



Reopening Health and Safety Plan



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Health and Safety Plan: East Penn 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 our county's current designation (i.e., red, yellow, green), the resources of our school district, and the best interest of our local community, our Health and Safety plan details how we would like to bring back students and staff for Fall 2020.

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. We will account for changing conditions in our local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed. The East Penn School District will take the necessary precautions and recommendations from the state, and local governments, CDC, and the PA DOH. East Penn School District realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed in order to decrease the risk of exposure for our staff, students, and spectators. The East Penn School Board recognizes that minor changes to this plan may need to be made by the superintendent or designee. In addition, the superintendent or designee may need to transition individual buildings or the entire district to remote learning in the yellow or green phase based on the following criteria: (1) inability to adequately and safely staff building/district, (2) high risk to the health of the school community, (3) significantly increased number of confirmed/probable cases, (4) updated recommendations from the Pennsylvania Department of Health, or (5) the benefits of in-person learning are outweighed by the impact of future state-mandated regulations.

East Penn Reopening

Anticipated First Day of School: August 31, 2020

FALL 2020 RETURN TO SCHOOL MODELS				
Level of Community Spread (as determined by state and local health officials)	RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread) Based on 6 ft. social distancing in buildings	GREEN PHASE (Low/No Spread) Based on 3 -6 ft when feasible in buildings
Instructional Model(s)	<ul style="list-style-type: none"> Remote Learning 	<ul style="list-style-type: none"> Hybrid Learning at all levels based on community health and increased social distancing Remote Learning based on local conditions meeting the criteria for a closure response Fully remote option for any students/ families 	<ul style="list-style-type: none"> Hybrid at all levels or Remote Learning based on local conditions meeting the criteria for a closure response Fully remote option for any students/ families 	<ul style="list-style-type: none"> Traditional Learning at the elementary level based on social distancing and level of enrollment in fully online option Hybrid Learning at the middle level and high school levels based on social distancing and level of enrollment in fully online option Fully remote option for any students/ families

Pandemic Coordinator/Team

Individual(s)	Role	
Doug Povilaitis	Pandemic Coordinator, Assistant Superintendent, Parent	Plan Development and Response Team
Allan Byrd	East Penn School Board Member	Plan Development and Response Team
Kristen Campbell	Superintendent, Parent	Plan Development and Response Team
Laura Witman	Assistant Superintendent	Plan Development and Response Team
Dr. Tom Mirabella	Director of Student Services	Plan Development and Response Team
Jessica Afflerbach	Manager of Human Resources	Plan Development and Response Team
Steve Onushco	Director of Facilities	Plan Development and Response Team
Lisa Manzo	Director of Technology	Plan Development and Response Team
Laura Groh	Communication Liaison	Plan Development and Response Team
Robert Saul	Business Administrator, Parent	Plan Development and Response Team
Dr. Linda Pekarik	Director of Special Education	Plan Development and Response Team
Kim Adams	High School Teacher	Plan Development and Response Team
Chris Kollar	Middle School Teacher	Plan Development and Response Team
Dineen McGlone	Elementary Teacher, Parent	Plan Development and Response Team
Terri Hildebrand	Certified School Nurse	Plan Development and Response Team
Michele James	Curriculum Supervisor	Plan Development and Response Team
Erin Murphy	Curriculum Supervisor, Parent	Plan Development and Response Team
Mike Mihalik	Curriculum Supervisor	Plan Development and Response Team

Dr. Kate Kieres	High School Principal, Parent	Plan Development and Response Team
Sallie Yenko	Middle School Principal, Parent	Plan Development and Response Team
Tara Desiderio	Elementary Principal, Parent	Plan Development and Response Team
Dr. Carmine Pellosie	Lehigh Valley Health Network, Chief, Occupational Medicine	Plan Development and Response Team
Scott Appnel	Lehigh Valley Health Network	Plan Development and Response Team
Dr. Debra Carter	Lehigh Valley Health Network, Executive Vice Chair, Pediatrics, Parent	Plan Development and Response Team
Ms. Sherrine Eid	Epidemiologist, Parent	Response Team

Resources and Goal of the Planning Team

Resource Links

[PDE Phased Reopening of Schools](#)

[PDE Comprehensive Report for Reopening PA Schools](#)

[CDC Considerations for Schools](#)

[WHO Guidelines](#)

[American Academy of Pediatrics](#)

[Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#)

Goal of the Health & Safety Planning Team

Create a detailed plan with specific policies, strategies, and procedures on how to safely reopen the East Penn School District for the 2020-21 school year.

Data and Key Strategies

Data from East Penn communities

COVID-19 Data by Zip Code for Department of Health*	
Zip Codes	Confirmed Cases July 2020:
Alburtis 18011	24
Macungie 18062	216
Emmaus 18049	95
Allentown 18103 Allentown 18106	73 737 (LVHN)
Zionsville 18092	7
Trexlerstown 18087	22

*Certain zip codes are not solely East Penn School District

Key strategies throughout the plan

- Social Distancing & Other Safety Protocols
- Masks
- Cleaning and Sanitizing
- Ventilation

Social Distancing

Average building classroom capacities with 3-6' and 6' social distancing:

	3'-6' Social Distancing		6' Social Distancing	
	Average Classroom Capacity	School Plan needed	Average Classroom Capacity	School Plan needed
Elementary	<27	Traditional 100% students return (may use alternative spaces)	<15	50% Hybrid Model
Middle	<22	Traditional or Hybrid Based on 75% building capacity & Parent Commitment results to in-person or online*	<15	50% Hybrid Model
High	<15	Hybrid Based on 50% building capacity & Parent	<10	%50 Hybrid Model based on % of students opting

		Commitment results to in-person or online*		fully remote
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*The daily schedule at any level may be impacted by the number of students/families that commit to remote learning and warrant adjustments like early dismissal or a drop day to provide time for teachers to accommodate their fully remote learners. This will be determined by level based on Parent Commitment results to the fully remote option.

SOCIAL DISTANCING SUMMARY:

The recommendations around social distancing have evolved in addition to our understanding of the novel coronavirus. When initial modes for return were identified and shared to our public in early June, the CDC’s 6 feet. was the gold standard for social distancing. Since that June 8th board presentation, more research has emerged. We know there is conflicting research regarding social distancing. We also recognize that new research might emerge tomorrow, a new state mandate, or local health conditions could drastically change.

On July 16, 2020, PDE released updated guidance on social distancing among many other items. This guidance served as minimum health standards for practices across all Pre-K to 12 schools. Based on this recent update, the Health and Safety Task Force is of the opinion that safety is our first priority, and although we presented a plan that included 3-6 feet of social distancing as acceptable at the July 13 School Board meeting, the Task Force felt we needed to change 6’ social distancing based on the most recent update in the interest of safety.

As for transportation, over 5000 responses to our parents survey in June indicate that almost 50% of our community has the ability to provide their own transportation. There are not enough buses and drivers to socially distance students 6 feet apart. Every district is faced with this challenge. We cannot guarantee social distancing on district transportation nor can we bank on which families will be able to drive their students daily. Our goal is to again survey families through the Parent Commitment Survey in July and adjust routes and bus loads to provide the greatest distancing possible based on that feedback.

In the best interest of our faculty and staff, students, and families, the recommendation of the Health and Safety Task Force is to provide 6 feet of separation among students and staff throughout the day to the maximum extent feasible.

<p align="center">Social Distancing Lead Individuals and Positions: Dr. Tom Mirabella, Director of Student Services Mr. Steven Onuscho, Director of Facilities Mr. Doug Povilaitis, Asst Superintendent Ms. Laura Witman, Asst Superintendent</p>			
RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread)	Materials, Resources, or PD needed
Schools remain closed to in-person instruction.	<p>PDE REQUIREMENT: “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>SOCIAL DISTANCING OF 6’ feet of separation among students and staff throughout the day to the maximum extent possible is the recommendation of the Health & Safety Planning Team.</p>		Distancing protocol awareness for all students and staff
	<p>FURNITURE: Remove all unnecessary furniture</p> <p>Desks will be organized with all students facing in one direction with the maximum extent of social distancing</p>		Tablet desks when needed
	<p>PDE REQUIREMENT: Limit the sharing of supplies/materials to the maximum extent possible</p> <p>All staff will request supplies/materials from home so students do not need to share materials or will be assigned most supplies/materials. In special area classes, shared equipment</p>		Additional classroom supplies to avoid sharing of supplies and materials

	<p>will be minimized to the greatest extent possible and cleaned between student use.</p>	
	<p>PDE REQUIREMENT: Staggering the use of communal spaces and hallways</p> <p>TRANSITIONS: Stagger classes of students in hallways to limit numbers in hallways at any time; Create one-way traffic pattern in hallways as allowable to the extent possible. Use of hall monitors/teachers/administrators/ and staff to assist with coordination of traffic flow, and social distancing as required, and where feasible.</p> <p>Institute class schedules that limit transitions for staff and students</p> <p>Hallways will be one way with appropriate signage, when possible</p> <p>Elementary students will remain in the same classroom with teachers switching classes instead of students switching classes to the greatest extent possible.</p> <p>ASSEMBLIES: No large gatherings or group assemblies until social distancing restrictions can accommodate desired event</p>	<p>Signage regarding traffic pattern</p>
	<p>PDE REQUIREMENT: Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</p> <p>SPECIALS: Specialists may report to student classrooms to limit movement</p>	<p>Additional supplies as identified by department chair and administration</p>

	<p>Classroom activities for certain areas like music, HWF, and FCS will be adjusted through planning with department chairs, teacher leaders, administration, and the Office of Teaching and Learning based on current health and safety guidance.</p> <p>No singing or use of woodwind/brass instruments will occur indoors.</p> <p>SPECIAL EDUCATION: Please see the Health and Safety Plan for Students with Disabilities</p> <p>BAND: The East Penn School District Band will follow this guidance for a return to high school marching band with the following changes.</p> <p>INSTRUMENTAL MUSIC: As discussed at the 9/17/20 task force meeting, instrumental music will continue to follow the NFHS guidelines.</p> <p>CLUBS: As of 9/17/2020, If East Penn clubs cannot meet virtually they will request approval from the building principal. If the principal approves this, the club will be permitted to meet in-person, but must follow everything in the Health and Safety Plan.</p>	
	<p>FIELD TRIPS will be postponed</p>	
	<p>PDE REQUIREMENT: Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>LUNCHES: Appropriate social distancing in cafeterias and use of alternative spaces at secondary level. Elementary students will be eating in their classrooms.</p>	<p>Additional Tables</p>

	<p>LOBBIES/MAIN OFFICES: Lobby areas will be marked with appropriate social distancing and mask requirement reminders</p> <p>Protective Barriers: All public facing staff personnel will have clear barriers installed along with visual floor signage to instruct staff and visitors on proper social distancing.</p>	<p>Plexiglass modifications to main offices; Signage</p>
	<p>PDE REQUIREMENT: Identifying and restricting non-essential visitors and volunteers For all visitors, we will follow the EPSD Visitor Protocol.</p> <p>CDC poster will be placed at the building entrance instructing visitors on preventive measures to control spread of Covid-19: CDC: Stop the Spread of Germs Poster will be hung in the vestibule with instructions that if the individual is experiencing any of these symptoms that they may not enter the building.”</p> <p>East Penn specific poster: EPSD Visitor COVID-19 Symptom Signage</p> <p>*All non district activities (rentals) will be curtailed during pandemic period.</p>	<p>-Installation of plexiglass barriers in offices, public reception areas, and other district designated areas</p> <p>Pre-designed peel off EPSD visitor sticker populated with name, date, issued after check in; in lieu of purchasing digital visitor tag system at this time. *This will replace current visitor lanyards that would require disinfection after each use</p>
	<p>PDE REQUIREMENT: Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.</p> <p>RECESS - Teachers may take students outside to recess if a schedule is created by the building principal to stagger classes and all language in this document is followed.</p> <p>PHYSICAL EDUCATION - Traditional physical education classes will be held if all aspects of this plan are followed.</p>	

	<p>ATHLETICS: Refer to Approved Return to Sport Health and Safety Plan</p>	
	<p>PDE REQUIREMENT: Adjusting transportation schedules and practices to create social distance between students</p> <p>TRANSPORTATION:</p> <p>Buses can operate with a maximum of two students per seat, with the understanding that masks will be required of students while on the bus. Disinfect all high-touch surfaces on buses at least daily. Drivers must wear a mask at all times when students are present.</p> <p>Bus windows shall remain, open weather permitting, to allow for circulation of air</p> <p>Students utilizing district transportation: all students will be required to wear a cloth mask provided from home while on the bus/van. According to Governor’s orders 7/1/2020, everyone shall wear a mask; a “face covering”, defined as: <i>“covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face”</i> while on district transportation.</p>	<p>Establishment of district sanitation expectations of all vehicles utilized for student transportation</p> <p>CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p>
	<p>PDE REQUIREMENT: 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>All onsite Y Care and onsite preschool programs will be required to provide a health and safety plan to be reviewed and approved by the district administration prior to the start of the program.</p> <p>All daycares and preschools in East Penn will be notified of any changes to school schedules or calendars.</p>	

Safety Protocols

Safety Protocols Lead Individuals and Positions: Dr. Tom Mirabella, Director of Student Services Mr. Steven Onuscho, Director of Facilities			
RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread)	Materials, Resources, or PD needed
Schools remain closed to in-person instruction. Masks required for essential staff and essential visits on EPSD campus.	PDE REQUIREMENT: Use of face coverings (masks or face shields) by all staff FACE COVERINGS: All students and staff must wear a face covering that covers their nose and mouth (as required by the order linked below) on all school district transportation and on all school district property. <ul style="list-style-type: none"> ● Students are required to wear a face covering at all times at bus stops. ● Students are required to wear a face covering on all district transportation. ● Students and staff are required to wear a face covering at all times in hallways and in transit to and from classrooms. ● Students may remove face coverings indoors or outdoors when seated or standing provided there is both 6 feet of social distancing and approval for a break has been given. 		Supply of face masks and shields for staff and students

	<ul style="list-style-type: none">• Students and staff may remove face coverings to eat or drink, when social distancing is 6 feet or more. <p>The only exceptions to the mandatory face covering requirements are as follows:</p> <ul style="list-style-type: none">• Any student who has a medical or mental condition or disability, with pertinent supporting medical information, and documented in accordance with Section 504 of the Rehabilitation Act or IDEA.• Any staff member who has a medical or mental condition or disability, with pertinent supporting medical information, and documented in accordance with Section 504 of the Rehabilitation Act. <p>Any student who does not have a valid excuse for not wearing a face covering and who refuses to wear a face covering upon request of a Building Administrator shall be subject to immediate exclusion from school and/or school district transportation. Should that student subsequently not wear a face covering and again refuse to wear a face covering upon request of a Building Administrator, such student shall be transferred to a remote learning environment in order to protect the health and safety of staff and students in the school. Any staff member who does not have a valid excuse for not wearing a face covering and who refuses to wear a face covering upon request of a Building Administrator shall be subject to discipline, including but not limited to, exclusion from school and/or school district transportation.</p> <p>Updated Order Of The Secretary Of The Pennsylvania Department Of Health Requiring Universal Face Coverings as of 11/18/20</p> <p>Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools</p>	
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	<p>LUNCHES: Cafeterias, including areas designated as multi-purpose/gym/cafeteria, may be utilized for breakfast/lunch/meals in accordance with proper social distancing guidelines of 6 feet and facing in one direction accordingly.</p> <p>Tables and surfaces will be sanitized between use according to facilities sanitization guidelines.</p> <p>Grab and go meals will be available for all students.</p> <p>Elementary students: grab and go meals will be delivered to classrooms. Students will be required to wash their hands prior to eating.</p> <p>Secondary students: various eating and distribution stations for grab and go meals will be provided.</p>	<p>Disinfectants; Coordination and appropriation of tables accordingly</p> <p>Cashless pay system</p>
	<p>PDE REQUIREMENTS: Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>HANDWASHING: Handwashing upon entry to the building is recommended for all. Hand washing is also required: after restroom use, prior to/after eating, when hands are soiled, after recess, before and after touching shared equipment, etc.</p> <p>Handwashing lessons will be provided at the elementary level by nursing staff</p> <p>All hand washing supplies and hand sanitizer dispensers should be periodically checked by the facilities department and refilled on a regular basis</p>	<p>Hand washing and sanitizing supplies</p>

	<p>PDE REQUIREMENTS: Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>SIGNAGE & REMINDERS: Every entrance, and in highly visible locations throughout district buildings, will have signage that will promote protective measures regarding how to prevent the spread of germs/infection.</p>	<p>Signage</p> <p>Safety Resources</p> <p>CDC Posters: What you should know about COVID-19 to protect yourself and others How to Safely Wear and Take Off a Cloth Face Covering Please wear a cloth face covering Symptoms of Coronavirus (COVID-19) Stay healthy. Wash your hands. Stop the Spread of Germs Wash Your Hands! Help Protect Yourself and Others from COVID-19 EPSD Visitor COVID-19 Symptom Signage</p>
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Cleaning, Sanitizing, and Ventilation

The safety and health of the East Penn School District is of utmost importance to us. All district facilities will be cleaned and ready for students and staff prior to the start of the school year. The facilities and technology department has utilized CDC recommended disinfecting supplies during our school closure and will continue to do so as our district re-opens. EPSD will follow all guidelines for cleaning and sanitizing as put forth by the [CDC](#). Our cleaning and disinfecting protocols ([facilities](#) and [technology department](#)) will also abide by the [CDC](#) recommendations. To

accomplish our goals the district will purchase additional equipment such as [Halosil](#) foggers/misters and Electro Atomizing Sprayers. In addition to these cleaning supplies and protocols, signage, wellness screens will be installed. Hand sanitizing stations will be installed in each classroom, at the main entrances of every building, and any other requested areas.

The East Penn School District is procuring these disinfectants, PPE, and personal hygiene supplies through various vendors to ensure supplies are capable of meeting demand. The district is also capable of switching to different manufacturers of disinfectants, PPE, and personal hygiene supplies through our various procurement vendors.

The frequency of cleaning, sanitation, and disinfecting will be determined by the occupancy load of the facilities. To ensure a safe environment, in addition to the daily cleaning and sanitizing that takes place, we will incorporate utilizing the Electro Atomizing Sprayers on high touched surfaces and restrooms at different intervals while the students and staff are in class or offices.

Facilities and Technology department personnel will be trained to meet CDC guidelines regarding proper cleaning and sanitizing techniques. Teachers with computer labs in their rooms will also be trained during in-service time. The training for the facilities department will be provided by a vendor on an in-service date. The vendor will provide several trainers with training being provided to cover cleaning, sanitizing and disinfecting applications for a multitude of different facility environments. A method for measuring the success of this training may be difficult but is required to determine their effectiveness. Perhaps the best method is to monitor the costs, sustainability and effectiveness necessary to try to prevent and mitigate against the spread of viruses in the facilities against the actual number of confirmed cases as a ratio to the overall number of individuals in a specific facility. Additionally, Facilities Department management or Head Custodians will complete an observation of the cleaning of a classroom and bathroom at each building weekly and document their findings.

Maintenance and modifications to the mechanical system of East Penn School District will include but not be limited to the following.

The domestic hot water system will be inspected, tested and maintained to ensure that there is tempered water for proper hand hygiene. In an effort to provide this service a new water boiler will be installed and EHS, the return loops will be balanced for proper flow in all facilities and mixing valves will be repaired if necessary.

The heating, venting and air conditioning systems (HVAC) will be maintained throughout the district in a manner that will provide the highest percentage of outside air without jeopardizing the integrity of the indoor environment. This will include:

- install filters with the highest MERV rating that does not compromise the volume of air flow, or overall performance issues
- reprogram CO2 monitors to ensure the outside air dampers remain open as outdoor conditions permit
- replace all UV emitters in all air handlers that have them
- keep the HVAC system running in occupied mode to maintain a constant exchange of air
- sanitize the coils
- maintenance frequency will be increased to insure all systems are operating at optimal performance
- maintain indoor relative humidity between 40-60 percent whenever possible

Cleaning, Sanitizing, & Ventilation Lead Individuals and Positions: Dr. Tom Mirabella, Director of Student Services Mr. Steven Onuscho, Director of Facilities			
RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread)	Materials, Resources, or PD needed
Schools remain closed to in-person instruction.	PDE REQUIREMENT: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) CLEANING:		Bottle Fillers - ability to add will be evaluated

	<p>High touch areas (ie: door handles, sink handles, stair handle/rails, light switches, bottle filling stations, etc. - varies per bldg) will be sanitized often in accordance with facilities sanitization guidelines. Locker handles/areas will be sanitized at least once daily; and at the conclusion of each day.</p> <p>HEALTH ROOMS: Each Health Room has a designated area where symptomatic individual(s) shall be separated until departure from the building. This area shall be sanitized between ill individuals in accordance with guidelines established by the facilities team. Nurses will be able to identify areas used by symptomatic individual for cleaning.</p> <p>WATER FOUNTAINS: It is recommended that water fountains not be utilized and that students bring in water bottles. Bottle filling stations may be used.</p> <p>DISTRIBUTION OF CLEANING SUPPLIES TO STAFF: Disinfectant wipes and/or cleaning wipes will be available in offices and classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)</p> <p>HIGH TOUCH AREAS & CLASS EQUIPMENT: In all classes as needed and in content areas such as Technology Education, Computers, or Family Consumer Science, wipes will be provided so students can wipe down the equipment before and after use.</p> <p>BUS SANITATION: <u>During the day/between transportation runs:</u> Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)</p>	
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	<p><u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles.</p> <p><u>Sanitization of buses:</u> All cleaning, sanitizing, and disinfecting will be conducted using products that meet the CDC requirements for COVID-19.</p>	
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Monitoring Student and Staff Health

The district is dedicated to protecting the safety of our staff, and will respond to any requests or concerns made by staff regarding work conditions, accommodations, and safety. For students, the pre screening measures would be completed prior to reporting to school each day. The district provides paid sick time and other benefits to compensate employees who are unable to work due to illness. It is critical that employees DO NOT report to work while they are ill and/or experiencing symptoms. All staff were informed of their rights under the The Families First Coronavirus Response Act (FFCRA or Act). The Act provides employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Employees recovered from COVID-19 will have to meet criteria to return to work below. The Certified School Nurse will conduct training at faculty and staff meetings on protocols for monitoring student and staff health. The Office of Teaching and Learning will create a Health and Safety Hub virtual presentation to be posted.

Monitoring Student and Staff Health

Lead Individuals and Positions:

Doug Povilaitis, Assistant Superintendent
Dr. Tom Mirabella, Director of Student Services
Mrs. Jessica Afflerbach, Human Resources

RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread)	Materials, Resources, or PD needed
<p>Schools remain closed to in-person instruction.</p>	<p>PDE REQUIREMENT: Monitoring students and staff for symptoms and history of exposure</p> <p>Student Symptom screening: Student screening must be done by all parents/guardians at home each morning before the school day. No children with symptoms explained below will be sent on a bus or brought to school.</p> <p>Staff Symptom Screening: The district will implement for staff pre screening measures which are recommended by the CDC and the Department of Health which will include assessment questions to be completed prior to reporting to work each day.</p> <p>All staff will be educated regarding the following:</p> <p>Please send students and staff exhibiting any of the following signs and symptoms to the health room immediately:</p> <ul style="list-style-type: none"> ● SUSPECTED FEVER ● COUGH ● SHORTNESS OF BREATH OR DIFFICULTY BREATHING ● FATIGUE ● MUSCLE OR BODY ACHES ● HEADACHE ● NEW LOSS OF TASTE OR SMELL ● SORE THROAT ● CONGESTION OR RUNNY NOSE ● NAUSEA OR VOMITING ● DIARRHEA 	<p>CSN will provide PD at opening faculty meeting, and as needed</p>	

	<p>Students and Staff: The following protocol will be used for when students and staff are required to stay home from school/work.</p> <p>Students and staff should stay home if they have one or more symptoms in Group A or have two or more symptoms in Group B without taking any medication to treat or reduce fever such as ibuprofen (ie. Advil, Motrin) or acetaminophen (Tylenol) .</p> <p>Group A:</p> <ul style="list-style-type: none">● Fever (100.4 or higher)● Cough● Shortness of breath● Difficulty breathing● Nausea or Vomiting● Diarrhea <p>Group B:</p> <ul style="list-style-type: none">● Sore throat● Runny nose/congestion● Chills● New lack of smell or taste● Muscle pain● Headache <p>If a student or staff member lives with or has been exposed to someone who tests positive for COVID-19 or is waiting for test results, the student/staff should not report to school/work and should quarantine for 14 days. Parents should contact the school to discuss specific plans for the student. Staff should contact the human resources office.</p> <p>PDE REQUIREMENT: Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	
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	<p>The East Penn School District will use the EPSD COVID-19 nursing protocol.</p> <p>Individuals showing signs and symptoms of illness during the school day will be placed in a separate, isolated area, and monitored while awaiting pick up by parent/guardian. Staff will make sure they have an appropriate face covering. If not, appropriate face coverings will be provided. If more than one individual is in this situation they will be placed in separate rooms or minimally will be separated to the greatest extent possible with appropriate masking.</p> <p>Staff: masked accordingly, nursing assessment accordingly, and referred for medical evaluation</p> <p>Visitors: All visitors will be screened according to the EPSD Visitor Protocol during time of pandemic. Visitors who present with fever or symptomatic will be advised that they should seek medical attention, and will be dismissed as soon as possible. Virtual meetings with visitors will be used to the greatest extent possible. Visitors will be minimized to the greatest extent possible.</p> <p>Positive Test Result and Area Quarantine:</p> <p>Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual.</p>	
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	<p>It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.</p> <p>Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <p>East Penn School District will follow the PA COVID-19 recommendation for Travelers</p> <p>All guidelines from the Department of Health will be followed if we have a confirmed case.</p> <p>PDE REQUIREMENT: Returning isolated or quarantined staff, students, or visitors to school</p> <p>Students and Staff may return to school/work with medical release consistent with PA DOH guidelines. Employees recovered from COVID-19 will have to meet the latest criteria linked here.</p>	
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	<p>Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</p> <p>Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).</p> <p>Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until release from isolation criteria has been met.</p> <p>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on Quarantine if You Might be Sick</p> <p>PDE REQUIREMENT: Other monitoring and screening practices</p> <p>High Risk Staff: Reasonable accommodations for staff will be made with proper medical documentation. Staff should contact the Human Resources office if a medical condition may impact their return to work.</p>	
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Other Considerations for Students and Staff

Other Considerations for Students and Staff Lead Individuals and Positions: Mr. Doug Povilaitis, Assistant Superintendent Ms. Laura Witman, Assistant Superintendent			
RED PHASE (Substantial Spread)	YELLOW PHASE (Minimal/Moderate Spread)	GREEN PHASE (Low/No Spread)	Materials, Resources, or PD needed
Schools remain closed to in-person instruction.	Online option for students and families with East Penn teachers This option is not only for students with higher risk of severe illness, but for any student/family in the East Penn School District who is not comfortable returning for Fall 2020 in the yellow or green phase. Our goal is to match our online students with East Penn teachers in the coursework they requested for 20-21.		Parent Commitment Results for Fall 2020
	Substitutes It is the goal of the district to operate effectively and ensure that all staff and students are safe, and the quality of education is maintained. Reasonable accommodations for staff will be made with proper medical documentation. The district uses Frontline Education Absence Management to manage employee absences and find qualified substitutes to fill in when staff are absent. The district also utilizes the Guest Teacher Program coordinated through the IU. If there is a		

	<p>teacher substitute shortage, at the secondary level, classes may need to be relocated as they have in the past.</p> <p>Instructional Assistants</p> <p>Instructional Assistants will work under the direction of the teachers to provide necessary support for students and check in with these teachers each morning in order to receive tasks and assignments to support students. Instructional Assistants will continue to provide supportive services to the students with whom they are working as much as possible both in person or virtual.</p>	
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Health & 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.

[EPSD Health & Safety Professional Development Site](#)

Topic	Audience	Lead Person and Position	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Hand Washing and Mask Education	All Staff	Building CSN's	Posters, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
Health Room Guidelines, Student Visit Guidelines	All Staff	Building CSN's	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
Health Room Guidelines	Health Room Nurses	Building CSN's	Electronic communications, virtual, in person when allowable	August 2020	Ongoing
Classroom Safety	Teachers and Support Staff	Building Principals Assistant Principals	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
Student Health and Safety	Teachers and Support Staff	Building CSN	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
Common Areas Safety	Teachers and Support Staff	Building Principals Assistant Principals	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
Building Safety	Custodial Staff	Maintenance Administrators	Written, electronic communications, virtual, in person when allowable,	July 2020	Ongoing
Bus Safety	STA	STA Administrators	Written, electronic communications, virtual, in person when allowable,	July 2020	Ongoing

Health & Safety Plan Communication

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.

1. Health and Safety Plan

Once our Health and Safety Plan will be posted on our website and presented at the July 13 East Penn school board meeting. Once the Health and Safety Plan is board-approved, we will have the plan translated into Spanish for Spanish-speaking families.

2. Health and Safety Plan Letter to EPSD Community

When the plan is finalized, a letter will be written on behalf of the district to the entire school community announcing the intentions of opening school and our recommendations to minimize risk. The letter will provide details in key areas, but we will provide the community greater detail in more areas with our website.

3. Fall 2020 Planning Website: Guide to School Opening

This guide will be in the form of a website that will offer much of the content in the Health & Safety plan and more details that all members of our school community may want to know about the opening of schools in the fall of 2020. The website format will be organized in a way that is easy to navigate despite it being very thorough. The site will be launched on social media, sent through e-Blast, and will be posted on our building websites. Individual topic campaigns will be posted throughout the summer with hopes of breaking down this plan into smaller sections.

The Fall 2020 Planning Website will have 2 primary sections - Teaching & Learning and Health & Safety.

- Each section will have headings to guide all members of our community to the right place. The headings will be all bold text in the boxes below.
- Once a user clicks on a heading, more information will appear on the webpage or direct them to another page. This content includes the bullet points below.
- We may also need to add headings and content based on the constantly changing state of education and Covid-19.

Teaching & Learning		
Our Fall 2020 Plan <ul style="list-style-type: none"> • Message from administration • Instructional models for all 3 levels 	Different Instructional Models <ul style="list-style-type: none"> • Define traditional, hybrid, remote • Teaching and Learning expectations if we needed to switch models at any point during the school year 	Curriculum Implications <ul style="list-style-type: none"> • Elementary school • Middle school • High school
Online Learning <ul style="list-style-type: none"> • Online learning for students/families opting for this model • Online learning during closure 	Technology <ul style="list-style-type: none"> • Secondary technology (Schoology) • Elementary technology 	Getting Ready for 2020 <ul style="list-style-type: none"> • Summer Learning Options • Trainings/videos

Health & Safety		
Health & Safety Plan <ul style="list-style-type: none"> • Committee and process • Health & Safety Plan 	Social Distancing <ul style="list-style-type: none"> • Classroom distancing • Communal spaces and hallways • Cafeterias • Non-essential visitors and volunteers • Recess and physical education • Transportation 	Safety Protocols <ul style="list-style-type: none"> • Symptom screening • Face coverings/masks • Sharing of materials/equipment • Hygiene practices • Signage/communication • District cleaning/sanitizing • Ventilation
Human Resources <ul style="list-style-type: none"> • Staff symptom screening • Return to work information • Substitute information 	Food Services <ul style="list-style-type: none"> • Health and safety protocols followed by staff • Financial transactions 	Transportation <ul style="list-style-type: none"> • STA health and safety protocols • More info for parents providing transportation

<ul style="list-style-type: none"> Professional development 		
Wellness/Health Services <ul style="list-style-type: none"> Health room procedures Employee wellness 	Athletics, Activities, and Field Trips <ul style="list-style-type: none"> Athletics Return to Sport Plan Activities Field trips 	

Note: The online content can be translated through Google Translate for non-English speaking families.

4. Frequently Asked Questions

We will create FAQ's by category based on anticipated questions and topics that are coming up in other districts/states. Once the plan is launched, we will update the FAQ's if we continue to get similar questions numerous times from students or parents.

5. Communication with health officials

Our Health and Safety Planning team will continue to receive and review guidance from the WHO, CDC, Department of Health, Pennsylvania Department of Health, PA Department of Education, and Office of Governor Thomas Wolf to ensure that our policies and protocols are in the best interest of our school community. We will also be in communication with local health officials at PA Department of Health: Lehigh County State Health Center to determine mitigation levels in our community.

Review and Submissions

Approved by EPSD Directors: 7/27/2020

Submitted to PDE:

Posted on website: 7/28/2020

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the East Penn School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 27, 2020.

The plan was approved by a vote of:

 8 Yes

 1 No

Affirmed on: **July 28, 2020**

By:

(Signature of Board President)*

(Print Name of Board President)