Penn Cambria School District
Health and Safety Plan
2020-2021

Table of Contents

Health and Safety Plan: Penn Cambria School District 2

Type of Reopening 2

Pandemic Coordinator/Team 4

Key Strategies, Policies, and Procedures 4

Cleaning, Sanitizing, Disinfecting, and Ventilation 4

Social Distancing and Other Safety Protocols 8

Monitoring Student and Staff Health 14

Other Considerations for Students and Staff 18

Health and Safety Plan Professional Development 20

Health and Safety Plan Communications 21

Health and Safety Plan Summary: Penn Cambria School District 22

Health and Safety Plan Governing Body Affirmation Statement 26

As per the Pennsylvania Department of Education (PDE), 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. This plan is based upon the PDE provided template. Given frequent changes in guidance as more information becomes available, this plan will likely need to be revised and updated throughout the year.

Health and Safety Plan: Penn Cambria 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.

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.

Penn Cambria School District is mandated to develop a Health and Safety Plan for the reopening of the 20-21 school year as guidelines for all instructional and non-instructional activities. The structure of our district and having 5 separate buildings required us to take a committee approach to the development of our plan. This Health and Safety Plan will be districtwide but will differ in approach in some areas given the structure and enrollment in each of our buildings. The foundation of our plan will be data driven based on feedback from parent surveys and the input from parents, teachers, community members, board members, and administrators that served on all our Health and Safety Plan committees.

Our goal was to develop a proactive plan that will help minimize the spread of Covid-19 while returning students to our classrooms and continuing school activities. We learned during the mandated school closure from March 13, 2020 through May 29, 2020, things may change quickly and circumstances out of our control may cause revisions to this plan.

Type of Reopening

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

☒ **Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).**

☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

☐ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

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

September 8, 2020 K-12 Hybrid Re-Opening (2 days face-to-face and 3 days remote) *As per a research study provided by the PA Department of Education, dividing the student population in half, with each half attending school 40 percent of available days, **is predicted to slow the spread of the virus substantially**. (REL 26)*

October 12, 2020 – Grade K-4 Students return to full Face-to-Face Instruction while Grades 5-12 Students continue to operate in the Hybrid Model.

November 2, 2020 – Grades 5-12 Students remain in Hybrid Learning until December 23, 2020.

Pandemic Coordinator/Team

- **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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
William Marshall	Superintendent	Pandemic Coordinator
Jeanette Black, Kaitlyn Kalwanaski, Dane Harrold, Greg Shingle, Joe Smorto, Carrie Conrad, Courtney Kuncelman	Administration	Health/Safety Plan Development – Pandemic Crisis Response Team
Chuck Terek	Athletic Director	Health/Safety Plan Development – Pandemic Crisis Response Team
Dave Beck	Buildings and Grounds	Health/Safety Plan Development – Pandemic Crisis Response Team
Lewis Hale	Technology & Communication	Health/Safety Plan Development – Pandemic Crisis Response Team
Jenny Damin and Amanda Bender	School Nurses	Health/Safety Plan Development – Pandemic Crisis Response Team
George Pyo	School Board	Health/Safety Plan Development
Mike Sheehan and Jenny Guzic	School Board and Parents	Health/Safety Plan Development
Sean Davison	Faculty	Health/Safety Plan Development
Buddy DeYulis	Other Partner	Health/Safety Plan Development
Bill Wilkinson	Transportation	Health/Safety Plan Development

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting, and Ventilation

Cleaning Before The School Year Begins

All buildings will undergo a thorough cleaning before the school year begins as part of the regular summer cleaning schedule.

Disinfecting and Cleaning Supplies

A variety of vendors are being used to find and purchase appropriate disinfecting and cleaning supplies based on limited supply availability. In addition to cleaning supplies for custodial staff, supplies are also being procured for use by other individual staff members for individual classrooms and workspaces. The district has purchased disinfecting/sanitizing foggers for use in all buildings.

Training on Cleaning and Ventilation Protocols

In addition to guidance provided in this document and through communications from the facilities manager, all custodial staff will complete the following online trainings provided by SafeSchools Training. In addition, all faculty and staff will also complete these two trainings for general awareness regarding COVID-19.

- Coronavirus: Cleaning and Disinfecting Your Workplace
- Coronavirus Awareness

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	When possible, classroom windows and doors will be open to increase air circulation and ventilation. HVAC systems will be checked to ensure filters are routinely changed according to manufacturer guidelines. Classrooms, stairwells, faculty lounges, copy rooms, and other common areas will be sanitized using a fogger at least once per day. Restrooms will be sanitized multiple times during the school day, and every evening. Drinking fountains will be closed. Water will be available for students and staff using water bottle filling stations. Students and staff are encouraged to use individual water bottles or disposable plastic bottles. Custodial staff will wipe down high touch/contact areas such as classroom doorknobs, handles, and railings multiple times during the school day. Each building will be thoroughly cleaned and sanitized at the end of the school day. Cafeteria tables will be cleaned after each use. Disinfectant cleaner/wipes will be provided to each classroom	When possible, classroom windows and doors will be open to increase air circulation and ventilation. HVAC systems will be checked to ensure filters are routinely changed according to manufacturer guidelines. Classrooms, stairwells, faculty lounges, copy rooms, and other common areas will be sanitized using a fogger at least once per day. Restrooms will be sanitized multiple times during the school day, and every evening. Drinking fountains will be closed. Water will be available for students and staff using water bottle filling stations. Students and staff are encouraged to use individual water bottles or disposable plastic bottles. Custodial staff will wipe down high touch/contact areas such as classroom doorknobs, handles, and railings multiple times during the school day. Each building will be thoroughly cleaned and sanitized at the end of the school day. Cafeteria tables will be cleaned after each use. Disinfectant cleaner/wipes will be provided to each classroom	Dave Beck, Facilities Manager	Cleaning/Disinfectant Supplies Classroom cleaning supplies HVAC filters/maintenance Foggers and TwinOxide solution	Y – Coronavirus Awareness and Cleaning and Disinfecting Workspace

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	Custodial supplies and inventory of soap, hand sanitizer, paper products, and cleaning supplies will be monitored closely to ensure an adequate supply is always available. To ensure the ability to effectively clean and sanitize buildings during and immediately after the school day, there will be no facility use by outside organizations. All staff members will be required to leave buildings 15 minutes after the end of the workday unless otherwise assigned by building principal.	Custodial supplies and inventory of soap, hand sanitizer, paper products, and cleaning supplies will be monitored closely to ensure an adequate supply is always available. To ensure the ability to effectively clean and sanitize buildings during and immediately after the school day, there will be no facility use by outside organizations. All staff members will be required to leave buildings 15 minutes after the end of the workday unless otherwise assigned by building principal.	Dave Beck, Facilities Manager Crew Leaders	Hand soap, hand sanitizer, paper products, cleaning supplies	N

Social Distancing and Other Safety Protocols

Summary of Responses:

We firmly believe that social interaction is an integral part of the learning experience. However, given the COVID-19 pandemic, changes in our classroom and in our buildings are necessary to follow social distancing guidelines. We have reviewed schedules and structures in each building in order to determine what changes might be possible in order to limit the number of individuals that students will have sustained contact with throughout the school day and to limit contact with shared or high-traffic surfaces. It is unrealistic to expect that communal spaces can be completely eliminated, and a six-foot social distance can be maintained at all times. However, we have outlined steps that will be taken in both the **yellow** and **green** phase to limit contact, to practice social distancing, and to limit contact with shared materials and high touch surfaces.

Limiting Student Contact

Based upon research and modeling provided by REL Mid-Atlantic for the PA Department of Education, reductions in the number of student contacts per day is expected to be a mitigating strategy to control the spread of COVID-19 in schools. In all buildings, students will immediately proceed upon arrival to their assigned homeroom. Grab and go breakfast offerings will be provided to allow students to eat breakfast in homeroom.

Penn Cambria High School operates on a block schedule so students are only in four classroom groups/settings per day, as opposed to seven or eight. At Penn Cambria Middle School, the schedule is being modified to use an odd/even block with extended periods for 1,3,5 and 7 on one day and extended periods for 2,4,6, and 8 on the next. This will reduce the potential number of student contacts by half each day. At Penn Cambria Elementary Schools, all classes will be self-contained for 2020-2021. Non-core courses will continue to be offered as noted below based on yellow or green phases.

Maintaining Social Distancing

As feasible, unnecessary furniture will be removed from classrooms to increase space available for student seating. To limit face-to-face seating, students will be seated facing the same direction when possible and distance between students will be maximized.

Use of common areas (library, copy room, faculty rooms, sign in areas, etc.) will be limited to the extent possible and restroom and hand-washing breaks will be coordinated to limit unnecessary student congregation in hallways. Assemblies and large group meetings will not be permitted or will be held virtually.

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)
*** Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	Student classroom seating will be arranged to avoid face-to-face seating and to seat students in the same direction when possible. Unnecessary furniture will be removed from classrooms as feasible to increase space available for student seating. The distance between student desks will be increased as much as possible. . Classroom instructional practices will be modified to eliminate the use of activities that require students to work in close physical proximity to each other (ex: group work, science labs). Communal learning spaces such as open computer labs and libraries will be closed. In each building, alternate areas are being identified for use by classes to allow for social distancing.	Student classroom seating will be arranged to avoid face-to-face seating and to seat students in the same direction when possible. Unnecessary furniture will be removed from classrooms as feasible to increase space available for student seating. The distance between student desks will be increased as much as possible. Classroom instructional practices will be modified to limit the use of activities that require students to work in close physical proximity to each other (ex: group work, science labs). Use of communal learning spaces such as open computer labs and libraries will be limited based upon the availability of cleaning. In each building, alternate areas are being identified for use by classes to allow for social distancing.	Building Principals	Custodial assistance	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	Upon arrival, students will immediately proceed to homeroom. Grab and Go will be used for breakfast menu offerings and students will eat breakfast in homeroom. Cafeteria use may be limited with students using grab and go menu options for meals as feasible. Disposable trays and dinnerware will be used for all meals. Common faculty rooms will be closed. Faculty may use the refrigerator or microwaves in these rooms but will not be allowed to congregate during lunches or prep time.	Upon arrival, students will immediately proceed to homeroom. Grab and Go will be used for breakfast menu offerings and students will eat breakfast in homeroom. Cafeterias will be used for lunches, but additional rooms will also be utilized for student lunches to increase distancing as needed. All students will be seated facing in the same direction to limit face-to-face direct contact. Disposable trays and dinnerware will be used for all meals. Faculty are discouraged from congregating in common faculty rooms or other high contact areas. When in faculty rooms, a six-foot distance is required.	Buildings Principals and Angela Focht, Nutrition Inc.	Grab and Go food service materials Adequate trash cans for classrooms	N
*** Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	Frequent handwashing remains best practice. Schedules will be developed in each building to facilitate frequent hand washing opportunities for students and staff. Staff will provide student reminders regarding hand-washing best practices, personal hygiene, and social distancing. Hand sanitizer will be available for use in each classroom, in the cafeteria, and in common areas.	Frequent handwashing remains best practice. Schedules will be developed in each building to facilitate frequent hand washing opportunities for students and staff. Staff will provide student reminders regarding hand-washing best practices, personal hygiene, and social distancing. Hand sanitizer will be available for use in each classroom, in the cafeteria, and in common areas.	Building Principals Dave Beck, Facilities Manager	Hand sanitizer Handwashing supplies (paper towels, soap)	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Posting signs in highly visible locations that promote everyday protective measures and how to stop the spread of germs**	New, highly visible building signage will include: - Signs and Symptoms of COVID-19 - Handwashing and cough hygiene	New, highly visible building signage will include: - Signs and Symptoms of COVID-19 - Handwashing and cough hygiene	Carrie Conrad, Director of Special Education and Courtney Kuncelman, School Psychologist	Signs	N
*** Identifying and restricting non-essential visitors and volunteers**	No outside visitors or volunteers will be permitted in contact with students except in emergency or under absolute necessity.	Essential visitors and volunteers only will be permitted in the building following all appropriate safety precautions. Visitors and/or volunteers will be asked to complete a self-symptom screening form to verify that they have no symptoms before entering the building.	Building Principals	Self-symptom screening form	N
*** Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports**	Recess at the elementary level will be limited to one classroom at a time with no use of shared playground equipment. Physical Education classes will be conducted outside when feasible. All PE activities will be designed to eliminate the need for changing of clothes, student contact, and sharing of materials.	Recess at the elementary level will be limited to one classroom at a time with the use of shared playground equipment avoided unless cleaning can occur between use. Physical Education classes will be conducted outside when feasible. Whenever possible based on activities, PE students will not change clothes to limit congestion in locker room areas and use of shared lockers. All PE activities will be designed to minimize student contact and sharing of materials.	Building Principals	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	Locker sharing will not be permitted. Teachers will alter plans to eliminate sharing materials. Library book check out will be discontinued. All library lessons must be conducted within the classroom.	Locker sharing will not be permitted All teachers will limit the amount of sharing or touching of objects within the classroom as much as possible. Library book check out will be limited to allow for quarantine of materials upon return as the recommended method of disinfection. Library lessons will be conducted within the classrooms when possible.	Building Principals	None	N
Staggering the use of communal spaces and hallways	Students will report directly to homerooms upon arrival with grab and go breakfast options available. Faculty will report directly to classrooms upon arrival and will remotely sign in and out each day to avoid unnecessary contact/traffic in offices. All hallway traffic will keep to the right and keep moving to facilitate less contact time.	Students will report directly to homerooms upon arrival with grab and go breakfast options available. Faculty will report directly to classrooms upon arrival and will remotely sign in and out each day to avoid unnecessary contact/traffic in offices. All hallway traffic will keep to the right and keep moving to facilitate less contact time.	Building Principals Angela Focht, Food Service (Nutrition, Inc)	Additional trash cans in classrooms for breakfast item disposal Virtual sign in procedures for faculty/staff	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	The number of student entrances and pick up or exits at each building will be increased to allow for additional distance and spacing. Doors will be open as possible with direct faculty supervision to maintain safety and promote smooth entrance procedures while limiting additional touching of common door handles. Buses will be loaded back to front as possible. Bus seating will be prioritized by family unit possible. Bus windows will be open as feasible to increase ventilation. Hand sanitizer will be available on busses. Busses will be cleaned and disinfected between routes. Face covering will be required on buses as mandated by the PA Department of Health.	The number of student entrances and pick up or exits at each building will be increased to allow for additional distance and spacing. Doors will be open as possible with direct faculty supervision to maintain safety and promote smooth entrance procedures while limiting additional touching of common door handles. Buses will be loaded back to front as possible. Bus seating will be prioritized by family unit possible. Bus windows will be open as feasible to increase ventilation. Hand sanitizer will be available on busses. Busses will be cleaned and disinfected between routes. Face covering will be required on buses as mandated by the PA Department of Health.	Building Principals	Additional supervision at entrances for arrival	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Elementary non-core teachers (art, music, computers, PE, library) will conduct their classes within regular classrooms. A hybrid schedule may be implemented if necessary as opposed to moving to full remote learning.	Student movement between classes will be limited based on scheduling practices using block scheduling at HS, odd/even block as MS, and self-contained elementary classrooms.	Building Principals	None	N
Coordinating with local childcare regarding on site care, transportation protocol changes, and, when possible, revised hours of operation or modified school-year calendars	School-Age Child Care Program (SACC) operated by Cambria County Child Development Corporation will be operating in the PC High School cafeteria in September 2020 to allow for distancing. The SACC program will move to Mt. Aloysius College in October 2020.	School-Age Child Care Program (SACC) operated by Cambria County Child Development Corporation will be operating in the PC High School cafeteria in September 2020 to allow for distancing. The SACC program will move to Mt. Aloysius College in October 2020.	CCCDC	Fogging of cafeteria after SACC In morning and evening	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	Assemblies and other large group activities will be eliminated or held virtually. Only one staff member at a time will be permitted in shared copy rooms.	Assemblies and other large group activities will be eliminated or held virtually. Only one staff member at a time will be permitted in shared copy rooms.	Building Principals	None	N

Monitoring Student and Staff Health

Summary of Responses:

In the green phase, students (families) and staff will be required to self-screen for symptoms each morning before arriving at school buildings. In the yellow phase, self-screening continues to be required and in addition, temperature checks will be performed on all individuals as they enter the buildings.

Anyone exhibiting symptoms associated with COVID-19 based upon the screening tool should not enter our buildings.

Families are asked to notify the school nurse if they become sick with COVID-19 symptoms, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19. Staff members are asked to notify the building principal or direct supervisor if they become sick with COVID-19 symptoms, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19. Building principals and/or school nurses will notify the Superintendent's office.

Penn Cambria School District will follow PA Department of Health and PA Department of Education guidance related to quarantine and return to school protocols. The district will immediately contact the PA Department of Health as required for guidance related to a response to a known or suspected case of COVID-19. The PA Department of Health (DOH) will provide guidance regarding disease information, appropriate communications, identification of high-risk individuals, and appropriate action and treatment.

Current guidance (as of 7/20/20) from the PA Department of Health includes the following:

- If the person is present on school property when DOH notifies the school of the positive case information, the person will immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up or release.
- The district will contact the DOH for further guidance if notified by a parent or community member of potential exposure by a student, staff member, or school visitor.
- The building does not need to be evacuated.
- When feasible, custodial staff will wait at least 24 hours before cleaning and disinfecting impacted areas. Classrooms will be moved if needed. If not feasible, custodial staff will wait as long as possible. If seven days have passed since the sick individual was in the affected area, additional cleaning is not needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Monitoring students and staff for symptoms and history of exposure**	Temperatures will be taken at building entrances for all students and staff upon arrival.	Students (families) will be required to self-screen for symptoms each day before leaving for school following the guidance in a STUDENT self-screener tool based on current CDC and PA DOH guidance. Faculty and staff will be required to self-screen each day before arriving at work using a STAFF self-screener tool based on current CDC and PA DOH guidance. .	Building Principals	No Touch thermometers Self-screening tool	Y – If staff are conducting temperature screenings
*** Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	Any student or staff member with a temperature of 100.4 or greater upon screening at arrival will be moved immediately to a designated quarantine area until they can be picked up or released. Students and staff will report to the nurse's office immediately if they begin exhibiting symptoms during the day. The district will follow established PDE guidance (Public Health Guidance) related to isolation and quarantine.	Students and staff will report to the nurse's office immediately if they begin exhibiting symptoms during the school day. The district will follow established PDE guidance (Public Health Guidance) related to isolation and quarantine.	School Nursing Staff	Designated quarantine area Appropriate Personal Protective Equipment (PPE) Updated guidance posted to district website before first day of school	N
*** Returning isolated or quarantined staff, students, or visitors to school**	The district will follow established PDE guidance (Public Health Guidance) for return to school.	The district will follow established PDE guidance (Public Health Guidance) for return to school.	Superintendent	Updated guidance posted to district website before first day of school	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	District social media, global phone messaging and website postings will be used to communicate immediate information related to closures or changes in safety protocols.	District social media, global phone messaging and website postings will be used to communicate immediate information related to closures or changes in safety protocols.	William Marshall, Superintendent Jeanette Black, Director of Curriculum	Global messaging, social media	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	The health department will take the lead on contact tracing, isolation/quarantine of ill students and staff, and any further actions needed to contain the spread of COVID-19.	The health department will take the lead on contact tracing, isolation/quarantine of ill students and staff, and any further actions needed to contain the spread of COVID-19.	Department of Health	None	N

Staff/Student TRAVEL	If a student or staff member travels to a state or area that is on the current PA Department of Health recommended quarantine list, the student or staff member must follow the Dept. of Health quarantine recommendations upon return or provide the district with a note from his/her health care provider/doctor stating that they are cleared to come back sooner. **Student Attendance related to Travel Quarantine** **Full Face-to-Face** - Based upon the guidance from PDE related to attendance which says that attendance during face-to-face learning should follow our normal procedures, the student would be marked ABSENT for the assigned face-to-face days and complete make up work as normal. These would be excused absences. **Hybrid** - The student will have three days of remote learning each week already and the district will follow established procedures in place to track that attendance. Teachers will provide assignments/make up work for the two face-to-face days each week. Based upon the guidance from PDE related to attendance which says that attendance during face-to-face learning should follow our normal procedures, the student would be marked ABSENT for the assigned face-to-face days and complete make up work as normal. These would be excused absences **Full Remote** – The student will participate in remote learning each day and the district will follow established procedures in place to track attendance.	If a student or staff member travels to a state or area that is on the current PA Department of Health recommended quarantine list, the student or staff member must follow the Dept. of Health quarantine recommendations upon return or provide the district with a note from his/her health care provider/doctor stating that they are cleared to come back sooner. **Student Attendance related to Travel Quarantine** **Full Face-to-Face** - Based upon the guidance from PDE related to attendance which says that attendance during face-to-face learning should follow our normal procedures, the student would be marked ABSENT for the assigned face-to-face days and complete make up work as normal. These would be excused absences. **Hybrid** - The student will have three days of remote learning each week already and the district will follow established procedures in place to track that attendance. Teachers will provide assignments/make up work for the two face-to-face days each week. Based upon the guidance from PDE related to attendance which says that attendance during face-to-face learning should follow our normal procedures, the student would be marked ABSENT for the assigned face-to-face days and complete make up work as normal. These would be excused absences **Full Remote** – The student will participate in remote learning each day and the district will follow established procedures in place to track attendance.	Administrative Office	None	N

Other Considerations for Students and Staff

Summary of Responses:

We recognize that there are students and staff that may be at higher risk for severe illness due to COVID-19. The district will collaborate with high risk student's parent/ guardian, medical provider, certified school nurse, and school administrators to develop an appropriate educational plan of care for students (i.e. 504 Plan or IEP).

Medically fragile and high-risk students and staff assigned to those classrooms will have a symptom screening done daily at school through coordination with the nursing staff, in addition to symptom screening required prior to arrival at school. Remote learning options will be considered, as necessary.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Protecting students and staff at higher risk for severe illness**	Medically fragile and high-risk students and staff assigned to those classrooms will have a symptom screening done daily at school through coordination with the nursing staff, in addition to symptom screening required prior to arrival at school. Student risk/need will be addressed on an individualized basis through collaboration between the student's parent/guardian, medical provider, certified school nurse, and the Office of Special Education to develop an appropriate educational plan of care for students. Staff at higher risk should avoid gathering in groups of any size and avoid common areas such as staff lounges.	Medically fragile and high-risk students and staff assigned to those classrooms will have a symptom screening done daily at school through coordination with the nursing staff, in addition to symptom screening required prior to arrival at school. Student risk/need will be addressed on an individualized basis through collaboration between the student's parent/guardian, medical provider, certified school nurse, and the Office of Special Education to develop an appropriate educational plan of care for students. Staff at higher risk should avoid gathering in groups of any size and avoid common areas such as staff lounges.	Carrie Conrad, Director of Special Education and Courtney Kuncelman, School Psychologist	IEP and Section 504 team documents	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
*** Use of face coverings (masks or face shields) by all staff**	Masks are currently mandated as per orders of the PA Department of Health/Governor's Office on July 1, 2020.	Masks are currently mandated as per orders of the PA Department of Health/Governor's Office on July 1, 2020.	William Marshall, Superintendent	Supply of masks and/or face shields for staff who need a mask or shield.	N
*** Use of face coverings (masks or face shields) by older students (as appropriate)**	Masks are currently mandated as per orders of the PA Department of Health/Governor's Office on July 1, 2020. Protocols for students with exceptionalities will be addressed on a case by case basis. When possible, mask breaks with social distancing will be provided.	Masks are currently mandated as per orders of the PA Department of Health/Governor's Office on July 1, 2020. Protocols for students with exceptionalities will be addressed on a case by case basis. When possible, mask breaks with social distancing will be provided.	William Marshall, Superintendent	Supply of masks and/or face shields for students in need.	N
Unique safety protocols for students with complex needs or other vulnerable individuals	The needs of all students with documented complex needs or other vulnerable individuals will be addressed through their school team. If virtual or remote learning is required, some K-12 students with complex needs may continue to attend face-to-face (i.e. special education, ESL beginners) as permitted under existing DOH and PDE guidance.	The needs of all students with documented complex needs or other vulnerable individuals will be addressed through their school team.	Carrie Conrad, Director of Special Education and Courtney Kuncelman, School Psychologist	IEP, Section 504, or other documentation	N
Strategic deployment of staff	Administration will monitor student enrollments and attendance both in-person and virtually, strategically assigning faculty and staff accordingly.	Administration will monitor student enrollments and attendance both in-person and virtually, strategically assigning faculty and staff accordingly.	William Marshall, Superintendent Jeanette Black, Director of Curriculum	Current enrollment information	N

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Temperature Screening Procedures	All staff	School Nursing Staff	Virtual or Written Direction Sheet	No touch thermometers	August 25, 2020	August 27, 2020
Health and Safety Plan	School Board and community members, parents, teachers, etc.	William Marshall – Superintendent Jeanette Black - Director of Curriculum	School Board Meeting - posted on website- Social media sharing	Copies of plan	July 28, 2020	August 3, 2020
Health and Safety Plan	Teachers and staff	William Marshall – Superintendent Jeanette Black - Director of Curriculum	Posted on website – Email communication- Virtual faculty meetings	Copies of plan	July 28, 2020	August 3, 2020
Building Specific Procedures	Students, Families, Staff	Building Principals	Written- Classroom Meeting with Teacher- Virtual Staff Meeting	Online sharing of handouts/slides related to key components of procedures	August 10, 2020	August 28, 2020
Food Service Protocols and Procedures	Cafeteria Staff	Angela Focht, Nutrition, Inc.	Virtual staff meetings or phone	Applicable components of plan	August 3, 2020	August 27, 2020
Bus Protocols	Bus Drivers	Bill Wilkinson, Wilkinson Bus Lines	Staff meetings- written communications- phone calls	Applicable components of the plan	August 3, 2020	August 27, 2020
COVID-19 Awareness and Cleaning and Disinfecting Procedures	ALL STAFF	Jackie Mento, Administrative Assistant	SafeSchools Online training	Account access and training assigned in online system	July 28,2020	August 27, 2020

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
Health and Safety Plan	Community health providers	William Marshall, Superintendent	Phone – email	July 28, 2020	Ongoing
Critical Components of Health and Safety Plan for EL's	Non-English families	Jeanette Black, Director of Curriculum	Letter (translation services obtained)	July 28, 2020	August 25, 2020

Health and Safety Plan Summary: Penn Cambria School District

Anticipated Launch Date: August 27,2020 - Plan Update as of 10/29/20

Dear Families,

While it is not possible to eliminate all risks associated with the spread of COVID-19, there are steps that schools can take to reduce the risks to students, staff, and families. We rely heavily on guidance from the Center for Disease Control (CDC), the PA Department of Health, and the PA Department of Education to provide us with updated information to best inform our plans. The safety measures outlined below will likely be revised in the weeks ahead as new information about COVID-19 becomes available.

The following outlines a summary of measures in the GREEN phase for all buildings. Stricter actions if schools move into the YELLOW phase are noted within each section. Please see the complete Penn Cambria Health and Safety Plan for more details. Each school building will provide building specific information for students and families via mail and on their webpages.

Cleaning, Sanitizing, Disinfecting and Ventilation

- Disinfectant foggers have been purchased and will be used in all buildings.
- High touch surfaces will be cleaned multiple times each day.
- Cafeteria tables will be cleaned after each use.
- Disinfectant cleaner/wipes will be provided to each classroom.
- Each building will be thoroughly cleaned and sanitized at the end of the school day.
    - Custodial schedules have been modified to provide time for this thorough cleaning.
    - All staff members will leave buildings 15 minutes after the workday to facilitate cleaning schedules.
    - No facility use by outside organizations will be permitted to facilitate cleaning schedules.
- Due to shortages and price increases in cleaning supplies, a district office staff member has been designated to coordinate and monitor supply ordering to ensure our buildings have necessary supplies.
- All staff will complete COVID-19 awareness and cleaning training.
- Water bottle filling stations will be provided instead of drinking fountains.
- Classroom windows and doors will be open as much as possible to increase ventilation.

Social Distancing and Other Safety Protocols

- Buildings are increasing the number of **student entrance and exit locations** to allow for additional distancing.
- To limit high touch areas and increase the quick follow of traffic, doors will be open upon arrival as possible with staff supervision.
- **Schedules** have been modified in each building to reduce the potential number of student contacts each day.
  - Elementary classrooms K-4 are self-contained
  - The Middle School schedule has been modified to use an odd/even block with extended classes for periods1,3,5, and 7 on one day and extended classes for periods 2,4,6, and 8 the next day.
  - The High School operates on a block schedule so students are only assigned to four classes per day.
- **Classroom arrangements** will be modified to provide maximum spacing.
  - Unnecessary furniture will be removed from classrooms as feasible to allow increased spacing of students.
  - The distance between student desks will be maximized to the extent possible.
  - All students will be seated facing in the same direction when possible.
  - Face-to-face seating will be avoided.
  - Alternate locations for classroom instruction will provided as possible to increase social distancing (ex: gymnasiums, cafeterias, outdoor spaces).
- **Upon arrival**, all students and staff will report directly to homerooms.
- All **hallway traffic** will keep to the right and will keep moving to facilitate less contact time.
- Instructional practices will be modified to limit the use of activities that require close physical proximity (ex: group work, science labs).
- Use of communal learning spaces (ex: shared computer labs, libraries) will be limited. Only one staff member at a time will be permitted in shared copy rooms.
- Assemblies and large group activities will be eliminated or held virtually.
- **Recess** will be limited to one classroom at a time with the use of shared playground equipment to be avoided unless cleaning can occur between use.
- Whenever possible, **physical education** classes will be conducted outside, will be designed to not require a change of student clothing, and to limit student contact and sharing of materials.
- Good **hygiene practices** will be emphasized throughout the day with teacher reminders and visible signs.
  - Schedules will be developed in each building to allow opportunities for frequent handwashing.
  - Hand sanitizer will be available for use in each classroom, in common areas, and in the cafeteria.
- Only essential **visitors and volunteers** will be permitted into buildings. All visitors will be required to complete a self-symptom screening verification form before entering the building.

Additional changes in the **YELLOW** phase.

- Elementary non-core subjects (art, music, PE, library, computers) will be conducted within the regular classroom.
- A hybrid schedule may be implemented if necessary as opposed to moving to full remote learning.
- All instructional activities that require close physical proximity will be eliminated.
- Communal learning spaces will be closed to the extent possible.
- No outside visitors or volunteers will be permitted except in emergency situations.

Cafeterias and Meal Services

- Grab and Go breakfasts will be served in all buildings and students will eat breakfast in homeroom.
- Cafeterias will be used for lunches with additional rooms identified for lunch use to maximize distancing.
- All students will be seated facing in the same direction to limit face-to-face contact.
- Disposable trays and dinnerware will be used for all meals.
- Staff will be discouraged from congregating in common faculty rooms unless a six-foot distance can be maintained.

Additional changes in the **YELLOW** phase.

- Cafeteria use may be limited with Grab and Go lunches provided in classrooms.
- All common faculty rooms will be closed.

Transportation

- Buses will be loaded back to front as possible.
- Students will sit with other members of their family as possible.
- Bus windows will be open as feasible to increase ventilation.
- Hand sanitizer will be available on buses.
- Buses will be cleaned and disinfected between routes.
- Face covering will be required on buses as mandated by the PA Department of Health.
- The SACC (School Age Child Care Program) will continue to be offered on-site into October 2020 for families that need before or after school care. SACC will be located in the PC High School cafeteria this year to maximize distancing. Starting in October 2020, the SACC program will be located at Mt. Aloysius College.

Monitoring Student and Staff Health

- Students and staff will be required to **self-screen for symptoms each day** before arriving at school following the self-screener tool provided by PDE/CDC.
- Anyone exhibiting symptoms associated with COVID-19 based upon the screening tool should not enter our buildings.
- Families should notify the school nurse and staff members should notify the building principal or direct supervisor if they become sick with symptoms, test positive, are exposed to someone with symptoms, or are exposed to someone with a confirmed or probable case of COVID-19.
- The district will follow PA Department of Health and PA Department of Education guidance related to quarantine and return to school protocols.

Additional changes in the **YELLOW** phase.

- Temperatures will be taken at building entrances for all students and staff upon arrival.

Protecting Students and Staff at Higher Risk

- Medically fragile and high-risk students and the staff assigned to those classrooms will have temperatures taken upon arrival each day.
- Student risk/need will be addressed on an individual basis through collaboration between the family, the medical provider, the school nurse, and the Office of Special Education.

Face Coverings

- Face coverings are currently mandatory for staff and students as per order of the PA Department of Health/Governor's Office on July 1, 2020.
- Mask breaks will be encouraged throughout the day by creating opportunities for 6' social distancing.
- A supply of face coverings will be available on-site for students or staff that are in need.

Self-Screener Tool

A self-screener tool will be provided for both STUDENTS and STAFF. This tool will include directions for daily home screening based on updated recommendations provided by the CDC and the PA Department of Health.

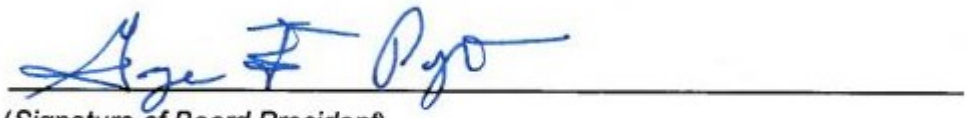
Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Penn Cambria School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020.**
The plan was approved by a vote of:

9 **Yes**
0 **No**

Affirmed on: 7/27/20

By:



(Signature of Board President)

George Pyo

(Print Name of Board President)

****

PLAN UPDATES With Board Approval:

- **August 18, 2020** - Board Approved Revisions – Hybrid Re-Opening
- **August 18, 2020** - Authorized and approved the Superintendent of Schools to undertake the necessary steps to modify, amend, and/or otherwise update the District's Phased School Reopening Health and Safety Plan as needed from the effective date of this Motion up through the end of the 2020-2021 school year as is otherwise needed or required to be in compliance with any additional federal or state mandates, guidance, orders, or advisories that would impact the school, staff, students and the District's options relative to delivery models. These updates shall be provided to the Board as they occur and be considered for approval as may be required.
- **October 20, 2020** – Board Approved Revisions – Return to Full Instruction
- **October 29, 2020** – Board Approved Revisions – Revert back to Hybrid Learning for grades 5-12