be provided with a washable face mask and disposable masks will be available. EASD will follow all current regulations from the State regarding the wearing of face coverings.**
- What special protocols will you implement to protect students and staff at higher risk for severe illness? **Higher risk students will be offered online options for education. If they choose to attend face-to-face, the district will attempt to increase social distance in all areas. Students at higher risk will be highly encouraged to wear masks, and attempts will be made to seat them around other students who are wearing masks. Higher risk staff members will be provided the appropriate PPE to the maximum extent possible while still being able to perform their duties. Staff members who are unable to perform their duties will be addressed on a case-by-case basis.**
- How will you ensure enough substitute teachers are prepared in the event of staff illness? **Our district and Pennsylvania have an existing shortage of substitute teachers and this situation will undoubtedly further exasperate that problem. The district will continue to keep a current list of available substitutes. The district will advertise and attempt to add substitute teacher to that list.**
- 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? **Teaching staff will be assigned according to their professional certifications, and to appropriate grade levels. Support staff will be strategically assigned to areas of greatest need, specifically to address IEP needs and also to increase social distancing.**

**Summary of Responses to Key Questions: (INSERT TEXT)**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Higher risk students will be offered online options for education.</li> <li>- If they choose to attend face-to-face, the district will honor all increased social distancing requests to fullest extent feasible.</li> <li>- Students at higher risk will be highly encouraged to wear masks, and attempts will be made to seat them around other students who are wearing masks.</li> <li>- Higher risk staff members will be provided the appropriate PPE to the maximum extent possible while still being able to perform their duties.</li> <li>- Staff members who are unable to perform their duties will be addressed on a case-by-case basis.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators</p> <p>Administrators</p> <p>Teachers</p>	<p>Medical lists</p> <p>Student masks</p> <p>Staff masks and shields</p> <p>PPE</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Face masks and shields will be provided for all staff members.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* All current state guidelines and directives will be followed concerning face coverings.</p> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators</p> <p>Administrators</p> <p>Teachers</p>	<p>Student masks</p> <p>Staff masks and shields</p> <p>PPE</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- All students will be provided with a washable face mask and disposable masks will be available.</li> <li>- Students will be required to wear face coverings on all buses and transportation.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* All current state guidelines and directives will be followed concerning face coverings</p> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators</p> <p>Administrators</p> <p>Teachers</p> <p>Bus drivers</p> <p>Transportation director</p>	<p>Student masks</p> <p>Staff masks and shields</p> <p>PPE</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- District will identify all high-risk students.</li> <li>- District will contact all parents of high-risk group.</li> <li>- Limited interaction with larger groups.</li> <li>- Coordination with nurses and parents to assist medical needs.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	<p>Coordinators</p> <p>Nurses</p> <p>Administrators</p>	<p>Medical lists</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>- All of the action steps that are in green</li> <li>- PLUS –</li> <li>- Adjustments to limit class sizes, by shifting to an alternating (A/B) group schedule. (A) group students would attend, in person, for a week, M-Th, while the (B) group attended virtually. The next week students would shift, with (B) group attending in person and (A) group virtually. All students would attend virtually on Friday, to give time for a full building sanitation.</li> <li>- The District may elect to utilize a different variant of (A/B) grouping.</li> <li>- The District may elect to offer full in-person instruction to students we cannot serve adequately online.</li> <li>- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Teaching staff will be assigned according to their professional certifications, and to appropriate grade levels.</li> <li>- Support staff will be strategically assigned to areas of greatest need, specifically to address IEP needs and also to increase social distancing.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>	Coordinators  Administrators  Teachers	Class schedules	NO

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Cleaning and sanitizing</b>	Faculty and staff, contractors, coaches, Admin, substitutes	Maintenance Supervisor, Coordinators	Live or Virtual (Zoom)	Handouts, cleaning schedules	June 1, 2020	Aug. 20, 2020
<b>Social Distancing learning spaces</b>	Faculty and staff, Admin., Students, Substitutes	Coordinators, Building administration	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Hygiene for students and staff</b>	Faculty and staff, Admin., Students, Substitutes	Coordinators, Building administration	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Identifying and restricting non-essential visitors and volunteers</b>	Clerical Staff, Building Administration, and teachers	Coordinators	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Recess and PE</b>	PE teachers, Elementary teachers and staff	Coordinators and Building admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Limit material sharing</b>	Teachers and staff	Coordinators and Building admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Transportation</b>	Bus contractors, bus drivers	Transportation director	Live or Virtual (Zoom)	Handouts/schedules	August 5, 2020	Aug. 20, 2020
<b>Monitoring students and staff for exposure</b>	Faculty and staff, administration, substitutes	Coordinators, nurses and building admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Isolating students and staff if they become sick</b>	Faculty and staff, Administration	Coordinators and nurses	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Returning isolated students and staff</b>	Clerical, Nurses	Coordinators and admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Protecting students and staff at higher risk</b>	Faculty and staff	Nurses, coordinators	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Face coverings by staff</b>	Faculty and staff, substitutes	Coordinators and admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Face coverings by student</b>	Faculty and staff, substitutes, and students	Coordinators and admin	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020
<b>Unique protocols for complex needs</b>	Faculty and staff	Nurses, coordinators, special ed	Live or Virtual (Zoom)	Handouts	August 18, 2020	Aug. 20, 2020

**Health and Safety Plan Summary:** (Everett Area School District)

- The Everett Area School District will begin the year, following an alternating (A/B) group schedule. (A) group students will attend, in person, for a week, M-Th, while the (B) group attends virtually. The next week students will shift, with (B) group attending in person and (A) group virtually. All students will attend virtually on Friday, to give time for a full building sanitation.
- The District may elect to utilize a different variant of (A/B) grouping.
- The District may elect to offer full in-person instruction to students we cannot serve adequately online.
- The District may elect to move to full time virtual instruction, if it is deemed necessary to assure student health and safety.

**\* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. \***

**Anticipated Launch Date:** (July, 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"><li>- Touchless faucets in all areas</li><li>- Hand sanitizers in every room and at various locations in each building</li><li>- High contact areas disinfected throughout the day</li><li>- HEPA filters installed and changed regularly</li><li>- Bottle fillers instead of fountains</li><li>- Mister sanitation used daily</li><li>- Buses sanitized daily</li><li>- All surface areas sanitized at least daily</li></ul>

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>- Classroom desks will be separated to the maximum extent possible per individual classroom. - Teachers will remove any personal furniture (and take it home), and all nonessential furniture to allow for additional spacing.</li> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms. –</li> <li>- Band and chorus classes will utilize outdoor spaces, when not feasible, they will use large indoor spaces.</li> <li>- Teachers will instruct from the front of the room and avoid close proximity with students.</li> <li>- The District’s After School Programs at the elementary and Middle School/High School levels will follow social distancing practices by remaining in larger area like the cafeteria and/or outside when possible.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>- Cafeteria will not exceed ½ capacity in any building</li> <li>- Additional lunch period added at MS to limit amount of students</li> <li>- Alternate lunch areas available to limit student numbers @ MS/HS</li> <li>- Only one grade level in cafeteria at a time @ Elementary</li> <li>- Adjust bell schedules to limit hallway congestion</li> <li>- Faculty lunchroom will be closed. Faculty and staff congregations are to be limited by social distancing recommendations at all times</li> </ul>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>- Installation of touchless faucets</li> <li>- Encourage use of hand sanitizer when entering and exiting classrooms.</li> <li>- Posters showing proper handwashing techniques</li> <li>- Soap and paper towels available</li> <li>- Wastebaskets near restroom doors to allow students to open door with paper towel.</li> </ul>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>- Signage will be posted promoting proper hygiene and protective measures, throughout all buildings, buses and facilities</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>- School visitation will be discouraged except for essential meetings.</li> <li>- Virtual meetings will be utilized where possible.</li> <li>- Visitors will not enter the buildings without a scheduled appointment.</li> <li>- Student pickup will be handled through the secure vestibules.</li> <li>- Temperature screening will be done on all visitors entering the building.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* The Everett Area School District reserves the right to make adjustments between actions for yellow and green phases based upon the current information and data available, as needed to assure the health and safety of the students and staff. *</p>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<ul style="list-style-type: none"> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms.</li> <li>- Recess will be limited to one grade level at a time</li> <li>- No use of playground equipment</li> <li>- The district will follow return to play protocol designed by the District</li> </ul>
<p><b>Limiting the sharing of materials among students</b></p>	<ul style="list-style-type: none"> <li>- All students are issued individual technology.</li> <li>- Use of shared textbooks and other materials is limited and will be further limited</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>- Altered bell schedule with scattered times, will allow for less students in the hallways at a given time.</li> <li>- Class sizes will be divided where possible.</li> </ul>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>- Bus routes will be adjusted to limit seating capacity where possible.</li> <li>- Parents will be encouraged to transport students where possible.</li> <li>- Buses which have more than one student assigned per seat, students will be required to wear masks.</li> <li>- The District anticipates that parent transportation will be widely used, thus reducing the number of students on the buses.</li> <li>- Students will utilize hand sanitizers when loading and unloading.</li> <li>- Siblings will be seated together.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>- Classroom desks will be separated to the maximum extent possible per individual classroom. - Teachers will remove any personal furniture (and take it home), and all nonessential furniture to allow for additional spacing.</li> <li>- PE classes will be held outside when possible and will utilize multiple indoor areas where needed.</li> <li>- PE lessons will focus on noncontact and lower energy activities.</li> <li>- PE classes will not change clothes or use the locker rooms. –</li> <li>- Band and chorus classes will utilize outdoor spaces, when not feasible, they will use large indoor spaces.</li> <li>- The District’s After School Programs at the elementary and Middle School/High School levels will follow social distancing practices by remaining in larger area like the cafeteria and/or outside when possible.</li> </ul>
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>- The District will communicate any change in transportation and/or operational schedules in a timely fashion through multiple communication devices</li> </ul>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<b>* Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>- Education of all students and staff to promote self-reporting.</li> <li>- Numerous touchless thermometers will be used to identify students and staff with a fever, including walkthrough units at student entry points.</li> <li>- Staff are required to record their temperature daily, upon entering the building.</li> <li>- Parents will be asked to monitor student health on a daily basis.</li> <li>- Students showing symptoms should be kept home.</li> <li>- The district will take student temperatures via touchless thermometers and walk-through units as needed.</li> <li>- District will implement contact tracing with each case.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<ul style="list-style-type: none"> <li>- The District will utilize contact tracing to identify students and staff exposed to COVID-19 (closer than 6 feet for a minimum of 15 minutes).</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>- Exposed individuals will be quarantined until a negative test result is produced or 14 days has passed.</li> <li>- Students suspected of exposure or showing symptoms will be sent to the nurse for isolation.</li> <li>- During the After-school programs students who show symptom or are sick will be isolated until such time that a parent or guardian can pick them up.</li> </ul>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>- Staff or students with confirmed COVID-19 may return only with a note from a Doctor.</li> <li>- Staff who are unable or uncomfortable with returning will be handled on an individual basis and the District will follow all employment laws and regulations.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>- Families of exposed individuals will be contacted immediately.</li> <li>- District status will be updated via the website, as needed.</li> <li>- The community will be notified of any changes in the Health and Safety Plan, and the plan will be updated on the website.</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>- Higher risk students will be offered online options for education.</li> <li>- If they choose to attend face-to-face, the district will honor all increased social distancing</li> <li>- Students at higher risk will be highly encouraged to wear masks, and attempts will be made to seat them around other students who are wearing masks.</li> <li>- Higher risk staff members will be provided the appropriate PPE to the maximum extent possible while still being able to perform their duties.</li> <li>- Staff members who are unable to perform their duties will be addressed on a case-by-case basis.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>- Face masks and shields will be provided for all staff members.</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul> <p>* All current state guidelines and directives will be followed concerning face coverings.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>- All students will be provided with a washable face mask and disposable masks will be available.</li> <li>- Students will be required to wear face coverings on all buses and transportation.</li> <li>- All current state guidelines and directives will be followed concerning face coverings</li> <li>- The After-School Programs will follow the same guidelines.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>- District will identify all high risk students.</li> <li>- District will contact all parents of high risk group.</li> <li>- Limited interaction with larger groups.</li> <li>- Coordination with nurses and parents to assist medical needs</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>- Teaching staff will be assigned according to their professional certifications, and to appropriate grade levels.</li> <li>- Support staff will be strategically assigned to areas of greatest need, specifically to address IEP needs and also to increase social distancing.</li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Everett Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **September 9, 2020**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **September 9, 2020**

By:

  
\_\_\_\_\_

(Signature\* of Board President)

Corey J. Reffner  
\_\_\_\_\_

(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.