

The **Wayne Highlands School District** Health and Safety Plan outlines our school entity instructional and non- instructional school reopening activities for the 2020-2021 school year and was created in consultation with Wayne Memorial Hospital, Wayne County Emergency Management Services and the Pennsylvania Department of Health. 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. All school activities are informed by [Governor Wolf's Process to Open Pennsylvania](#).

The Governor's plan 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. Depending upon the public health conditions in our county, 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 our county as being in the red, yellow, or green phase. There may be times that our county 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 in our local area. The **Wayne Highlands School District** Health and Safety Plan accounts for changing conditions to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

PROTOCOLS, POLICIES, AND PROCEDURES that have been developed reflect the current recommendations and considerations put forth by the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education, American Academy of Pediatrics, representatives of Wayne Memorial Hospital and by orders and considerations of the Commonwealth of Pennsylvania. These items may be revised in the future to ensure compliance with future orders, recommendations, and considerations from the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education and the Commonwealth of Pennsylvania.

Addressing Community Spread in K-12 Schools
LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)

Red Phase (Substantial Spread)	Yellow Phase (Minimal/Moderate Spread)	Green Phase (Low/No Spread)
<ul style="list-style-type: none"> • Schools that are closed, remain closed. Implement distance/remote learning • Coordinate with local and state DOH officials • Participate in contact tracing efforts, as directed by local health officials (to the extent feasible) • Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting. • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations) • Schools remain closed and no sports are allowed in counties designated as being in the Red Phase. 	<ul style="list-style-type: none"> • Schools may provide in-person instruction in accordance with Department of Education guidance. • Schools subject to CDC and Commonwealth guidance • 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) and posted on the school entity's publicly available website. • Establish and maintain communication with local and state DOH officials. • Participate in contact tracing efforts as directed by local health officials (to the extent feasible). • Implement enhanced social distancing measures. • Post signage in classrooms, hallways and entrances to communicate how to stop the spread. • COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Establish a protocol for students/staff who feel ill/experience symptoms when at school. • Isolate and deep clean impacted classrooms and spaces • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. • Districts have the authority and flexibility to close school buildings and utilize distance/remote learning as needed. • Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website. 	<ul style="list-style-type: none"> • Schools subject to CDC and Commonwealth Guidance • 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) and posted on the school entity's publicly available website. • Establish and maintain communication with local and state DOH • Participate in contact tracing efforts as directed by local health officials (to the extent feasible). • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. • COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Establish a protocol for students/staff who feel ill/experience symptoms when at school. • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. • Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors) and posted on the school entity's publicly available website.

For additional guidance on addressing community spread, see the [CDC's Consideration for Schools](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Wayne Highlands School District Decision Tree

The *Wayne Highlands School District Path to Reopening for K-12 Schools* not only provides considerations for school leaders as they develop plans for restarting school this fall but also provides a flexible framework to address challenges that may develop *throughout the 2020-2021 school year*. Instead of a one-size-fits-all approach, the *Wayne Highlands School District Decision Tree* below provides a menu of instructional models and responses districts can adopt to ensure the continued success and safety of students and staff members.

Level of Community Spread <i>(as determined by state and local health officials)</i>	Red Phase <i>(Substantial Spread)</i>	Yellow Phase <i>(Minimal/Moderate Spread)</i>		Green Phase <i>(Low/No Spread)</i>	
	⇓	⇓	⇓	⇓	⇓
Instructional Model <i>(as determined by local school entity)</i>	Distance/Remote Learning <i>Teaching and learning will be conducted using a School District driven online learning system (synchronous) and/or other (asynchronous) distance/remote learning methods (i.e. Blended Learning, Hybrid).</i>	Distance/Remote Learning <i>Teaching and learning may be conducted using a School District driven online learning system (synchronous) and/or other (asynchronous) distance/remote learning methods (i.e. Blended Learning, Hybrid).</i>	Traditional <i>Teaching and learning may be conducted in person at school on a regular five-day a week schedule. Schools will follow traditional school hours unless directed by the Pennsylvania Department of Education or other local emergency that would prevent a traditional instructional day.</i>	Distance/Remote Learning <i>Teaching and learning may be conducted using a School District driven online learning system (synchronous) and/or other (asynchronous) distance/remote learning methods (i.e. Blended Learning, Hybrid).</i>	Traditional <i>Teaching and learning will be conducted in person at school on a regular five-day a week schedule.</i>
	⇓	⇓	⇓	⇓	⇓
Response	Extended Closure	Minimal Use of	School Building(s)	Minimal Use of	School Building(s)

<p>(as determined by local school entity in partnership with local departments of public health and community stakeholders)</p>	<p>Close building(s) for at least 14 days or more</p>	<p>School Building(s) Implement distance/remote learning Targeted Closure Isolate and disinfect affected areas -or- Short-term Closure Close for facility-wide deep cleaning</p>	<p>Open Implement more intensive mitigation strategies; encourage enhanced social distancing</p>	<p>School Building(s) Implement distance/remote learning Targeted Closure Isolate and disinfect affected areas -or- Short-term Closure Close for facility-wide deep cleaning</p>	<p>Open Implement preventative practices and additional proactive processes/protocols.</p>
<p>Prevention Practices OPERATIONS</p>	<p>Schools (for in-person instruction) and Most Child Care Facilities Closed</p>	<p>Daily Cleaning Process: Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. All cleaning supplies and procedures will be in accordance with local, state, federal, CDC and Department of Health recommendations.</p> <p>Distribution of Cleaning Supplies to Guests and Public Areas: Hand sanitizer to be made available at all staff and guest entrances.</p> <p>Distribution of Cleaning Supplies to Staff: Disinfectant wipes, gloves, and/or sanitizer will be available in offices and classrooms where staff and students can clean surfaces throughout the school day.</p> <p>Sharing of Water Supply and Public Water Fountains: Discontinue use of water fountains. Encourage use of water bottles from home or provide water bottles, when possible.</p>	<p>Daily Cleaning Process: Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. All cleaning supplies and procedures will be in accordance with local, state, federal, CDC and Department of Health recommendations.</p> <p>Distribution of Cleaning Supplies to Guests and Public Areas: Hand sanitizer to be made available at all staff and guest entrances.</p> <p>Distribution of Cleaning Supplies to Staff: Disinfectant wipes, gloves, and/or sanitizer will be available in offices and classrooms where staff and students can clean surfaces throughout the school day.</p> <p>Sharing of Water Supply and Public Water Fountains: Discontinue use of water fountains. Encourage use of water bottles from home or provide water bottles, when possible.</p>		

		<p>Cleaning Supply Storage: Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Positive Test Result and Area Quarantine: Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Building HVAC and Air Circulation: All building HVAC systems are regularly inspected, air filters are changed frequently and where available, additional fresh air will be increased. Buildings will maintain proper temperatures and air circulation.</p> <p>Cleaning Material Standards: All cleaning supplies will meet or exceed local, state, federal, and CDC recommendations and guidelines.</p> <p>Disinfection Process: Operations and Maintenance staff use approved disinfectant and a cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering and public areas.</p> <p>Protective Barriers: Visual floor signage to instruct staff and visitors on proper social distancing.</p> <p>Training and Instruction for Staff: Operations and Maintenance staff have and will continue to receive training and instruction relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Phased Reopening Plan and be informed about daily disinfection procedures. All buildings will have proper notification and COVID-19 prevention signage</p>	<p>Cleaning Supply Storage: Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Positive Test Result and Area Quarantine: Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>Building HVAC and Air Circulation: All building HVAC systems are regularly inspected, air filters are changed frequently and where available, additional fresh air will be increased. Buildings will maintain proper temperatures and air circulation.</p> <p>Cleaning Material Standards: All cleaning supplies will meet or exceed local, state, federal, and CDC recommendations and guidelines.</p> <p>Disinfection Process: Operations and Maintenance staff use approved disinfectant and a cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering and public areas.</p> <p>Protective Barriers: Visual floor signage to instruct staff and visitors on proper social distancing.</p> <p>Training and Instruction for Staff: Operations and Maintenance staff have and will continue to receive training and instruction relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Phased Reopening Plan and be informed about daily disinfection procedures. All buildings will have proper notification and COVID-19 prevention signage</p>
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		<p>through the buildings and office areas. Teach and reinforce the use of masks/face shields for staff. All staff are required to wear masks/face where feasible.</p> <p>Daily Reminders and Messaging: Use of PA system, email, and call system reminders for sanitizing throughout the day/overall reminders for social distancing.</p> <p>Personal Protection Equipment (PPE): Select staff will be provided with face covering and PPE materials as needed or required. All staff will be required to wear a mask.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices: Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs: Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among staff and students: Items should not be shared between staff and students to reduce the spread of infectious bodily fluids. Items that may need to be shared will be disinfected in accordance with CDC and DOH guidelines after each use. Personal Issuance of materials will be completed to the degree feasible.</p>	<p>through the buildings and office areas. Teach and reinforce the use of masks/face shields for staff. All staff are required to wear masks/face where feasible.</p> <p>Daily Reminders and Messaging: Use of PA system, email, and call system reminders for sanitizing throughout the day/overall reminders for social distancing.</p> <p>Personal Protection Equipment (PPE): Select staff will be provided with face covering and PPE materials as needed or required. All staff will be required to wear a mask.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices: Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs: Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among staff and students: Items should not be shared between staff and students to reduce the spread of infectious bodily fluids. Items that may need to be shared will be disinfected in accordance with CDC and DOH guidelines after each use. Personal Issuance of materials will be completed to the degree feasible.</p>
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<p>Human Resources</p>	<p>Essential Staff: (Essential staff designated as urgent, absolute necessary functions)</p> <ul style="list-style-type: none"> are expected to report to work are required to complete a self-assessment prior to coming to work are required to follow the prescribed 	<p>Staff (As assigned, up to yellow occupancy maximums)</p> <ul style="list-style-type: none"> are expected to report to work. are required to complete a self-assessment prior to coming to work. are required to follow the prescribed steps if the self-assessment indicates they are not to report to work. <p>An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</p>	<p>All staff are expected to report to work:</p> <ul style="list-style-type: none"> are required to complete a self-assessment prior to coming to work. are required to follow the prescribed steps if the self- assessment indicates they are not to report to work. <p>An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to</p>

	<p>steps if the self-assessment indicates they are not to report to work.</p> <p>An employee, by entering the work site, acknowledges that s/he has complied with the school entity's protocols concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf</p> <p>Non-Essential Work Determination: The school entity will need to determine if it is feasible or permitted for non-essential staff to work remotely.</p> <p>Face Coverings: Essential Staff will wear face coverings when within 6 ft. of others</p> <p>Virtual Tools: School</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf</p> <p>Work determination: The school entity will need to determine if it is feasible or permitted for non-essential staff to work remotely.</p> <p>Face Coverings: Staff will wear face coverings when entering the buildings and during all transitions. Face coverings will be worn in the presence of others when a 6ft distance is not feasible.</p> <p>Virtual Tools: School staff may utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.</p> <p>Healthy Environment: Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity.</p> <p>Hygiene practices for staff including the manner and frequency of hand-washing and other best practices will be communicated and encouraged as set forth by CDC and DOH.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf</p> <p>https://www.youtube.com/watch?v=CxWj1XD_YF4</p> <p>Encourage COVID-19 testing when signs are presented</p>	<p>be present at the work site.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf</p> <p>Staff Not Reporting to Work: The school entity will initiate a review process for staff who indicate they are unable to report to work due to a COVID-19 related circumstance following leave rights, absence protocols and the school entity's policy.</p> <p>Face Coverings: Staff will wear face coverings when entering the buildings and during all transitions. Face coverings will be worn in the presence of others when a 6ft distance is not feasible.</p> <p>Virtual Tools: School District staff may utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.</p> <p>Healthy Environment: Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity.</p> <p>Hygiene practices for staff including the manner and frequency of hand-washing and other best practices will be communicated and encouraged as set forth by CDC and DOH.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf</p> <p>https://www.youtube.com/watch?v=CxWj1XD_YF4</p> <p>Encourage COVID-19 testing when signs are</p>
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	<p>staff will utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.</p> <p>Healthy Environment: Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity.</p> <p>Prevention Practices Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols.</p> <p>Encourage COVID-19 testing when signs are presented</p> <p>Posting of Employment Rights. All federal and state employment postings relating to</p>	<p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting of Employment Rights. All federal and state employment postings relating to COVID will be followed.</p> <p>https://www.dol.gov/general/topics/posters</p>	<p>presented.</p> <p>Hand soap and hand sanitizer will be provided least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</p> <p>Posting of Employment Rights. All federal and state employment postings relating to COVID will be followed.</p> <p>https://www.dol.gov/general/topics/posters</p>
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	<p>COVID will be followed.</p> <p>https://www.dol.gov/general/topics/posters</p>		
Transportation	<p>Schools (for in-person instruction) closed, therefore transportation will not be provided.</p>	<p>Cleaning, sanitizing, disinfecting, and ventilating all school vehicles used by students.</p> <p>All district owned and contracted transportation departments will conduct daily cleaning and sanitizing of the school bus/vehicle fleet.</p> <p><u>During the day/between transportation runs:</u> Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)</p> <p><u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles.</p> <p><u>Sanitization of buses:</u> All cleaning, sanitizing, and disinfecting will be conducted using products that meet the CDC requirements for COVID-19.</p> <p>Adjusting transportation schedules and practices to provide for social distancing between students</p> <p>All students riding School District transportation are required to wear PPE masks/face coverings.</p> <p>All bus drivers, vehicle drivers, and transportation assistants are required to wear PPE masks/face coverings.</p> <p>There will be no more than 2 students per seat, unless from the same household.</p>	<p>Cleaning, sanitizing, disinfecting, and ventilating all school vehicles used by students.</p> <p>All district owned and contracted transportation departments will conduct daily cleaning and sanitizing of the school bus/vehicle fleet.</p> <p><u>During the day/between transportation runs:</u> Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)</p> <p><u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles.</p> <p><u>Sanitization of buses:</u> All cleaning, sanitizing, and disinfecting will be conducted using products that meet the CDC requirements for COVID-19.</p> <p>Adjusting transportation schedules and practices to provide for social distancing between students</p> <p>All students riding School District transportation are required to wear PPE masks/face coverings.</p> <p>All bus drivers, vehicle drivers, and transportation assistants are required to wear PPE masks/face coverings.</p> <p>There will be no more than 2 students per seat, unless from the same household.</p>

		<p>Students who have complex medical or behavioral needs that prevent them from wearing PPE face coverings will be addressed on a case-by-case basis.</p> <p>Professional Development and Training Plan for transportation staff</p> <p>The professional development and training will occur for all transportation staff on the changes in a school district's policy and procedures in response to COVID-19.</p>	<p>Students who have complex medical or behavioral needs that prevent them from wearing PPE face coverings will be addressed on a case-by-case basis.</p> <p>Professional Development and Training Plan for transportation staff</p> <p>The professional development and training will occur for all transportation staff on the changes in a school district's policy and procedures in response to COVID-19.</p>
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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): **September 8, 2020**

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Gregory Frigoletto Superintendent	All Stakeholders	Pandemic Response Coordinator
Timothy Morgan Assistant Superintendent	All Stakeholders	Pandemic Response Coordinator
Jeffrey Firmstone	Bus Drivers/Contractors	Transportation/Business
Robert Rogers	Building and Grounds Supervisor	Facilities Leader
Christopher Pietraszewski	Secondary Education	Grade 9-12 Leader
Peter Jordan	Secondary Education	Grades 6-8 Leader
David Jagger	Elementary/Secondary Education	Grades K-8 Leader
Sandy Rickard	Elementary Education	Grades 3-5 Leader
Anthony Donnini	Elementary Education	Grades K-2 Leader
Diane Scarfalloto	Athletic Director	Athletics Leader
Scott D. Miller	Director of Education Technology	Technology Leader
Amanda Kerna	Director of Special Education	Special Education Leader
Ryne Spaulding	Director of Food Services	Food Services Leader
Carol Lienert	School Nurse	Health Leader
Gretchen Israel	Wayne Highlands Education Association	Faculty Leader

Roles and Responsibilities for Health and Safety Preparedness and Response Planning Team:

- Prevent accidents, injuries and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations from the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure that it is regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.
- Work closely with management, as well as health and safety inspectors.

Key Strategies, Policies, and Procedures

The action plan documents the Wayne Highlands School District's thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. The table below identifies a detailed summary describing the key strategies, policies, and procedures the Wayne Highlands School District will employ to ensure the health and safety of every stakeholder in the local education community. The information below provides key information that staff, students, and families will require to clearly understand the Wayne Highlands School District local plan for the phased reopening of schools.

Requirements <i>Level of Community Spread (as determined by state and local health officials)</i>	Red Phase (Substantial Spread)	Yellow Phase (Minimal/Moderate Spread)	Green Phase (Low/No Spread)	Lead Individual and Position	Professional Development Y/N
<i>Level of Community Spread (as determined by state and local health officials)</i>	Schools (for in-person instruction) Closed	Schools may provide in-person instruction only in accordance with Department of Education guidance	Schools may provide in-person instruction only in accordance with Department of Education guidance	PA DOH	N
Prevention Practices	Schools Closed Only essential staff Prevention Practices Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols	All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, playground equipment, and student desks. Students and staff will be required to use individual water bottles from home or disposable plastic bottles. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are	All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, playground equipment, and student desks. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are	Building and Grounds Supervisor(s)	Y

	<p>Encourage COVID-19 testing</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Cleaning, sanitizing and disinfecting</p> <ul style="list-style-type: none"> • Continue routine cleaning and disinfecting in areas where minimal staff is utilizing facility • Continue cleaning excessively touched items throughout day • Areas not being used or occupied for 7 days or longer only need routine cleaning when reopening <p>Materials, Resources and/or Supports Needed CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html CDC Disinfecting Your Facility: https://www.cdc.gov/coronavirus/20</p>	<p>not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ printer/copiers ○ water fountains if not disabled ○ Restrooms will be cleaned midday (using the proper PPE) <ul style="list-style-type: none"> ■ wet mopping with disinfectant ■ disinfecting toilets, urinals, sinks, 	<p>not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> • Continue everyday responsibilities and tasks • Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ printer/copiers ○ water fountains if not disabled ○ Restrooms will be cleaned midday (using the proper PPE) <ul style="list-style-type: none"> ■ wet mopping with disinfectant ■ disinfecting toilets, urinals, sinks, 		
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	<p>19-ncov/community/disinfecting-building-facility.html CDC Protect Yourself: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p>	<p>paper dispensers and partitions</p> <ul style="list-style-type: none"> ■ wipe down and disinfect hard surfaces <p>Night shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Cleaning restrooms using proper PPE ● Vacuum <ul style="list-style-type: none"> ● Dry mopping ● wet mop with disinfectant ● wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones ○ Counters ○ Corridor walls ○ Hand railings ● Any dirty surfaces will be washed with soap/water or cleaner before disinfecting ● Electrostatic disinfecting fogger daily or as needed 	<p>paper dispensers and partitions</p> <ul style="list-style-type: none"> ■ wipe down and disinfect hard surfaces <p>Night shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Cleaning restrooms using proper PPE ● Vacuum ● Dry mopping ● wet mop with disinfectant ● wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones ○ Counters ○ Corridor walls ○ Hand railings ● Any dirty surfaces will be washed with soap/water or cleaner before disinfecting ● Electrostatic disinfecting fogger daily or as needed 		
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		<p>Custodial/Maintenance PPE</p> <p>PPE will be utilized in accordance with job duties performed and as indicated in guidelines set forth by the CDC and PA DOH</p> <p>Ventilation</p> <ul style="list-style-type: none"> • There will be an increase of outside air introduced to the building through our HVAC systems. • Air filter changes will remain on the same schedule (excessive filter changes not necessary). • Windows will be opened in areas where HVAC system is not capable of outside air transfer. <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations.</p> <p>Handwashing toolkit Personal Protective Equipment Classroom Hygiene Procedure</p> <p>Hand soap and hand sanitizer with at least 60%</p>	<p>Custodial/Maintenance PPE</p> <p>PPE will be utilized in accordance with job duties performed and as indicated in guidelines set forth by the CDC and PA DOH</p> <p>Ventilation</p> <ul style="list-style-type: none"> • There will be an increase of outside air introduced to the building through our HVAC systems. • Air filter changes will remain on the same schedule (excessive filter changes not necessary) • Windows will be opened in areas where HVAC system is not capable of outside air transfer. <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>Staff and students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations.</p> <p>Handwashing toolkit Personal Protective Equipment Classroom Hygiene Procedure</p> <p>Hand soap and hand sanitizer with at least 60%</p>		
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		<p>alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs in highly visible locations that promote everyday protective measures and how to stop the spread of germs Signage will be posted at entrances, bathrooms, and throughout the facility. Signage to be Posted</p> <p>Limit the sharing of materials among students Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use. Classroom hygiene plan</p> <p>Turn off water fountains and encourage use of bottled water or allow students and staff to bring water bottles from home</p> <p>Materials, Resources and/or Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p>	<p>alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs in highly visible locations that promote everyday protective measures and how to stop the spread of germs Signage will be posted at entrances, bathrooms, and throughout the facility. Signage to be Posted</p> <p>Limit the sharing of materials among students Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use. Classroom hygiene plan</p> <p>Turn off water fountains and encourage use of bottled water or allow students and staff to bring water bottles from home</p> <p>Materials, Resources and/or Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p>		
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Summary of Responses to Key Questions:

The building has been cleaned and water lines have been flushed to ensure a safe return to the learning and office environment. The appropriate supplies have been ordered through our partner vendors to ensure appropriate supplies are on hand to adhere to the stringent hygiene practices that are to be implemented. The enhanced cleaning procedures will be carried out daily to assist in the efforts to mitigate the spread of COVID-19. Staff has been trained through our online learning tool on signs and symptoms of COVID-19, when to stay home, and best hygiene practices. Supervisors will meet with staff on an ongoing basis to ensure compliance and address any issues. Training on infection control will be provided to all staff prior to return to work. Training will be provided to staff through an online learning system, competency will be measured by an online test, acknowledgment of this plan and procedures will be obtained through the online learning system.

<p>Transportation of Students</p>	<p>School buildings are closed</p> <p>Materials, Resources and/or Supports Needed</p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school.</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Buses can operate with a maximum of two students per seat (up to three if from the same household), with the understanding that masks will be required of students while on the bus. Disinfect all high-touch surfaces on buses at least daily. Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Established protocols for bus stops, loading/unloading students to minimize congregation of children from different households</p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school.</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Buses can operate with a maximum of two students per seat (up to three if from the same household) with the understanding that masks will be required of students while on the bus. Disinfect all high-touch surfaces on buses at least daily. Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Other Strategies:</p> <ul style="list-style-type: none"> • Provide assigned seating • Symptomatic or sick students and transportation staff will not be permitted on the bus 	<p>Director of Transportation</p>	<p>Y</p>
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		<p>Other Strategies:</p> <ul style="list-style-type: none"> ● Provide assigned seating ● Symptomatic or sick students and transportation staff will not be permitted on the bus ● Provide hand sanitizer for students, bus driver, and monitors ● Bus drivers/monitors will be required to wash hands in accordance with guidelines ● Handwashing infection control guidelines. https://www.cdc.gov/handwashing/when-how-handwashing.html ● No field trips will be provided ● No food or drink consumed on bus ● Clean and disinfect frequently touched surfaces on the bus after each scheduled run ● Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers ● Air out buses when not in use ● Transportation Contractors and Drivers will be educated on self-monitoring of health and wellbeing. ● Same household/family members will be seated together. ● Organized loading and unloading to include first on students to the back and 	<ul style="list-style-type: none"> ● Provide hand sanitizer for students, bus driver, and monitors ● Bus drivers/monitors will be required to wash hands in accordance with ● Handwashing infection control guidelines. https://www.cdc.gov/handwashing/when-how-handwashing.html ● No field trips will be provided ● No food or drink consumed on bus ● Clean and disinfect frequently touched surfaces on the bus after each scheduled run ● Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers ● Air out buses when not in use ● Transportation Contractors and Drivers will be educated on self-monitoring of health and wellbeing. ● Same household/family members will be seated together. ● Organized loading and unloading to include first on students to the back and continuing to load bus in back to front manner in the a.m. and in the p.m. First off sit in the front. ● Windows will be opened (based on the temperature) 		
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		<p>continuing to load bus in back to front manner in the a.m. and in the p.m. First off sit in the front.</p> <ul style="list-style-type: none"> • Windows will be opened (based on the temperature) to increase ventilation. • Van transportation will follow the same procedures. Similarly, van drivers must wear a mask and/or shield while students are in the vehicle. • Families will also be encouraged to drive their children to school. <p>Materials, Resources and/or Supports Needed Types of PPE Signage to be Posted https://www.cdc.gov/handwashing/when-how-handwashing.html</p> <p>CDC - What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>	<p>to increase ventilation.</p> <ul style="list-style-type: none"> • Van transportation will follow the same procedures. Similarly, van drivers must wear a mask and/or shield while students are in the vehicle. • Families will also be encouraged to drive their children to school. <p>Materials, Resources and/or Supports Needed Types of PPE Signage to be Posted https://www.cdc.gov/handwashing/when-how-handwashing.html CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>		
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Summary of Responses to Key Questions:

Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. Regular cleaning and airing out of the buses will be expected to assist in reducing transmission of germs. Regular hand washing and appropriate use of PPE will be expected. Training on infection control and appropriate use of PPE will be provided to all drivers.

<p>Entering School Buildings</p>	<p>School buildings are closed; districts should require only that essential staff report in-person to carry out functions that are absolutely necessary.</p> <p>District/school leaders utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures</p> <p>Only essential staff report to in-person work</p> <p>Identifying and restricting non-essential visitors and volunteers</p>	<p>Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none"> • Visitors will be permitted on an as needed basis following building access procedures upon entrance. • Minimal movement around the facility is expected. • Signage will be posted in hallways, and entrances to 	<p>Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none"> • Visitors will be permitted on an as needed basis following building access procedures upon entrance. • Minimal movement around the facility is expected. • Signage will be posted in hallways, and entrances to 	<p>Building Administration</p>	<p>Y</p>
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		<p>communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</p> <ul style="list-style-type: none"> • Hand sanitizer provided to all staff, students, and visitors prior to entering the building • Follow protocol for students/staff who feel ill/experience symptoms when they come to school Symptom screening flow chart • Designated entrance and exit flow paths • Visitors must report to the main entrance upon arrival. Symptom screening will be required for all visitors prior to entering the school. Health screening required prior to entry COVID-19: Screening Checklist - for Visitors and Staff • Symptomatic or sick staff, students and visitors will not be permitted into the school • Face coverings will be required for all visitors entering the building and while visiting the building in accordance with the orders set forth by the Commonwealth. • Non-essential visitors and 	<p>communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</p> <ul style="list-style-type: none"> • Hand sanitizer provided to all staff, students, and visitors prior to entering the building • Limit unnecessary congregations of students and staff • Follow protocol for students/staff who feel ill/experience symptoms when they come to school Symptom screening flow chart • Visitors must report to the main entrance upon arrival. Symptom screening will be required for all visitors prior to entering the school. Health screening required prior to entry COVID-19: Screening Checklist - for Visitors and Staff • Symptomatic or sick staff, students and visitors will not be permitted into the school • Face coverings will be required for all visitors entering the building and while visiting the building in accordance with the orders set forth by the Commonwealth. 		
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		volunteers will be restricted	<ul style="list-style-type: none"> Non-essential visitors and volunteers will be restricted 		
		Materials, Resources and/or Supports Needed Signage to be Posted Faculty and Staff COVID-19 Safety Agreement	Materials, Resources and/or Supports Needed Signage to be Posted Faculty and Staff COVID-19 Safety Agreement		
<p>Summary of Responses to Key Questions: <i>Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</i></p> <p><i>Training on infection control will be provided to all staff prior to return to work. Training will be provided to staff through an online learning system, competency will be measured by an online test, acknowledgment of this plan and procedures will be obtained through the online learning system.</i></p>					
Serving Meals	School buildings are closed District/School Practice established social distancing protocols Provide PPE to staff participating in meal preparation and distribution Reduce contact by utilizing “grab and go” meal distribution	<p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>Alternative Serving Models:</p> <ul style="list-style-type: none"> Serving meals in classrooms Serving meals in cafeterias with: <ul style="list-style-type: none"> spaced serving lines 	<p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>Alternative Serving Models:</p> <ul style="list-style-type: none"> Serving meals in classrooms Serving meals in cafeterias with: <ul style="list-style-type: none"> spaced serving lines 	Food Service Director Building Administration	Y

		<p>(marked on floors)</p> <ul style="list-style-type: none"> ○ Spaced seating ○ Longer meal periods for more staggered meal delivery ○ Use of pre-packaged boxes or bags for each student instead of traditional serving lines <p>Staff and students will be required to wash hands before and after meal service</p> <p>Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Hand sanitizer will be provided for students and staff</p> <p>Disposable utensils, etc. will be utilized</p> <p>No sharing of foods and utensils permitted</p> <p>Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use</p> <p>Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after</p>	<p>(marked on floors)</p> <ul style="list-style-type: none"> ○ Spaced seating ○ Longer meal periods for more staggered meal delivery ○ Use of pre-packaged boxes or bags for each student instead of traditional serving lines <p>Staff and students will be required to wash hands before and after meal service</p> <p>Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Hand sanitizer will be provided for students and staff</p> <p>Disposable utensils, etc. will be utilized</p> <p>No sharing of foods and utensils permitted</p> <p>Spaced lines marked to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use</p> <p>Cleaning of cafeterias and high-touch surfaces throughout the school day will be conducted after</p>		
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		<p>each meal service</p> <p>Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff</p> <p>Additional tables will be utilized in congregate areas to assist with social distancing.</p> <p>Sneeze guards will be placed in appropriate locations.</p> <p>Additional barriers will be utilized between students and cashiers.</p> <p>Point of Sale (POS) pin pads will be eliminated, converting to use of bar code scanners for students.</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>	<p>each meal service</p> <p>Posters encouraging covering coughs and sneezes, and washing hands often will be placed in cafeteria in sight of all students and staff</p> <p>Additional tables will be utilized in congregate areas to assist with social distancing.</p> <p>Sneeze guards will be placed in appropriate locations.</p> <p>Additional barriers will be utilized between students and cashiers.</p> <p>Point of Sale (POS) pin pads will be eliminated, converting to use of bar code scanners for students.</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>		
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<p>Social Distancing and Other Safety Protocols</p>	<p>Schools Closed Only essential staff</p>	<p>Classroom/learning space occupancy Six-foot distancing is encouraged for classroom seating – a lesser distance is acceptable if six feet is not achievable to meet the needs of students. In those cases, seating should be targeted for no less than a minimum spacing of three feet. Classroom configurations will be altered for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Classroom/learning space occupancy Six-foot distancing is encouraged for classroom seating – a lesser distance is acceptable if six feet is not achievable to meet the needs of students. In those cases, seating should be targeted for no less than a minimum spacing of three feet. Classroom configurations will be altered for maximal social distancing as feasible. For example, staggered rows of desks all facing the same direction, with limitations on face-to-face seating.</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Building Administration</p>	<p>Y</p>
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		<p>It is recommended that classrooms have a maximum of 25 persons, where feasible.</p> <p>Teachers will implement strategies to reduce movement during class.</p> <p>Students closest to the door will exit class first.</p> <p>Staff will move from place to place while students remain in same classroom whenever possible (i.e., elementary specials, guidance classes, etc.).</p> <p>High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously and/or by requiring masking.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>Other social distancing and safety practices Classroom Hygiene Procedures Handwashing toolkit</p>	<p>It is recommended that classrooms have a maximum of 25 persons, where feasible.</p> <p>Teachers will implement strategies to reduce movement during class.</p> <p>Students closest to the door will exit class first.</p> <p>Staff will move from place to place while students remain in same classroom whenever possible (i.e., elementary specials, guidance classes, etc.).</p> <p>High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously and/or by requiring masking.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>Other social distancing and safety practices Classroom Hygiene Procedures Handwashing toolkit</p>		
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		Materials, Resources and/or Supports Needed Signage to be Posted Classroom Hygiene Procedure	Materials, Resources and/or Supports Needed Signage to be Posted Classroom Hygiene Procedure		
		Floor markings	Floor markings		

Summary of Responses to Key Questions:

Classroom space will be utilized to ensure the maximum amount of distancing between students is possible

<p>Transitioning in Congregate Settings</p>	<p>School buildings are closed</p>	<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masking.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>District/School Serving Meals Considerations:</p> <ul style="list-style-type: none"> ● Require student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Use disposable utensils 	<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masking.</p> <p>In cafeterias, when feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating. Individuals will be required to sanitize or wash their hands prior to and after eating. Consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.</p> <p>District/School Serving Meals Considerations:</p> <ul style="list-style-type: none"> ● Require student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Use disposable utensils 	<p>Building Administration</p>	<p>Y</p>
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		<ul style="list-style-type: none"> • Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use • Conduct cleaning of cafeterias and high-touch surfaces <p>Staggering the use of communal spaces and hallways High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously and/or by requiring masking.</p>	<ul style="list-style-type: none"> • Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use • Conduct cleaning of cafeterias and high-touch surfaces <p>Staggering the use of communal spaces and hallways High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously and/or by requiring masking.</p>		
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		<p>District/School Transitioning Considerations:</p> <ul style="list-style-type: none"> ● Limit mixing between groups (to the extent practicable) ● For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> ○ Provide additional time for transitions ○ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated ○ Plan staggered class (i.e. by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time ○ Have the same group of students stay with the same staff to the extent possible 	<p>District/School Transitioning Considerations:</p> <ul style="list-style-type: none"> ● Limit mixing between groups (to the extent practicable) ● For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> ○ Provide additional time for transitions ○ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated ○ Plan staggered class (i.e. by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time ○ Have the same group of students stay with the same staff to the extent possible 		
		<p>Materials, Resources and/or Supports Needed Faculty and Staff COVID-19 Safety Agreement</p>	<p>Materials, Resources and/or Supports Needed Faculty and Staff COVID-19 Safety Agreement</p>		
<p>Summary of Responses to Key Questions: <i>Transitioning in congregate settings will ensure the maximum amount of distancing between students/staff is possible.</i></p>					

<p>Large Group Gatherings</p>	<p>School buildings are closed</p> <p>Abide by the maximum number of people allowed as defined by Governor's current statewide order</p>	<p>Gathering of people in accordance with the Governor's order. Health and safety guidance from the CDC and DOH will be followed.</p> <p>Implement standard operating procedures</p> <p>Preventative measures in place:</p> <ul style="list-style-type: none"> ● Abide by the maximum number of people allowed to congregate as defined by the Governor. ● Discourage the congregation of students in parking lots and common areas ● Stagger the schedule for large group gatherings (i.e. recess and school meals) ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing ● Face coverings will be required in accordance with the orders set forth by the Commonwealth. ● Safety Drill Plans and Response 	<p>Gathering of people in accordance with the Governor's order. Health and safety guidance from the CDC and DOH will be followed.</p> <p>Implement standard operating procedures</p> <p>Preventative measures in place:</p> <ul style="list-style-type: none"> ● Abide by the maximum number of people allowed to congregate as defined by the Governor. ● Discourage the congregation of students in parking lots and common areas ● Stagger the schedule for large group gatherings (i.e. recess and school meals) ● Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing ● Face coverings will be required in accordance with the orders set forth by the Commonwealth. ● Safety Drill Plans and Response 	<p>Building Administration</p>	<p>Y</p>
<p>Teaching and Learning</p>	<p>School buildings are closed</p> <p>All instruction must be provided</p>	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> ● Schools can deliver traditional instruction under 	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> ● Schools can deliver traditional instruction under 	<p>Building and District Administration</p>	<p>Y</p>

	<p>via remote learning, whether using digital or non-digital platforms and school entities will adhere to Continuity of Education Plan</p> <p>Add Link to SCHOOL ENTITY CONTINUITY OF EDUCATION PLAN</p>	<p>minimal/moderate spread by implementing the recommendations outlined in this guidance</p> <ul style="list-style-type: none"> • District or school-wide distance/remote learning is allowable and an individual decision of each student/family • Use scheduling to balance class numbers as much as possible to ensure maximal social distancing. • Physical interaction will be limited through partner or group work • 6 ft. distance will be established between the teacher’s desk/board and students’ desks • Utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing <p>Hybrid Instructional Models</p> <ul style="list-style-type: none"> • Hybrid models should only be implemented if absolutely necessary and after factoring in additional logistical requirements and costs as well as childcare requirements placed on working families and unnecessary burden on staff • Special Education students will be encouraged to continue in person instruction as these students often rely on daily routines 	<p>minimal/moderate spread by implementing the recommendations outlined in this guidance</p> <ul style="list-style-type: none"> • District or school-wide distance/remote learning is allowable and an individual decision of each student/family • Standard operating procedures will be implemented while taking preventative measures such as: Providing hand sanitizer for students and staff; conducting cleaning of classrooms and high-touch surfaces each day; limiting physical interaction through partner or group work <p>Target interventions and supports:</p> <ul style="list-style-type: none"> • Provide additional instructional supports to students at-risk of not graduating on time, students with disabilities, English Learners and other students identified as struggling academically. • Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, 		
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		<p>and social interactions to address their individual learning needs.</p> <ul style="list-style-type: none"> • Special Education students that are vulnerable and high risk for illness will be encouraged to continue remote instruction, on a case by case basis. <p>Schedules <i>Alternating Days:</i> students will be divided into 2 groups. Groups will alternate face-to-face and virtual instruction during the week.</p> <ul style="list-style-type: none"> • To further accommodate social distancing and to make additional mitigating measures more feasible, approximately 50% of students will attend school in-person, every other day. Students will be divided into two groups, Group A and Group B. Students in the same household will be grouped together. Group A will attend school in person on Monday and Wednesday. Group B will attend school in person on Tuesday and Thursday. Groups A and B will alternate attending in person on Fridays. <i>Remote Learning Days will include Synchronous (LSI – Live Stream Interaction) where feasible and Asynchronous (recorded and posted online) options</i> 	<p>world language, computer science, AP, dual enrollment, physical education/play, STEM/STEAM, etc.)</p> <ul style="list-style-type: none"> • Schedule planned district /school-wide digital learning days as part of the traditional school calendar <p>WAYNE HIGHLANDS SD: Continuity of Education Plan</p> <p>INFECTION CONTROL: Classroom Hygiene Procedure</p> <p><i>Remote Learning Days will include Synchronous (LSI –Live Stream Interaction) where feasible and Asynchronous (recorded and posted online) options</i></p>		
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		INFECTION CONTROL: Classroom Hygiene Procedure			
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Instructional Hours Requirement

Schools are required to provide students with a minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level. During a global pandemic there are many challenges for school leaders to meet these requirements. The World Health Organization declared Coronavirus disease (COVID-19) a global pandemic. Therefore, during an emergency such as a global pandemic the Superintendent and the Board of School Directors shall provide an alternate plan with temporary provisions to ensure the instructional hours requirement of the public school code is met. School entities have adopted temporary provisions that include the school entity’s calendar and academic schedule. The temporary provisions ensure that relevant academic standards set forth in Chapter 4 are met; a system is implemented of tracking attendance and instructional time, the provision of FAPE is met, and equity in access to instruction for all students is implemented. In addition, per Chapter 11, instructional time for students is determined as the time in the school day devoted to instruction and instructional activities provided as an integral part of the school programs under the direction of certified school employees in both synchronous (LSI) or asynchronous formats of instruction.

Add normal school calendar with regular scheduled activities

Summary of Responses to Key Questions:

The district will employ in-person and remote learning platforms by which all students may continue the educational process effectively and without disruption.

<p>Behavioral Health Supports and SEL Considerations</p>	<p>Students, families and employees have access to a variety of Behavioral Health Supports that may include:</p> <p>http://waynecountypa.gov/155/Behavioral-and-Developmental-Programs</p>	<p>Students, families and employees have access to a variety of Behavioral Health Supports that may include:</p> <p>http://waynecountypa.gov/155/Behavioral-and-Developmental-Programs</p>	<p>Students, families and employees have access to a variety of Behavioral Health Supports that may include:</p> <p>http://waynecountypa.gov/155/Behavioral-and-Developmental-Programs</p>	<p>Building Administration</p>	<p>N</p>
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<p>Protecting Students and Staff at High Risk for Severe Illness</p>	<p>School buildings are closed</p>	<p>Protecting students and staff at higher risk for severe illness</p> <ul style="list-style-type: none"> ● Staff will have the opportunity to self-identify as high risk, prior to returning to face-to-face instruction. This information must be communicated in writing to the building principal. Continuity of education plan should be followed for those students that may not be able to attend due to high risk. Remote learning will continue as appropriate and when feasible. ● Establish point-of-contact with the local health department ● https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx ● Establish a process for regular check-ins with vulnerable students and staff ● Staff COVID-19 Safety Plan Acknowledgement – <i>sign off at school main office</i> ● Department of Labor “Determining FFCRA Eligibility” webtool 	<p>Protecting students and staff at higher risk for severe illness</p> <ul style="list-style-type: none"> ● Staff will have the opportunity to self-identify as high risk, prior to returning to face-to-face instruction. This information must be communicated in writing to the building principal. Continuity of education plan should be followed for those students that may not be able to attend due to high risk. Remote learning will continue as appropriate and when feasible. ● Establish point-of-contact with the local health department ● https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx ● Establish a process for regular check-ins with vulnerable students and staff ● Staff COVID-19 Safety Plan Acknowledgement – <i>sign off at school main office</i> ● Department of Labor “Determining FFCRA Eligibility” webtool 	<p>Building Administration</p>	<p>Y</p>
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		<p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> • Allow vulnerable students to complete their coursework remotely • Allow an early transition for vulnerable students to go to classes 	<p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth. Expanded Masking Order</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> • Allow vulnerable students to complete their coursework remotely • Allow an early transition for vulnerable students to go to classes 		
		<p>Materials, Resources and/or Supports Needed</p> <p>* ADMINISTRATIVE PROCEDURES SAFETY AGREEMENT</p> <p>https://www.governor.pa.gov/covid-19/business-guidance/</p>	<p>Materials, Resources and/or Supports Needed</p> <p>* ADMINISTRATIVE PROCEDURES SAFETY AGREEMENT</p> <p>https://www.governor.pa.gov/covid-19/business-guidance/</p>		

<p>When a Student, Staff Member, or Visitor Becomes Sick at School</p>	<p>Monitoring students and staff for symptoms and history of exposure Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse <i>immediately</i> if feeling symptomatic. SCREENING QUESTIONS</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure SCREENING AND EXPOSURE PROTOCOL</p> <p>Returning isolated or quarantined staff, students, or school visitors to school SCREENING AND EXPOSURE PROTOCOL</p> <p>Notify staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Other monitoring and screening practices</p>	<p>Monitoring students and staff for symptoms and history of exposure Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse <i>immediately</i> if feeling symptomatic. SCREENING QUESTIONS</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure SCREENING AND EXPOSURE PROTOCOL</p> <p>Returning isolated or quarantined staff, students, or school visitors to school SCREENING AND EXPOSURE PROTOCOL</p> <p>Notify staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Other monitoring and screening practices</p>	<p>Monitoring students and staff for symptoms and history of exposure Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse <i>immediately</i> if feeling symptomatic. SCREENING QUESTIONS</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure SCREENING AND EXPOSURE PROTOCOL</p> <p>Returning isolated or quarantined staff, students, or school visitors to school SCREENING AND EXPOSURE PROTOCOL</p> <p>Notify staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Other monitoring and screening practices</p>		
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Summary of Responses to 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?

Temperature screening will not be required upon entrance to school for students or staff. Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.

Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic.

<p>Sports and Extra-Curricular Activities</p>	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>School buildings are closed; districts should require only that essential staff report in-person to carry out functions that are absolutely necessary.</p>	<p>Guidance for Phased Reopening of Pre-K Schools that has been approved by local governing body of the school entity, and posted publicly on school entity's website)</p> <p>https://www.whsdk12.com/studentlife/athletics</p> <p>Materials, Resources and/or Supports Needed</p>	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>PK-12 Athletics Health and Safety Plan</p> <p>Each school entity has developed and adopted an Athletics Health and Safety Plan aligned to PDE</p> <p>https://www.whsdk12.com/studentlife/athletics</p>		
		<p>PA Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p>CDC Considerations for Youth Sports: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</p>	<p>Guidance for Phased Reopening of Pre-K Schools that has been approved by local governing body of the school entity, and posted publicly on school entity's website) https://www.whsdk12.com/studentlife/athletics</p> <p>Materials, Resources and/or Supports Needed</p> <p>PA Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p>CDC Considerations for Youth Sports</p>		

Other	Coordinate with local childcare regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar	Coordinate with local childcare regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar	Coordinate with local childcare regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendar		
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RESOURCES:

Regional Members of Pandemic Committees:

Committees included members from Wayne Highlands School District, Delaware Valley School District, Wallenpaupack Area School District Western Wayne School District, and local health officials. The purpose of the committees was to plan and prepare for reopening schools for the 2020-21 school year. Due to COVID-19, reopening schools needed to be adapted/modified to incorporate safety and health guidance for all students, staff, and school community. The committees examined guidance and routines used to prepare for the 2020-21 school year and develop alternative means for accomplishing the needed outcomes. The plans incorporated social distancing and remote learning alternatives to provide education and services throughout the various phases of re-opening directed by the state of Pennsylvania and the Department of Health and recommendations by CDC. Special accommodations were considered and implemented for students and staff that are at high risk for exposure to infectious disease.

Resources:

- CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC the Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- CDC the Interim Guidance for Schools and Day Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
- Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
- CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- Guidance on Homemade Masks During COVID-19: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>
- PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- CDC How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- County of Bucks: Guidance for Bucks County Schools Reopening's - DAVID C. DAMSKER, M.D., M.P.H. (June 15, 2020)
- World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Health and Safety Plan Governing Body Affirmation Statement

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

**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.