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Revision: March 1, 2021



Tredyffrin/Easttown School District Phased School Reopening Health and Safety Plan 2020-2021

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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Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	11
Key Strategies, Policies, and Procedures	14
Cleaning, Sanitizing, Disinfecting and Ventilation.....	15
Social Distancing and Other Safety Protocols	18
Monitoring Student and Staff Health	27
Other Considerations for Students and Staff	35
Health and Safety Plan Professional Development.....	39
Health and Safety Plan Communications	40
Health and Safety Plan Summary	42
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	42
Social Distancing and Other Safety Protocols.....	44
Monitoring Student and Staff Health.....	48
Other Considerations for Students and Staff.....	52
Health and Safety Plan Governing Body Affirmation Statement	55

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.

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Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Health and Safety Plan: Tredyffrin/Easttown 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.

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

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?

The Tredyffrin/Easttown School District proposes to start instruction on August 31, 2020 with virtual instruction that is a blend of synchronous, live instruction and asynchronous instruction. Families will have a choice to transition their child to in-person instruction when it resumes or stay with virtual instruction. The earliest that in-person instruction may occur is September 21, 2020. Students attending in-person will participate in an integrated instructional model that is a blend of in-person (i.e. 2 days/week) and remote instruction (i.e. 3 days/week). The number of students in the building, and the number of days each student is in the building will be determined based on current Pennsylvania color phase, guidance on social distancing, gathering size limitations, and number of families that opt to participate in in-person instruction. Secondary students will be scheduled on a block schedule to reduce the number of transitions in hallways and reduce the number of people that students and teachers interact with on a single day.

The District engaged stakeholders in multiple ways. A Distance Learning Survey was administered to parents, secondary students, and teachers to gather feedback. A dedicated email account was created to obtain additional feedback and ideas. Teacher representatives and District administrators collaborated throughout the summer to plan for re-opening. District administrators met with TESD parent representatives to gather input on re-opening. Meetings were held with teachers by level to discuss reopening, receive feedback, and answer questions. Throughout this process, the Pandemic Team monitored guidance from federal, state, and local authorities.

The draft reopening plan was posted on a dedicated page of the district website on July 24, 2020. The District conducted a special Meeting to Present the Reopening Plans on Monday, July 27, 2020. The reopening page included a feedback form that community members used to submit comments or questions. **On July 29, 2020 the School Board approved the initial Health & Safety Plan. Since that date the Board has approved updated Health & Safety Plans that reflected updated guidance from health authorities on August 24, 2020, September 29, 2020, October 26, 2020, November 23, 2020, December 7, 2020, and February 22, 2021. On March 1, 2021 the Board will take action on these proposed revisions.**

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

The District will monitor federal, state and local authorities in determining school closure or significant modification to operations.

Update of March 1, 2021

The Health & Safety Plan has been updated to reflect the information contained in the [letter dated February 19, 2021 from the Chester County Health Department](#). (As of February 25, 2021, no updated guidance has been posted by the CCHD.) The primary change is in regard to county transmission levels. If the County Community Transmission Level falls below the Very High level for three (3) consecutive weeks, schools are encouraged to reassess their instructional model and adjust if necessary. (Transmission level table below)

County Transmission Level and Physical Distancing The risk of COVID-19 transmission will be defined by the 7-day incidence rate per 100,000 and 7-day percent positivity. The transmission levels will be as follows and incorporates the physical distancing guidance:

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

County Transmission Level	7-Day Incidence Rate per 100,000	7-Day Percent Positivity	Physical Distancing*
Low	<10	<5.0%	<ul style="list-style-type: none"> 6 feet to the greatest extent possible is recommended for students; at no time should is less than 3 feet permitted 6 feet is required for staff (staff-to-staff and staff-to-student interactions)
Moderate	10 - 49	5.0% - 7.9%	
High	50 - 99	8.0% - 9.9%	
Very High	≥100	≥10%	<ul style="list-style-type: none"> 6 feet is strongly recommended for students 6 feet is required for staff (staff-to-staff and staff-to-student interactions)

*Physical distancing assumes school is implementing COVID screening testing. Transient interactions of less than 3 feet, such as passing in the hallway, handing in papers to the teacher, etc. are unavoidable.

If the County's Transmission Level changes to a lower or higher level for three (3) consecutive weeks, schools are encouraged to reassess their instructional model and adjust if necessary. If thresholds are being met at the extreme upper/lower edges of the range, schools are cautioned to consider an additional week of monitoring prior to any such adjustments. It may be necessary to monitor incidence rates and positivity of neighboring counties depending upon location.

In anticipation of meeting the criteria to change physical distancing requirements in schools, on February 24, 2021 families were provided with an online commitment form to complete to choose Full In-Person Learning or All Virtual Learning for the remainder of the school year for their children. Families have until midnight on March 3, 2021. This data will be used to update all logistical processes: busing, student schedules and teacher rosters, lunch, arrival & dismissal and other school-wide processes. Based on current community transmission levels, we can begin returning to full in-person instruction 4 or 5 days a week beginning as soon as March 15, 2021 while complying with the new CCHD guidance.

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Other updates to the Health & Safety Plan:

1. Enhanced face covering protocols with an emphasis on proper fit. Gaiters are no longer permitted as a face covering.
2. Physical distancing will continue to be an integral part of mitigation efforts. In the Low/Moderate/High bands of transmission, students may be less than 6 feet from peers, but never less than 3 feet. Each classroom will be arranged to separate students to 6 feet or more as possible, dependent on enrollment. In all levels of transmission, staff to staff and staff to student interactions will continue to be at 6 feet or more, unless required by a student's identified needs.
3. Weekly assurance testing using the rapid antigen Binax Now test kits provided by CHOP began the week of February 8, and is expanding. In addition, limited student use is permitted for one-off situations determined in conjunction with CHOP and the Pandemic Team. Parent consent would be obtained prior to use on any student.
4. Based on guidance from CCHD, once the District resumes All In-Person instruction, even if community transmission levels return to Very High, we will not revert to the hybrid model (Mon/Tue and Thu/Fri grouping).
5. The instructional delivery model (teacher responsible for both their in-person students and virtual students on their roster, block schedule at the secondary level) will be in place for the remainder of the school year.

Update of February 22, 2021

1. Expansion of in-person instruction. As described in the February 4, 2021 video, the District is expanding in-person instruction to students identified by building level team. Current attendance patterns allow for expanded in-person capacity while maintaining six feet of social distancing. School teams have been in the process of identifying hybrid or virtual students who may benefit from additional days of in-person instruction and school personnel have been contacting these families. Factors that are being considered include the following: IEP or Section 504 Plan team recommendation, English Learner proficiency, students identified through the school-based teams with emotional needs, academic needs, and needs related to accessing the curriculum or structure within the virtual environment, virtual attendance and technology access issues, and academic progress/grades.
2. Antigen testing protocol: In collaboration with CHOP as part of Project ACE-IT, the District is implementing a trial of rapid antigen testing for testing surveillance purposes.
3. Building closure attestation requirement removed by permission of Chester County Health Department. On January 29, 2021 the District was informed that we no longer were obligated to follow the 14-day attestation requirement set forth on the December 7, 2020 Health & Safety Plan. The District will continue to consult with the Chester County Health Department to determine if a school building would be closed to in-person instruction.

Update of December 7, 2020

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

The plan has been updated to reflect the following:

1. [Pennsylvania Department of Health Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19.](#)
This updated guidance identifies when a school building shall be closed based on (1) enrollment size of those attending in-person, (2) level of community transmission in the county, and, (3) number of COVID-19 cases within a rolling 14-day period. During the time that the school building is close, students will continue to receive virtual instruction on scheduled school days. The only staff permitted in the building will be those involved in the facility response. Building closure will enable the building to be ventilated and cleaned, and for the county health department to conduct investigation and contact tracing/notification. See Addendum at the end of this document to view the current response model.
2. [Chester County Health Department guidance of December 2, 2020](#)
This updated guidance incorporates the updated Pennsylvania Department of Health requirements regarding out of state travel. See addendum at the end of this document to view the current table describing the criteria for exclusion.

Update of November 23, 2020

This plan has been updated to reflect the following:
[Chester County Health Department guidance of November 13, 2020.](#)

1. Transitioning between modes of instruction
2. Exclusion from school requirements

Pennsylvania Department of Health Orders of November 17, 2020

1. [Face coverings order updated regarding alternative face covering and sustained physical distance](#)
2. [Travel order regarding travel to and from other states](#)

Update of October 26, 2020

This plan has been updated to reflect the following.

Chester County Health Department guidance of 10/7/2020.

1. Returning to school parameters for symptomatic individuals.
2. Band size practice and performance
3. Event size occupancy

Plan approved July 24, 2020
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Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Update of September 29, 2020

This plan has been updated to reflect the following.

Chester County Health Department guidance of September 14, 2020

This plan is broadened to enable the following to occur at the discretion of the School Board while in alignment with guidance from relevant health authorities:

1. Chester County Health Department guidelines for transitioning between instructional models and the response to Covid-19 cases.
2. Discouragement of carpooling by staff or students.
3. The PA Department of Health Universal Face Covering Order FAQ was updated to require staff to wear face coverings at all times while in school, even when six feet of social distancing can be achieved.

Update of August 24, 2020

This plan has been updated to reflect the following.

Pennsylvania Department of Health guidance of August 13, 2020

Chester County Health Department guidance of August 14, 2020

This plan is broadened to enable the following to occur at the discretion of the School Board while in alignment with guidance from relevant health authorities:

1. Use of District facilities by Chester County Intermediate Unit for the Special Education Early Intervention classroom at a designated elementary school.
2. Incorporation of transportation for students placed at schools under their special education plan, including Approved Private Schools, Chester County Intermediate Unit schools and centers, and other relevant special education programs
3. Provision of in-person instruction and support to special education students as determined by their IEP teams.
4. Provision of conducting in-person testing of students during periods of virtual instruction to determine special education eligibility.

The District has collected and reviewed the health and safety plans of the CCIU, Approved Private Schools, and other special education programs to ensure compliance with all applicable health authorities and other guidance.

Plan approved July 24, 2020
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Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

The special education department is in the process of developing criteria for including students for scaffolded in-person instruction and will conduct IEP team meetings to make recommendations to the students' family.

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

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

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

The Chester County Health Department recommends that Chester County public schools begin their academic year virtually, and assess their ability to transition to a more in-person instructional model after October 9, 2020.

The District will begin August 31, 2020 with all virtual instruction.

Identified students receiving special education services may begin in-person instruction on September 21, 2020. The earliest that all other students may begin in-person instruction is after October 9, 2020.

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 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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)
Pandemic Team		
Dr. Richard Gusick	Superintendent of Schools	Both

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 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Dr. Chris Groppe	Pandemic Coordinator	Both
Mr. Mark Cataldi	School Board and Principals Liaison	Both
Mrs. Chris Connolly	Communications	Both
Mr. Art McDonnell	Operations & Facilities	Both
Ms. Jeanne Pocalyko	Director of Human Resources	Both
Dr. Mike Szymendera	Technology Implementation	Both
Dr. Oscar Torres	Equity Monitoring & Community Liaison	Both
Dr. Wendy Towle	Instructional Plan development	Both
Dr. Ellen Turk	School Safety & Security Coordinator	Both
Other T/ESD Personnel		
Mrs. Jeanne Braun	Volunteer Services Coordinator	
Mrs. Karen Henry	Transportation Manager	
Mrs. Barb Kupp	Certified School Nurse, District Nurse Coordinator	
Mr. Kevin Pechin	Athletic Director	
Mr. Dave Preston	Food Services Supervisor	
Ms. Nicole Roy	Acting Director of Special Education	
Chester County Health Department		
Jeanne Franklin, MPH, PMP	Director, Chester County Department of Health	Health & Safety Plan Development

Plan approved July 24, 2020
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 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Tredyffrin/Easttown Education Association (TEEA)		
Amy Alvarez, Teacher	Ali Brazunas, Special Education Teacher	Shari Capriola, Teacher
Leigh Ann Coary, School Nurse	Seth Dixon, Teacher	Jeremy Hampton, Teacher
Travis Hartley, Teacher	John Jones, Teacher	Lisa Lukens, Technology Teacher on Assignment
Dan McDermott, School Counselor	Laine Rothe, Special Education Teacher	Jen Tyrell, Teacher
Michael Wong, School Librarian		
Parent Representatives		
Ghada Bistanji	Lisa Caristan	Kim Cuthbert
Katrina Hottenstein	Tracy Johnson	Dan Keeseey
Tereza Keohane	Amy Lange	Joann Mayo
Marisol Perez	Kate Miller	Cindy Mott
Stacey Pellegrini	Rashika Senapathy	April Thomas
Fran Walsh	Deana Wang	Rongjun Yao
Kim Zahlaway	Dana Zdancewicz	

Plan approved July 24, 2020
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Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

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.

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

- All District buildings will be cleaned and ready to safely welcome staff and students. District custodial staff are implementing cleaning protocols consistent with the CDC requirements, including the use of disinfectants registered by the EPA as effective against Covid-19.
- Supplies for disinfecting the buildings will be procured through the purchasing office. Bus contractors will disinfect the buses. Only supplies that meet the requirements of the CDC, OSHA, and EPA will be procured.
- Cleaning of frequently touched surfaces and spaces will occur at least daily/throughout the school day. Restrooms will be cleaned several times per day. In addition, supplies of cleaners and paper towels will be in numerous locations in each building for staff to use.
- District HVAC systems are designed to meet the ASHRAE mechanical code standards and the IMC code requirements. In general, ASHRAE recommends a system that maximizes bringing outside air to a space, while keeping the windows closed.
- Custodial staff have been trained on all cleaning procedures and there will be ongoing reminders on proper protocols.

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> School buses will be cleaned by the bus companies providing this service. Cleaning standards and requirements for materials will be shared with these vendors. This includes disinfecting buses after each run. Frequently touched surfaces and objects in the school building will be cleaned at least daily. Nursing suites will be cleaned and sanitized at least daily. Student desks will be disinfected at least daily. Restrooms will be cleaned frequently throughout the school day. Interior doors will be left open to fullest extent possible to eliminate touching of door handles. In addition to the cleaning conducted by custodial staff, cleaning materials will be available for other staff to use throughout the school day. Sharing of equipment such as keyboards, tools, or art supplies will be limited to fullest extent feasible. Users will clean their hands before and after using any shared equipment. Shared equipment should be cleaned before and after use. To reduce shared computer equipment, all students in grades K-4 will have an individual iPad for use, and students in grades 5-12 will have a laptop provided to them by the District. Standard cleaning protocols will be used to clean surfaces that are not high touch, such as bookcases, carpets or floors, unless directed to alter this practice by health authorities. Students should not be present when disinfectants are used. Students should not be required to participate in disinfecting of school furniture or equipment. Drinking fountains will not be available for use. Students and staff may bring in reusable bottles or bottled water. 		<p>Business Manager & Building Administrator</p>	<p>Cleaning supplies that meet the identified requirements.</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> • All cleaning and disinfectant products used will comply with relevant CDC, EPA and OSHA requirements. • Custodial staff have been trained in proper cleaning protocols and provide regular refresher training. • District HVAC systems have been balanced to meet American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and International Mechanical Code (IMC) requirements for the exchange of outside air and ventilation. • Unless otherwise designated, windows should remain closed to ensure efficiency of this process. There may be situations in which windows will be opened, i.e., if directed by the health authorities. • The District will monitor operational guidance and adjust practices as needed in cleaning, sanitizing, disinfecting, and ventilation. • Hand sanitizer will be available in common areas and classrooms where sinks are not available. • If someone in the building develops Covid-19 symptoms, or tests positive for Covid-19: <ul style="list-style-type: none"> ○ the building does not need to be evacuated ○ If an entire class/cohort is sent home, close off the room/area and wait as long as possible to clean and disinfect. Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed. ○ If entire class/cohort is not sent home, clean room/area immediately, and follow up with disinfection at the end of the day. 		Business Manager	N/A	Y

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Overview of the District's educational plan:

- The District aims to both provide rigorous, high quality instruction through a flexible structure to maximize adherence to public health demands, in an equitable manner.
- The District will open on August 31, 2020, with full virtual instruction for at least the first three weeks of school. There will be a combination of synchronous and asynchronous instruction. Special education students may receive instruction in-person after September 21 as determined by student IEP team. The earliest that all other students may receive instruction in-person is after October 9, 2020. In addition, parents will be given the option to transition to in-person instruction or continue with all virtual instruction.

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Additional information specific to the Key Questions:

Physical distancing will conform with the updated CCHD guidance. If community transmission levels are in the Low/Moderate/High bands, physical distancing will be 6 feet to the greatest extent possible for students, at no time is less than 3 feet permitted. For staff, 6 feet of distancing continues to be required for staff-to-staff and staff-to-student interaction, unless required by a student's identified needs. Classrooms will be arranged to maximize physical distancing and will be 6 feet or more if possible. This will be contingent upon the results of the family commitment form. Schools can utilize cafeterias if students can sit in a staggered arrangement to avoid "across-the-table" seating, with 6 feet physical distance to the greatest extent possible.

o If 6 feet physical distance cannot be maintained due to space limitations schools should consider:

- o use classrooms and outdoor space for lunch,
- o use of barriers between students such as plexiglass,
- o dismissing students from the cafeteria as soon as they are done eating,
- o enhanced monitoring to ensure masks are being worn when not eating.

The use of communal spaces will be limited. Secondary level students will not use lockers, and upon arrival should report directly to their first class. Steps will be taken to ensure the health and safety of students with food allergies. Outdoor spaces will be utilized for gym and other class as able due to weather and curriculum. As schools reopen, the District will provide training opportunities for students and families regarding hygiene, masking, social distancing, and symptom screenings. Throughout the day there will be socially distanced handwashing breaks for students. In particular, in accordance with PDE guidance students will wash hands as they arrive at schools and prior to and after lunch. In order to accommodate social distancing on buses, as per PDE and health department guidance no more than two students will be seated together. All bus seats will be assigned and whenever possible household members will be seated together. Buses will be disinfected between each bus run. Visitors will be limited to those that are deemed essential as per state and county health and safety guidelines. The District will complete on-site symptom and temperature screenings of essential visitors prior to entry. Virtual trainings regarding COVID-19 guidelines (symptom screening, hygiene, social distancing, and masking) will be completed with parents, students, and District staff.

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p><i>Physical distancing will conform with the updated CCHD guidance. If community transmission levels are in the Low/Moderate/High bands, physical distancing will be 6 feet to the greatest extent possible for students, at no time is less than 3 feet permitted. For staff, 6 feet of distancing continues to be required for staff-to-staff and staff-to-student interaction, unless required by a student's identified needs. Classrooms will be arranged to maximize physical distancing and will be 6 feet or more if possible. This will be contingent upon the results of the family commitment form.</i></p>		<p>Building administrator</p>	<p>NA</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p><i>Lunches may be eaten in cafeterias, classrooms or other designated locations. Outdoor eating may occur.</i> Schools can utilize cafeterias if students can sit in a staggered arrangement to avoid “across-the-table” seating, with 6 feet physical distance to the greatest extent possible. o If 6 feet physical distance cannot be maintained due to space limitations schools should consider: o use classrooms and outdoor space for lunch, o use of barriers between students such as plexiglass, o dismissing students from the cafeteria as soon as they are done eating o enhanced monitoring to ensure masks are being worn when not eating. Meals purchased in school will be individually packaged. The cafeteria will not offer ala carte, salad bar, or similar options. Proper hygiene will be encouraged for all students and staff before eating their meal.</p> <p>Congregating in shared spaces such as the lobby, faculty lounge or other settings is strongly discouraged.</p> <p>Schools may place additional limits on foods with allergens being brought into the building or classroom to ensure compliance with individual student health needs, 504 plans or IEPs.</p>		<p>Building administrator</p>	<p>NA</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>The District has and will continue to provide information for staff and will provide information to parents and students regarding hygiene practices that promote schoolwide health and safety. Training will use materials provided by accepted public health authorities including the World Health Organization, Centers for Disease Control, and Pennsylvania Department of Health.</p>		<p>District Safety Coordinator</p>	<p>Signage and posters</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Communicating the key components of the plan to mitigate the spread of Covid-19 will be done in different formats at frequent intervals to all members of the school community.</p> <p>Communication will stress social distancing, face coverings, symptom screening, hygiene practices, and the obligation to stay home if ill.</p> <p>Signage has been posted in highly visible locations such as restrooms, entrances and other locations. Signs will be in multiple languages. The primary source of the signs will be from CDC.</p>		<p>District Safety Coordinator, Building Administrator</p>	<p>Signs</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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>* Identifying and restricting non-essential visitors and volunteers</p>	<p>In accordance with guidance from the Chester County Health Department and the American Association of Pediatricians, only visitors providing essential duties (e.g. contractors, delivery staff, etc.) should enter the building.</p> <p>Essential parent visits to schools will be by appointment only and will be limited. Parent meetings will be held virtually, using both video and audio.</p> <p>The District will complete on-site symptom and temperature screenings of essential visitors prior to entry.</p> <p>All visitors will wear a face covering and maintain social distancing.</p>		<p>District Safety Coordinator, Building Administrator</p>	<p>State and Local Health Authorities</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>PE will occur using social distancing standards and held outside whenever possible. Sharing of items will be discouraged.</p> <p>Recess will occur outdoors to the maximum extent feasible and will include reinforcement of social distancing norms and personal hygiene. Stagger use of playgrounds to create smaller groups of students. Clean high touch services on playground equipment and play resources (jump ropes, balls, etc.) as frequently as possible. Students should wash their hands or use hand sanitizer after play.</p> <p>PA Sports Guidance: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p>Chester County Health Department athletic guidance: https://www.chesco.org/DocumentCenter/View/55626/Organized-Sports-in-Green-COVID-Phase?bidId=</p>		<p>Building administrator</p>	<p>NA</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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)
Limiting the sharing of materials among students	Sharing of materials will be minimized or eliminated. Extra materials will be obtained to extent possible. Hygiene practices will be strongly encouraged when materials or equipment is shared. Shared materials will be sanitized between users. To reduce the sharing of technology, all students will have a personal device (iPad or laptop) for use in all phases.		Building administrator	Identified by building administrator	N
Staggering the use of communal spaces and hallways	Bell schedules will be lengthened to increase passing time. In addition, to minimize students in the hallways, a block schedule will be implemented at the secondary level. Protocols and signage to manage traffic patterns throughout the building. Lockers will no longer be used at the secondary level.		Building administrator	Signs	N

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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)
Adjusting transportation schedules and practices to create social distance between students	<p>Promote social distancing on bus stops.</p> <p>Buses can operate with a maximum of two students per seat. Students from the same family should sit together.</p> <p>Students are required to wear face covering (mask or shield) while on the bus.</p> <p>Bus drivers must wear face covering (mask or shield) whenever others are on the bus unless it compromises the visual acuity of the driver.</p> <p>Buses must be disinfected after each run and thoroughly cleaned daily.</p> <p>Students may be transported to other schools. Transportation vendors will share with the District their health and safety plans to ensure compliance and alignment with the District Health and Safety Plan.</p> <p>Staff and Students will be discouraged from carpooling to and from school/work.</p>		Business Manager, Transportation Supervisor	NA	N

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<i>Physical distancing will conform with the updated CCHD guidance. If community transmission levels are in the Low/Moderate/High bands, physical distancing will be 6 feet to the greatest extent possible for students, at no time is less than 3 feet permitted. For staff, 6 feet of distancing continues to be required for staff-to-staff and staff-to-student interaction, unless required by a student's identified needs. Classrooms will be arranged to maximize physical distancing and will be 6 feet or more if possible. This will be contingent upon the results of the family commitment form.</i>		Building administrator	NA	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>A district administrator has been tasked as the liaison between the district and the childcare organization that rents space in our buildings, and relevant community organizations such as FLITE.</p> <p>The transportation office will communicate with relevant agencies.</p>		Community Liaison & Business Manager	NA	N
Other social distancing and safety practices	<p>In addition to the items described above, physical barriers such as plexiglass will be used in higher traffic areas such as the front desk or main office.</p>		Business Manager	NA	N

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

Overview:

The District has and will continue to communicate regularly to staff and will communicate to students, the importance of staying home if sick, and other safety protocols. All staff and students reporting to a building will be required to complete a daily symptom check and affirm they are symptom free.

- Anyone entering the building must be considered free of any symptoms as outlined in the then current guidance provided by the Chester County Health Department. Staff and students must daily complete an affirmation that they are symptom free. Supervisors will monitor

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

daily reporting for staff. Principals will monitor daily student reporting. Those who are not symptom free will not be permitted on campus. Staff and students must wear a mask and practice social distancing, diligent hygiene, and any other directives in the then current guidance provided by the Chester County Health Department.

- Individuals who become ill or who have been exposed to an individual confirmed positive for COVID-19 will be isolated or quarantined as per the guidance from the Chester County Health Department.
- The District will follow the guidance of the Chester County Health Department when determining quarantine or isolation of students and staff. The Pandemic Coordinator will be responsible for making decisions regarding quarantine or isolation for students, and the Director of Human Resources will be responsible for making decisions regarding quarantine or isolation for staff. All information will be submitted to the Chester County Health Department as needed so that contact tracing may occur.
- Staff and students confirmed to have had COVID-19 must submit a doctor's note indicating that they have met the CDC criteria for discontinuing home isolation and returning to work/school.
- Each school building will designate an isolation room/area, and a quarantine room/area. These are spaces separate from the existing nurse's office. The isolation room/area is for students exhibiting Covid-19-like symptoms while they await travel home or to a healthcare provider. The quarantine room/area is for anyone exposed to person with Covid-19-like symptoms, to be used while they await travel home or to a healthcare provider.

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p><i>Rapid antigen testing: in collaboration with CHOP and the CCIU, the District is implementing a voluntary weekly assurance testing of staff members. Additionally, individuals who become symptomatic during the school day will be tested on an as needed basis. Parent consent would be obtained prior to use on any student.</i></p> <p>Staff and students will be required to self-monitor daily prior to coming to work/school. The criteria will be in compliance with the PA Department of Health and Chester County Health Department guidance.</p> <p>All staff will sign in daily affirming they are symptom-free. A contact-less thermometer is available in each building if needed.</p> <p>Students/parents will submit a daily affirmation that the child entering school is symptom free. A contact-less thermometer is available in each building if needed.</p> <p>If a staff member has symptoms, they will need to stay or go home and contact their health care provider and their supervisor. The supervisor will contact the Director of Human Resources who will contact the employee, the Chester County Department of Health as needed, and institute any necessary precautionary measures.</p> <p>If a student has symptoms, the parent should contact their school nurse to inform them and follow up with their healthcare provider. If necessary, school nurses will work with the school mental health specialist to provide a resource list to families who may not have ready access to a healthcare provider.</p> <p>Building principals are responsible for staff and student daily symptom screening protocols.</p>		<p>Students: School Safety Coordinator</p> <p>Staff: Director of Human Resources</p>	<p>N</p>	<p>Y</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Each school building will designate an isolation room/area, and a quarantine room/area. These are spaces separate from the existing nurse's office.</p> <p>The isolation room/area is for students exhibiting Covid-19-like symptoms while they await travel home or to a healthcare provider. The isolation room should be positioned near an exit that is separate from the main entrance/exit for ease of leaving the school. Isolation room doors should remain shut at all time. Any individual supporting the isolation room/area should enter with full Covid-19 PPE, to include eye protection, gloves, gowns; upon exiting the room, the PPE should be taken off.</p> <p>The quarantine room/area is for anyone exposed to person with Covid-19-like symptoms, to be used while they await travel home or to a healthcare provider. Any individual supporting the quarantine room/area should be required to wear a face covering while in the room. If an entire classroom needs the quarantine room/area, the class should remain in the regular classroom as a temporary quarantine room.</p> <p>Any probable or confirmed cases will be reported to the Chester County Health Department.</p> <p>The school will maintain adequate personal protective equipment for use when individuals become ill, including gowns, masks, eye protection, and gloves.</p> <p>The area(s) used by the sick person will be closed off immediately, and not used until it can be cleaned and disinfected as follows:</p> <p>If someone in the building develops Covid-19 symptoms, or tests positive for Covid-19:</p> <ul style="list-style-type: none"> o the building does not need to be evacuated <p>If an entire class/cohort is sent home, close off the room/area and wait as long as possible to clean and disinfect. Wait at least 24 hours before</p>	<p>Pandemic Coordinator and Safety Coordinator</p>	<p>PPE</p>	<p>N</p>
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Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.</p> <p>If entire class/cohort is not sent home, clean room/area immediately, and follow up with disinfection at the end of the day.</p> <p>The person will be provided with guidance for self-isolation at home and the guidelines for returning to school, as directed by the Chester County Health Department.</p> <p>If an individual requires transportation by ambulance, the District will alert the ambulance and hospital staff that the person may have Covid-19.</p> <p>The building administrator will inform the district pandemic coordinator if anyone becomes sick while at school, and the Director of Human Resources as applicable.</p>				

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Before returning to school, staff and students who have been isolated or quarantined must provide medical documentation that they have met the requirements for return to school/work as currently outlined by Chester County Health Department.</p> <p>The District will follow the most current "Exclusion From and Return to School Requirements" published by the Chester County Health Department.</p> <p>The District will follow the CCHD's recommendation of a 14 day quarantine for non-vaccinated individuals who are determined to be close contacts of covid cases. For persons with known exposure to COVID-19, who ARE fully vaccinated: Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they were fully vaccinated ≥2 weeks and ≤ 3 months following the receipt of the full vaccine series AND have remained asymptomatic since the current COVID-19 exposure. Otherwise, the person should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. Fully vaccinated persons who do not quarantine should still watch for symptoms of COVID-19 for 14 days following an exposure. Individuals who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.</p>		<p>Pandemic Coordinator and Safety Coordinator</p>	<p>NA</p>	<p>N</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Communication to staff, families, and the public have and will continue to be ongoing. Any necessary school closures or within school year changes in safety protocols will be communicated via multiple methods including the district email blast, website, all-call telephone system, PTO newsletters, and other tools.</p> <p>Any communication will be done in alignment with relevant privacy rules and in coordination with relevant health authorities.</p>		<p>Pandemic Coordinator</p>	<p>NA</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	Student Emotional Wellness: District professional staff will be alert to student social, emotional, and behavioral health.		District Professional Staff	Student Intervention and Child Study Teams, Student Assistance Programs District Resilience Initiative and Trauma-Informed Approaches	No
	TESD Staff Emotional Wellness: District staff will be alert to staff social, emotional, and behavioral health		District Administration and Staff	Employee Assistance Program	No

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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>March 1, 2021: Responding to positive cases and outbreaks</p> <p><i>The information below in italics is taken verbatim from the Chester County Health Department's guidance for schools on responding to outbreaks in schools and is provided for informational purposes. In the event of positive cases or outbreaks, the District will follow the guidance of the Chester County Health Department.</i></p> <p><i>When assessing the need for closing a school, the Health Department will take into account multiple factors including but not limited to the number of new cases among staff and students, how those cases relate to each other, whether or not those cases relate to other known cases outside of the school setting.</i></p> <p><i>The Health Department will utilize the following to identify a COVID-19 outbreak within a school setting: Identification of two or more COVID-19 probable or confirmed cases in a class or cohort with an onset within a 14-day period, who are epidemiologically linked and do not share a household or are not close contacts outside the school setting. Cases should not have obvious, more likely sources of exposure (i.e., a household contact who became ill prior to their onset date). If onset dates are not available (i.e., case was asymptomatic or not reached for interview), specimen collection date may be used.</i></p> <p><i>When an outbreak is identified, the Chester County Health Department will work with the school to review prevention measures to ensure adherence, and monitor for additional cases. If additional cases are identified within the class or cohort within a 14-day period, additional mitigations measures will be implemented including classroom/building closures, different cohorting, etc. If two (2) outbreaks are identified in a 14-day period, the Chester County Health Department assess broader scale closure of wings or buildings. If a classroom, wing, building(s) is closed, the school should switch to remote learning. An outbreak is over when 28 days have passed since the last person started having symptoms and no new confirmed or probable cases have occurred. If the last person did not have symptoms, use the day the person was tested instead.</i></p> <p><i>The Chester County Health Department recognizes that schools may need to consider closing if the number of teachers/staff staying home, or available to work, interferes with the school's ability to operate.</i></p> <p>NOTE: Guidance related to managing cases and outbreaks will be updated as further guidance from federal or state partners is made available.</p>					

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

- Face coverings for anyone on District premises will follow the orders of the Pennsylvania Department of Health. As of July 24, 2020, August 17, 2020, September 2, 2020, and November 17, 2020 anyone on the premises is obligated to wear a mask or face covering that aligns with the Universal Masking Order. The District will continue to monitor guidance and directives from the Pennsylvania Department of Health. **Enhanced face covering protocols with an emphasis on proper fit. Gaiters are no longer permitted as a face covering.**
- Families of students at higher risk should contact the school nurse to discuss the development of an Individual Health Plan. The school may also follow the protocol for 504 Plan Eligibility and special education eligibility. Staff who are at higher risk should contact the Director of Human Resources so their specific circumstances can be reviewed. Additional safety equipment, safety protocols, and other accommodations may be provided depending upon the circumstances.
- The District is working with our substitute and aide/paraprofessional vendors to secure additional staff to support the instructional program and the safety guidelines.
- The District has developed a model of programming which incorporates both virtual and in-person instruction for grades K-12, the use of a block schedule at the secondary level, and the inclusion of social emotional wellness instruction and support into the school day for all students.

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Families of students at higher risk should contact the school nurse to discuss the development of an Individual Health Plan. The school will also follow the protocol for 504 Plan Eligibility and special education eligibility.</p> <p>Staff who are higher risk should contact the Director of Human Resources to discuss their specific circumstances.</p> <p>Student IEPs will be updated to include unique mitigation strategies for individual students for in-person instruction. Staff working with students with IEPs in environments where social distancing is not possible will have additional PPE for use.</p> <p>Alternative face coverings may be used instead of face coverings when the student needs to see the adult's mouth/lips, e.g. those with hearing impairments.</p> <p>Classrooms serving students with IEPs will have increased frequency of cleaning of high touch surfaces.</p> <p>Staff and students with IEPs will increase frequency of hand washing.</p> <p>All students and staff will wear masks in the building, even when social distancing. The only exceptions to this requirement will be those identified in the Pennsylvania Department of Health Universal Mask Order.</p>		<p>Building Principal</p>	<p>N/A</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Face coverings for anyone on District premises will follow the orders of the Pennsylvania Department of Health. As of July 24, 2020, and August 17, 2020 anyone on the premises is obligated to wear a mask or face covering. On September 2, 2020, and November 17, 2020 the PA Secretary of Health updated the Universal Face Covering Order FAQ to require staff wear face coverings at all times while in school, even when six feet of social distancing can be achieved. The exception to this requirement states that Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Enhanced face covering protocols with an emphasis on proper fit. Gaiters are no longer permitted as a face covering.</p> <p>The District will continue to monitor guidance and directives from the Pennsylvania Department of Health.</p> <p>The District will also make available face shields that meet the criteria identified in the PA DOH Masking Order for teachers. Physical barriers such as plexiglass shields (both installed and flexible) will be used in classrooms as secondary shields. Shields such as sneezeguards or other barriers will be available.</p>		<p>Building Principal</p>	<p>NA</p>	<p>N</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all students</p>	<p>Face coverings for anyone on District premises will follow the orders of the Pennsylvania Department of Health. As of July 24, 2020, and November 17, 2020 anyone on the premises is obligated to wear a mask or face covering. The District will continue to monitor guidance and directives from the Pennsylvania Department of Health.</p> <p>Physical barriers such as plexiglass shields (both installed and flexible) will be used in classrooms as secondary protection. Students not able to wear a mask shall have a portable 'sneeze' guard shield for their desk.</p> <p>Gaiters are no longer permitted as face coverings.</p> <p>The District will follow the guidance of the Pennsylvania Department of Health regarding mask breaks: - eating or drinking when spaced at least 6 feet apart; or, -when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or, -at least 6 feet apart during 'face-covering breaks' to last no longer than 10 minutes.</p>		Building Principal	NA	N
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Students with complex or low-incidence needs will be supported and their IEP or 504 Plan updated to ensure access to instruction. The District may request medical documentation and other information be provided by the child's treating physician(s).</p> <p>Medically fragile students and staff assigned to those students should have a daily symptom screening at school.</p> <p>Staff with complex needs should contact the Director of Human Resources to discuss their specific circumstances.</p>		Building Principal	NA	N

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

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)
Strategic deployment of staff	District has developed a model of programming incorporating both virtual and in-person instruction for grades K-12, the use of a block schedule at the secondary level, and the inclusion of social emotional wellness instruction and support into the school day for all students.		Building Principal	NA	N

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and safety protocols	All employees	Pandemic Coordinator, Safety Coordinator	Virtual	Presentation	8/1/2020	Ongoing

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and safety protocols	Students by level	Building principal and building nurse	Virtual and in-person	Presentation	9/21/2020	Ongoing
Health and safety protocols	Parents	Pandemic Coordinator, Safety Coordinator	Virtual	Presentation	8/1/2020	ongoing
Health and Safety Protocols	All staff and employees	Pandemic Coordinator, Safety Coordinator	Virtual	Presentation	8/24/2020	Ongoing

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
June 12: Pandemic Team announcement, status of planning and PDE guidance information					
June 26 – Pandemic planning update	Community	Pandemic Coordinator & Communications Coordinator	Email and website postings	6/12/2020	Ongoing
July 20 – Pandemic planning update, new guidance from PDE and PADOH, dates of public meetings					

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Athletic plan presentation	Athletes & Parents	Pandemic Coordinator, Athletic Director, Safety Coordinator	Virtual meeting, recording shared with families	6/30/2020	Ongoing
Re-Opening TESD page	Families & Community	Communications Coordinator	Website postings	7/24/2020	Ongoing
Proposed Re-Opening Plan Presentation	Families & community	District	Virtual presentation	7/27/2020	7/27/2020
Updated Health and Safety Plan	Families & community	District	Virtual presentation	8/24/2020	8/24/2020
Updated Health and Safety Plan	Families & community	District	Virtual presentation	9/29/2020	9/29/2020

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Health and Safety Plan Summary: Tredyffrin/Easttown School District

Anticipated Launch Date: August 31, 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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • School buses will be cleaned by the bus companies providing this service. Cleaning standards and requirements for materials will be shared with these vendors. This includes disinfecting buses after each run. • Frequently touched surfaces and objects in the school building will be cleaned at least daily. • Nursing suites will be cleaned and sanitized at least daily. • Student desks will be disinfected at least daily. • Restrooms will be cleaned frequently throughout the school day. • Interior doors will be left open to fullest extent possible to eliminate touching of door handles. • In addition to the cleaning conducted by custodial staff, cleaning materials will be available for other staff to use throughout the school day. • Sharing of equipment such as keyboards, tools, or art supplies will be limited to fullest extent feasible. Users will clean their hands before and after using any shared equipment. Shared equipment should be cleaned before and after use. To reduce shared computer equipment, all students in grades K-4 will have an individual iPad for use, and students in grades 5-12 will have a laptop provided to them by the District.

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Standard cleaning protocols will be used to clean surfaces that are not high touch, such as bookcases, carpets or floors, unless directed to alter this practice by health authorities. • Students should not be present when disinfectants are used. Students should not be required to participate in disinfecting of school furniture or equipment. • Drinking fountains will not be available for use. Students and staff may bring in reusable bottles or bottled water. • All cleaning and disinfectant products used will comply with relevant CDC, EPA and OSHA requirements. • Custodial staff have been trained in proper cleaning protocols and provide regular refresher training. • District HVAC systems have been balanced to meet American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and International Mechanical Code (IMC) requirements for the exchange of outside air and ventilation. • Unless otherwise designated, windows should remain closed to ensure efficiency of this process. There may be situations in which windows will be opened, i.e., if directed by the health authorities. • The District will monitor operational guidance and adjust practices as needed in cleaning, sanitizing, disinfecting, and ventilation. • Hand sanitizer will be available in common areas and classrooms where sinks are not available. • If someone in the building develops Covid-19 symptoms, or tests positive for Covid-19: <ul style="list-style-type: none"> ○ the building does not need to be evacuated ○ If an entire class/cohort is sent home, close off the room/area and wait as long as possible to clean and disinfect. Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed. <p>If entire class/cohort is not sent home, clean room/area immediately, and follow up with disinfection at the end of the day</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
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Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p>	<p>In both Yellow and Green, families may choose to have their child access virtual instruction for all classes, or go to school for in-person instruction.</p> <p>In-school capacity and in-school rotation to be determined based on current color phase, guidance on social distancing, gathering size limitations, and number of families that opt to participate in in-person instruction.</p> <p>Classrooms and learning spaces will be arranged to enable 6 feet of spacing between students, with desks facing the same direction, to the maximum extent feasible.</p> <p>Stagger use of playgrounds to create smaller groups of students. Clean high touch services on playground equipment and play resources (jump ropes, balls, etc.) as frequently as possible. Students should wash their hands or use hand sanitizer after play. <i>Physical distancing will conform with the updated CCHD guidance. If community transmission levels are in the Low/Moderate/High bands, physical distancing will be 6 feet to the greatest extent possible for students, at no time is less than 3 feet permitted. For staff, 6 feet of distancing continues to be required for staff-to-staff and staff-to-student interaction, unless required by a student's identified needs. Classrooms will be arranged to maximize physical distancing and will be 6 feet or more if possible. This will be contingent upon the results of the family commitment form.</i></p> <p><i>Lunches may be eaten in cafeterias, classrooms or other designated locations. Outdoor eating may occur.</i> Schools can utilize cafeterias if students can sit in a staggered arrangement to avoid "across-the-table" seating, with 6 feet physical distance to the greatest extent possible.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
<p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> o If 6 feet physical distance cannot be maintained due to space limitations schools should consider: <ul style="list-style-type: none"> o use classrooms and outdoor space for lunch, o use of barriers between students such as plexiglass, o dismissing students from the cafeteria as soon as they are done eating o enhanced monitoring to ensure masks are being worn when not eating. <p>Meals purchased in school will be individually packaged. The cafeteria will not offer ala carte, salad bar, or similar options.</p> <p>Proper hygiene will be encouraged for all students and staff before eating their meal.</p> <p>Congregating in shared spaces such as the lobby, faculty lounge or other settings is strongly discouraged.</p> <p>Schools may place additional limits on foods with allergens being brought into the building or classroom to ensure compliance with individual student health needs, 504 plans or IEPs.</p> <p>The District has and will continue to provide information for staff, and will provide information to parents and students regarding hygiene practices that promote schoolwide health and safety. Training will use materials provided by accepted public health authorities including the World Health Organization, Centers for Disease Control, and Pennsylvania Department of Health.</p> <p>Communicating the key components of the plan to mitigate the spread of Covid-19 will be done in different formats at frequent intervals to all members of the school community.</p> <p>Communication will stress social distancing, face coverings, symptom screening, hygiene practices, and the obligation to stay home if ill.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>Signage has been posted in highly visible locations such as restrooms, entrances and other locations. Signs will be in multiple languages. The primary source of the signs will be from CDC.</p> <p>In accordance with guidance from the Chester County Health Department and the American Association of Pediatricians, only visitors providing essential duties (e.g. contractors, delivery staff, etc.) should enter the building. Essential parent visits to schools will be by appointment only and will be limited. Parent meetings will be held virtually, using both video and audio.</p> <p>The District will complete on-site symptom and temperature screenings of essential visitors prior to entry.</p> <p>All visitors will wear a face covering and maintain social distancing.</p> <p>PE will occur using social distancing standards and held outside whenever possible. Sharing of items will be discouraged.</p> <p>Recess will occur outdoors to the maximum extent feasible and will include reinforcement of social distancing norms and personal hygiene.</p> <p>PA Sports Guidance: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p><i>Chester County Health Department athletic guidance:</i> https://www.chesco.org/DocumentCenter/View/55626/Organized-Sports-in-Green-COVID-Phase?bidId=</p> <p>Sharing of materials will be minimized or eliminated. Extra materials will be obtained to extent possible. Hygiene practices will be strongly encouraged when materials or equipment is shared. Shared materials will be sanitized between users.</p> <p>To reduce the sharing of technology, all students will have a personal device (iPad or laptop) for use in all phases.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>Bell schedules will be lengthened to increase passing time. In addition, to minimize students in the hallways, a block schedule will be implemented at the secondary level.</p> <p>Protocols and signage to manage traffic patterns throughout the building.</p> <p>Lockers will no longer be used at the secondary level.</p> <p>Promote social distancing on bus stops.</p> <p>Buses can operate with a maximum of two students per seat. Students from the same family should sit together.</p> <p>Staff and Students will be discouraged from carpooling to and from school/work.</p> <p>Students are required to wear face covering (mask or shield) while on the bus.</p> <p>Bus drivers must wear face covering (mask or shield) whenever others are on the bus unless it compromises the visual acuity of the driver.</p> <p>Buses must be disinfected after each run and thoroughly cleaned daily.</p> <p>Students may be transported to other schools. Transportation vendors will share with the District their health and safety plans to ensure compliance and alignment with the District Health and Safety Plan.</p> <p>In both Yellow and Green, families may choose to have their child access virtual instruction for all classes or go to school for in-person instruction.</p> <p>In-school capacity and in-school rotation to be determined based on current color phase, guidance on social distancing, gathering size limitations, and number of</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>families that opt to participate in in-person instruction.</p> <p>Classrooms and learning spaces will be arranged to enable 6 feet of spacing between students.</p> <p>A district administrator has been tasked as the liaison between the district and the childcare organization that rents space in our buildings, and relevant community organizations such as FLITE.</p> <p>The transportation office will communicate with relevant agencies.</p> <p>In addition to the items described above, physical barriers such as plexiglass will be used in higher traffic areas such as the front desk or main office.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Staff and students will be required to self-monitor daily prior to coming to work/school. The criteria will be in compliance with the PA Department of Health and Chester County Health Department guidance.</p> <p>All staff will sign in daily affirming they are symptom-free. A contact-less thermometer is available in each building if needed.</p> <p>Students/parents will submit a daily affirmation that the child entering school is symptom free. A contact-less thermometer is available in each building if needed.</p> <p>If a staff member has symptoms, they will need to stay or go home and contact their health care provider and their supervisor. The supervisor will contact the Director of Human Resources who will contact the</p>

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>employee, the Chester County Department of Health as needed, and institute any necessary precautionary measures.</p> <p>If a student has symptoms, the parent should contact their school nurse to inform them and follow up with their healthcare provider. If necessary, school nurses will work with the school mental health specialist to provide a resource list to families who may not have ready access to a healthcare provider.</p> <p>Building principals are responsible for staff and student daily symptom screening protocols.</p> <p>Each school building will designate an isolation room/area, and a quarantine room/area. These are spaces separate from the existing nurse's office.</p> <p>The isolation room/area is for students exhibiting Covid-19-like symptoms while they await travel home or to a healthcare provider. The isolation room should be positioned near an exit that is separate from the main entrance/exit for ease of leaving the school. Isolation room doors should remain shut at all time. Any individual supporting the isolation room/area should enter with full Covid-19 PPE, to include eye protection, gloves, gowns; upon exiting the room, the PPE should be taken off.</p> <p>The quarantine room/area is for anyone exposed to person with Covid-19-like symptoms, to be used while they await travel home or to a healthcare provider. Any individual supporting the quarantine room/area should be required to wear a face covering while in the room. If an entire classroom needs the quarantine room/area, the class should remain in the regular classroom as a temporary quarantine room.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>Any probable or confirmed cases will be reported to the Chester County Health Department.</p> <p>The school will maintain adequate personal protective equipment for use when individuals become ill, including gowns, masks, eye protection, and gloves.</p> <p>The area(s) used by the sick person will be closed off immediately, and not used until it can be cleaned and disinfected as follows:</p> <p>If someone in the building develops Covid-19 symptoms, or tests positive for Covid-19:</p> <ul style="list-style-type: none"> ○ the building does not need to be evacuated <p>If an entire class/cohort is sent home, close off the room/area and wait as long as possible to clean and disinfect. Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.</p> <p>If entire class/cohort is not sent home, clean room/area immediately, and follow up with disinfection at the end of the day.</p> <p>The person will be provided with guidance for self-isolation at home and the guidelines for returning to school, as directed by the Chester County Health Department.</p> <p>If an individual requires transportation by ambulance, the District will alert the ambulance and hospital staff that the person may have Covid-19.</p> <p>The building administrator will inform the district pandemic coordinator if anyone becomes sick while at school, and the Director of Human Resources as applicable.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>Before returning to school, staff and students who have been isolated or quarantined must provide medical documentation that they have met the requirements for return to school/work as currently outlined by Chester County Health Department.</p> <p><u>The District will follow the most current “Exclusion From and Return to School Requirements” published by the Chester County Health Department.</u> The District will follow the CCHD’s recommendation of a 14 day quarantine for non-vaccinated individuals who are determined to be close contacts of covid cases. For persons with known exposure to COVID-19, who ARE fully vaccinated: Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they were fully vaccinated ≥ 2 weeks and ≤ 3 months following the receipt of the full vaccine series AND have remained asymptomatic since the current COVID-19 exposure. Otherwise, the person should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. Fully vaccinated persons who do not quarantine should still watch for symptoms of COVID-19 for 14 days following an exposure. Individuals who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.</p> <p>Communication to staff, families, and the public have and will continue to be ongoing. Any necessary school closures or within school year changes in safety protocols will be communicated via multiple methods including the district email blast, website, all-call telephone system, PTO newsletters, and other tools.</p> <p>Any communication will be done in alignment with relevant privacy rules and in coordination with relevant health authorities.</p> <p>Student Emotional Wellness: District professional staff will be alert to student social, emotional, and behavioral health.</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>TESD Staff Emotional Wellness: District staff will be alert to staff social, emotional, and behavioral health.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by all students</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Families of students at higher risk should contact the school nurse to discuss the development of an Individual Health Plan. The school will also follow the protocol for 504 Plan Eligibility and special education eligibility.</p> <p>Staff who are higher risk should contact the Director of Human Resources to discuss their specific circumstances.</p> <p>Student IEPs will be updated to include unique mitigation strategies for individual students for in-person instruction.</p> <p>Staff working with students with IEPs in environments where social distancing is not possible will have additional PPE for use.</p> <p>Alternative face coverings can be used when the student needs to see the adult's mouth/lips, e.g. those with hearing impairments.</p> <p>Classrooms serving students with IEPs will have increased frequency of cleaning of high touch surfaces.</p> <p>Staff and students with IEPs will increase frequency of hand washing.</p> <p>Face coverings for anyone on District premises will follow the orders of the Pennsylvania Department of Health. As of July 24, 2020,</p>

Plan approved July 24, 2020
 Revision: August 24, 2020
 Revision: September 29, 2020
 Revision: October 26, 2020

Revision: November 23, 2020
 Revision: December 7, 2020
 Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>August 17, 2020, September 2, 2020 and November 17, 2020 anyone on the premises is obligated to wear a mask or face covering. The District will continue to monitor guidance and directives from the Pennsylvania Department of Health. On September 2, 2020, and November 17, 2020 the PA Secretary of Health updated the Universal Face Covering Order FAQ to require staff wear face coverings at all times while in school, even when six feet of social distancing can be achieved. The exception to this requirement states that Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>The District will also make available face shields that meet the criteria identified in the PA DOH Masking Order for teachers. Physical barriers such as plexiglass shields (both installed and flexible) will be used in classrooms as secondary shields. Shields such as sneezeguards or other barriers will be available.</p> <p>Face coverings for anyone on District premises will follow the orders of the Pennsylvania Department of Health. As of July 24, 2020, and November 17, 2020 anyone on the premises is obligated to wear a mask or face covering. The District will continue to monitor guidance and directives from the Pennsylvania Department of Health.</p> <p>Physical barriers such as plexiglass shields (both installed and flexible) will be used in classrooms as secondary protection. Students not able to wear a mask shall have a portable ‘sneeze’ guard shield for their desk.</p> <p>All students and staff will wear masks in the building, even when social distancing. The only exceptions to this requirement will be those</p>

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Requirement(s)	Strategies, Policies and Procedures
	<p>under Section 3 of the Pennsylvania Department of Health Universal Mask Order.</p> <p>The District will follow the guidance of the Pennsylvania Department of Health regarding mask breaks:</p> <ul style="list-style-type: none">- eating or drinking when spaced at least 6 feet apart; or,-when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or,-at least 6 feet apart during 'face-covering breaks' to last no longer than 10 minutes. <p>Students with complex or low-incidence needs will be supported and their IEP or 504 Plan updated to ensure access to instruction. The District may request medical documentation and other information be provided by the child's treating physician(s).</p> <p>Medically fragile students and staff assigned to those students should have a daily symptom screening at school.</p> <p>Staff with complex needs should contact the Director of Human Resources to discuss their specific circumstances.</p> <p>District has developed a model of programming incorporating both virtual and in-person instruction for grades K-12, the use of a block schedule at the secondary level, and the inclusion of social emotional wellness instruction and support into the school day for all students.</p>

Plan approved July 24, 2020
Revision: August 24, 2020
Revision: September 29, 2020
Revision: October 26, 2020

Revision: November 23, 2020
Revision: December 7, 2020
Revision: February 22, 2021
Revision: March 1, 2021

Health and Safety Plan Governing Body Affirmation Statement

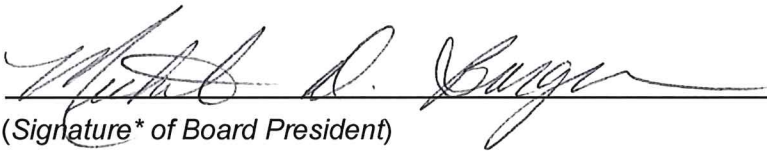
The Board of Directors/Trustees for Tredyffrin/Easttown School District reviewed and approved the Phased School Reopening Health and Safety Plan on **March 1, 2021**

The plan was approved by a vote of:

Yes 9-0
 No

Affirmed on: **March 1, 2021**

By:



(Signature* of Board President)

Michele Burger

(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.