



# Phased School Reopening Health and Safety Plan Template

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

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

**Table of Contents**

**Health and Safety Plan** ..... 3

    Type of Reopening ..... 5

    Pandemic Coordinator/Team ..... 6

    Key Strategies, Policies, and Procedures ..... 9

        Cleaning, Sanitizing, Disinfecting and Ventilation ..... 10

        Social Distancing and Other Safety Protocols ..... 12

        Monitoring Student and Staff Health ..... 24

        Other Considerations for Students and Staff ..... 29

    Health and Safety Plan Professional Development ..... 34

    Health and Safety Plan Communications ..... 35

**Health and Safety Plan Summary** ..... 36

    Facilities Cleaning, Sanitizing, Disinfecting and Ventilation ..... 36

    Social Distancing and Other Safety Protocols ..... 36

    Monitoring Student and Staff Health ..... 37

    Other Considerations for Students and Staff ..... 37

**Health and Safety Plan Governing Body Affirmation Statement** ..... 38

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

## Health and Safety Plan: (Benton Area School District)

**The Benton Area School District recognizes that learning occurs best when students are participating in face-to-face instruction as much as possible. In accordance with current local, state, and federal guidelines, this document outlines our district's plan to reopen schools to ensure the health and safety of all staff and students. We recognize our responsibility to follow these guidelines in an effort to mitigate the spread of the Coronavirus but acknowledge the inability to completely eliminate all risks and exposure. As an additional educational option, we recommend utilization of our K-12 virtual Benton Cyber Academy for families with continued concerns.**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for

changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (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): (August 20, 2020)**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
James Geffken	Superintendent	Coordinator
Jim Hartkorn	Director of Building and Grounds	
Brady Hess	Technology Director	
Lindsay Rado	Director of Special Education	
Jennifer Allen	Middle/High School Principal	

<b>Erica Covington</b>	Business Manager	
<b>Missy Muldowney</b>	Administrative/Board Secretary	
<b>Jill Houseweart</b>	Transportation Director	
<b>Jill Shupp</b>	Elementary Principal/Curriculum Director	
<b>Krista Weaver</b>	School Registered Nurse	
<b>Matt Aten</b>	Teacher/Athletic Director	
<b>Brooke Karcher</b>	School LPN	
<b>Laura Campbell</b>	Geisinger Athletic Trainer	
<b>Brianna Kunkel</b>	CSIU Operations and Data Coordinator	21 <sup>st</sup> Century Community Learning Centers
<b>Jessica Seward</b>	Payroll Coordinator	
<b>Michele Hicklin</b>	Nutrition Coordinator	
<b>Carl Osborg</b>	School Board President	
<b>Christy Gengler</b>	MS Teacher/Union President	
<b>Kelly Kocher</b>	MS/High School Counselor	
<b>Eric Kocher</b>	Blended/Cyber/E-Learning Teacher	
<b>Jennifer Pierce</b>	Elementary Counselor	
<b>Allison Hess</b>	Parent/Medical Professional	VP of Health Innovations at Geisinger
<b>Tiffany Kester</b>	Parent/Special Education Secretary	
<b>Aimee Hess</b>	Parent/PTC President	RN at Geisinger
<b>Glen Rhinard</b>	Bus Company Owner	

<b>Ray Miller</b>	Benton School Police	
<b>Tom Blass</b>	Benton School Police	
<b>Jenn Wright</b>	Blended Counselor	
<b>Tammy Miller</b>	School Social Worker	
<b>Ken Lewis</b>	Parent/PIMS Coordinator	
<b>Stephanie Zenzel</b>	Elementary Teacher	
<b>Shanna Hess</b>	Special Education Teacher/Parent	
<b>Tara Varner</b>	MS Teacher and Team Leader	
<b>Chris Mitchell</b>	HS Teacher – Science Dept. Head	
<b>Greg Fritz</b>	HS Special Education Teacher	
<b>Cathy Hartman</b>	MS/HS Secretary	
<b>Tina Comstock</b>	Elementary Secretary	
<b>Tina Walters</b>	HS Teacher and Team Leader	
<b>Deb Popp</b>	Elementary Secretary	
<b>Paula Kinney</b>	MS/HS Guidance Secretary	
<b>Rhianna Hess</b>	HS Student	
<b>Jeff Kelsey</b>	Support Staff	
<b>Rylan Hartkorn</b>	HS Student	
<b>Max Kocher</b>	MS Student	
<b>Bri Hess</b>	Elementary Student	

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

**Summary of Responses to Key Questions: We will follow all current CDC guidelines and routinely clean/disinfect areas that are touched often. Our staff will be provided with a surface cleaning checklist and will be expected to intensify cleaning routines with a one-step, no-rinse dual quaternary disinfectant that is EPA registered for eliminating COVID-19. Ventilation of high-use areas will be increased. Additional cleaning supplies have been purchased; some are already available for use. All custodial and maintenance staff have received training in best practices for cleaning and sanitizing. The Director of Buildings and Grounds will conduct regular checks to ensure all assigned areas are sanitized in accordance with CDC guidelines.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>-The district will follow the <a href="#">CDC's Guidance for Cleaning and Disinfecting Schools</a></p> <p>-All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, and student desks.</p> <p>-Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles.</p> <p>-Water fountains will be closed; Fill stations will be used.</p> <p>-Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>-Increase use of PPE recommended (masks, gloves, face shields)</p> <p>-Increase social distancing and hygiene practices</p>	<p>-The district will follow the <a href="#">CDC's Guidance for Cleaning and Disinfecting Schools</a></p> <p>-All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light switches, and student desks.</p> <p>-Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles.</p> <p>-Water fountains will be closed; Fill stations will be used.</p> <p>-Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>-Increase use of PPE recommended (masks, gloves, face shields)</p> <p>-Increase social distancing and hygiene practices</p>	<p>Jim Hartkorn Director of Buildings and Grounds</p>	<p>CDC School Health Guidelines</p> <p>PPE</p> <p>Cleaning products</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>-Promote healthy hygiene practices such as handwashing, using hand sanitizer, wearing masks &amp; gloves, and encouraging social distancing.</p> <p>-All individuals are expected to 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 are not available.</p>	<p>-Promote healthy hygiene practices such as handwashing, using hand sanitizer, wearing masks &amp; gloves, and encouraging social distancing.</p> <p>-All individuals are expected to 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 are not available.</p>	All Staff and Students	CDC School Health Guidelines	Y

## Social Distancing and Other Safety Protocols

### Key Questions

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

**Summary of Responses to Key Questions:** Classrooms and learning spaces will be reevaluated and/or reorganized to allow for as much social distancing as possible. Building schedules will be reassessed and readjusted to minimize contact between individuals throughout the school day (including, but not limited to, student arrival/dismissal times, time between changing classes, recess and lunch schedules, etc.). Staff will be encouraged to utilize outdoor spaces for learning activities when possible/appropriate. Should the district need to utilize a hybrid educational model, we will continue to encourage students to physically attend in-person classes as much as possible.

Traditional district transportation will be provided to parents/guardians of a student/s who intend to have their child/children ride the school bus. Masks will be required for all students who utilize district transportation, as social distancing may not be feasible throughout the duration of the bus ride. Updated procedures will be in place in anticipation of increased drop-off and pick-up of students should parents/guardians choose to transport their child/children to school.

Geisinger Hospital and the CDC recommend that school staff members encourage and teach students to implement proper hygiene practices as part of their daily curriculum (including, but not limited to, increased hand washing, encouraging the use of hand sanitizer when soap and water are not available, appropriate wearing of face masks, minimizing touch points, and the sanitization of shared materials and/or personal spaces.)

As per our state mandate, face masks will be required to be worn throughout the school day when social distancing requirements cannot be met. Masks will not be required to be worn while eating, participating in gym/recess, in outdoor spaces (following 6 ft. separation requirement), or in learning spaces where proper social distancing measures can be achieved. Breaks will be built into daily routines in which students will be permitted to take off their masks.

To maintain a safe and healthy school community, visitors will be limited to those with an essential purpose. Prior authorization will be required by district administration, and all visitors will be required to follow current safety guidelines (including, but not limited to, mask-wearing, temperature screens, etc.) Parent/guardian access to school offices and buildings will be communicated by building principals prior to the start of the school year and updated as needed to remain in accordance with current safety guidelines.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>-Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level</p> <p>-Restrict interactions between cohorts of students Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>-Limit gatherings, events and extracurricular activities to those that can maintain social distancing and follow state guidelines</p> <p>-Arrange classroom furniture in a manner that allows social distancing to the greatest extent possible Should the use of a hybrid model be necessary; the goal will continue to have students physically attend school as much as possible</p>	<p>-Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level</p> <p>-Restrict interactions between cohorts of students</p> <p>-Limit gatherings, events and extracurricular activities to those that can maintain social distancing and follow state guidelines</p> <p>-Arrange classroom furniture in a manner that allows social distancing to the greatest extent possible Should the use of a hybrid model be necessary; the goal will continue to have students physically attend school as much as possible</p>	<p>James Geffken Superintendent</p>	<p>Additional classroom desk and chairs</p>	<p>Y</p>

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>-Students will be encouraged to follow handwashing and/or sanitizer protocol, provided at stations within the cafeterias, prior and after consuming food or beverages</p> <p>-Parents/guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>-Disposable products will be used during breakfast &amp; lunch cycles to the greatest extent possible.</p> <p>-Meal condiments will be limited and provided to students on the serving trays.</p> <p>-Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p>-Student dining and cafeteria serving areas will be thoroughly cleaned between lunch periods. In order to keep students 6 feet apart, alternate locations may be utilized</p> <p>-Breakfast will be served as a, "grab 'n go," option and consumed in classrooms and/or cafeteria.</p>	<p>-Students will be encouraged to follow handwashing and/or sanitizer protocol, provided at stations within the cafeterias, prior and after consuming food or beverages</p> <p>-Parents/guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>-Disposable products will be used during breakfast &amp; lunch cycles to the greatest extent possible.</p> <p>-Meal condiments will be limited and provided to students on the serving trays.</p> <p>-Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p>-Student dining and cafeteria serving areas will be thoroughly cleaned between lunch periods. In order to keep students 6 feet apart, alternate locations may be utilized</p> <p>-Breakfast will be served as a, "grab 'n go," option and consumed in classrooms and/or cafeteria.</p>	<p>James Geffken Superintendent</p> <p>Michele Hicklin Food Service Director</p>	<p>May need extra tables and/or chairs depending on number of students</p> <p>Hand sanitizer</p> <p>Individually packaged condiments</p> <p>Cleaning products</p> <p>Disposable products</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>- All staff will be trained in healthy hygiene practices so they can teach them to students.</p> <p>-When possible, ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, individuals will use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p><a href="#">-CDC &amp; Geisinger</a> - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.</p> <p>-Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices</p>	<p>-All staff will be trained in healthy hygiene practices so they can teach them to students.</p> <p>-When possible, ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, individuals will use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p><a href="#">-CDC &amp; Geisinger</a> -handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.</p> <p>-Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>James Geffken Superintendent</p> <p>School Nurses</p>	<p>Hand sanitizer</p> <p>Hand soap</p> <p>Paper Towels</p> <p>Tissues</p> <p>Training materials</p> <p><a href="#">Geisinger handwashing tips</a></p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>-Signs will be posted in all common areas, hallways, and in classrooms for the entirety of the school year</p>	<p>-Signs will be posted in all common areas, hallways, and in classrooms for the entirety of the school year</p>	<p>School Nurses</p>	<p><a href="#">CDC germs are everywhere</a>  <a href="#">CDC Wash Your Hands</a></p>	<p>N</p>

\* Identifying and restricting non-essential visitors and volunteers

-In an effort to keep our students safe and allow for their educational needs to be met, the District will not be permitting volunteers and non-essential visitors at the beginning of the school term. This will be revisited monthly.

-All essential visitors will require prior authorization from district administration and will be required to follow all pre-established safety protocols. For individuals that are permitted entry, staff will conduct a screen for symptoms of COVID-19 and take the visitor's temperature.

-No outside parties will be permitted to rent our facilities under Policy 707.

-Large group activities including, but not limited to assemblies, concerts, and theater shows will not be permitted.

-In an effort to keep our students safe and allow for their educational needs to be met, the District will not be permitting volunteers and non-essential visitors at the beginning of the school term. This will be revisited monthly.

-All essential visitors will require prior authorization from district administration and will be required to follow all pre-established safety protocols. For individuals that are permitted entry, staff will conduct a screen for symptoms of COVID-19 and take the visitor's temperature.

-No outside parties will be permitted to rent our facilities under Policy 707.

-Limit large group activities such as extracurriculars in accordance with PIAA, PMEA, and State Guidelines

-Ensure all large group activities including, but not limited to assemblies, concerts, and theater shows follow social distancing guidelines.

James Geffken  
Superintendent,  
Building Principals,  
and School Police

Masks and sanitizing station in waiting area

N

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>-Follow CDC guidelines</li> <li>-Select and provide safe opportunities for exercise and sports events for students.</li> </ul> <p>Considerations:</p> <ul style="list-style-type: none"> <li>● Physical proximity of players</li> <li>● Limit touching of shared equipment</li> <li>● Ability to engage in social distancing while not engaged in active play</li> <li>● Engagement of players at higher risk</li> <li>● Size of teams for specific sports</li> </ul> <ul style="list-style-type: none"> <li>-Train teachers, coaches, officials, and staff on all safety protocols</li> </ul> <p>-CDC Considerations for Youth Sports</p> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>-Limit recreation areas to open spaces.</li> <li>-Greatly restrict or eliminate use of playground structures.</li> <li>-Ensure adequate playground equipment (balls, jump ropes, etc.) is limited in regard to sharing items or limited to one group of students at a time; disinfect between uses.</li> <li>-Limited team sports and group games following social distancing guidelines</li> </ul>	<p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>-Follow CDC guidelines</li> <li>-Select and provide safe opportunities for exercise and sports events for students.</li> </ul> <p>Considerations:</p> <ul style="list-style-type: none"> <li>● Physical proximity of players</li> <li>● Limit touching of shared equipment</li> <li>● Ability to engage in social distancing while not engaged in active play</li> <li>● Engagement of players at higher risk</li> <li>● Size of team for specific sports</li> </ul> <ul style="list-style-type: none"> <li>-Train teachers, coaches, officials, and staff on all safety protocols</li> </ul> <p>-CDC Considerations for Youth Sports</p> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>-Limit to one group of students, following social distancing guidelines, using playground structures following social distancing guidelines</li> <li>-Ensure adequate playground equipment (balls, jump ropes, etc.) is limited in regard to sharing items or limited to one group of students at a time; disinfect between uses.</li> <li>-Limited team sports and group games following social distancing guidelines</li> </ul>	<p>Physical Education Teachers</p> <p>Building Principal</p> <p>Athletic Director</p>	<p>Playground equipment</p> <p>Physical Ed equipment</p> <p>National PE Guidelines</p>	<p>Y</p>
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<p><b>Limiting the sharing of materials among students</b></p>	<p>-Clean and disinfect shared items between uses</p> <p>-Keep each all students' belongings separated from others as much as possible</p> <p>-Ensure adequate number of supplies to minimize sharing of high touch materials to the maximum extent possible; or, limit to one group of students at a time and disinfect between uses:</p> <ul style="list-style-type: none"> <li>● Textbooks</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul> <p>-Create book cleaning protocols for classroom and school libraries <a href="#">Handling Library Materials</a></p> <p>-All students will be issued a Chromebook or Laptop at the beginning of the school year (Grades K,1,&amp; 2-dependent upon arrival of Chromebooks)</p> <p>-Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect prior to and after use.</p>	<p>-Clean and disinfect shared items between uses</p> <p>-Keep all students' belongings separated from others as much as possible</p> <p>-Ensure adequate number of supplies to minimize sharing of high touch materials to the maximum extent possible; or, limit to one group of students at a time and disinfect between uses:</p> <ul style="list-style-type: none"> <li>● Textbooks</li> <li>● Technology</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul> <p>-Create book cleaning protocols for classroom and school libraries <a href="#">Handling Library Materials</a></p> <p>-All students will be issued a Chromebook or Laptop at the beginning of the school year (Grades K,1,&amp; 2-dependent upon arrival of Chromebooks)</p> <p>-Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect prior to and after use.</p>	<p>Building Principals</p> <p>Director of Technology</p>	<p>Cleaning supplies provided to staff</p>	<p>N</p>
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<p><b>Handling Music Activities and Classes</b></p>	<p><a href="#">-Instrument Cleaning Protocols for Sharing Instruments</a></p> <p>-Teachers will provide students with instruction regarding cleaning policies and procedures prior to resuming instrumental music lessons or classes.</p> <p>-Consider size of group</p> <p>-Socially distance students to the greatest extent possible</p> <p>-Clean/disinfect commonly used areas such as chairs, music stands, etc. to the greatest extent possible</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● physical proximity of students</li> <li>● use of appropriate facilities to accommodate social distancing ●</li> <li>● amount of touching of share equipment</li> <li>● ability to engage in social distancing while not engaged in active play</li> <li>● engagement of players at higher risk</li> <li>● size of group</li> </ul>	<p><a href="#">-Instrument Cleaning Protocols for Sharing Instruments</a></p> <p>-Teachers will provide students with instruction regarding cleaning policies and procedures prior to resuming instrumental music lessons or classes.</p> <p>-Consider size of group</p> <p>-Socially distance students to the greatest extent possible</p> <p>-Clean/disinfect commonly used areas such as chairs, music stands, etc. to the greatest extent possible</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● physical proximity of students</li> <li>● use of appropriate facilities to accommodate social distancing</li> <li>● amount of touching of share equipment</li> <li>● ability to engage in social distancing while not engaged in active play</li> <li>● engagement of players at higher risk</li> <li>● size of group</li> </ul>	<p>Building Principals Music Teachers</p>	<p>Sanitation and Disinfectant Materials</p>	
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>-Stagger the use of hallways when possible. Separate students within common areas</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings if possible, and promote social distancing of at least 6 feet between people if events are held</p> <p>-Arrows will be placed in hallways to direct foot traffic</p>	<p>-Stagger the use of hallways when possible. Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings if possible, and promote social distancing of at least 6 feet between people if events are held</p> <p>-Arrows will be placed in hallways to direct foot traffic</p>	<p>Building Principals Teachers</p>	<p>Arrows for foot traffic Hallway signage</p>	<p>N</p>

<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>-Routes will be developed, emphasizing the balance of student ridership</p> <p>-Students in grades PK-12 will follow masking guidelines from the PA Dept of Health.</p> <p>-Students will be encouraged to sit with family members and distance from others to the greatest extent possible. Assign seats by cohort if possible so students are always with the same group of students (recommended by <a href="#">American Academy of Pediatrics (AAP)</a> )</p> <p>-Extracurricular and Educational field trips will be limited based upon current State guidelines throughout the year</p> <p>-To keep schools open and the community safe, we will limit outside exposure to schools/opponents who do not follow a State Health and Wellness plan</p> <p>-Roof hatches and windows will be opened whenever possible to allow for the maximum amount of ventilation. <a href="#">American Academy of Pediatrics</a></p> <p>-School buses and vehicles will be disinfected after the morning and afternoon routes.</p> <p>-Parents will be encouraged to transport their child/children</p>	<p>-Routes will be developed, emphasizing the balance of student ridership</p> <p>-Students in grades PK-12 will follow masking guidelines from the PA Dept of Health.</p> <p>-Students will be encouraged to sit with family members and distance from others to the greatest extent possible. Assign seats by cohort if possible so students are always with the same group of students (recommended by <a href="#">American Academy of Pediatrics (AAP)</a> )</p> <p>-Extracurricular and Educational field trips will be limited based upon current State guidelines throughout the year</p> <p>-To keep schools open and the community safe, we will limit outside exposure to schools/opponents who do not follow a State Health and Wellness plan</p> <p>-Roof hatches and windows will be opened whenever possible to allow for the maximum amount of ventilation. <a href="#">American Academy of Pediatrics</a></p> <p>-School buses and vehicles will be disinfected after the morning and afternoon routes.</p> <p>-Parents will be encouraged to transport their child/children</p>	<p>James Geffken Superintendent</p> <p>Director of Transportation, Erica Covington</p> <p>Bus Contractor</p>	<p>PD for bus drivers Masks and hand sanitizer for buses</p>	<p>Y</p>
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<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>-To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If not achievable in the classroom setting, students should be spaced apart to the maximum extent possible and wear masks.</p> <p>-Identify small groups and keep them together if/when possible</p> <p>-Ensure that student and staff groupings are as static as possible by having the same group of children remain with the same staff throughout the school day (all day for young children, as much as possible for older children). <a href="#">American Academy of Pediatrics</a></p> <p>-Limit mixing between groups if possible</p> <p><a href="#">-Geisinger Infographic on Power of Social Distancing</a></p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If not achievable in the classroom setting, students should be spaced apart to the maximum extent possible and wear masks.</p> <p>-Identify small groups and keep them together if/when possible</p> <p>-Ensure that student and staff groupings are as static as possible by having the same group of children remain with the same staff throughout the school day (all day for young children, as much as possible for older children). <a href="#">American Academy of Pediatrics</a></p> <p>-Limit mixing between groups if possible</p> <p><a href="#">-Geisinger Infographic on Power of Social Distancing</a></p>	<p>Building principals</p>	<p>N/A</p>	<p>N</p>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>-We will work with local daycare providers and other school districts to ensure safety protocols are being followed.</p>	<p>-We will work with local daycare providers and other school districts to ensure safety protocols are being followed.</p>	<p>James Geffken Superintendent</p>	<p>Work with local daycares and school districts</p>	<p>N</p>

<p><b>Other social distancing and safety practices</b></p>	<p>-Installing plexiglass in Main office areas and cafeterias</p> <p>-In an effort to keep our students safe, educational trips are strongly discouraged during the school term.</p> <p>-Students will be excluded from school for up to 14 days upon returning from a state included on the COVID-19 information site via the PA Dept. of Health.</p> <p>-The Pathfinders after-school program will follow all school protocols and take student's temperatures upon arrival.</p>	<p>-Installing plexiglass in Main office areas and cafeterias</p> <p>-In an effort to keep our students safe, educational trips are strongly discouraged during the school term.</p> <p>-Students may be excluded from school for up to 14 days upon returning from a state included on the COVID-19 information site via the PA Dept. of Health.</p> <p>-The Pathfinders after-school program will follow all school protocols and take student's temperatures upon arrival.</p>	<p>James Geffken Superintendent</p> <p>Building Principals</p> <p>Director of Building and Grounds</p>	<p>Masks/face shields Plexiglass</p>	<p>N</p>
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## Monitoring Student and Staff Health

### Key Questions

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

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Parents/Guardians will conduct a screening for symptoms at home each morning before their child/children are transported to school, whether by district transportation or by a parent/guardian. Students with symptoms or those that have been potentially exposed to COVID-19 should stay home and not be sent to school. To monitor symptoms that may develop throughout the school day, additional temperature screens may be conducted at any time. Students exhibiting symptoms of COVID-19 or who have had known exposure to the virus will be sent home immediately and required to quarantine as per CDC regulations.**

**All staff will be required to conduct a symptom screen on themselves prior to arriving at work and will stay home if ill. Any staff member with symptoms or known exposure to COVID-19 will immediately be sent home and quarantined as per CDC regulations. Conditions for return to school/work for students and staff will be established through consultation with the school nurses, local health care professionals, and in accordance with state/federal guidelines. Families will be notified of a confirmed case as per state/federal guidelines.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Monitoring students and staff for symptoms and history of exposure</b>	<p>-Symptom screening will be conducted by all parents/guardians at home each morning.</p> <p>-No children with symptoms will be sent to school.</p> <p>-All district staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill.</p> <p>-Temperature screenings may be conducted when deemed necessary at any time throughout the school day.</p> <p>-Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>-Students and staff will go to the nurse immediately if feeling symptomatic. The District will share resources with the community to help families understand when to keep children home.</p> <p>-Staff will be made aware of COVID-19 symptoms and can determine if a child should receive an additional screening at school <a href="#">Geisinger Screening Protocol</a></p> <p><a href="#">-AAP When to Keep Your Child Home</a></p>	<p>-Symptom screening will be conducted by all parents/guardians at home each morning.</p> <p>-No children with symptoms will be sent to school.</p> <p>-All district staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill.</p> <p>-Temperature screenings may be conducted when deemed necessary at any time throughout the school day.</p> <p>-Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>-Students and staff will go to the nurse immediately if feeling symptomatic. The District will share resources with the community to help families understand when to keep children home.</p> <p>-Staff will be made aware of COVID-19 symptoms and can determine if a child should receive an additional screening at school <a href="#">Geisinger Screening Protocol</a></p> <p><a href="#">-AAP When to Keep Your Child Home</a></p>	<p>James Geffken Superintendent</p> <p>School Nurse</p> <p>Principals</p> <p>Teachers</p>	<p>Notification sent to parents, students, staff</p> <p>Self-screening and reporting procedures</p> <p>Staff training</p> <p>Parent/community education resources</p> <p>COVID-19 resources</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>-Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>-Individuals who demonstrate symptoms of COVID-19-staff will ensure the individual is masked and isolated immediately. He/she will remain in isolation until the student can be transported home.</p> <p>-School nurses and other health-care providers should <a href="#">use CDC Infection Prevention Guidelines</a></p> <p>-Clean isolation area between uses</p> <p><a href="#">-CDC Quarantine and Isolation Information</a></p> <p>-Close off the area used by a person testing positive (or showing symptoms of) for COVID-19</p> <p>-Notify staff and families of a confirmed case while maintaining confidentiality.</p>	<p>-Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>-Individuals who demonstrate symptoms of COVID-19-staff will ensure the individual is masked and isolated immediately. He/she will remain in isolation until the student can be transported home.</p> <p>-School nurses and other health-care providers should <a href="#">use CDC Infection Prevention Guidelines</a></p> <p>-Clean isolation area between uses</p> <p><a href="#">-CDC Quarantine and Isolation Information</a></p> <p>-Close off the area used by a person testing positive (or showing symptoms of) for COVID-19</p> <p>-Notify staff and families of a confirmed case while maintaining confidentiality.</p>	<p>Nurses, teachers and principals</p>	<p>Notification sent to parents, students, staff</p> <p>Isolation area</p> <p>PPE for school nurses and health-care providers</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>-Persons who test positive for COVID-19 and are directed to care for themselves at home may discontinue isolation under the following conditions:</p> <p>-Resolution of symptoms without the use of fever-reducing medications for the previous 72 hours.</p> <p>-Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p> <p>-Minimum 10 days from the onset of initial symptoms.</p> <p>OR</p> <p>-Documentation of negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)</p> <p><a href="#">CDC Return Recommendations</a></p>	<p>Persons who test positive for COVID-19 and are directed to care for themselves at home may discontinue isolation under the following conditions:</p> <p>-Resolution of symptoms without the use of fever-reducing medications for the previous 72 hours.</p> <p>-Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p> <p>-Minimum 10 days from the onset of initial symptoms.</p> <p>OR</p> <p>-Documentation of negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)</p> <p><a href="#">CDC Return Recommendations</a></p>	<p>School Nurses</p>	<p>Return to School/Work Policy</p> <p><a href="#">CDC Return Recommendations</a></p>	<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>-Post Health and Safety Plan on BASD Website</p> <p>-Provide regularly updated information on BASD website</p> <p>-Provide informational parent flyers/letters when needed</p> <p>-Prepare parents and families for remote learning if school is temporarily dismissed</p>	<p>-Post Health and Safety Plan on BASD Website</p> <p>-Provide regularly updated information on BASD</p> <p>-Provide informational parent flyers/letters when needed</p> <p>-Prepare parents and families for remote learning if school is temporarily dismissed</p>	<p>Brady Hess Technology Director</p> <p>Superintendent</p>	<p>District Website Sapphire Notification System</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other monitoring and screening practices</b>	<p>-Additional monitoring and screening practices will be implemented as needed (i.e. temperature checks).</p> <p>-When a confirmed case is identified, The PA Department of Health (DOH) should be notified. The Superintendent will rely on the DOH for guidance and instruction on the closure of classrooms and/or schools.</p> <p>-The Superintendent will rely on the DOH for guidance regarding contract tracing.</p> <p>-Students participating in the Pathfinders after-school program will have temperatures taken upon arrival at the program. The CSIU will be purchasing additional PPE and cleaning items for use in the after-school program.</p>	<p>-Additional monitoring and screening practices will be implemented as needed (i.e. temperature checks).</p> <p>-When a confirmed case is identified, The PA Department of Health (DOH) should be notified. The Superintendent will rely on the DOH for guidance and instruction on the closure of classrooms and/or schools.</p> <p>-The Superintendent will rely on the DOH for guidance regarding contract tracing.</p> <p>- Students participating in the Pathfinders after-school program will have temperatures taken upon arrival at the program. The CSIU will be purchasing additional PPE and cleaning items for use in the after-school program.</p>	James Geffken Superintendent	Notification sent to parents, students, staff	N

## Other Considerations for Students and Staff

### Key Questions

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

**Summary of Responses to Key Questions: Staff and students will be required to wear face coverings where social distancing is not possible in accordance with state guidelines. Students may be permitted to remove their face coverings when eating or drinking,**

when seated at desks or assigned workspaces, or engaged in any activity where social distancing is possible. Students and staff at higher risk for severe illness will be managed on a case-by-case basis to accommodate his/her individualized needs.

The District will work closely with current substitute teachers to ensure they are well-versed in all aspects of the district’s health and safety plan. We will continue to recruit additional substitute teachers for the 2020-2021 school year (i.e. CSIU Guest Teacher Program, electronic & printed advertisements, etc.).

Professional development will be provided to all staff in relation to learning opportunities and available educational models afforded to students at Benton. School counselors, psychologists, and other personnel will develop and implement a Social-Emotional Wellness Plan prior to the commencement of the school year to ensure we are prepared to adequately support the pandemic-related mental health needs of our students.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>-Cancel all non-essential travel</li> <li>-The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</li> <li>-Discourage the use of perfect attendance awards and incentives</li> <li>-Extra PPE, personal sanitation provided</li> </ul>	<ul style="list-style-type: none"> <li>-Cancel all non-essential travel</li> <li>-The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</li> <li>-Discourage the use of perfect attendance awards and incentives</li> <li>-Extra PPE, personal sanitation provided</li> </ul>	James Geffken Superintendent	Face shields, gloves, masks, hand sanitizer, disinfectant wipes	N
* <b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>- Face coverings must be worn by staff in accordance with state guidelines to the greatest extent possible, especially when social distancing is not able to be achieved.</li> <li>-Face coverings must be worn by staff in accordance with state guidelines during times when groups of individuals pass or are within close proximity to one another, such as hallway transitions.</li> </ul>	<ul style="list-style-type: none"> <li>- Face coverings must be worn by staff in accordance with state guidelines to the greatest extent possible, especially when social distancing is not able to be achieved.</li> <li>-Face coverings must be worn by staff in accordance with state guidelines during times when groups of individuals pass or are within close proximity to one another, such as hallway transitions.</li> </ul>	Superintendent	Face coverings and signage regarding expectations	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)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>-Face coverings must be worn by students in accordance with state guidelines to the greatest extent possible in classrooms/learning spaces, especially when social distancing is not able to be achieved.</p> <p>-Face coverings will be required for students attending Lyco-CTC and others who are enrolled in industry-credentialed pathways.</p> <p>-Face coverings must be worn by students in accordance with state guidelines during times when groups of individuals pass or are within close proximity to one another, such as hallway transitions and during bus rides</p> <p><a href="#">-Geisinger Face Mask Guidance</a></p> <p>-We encourage that students be afforded with time outdoors where they can maintain social distancing and no face coverings are required (recommended by <a href="#">American Academy of Pediatrics (AAP)</a> )</p>	<p>-Face coverings must be worn by students in accordance with state guidelines to the greatest extent possible in classrooms/learning spaces, especially when social distancing is not able to be achieved.</p> <p>-Face coverings will be required for students attending Lyco-CTC and others who are enrolled in industry-credentialed pathways.</p> <p>-Face coverings must be worn by students in accordance with state guidelines during times when groups of individuals pass or are within close proximity to one another, such as hallway transitions and during bus rides</p> <p><a href="#">-Geisinger Face Mask Guidance</a></p> <p>-We encourage that students be afforded with time outdoors where they can maintain social distancing and no face coverings are required (recommended by <a href="#">American Academy of Pediatrics (AAP)</a> )</p>	<p>Building level administrators</p>	<p>Face coverings and signage regarding expectations</p>	<p>N</p>

<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>-Extra precautions in low incidence programs (AS, MDS, SFLS, LSS).</p> <p>-Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>For these reasons additional precautions will be implemented: These precautions include:</p> <p>-If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. If a sink is not available, use hand sanitizer</p> <p>-Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>-Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom.</p> <p>-The district's and service provider's feeding protocols should be followed when feeding students. Staff should wear gloves when feeding students and wash their hands immediately after.</p>	<p>-Extra precautions in low incidence programs (AS, MDS, SFLS, LSS).</p> <p>-Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>For these reasons, additional precautions will be implemented. These precautions include:</p> <p>-If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. If a sink is not available, use hand sanitizer</p> <p>-Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>-Personal student iPads/AAC devices should be disinfected each time a student enters or exits the classroom.</p> <p>-The district's and service provider's feeding protocol should be followed when feeding students. Staff should wear gloves</p>	<p>Director of Special Education</p> <p>Superintendent</p> <p>Building Principals</p>	<p>Face shields, gloves, masks, hand sanitizer, disinfectant wipes, infrared thermometers</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time.</p> <p>-Direct instruction will be implemented when needed/when applicable so students are able to understand all environmental expectations. Students should be assisted with handwashing. Students should be encouraged to wear masks or face shields while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</p>	<p>when feeding students and wash their hands immediately after. Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time.</p> <p>-Direct instruction will be implemented when needed/when applicable so students are able to understand all environmental expectations. Students should be assisted with handwashing. Students should be encouraged to wear masks or face shields while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</p>			
<p><b>Strategic deployment of staff</b></p>	<p>-Identify critical job functions and positions; plan for alternative coverage by cross-training staff.</p> <p>-All instructional and non-instructional staff will be prepared to effectively deliver instruction in school, at home, and pivot between the two platforms as needed throughout the school year.</p>	<p>Identify critical job functions and positions; plan for alternative coverage by cross-training staff.</p> <p>All instructional and non-instructional staff will be prepared to effectively deliver instruction in school, at home and pivot between the two platforms as needed throughout the school year.</p>	<p>Building level administrators</p> <p>Superintendent</p>	<p>Computers</p>	<p>Y</p>

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>COVID-19 Health and Safety Review for all district staff</b>	All school district employees	Allison Hess, VP of Health Innovations at Geisinger	Live in auditorium	Projector, Presentation	August 17, 2020	August 17, 2020
<b>COVID-19 Health and Safety Review for Students</b>	All school district students	Allison Hess, VP of Health Innovations at Geisinger	Recorded video session or screencast	Presentation sent to all homeroom teachers	August 20, 2020	August 20, 2020
<b>Return to school overview sheet</b>	All school district employees, students, parents and the community	James Geffken, Superintendent	One-page overview posted on website and mailed home	Written letter	August 1, 2020	ongoing
<b>Cleaning and sanitation staff meetings</b>	All school district employees	Jim Hartkorn, Director of Builds and Grounds	In person faculty meeting	Projector, presentation	August 17, 2020	ongoing
<b>Principal Staff meeting</b>	Teachers and staff	Building Principals	In person faculty meeting	Projector, presentation	August 17, 2020	monthly

## 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
<b>Health and Safety Plan</b>	Parents, Teachers, Community	Brady Hess	All-call, email, SMS message, webpage, Facebook	7/1/2020	ongoing
<b>Health and Safety Updates</b>	Parents, Teachers, Community	Brady Hess	All-call, email, SMS message, webpage, Facebook	Weekly starting 8/9/2020	ongoing
<b>Health &amp; Safety Plan Guidance and Parent/Guardian Survey</b>	Parents, Teachers, Community	Brady Hess	Google Form posted to website	June 2020	July 2020
<b>School Reopening Video for July</b>	Parents, Teachers, Community	James Geffken	All-call, email, SMS message, webpage, Facebook	July 2020	July 2020
<b>School Choice Form (virtual or in-person)</b>	Parents	Brady Hess	All-call, email, SMS message, webpage, Facebook	July 2020	August 2020
<b>One-page infographic on school reopening</b>	Parents, Teachers, Community	Brady Hess	All-call, email, SMS message, webpage, Facebook	July 2020	August 2020

## Health and Safety Plan Summary: Benton Area School District

Anticipated Launch Date: **(August 1, 2020)**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>-Follow all CDC Guidelines to routinely clean and disinfect areas that are often touched. Increase ventilation of high use areas.  <a href="#">CDC's Guidance for Cleaning and Disinfecting Schools</a></p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p>*<b>Limiting the sharing of materials among students</b></p> <p>*<b>Staggering the use of communal spaces and hallways</b></p> <p>*<b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>-In cafeterias individuals will be seated in staggered arrangements or spread out into different spaces in the school. Individuals will be required to sanitize or wash their hands prior to, and after, eating. Where feasible, assigned seating for students in cafeterias will be used to help assist with contact tracing.</p> <p>-We will provide PPE, hand sanitizing stations, extra cleaning supplies, sanitizer wipes and disinfectant soaps as well as remind all students and staff of the importance of sanitation and hand washing continually throughout the day. We will use proper highly visible postings.</p> <p>-We will limit the sharing of materials among students to the greatest extent possible.</p> <p>-We will discourage sharing and sanitize supplies that have to be shared in between uses.</p> <p>-We will modify all schedules (I.E. recess, bell schedules, lunch, drop-off/pick-up times, etc.) to limit the volume of students and staff in common areas.</p> <p>-We will modify assigned seating in buses to group families together and space out seating.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>*Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>*Other social distancing and safety practices with be implemented when needed/when applicable</b></p>	<p>-We will promote social distancing through limited class sizes.</p> <p>-We will communicate all changes with local child care organizations when needed/when applicable.</p>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of potential exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>-Symptom screening will be performed by all parents/guardians at home each morning prior to the start of the school day. No children with symptoms will be sent to school. All district staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill. Temperature screening may be conducted throughout the school day at any time if/when deemed necessary by staff. 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. All-call, email, SMS messages, webpage, Facebook will be utilized to update families when needed.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>-We will follow the guidelines set forth in the Families First Coronavirus Act.</p> <p>-Staff and students in grades PK-12 will follow masking guidelines from the PA Dept of Health.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Benton Area School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 21, 2020.

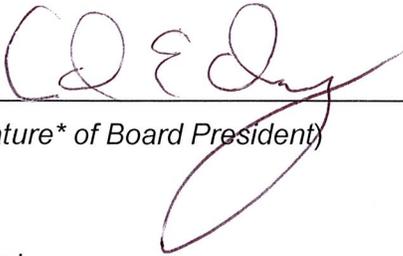
The plan was approved by a vote of:

  6   Yes

  0   No

Affirmed on: July 21, 2020

By:



\_\_\_\_\_  
(Signature\* of Board President)

Carl Osborg

\_\_\_\_\_  
(Print Name of Board President)

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.