



# Health and Safety Plan for Returning to School

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The Pennsylvania Department of Education has required that each school district create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school activities. This plan, following PDE guidelines, is tailored to meet the needs of the South Williamsport Areas School District and the communities we serve. Consultation was provided through UPMC Susquehanna and other local health care providers. As we have seen since March, the pandemic and state directives in response to it, are dynamic. The plan seeks to incorporate enough flexibility to adapt to these changing conditions.

The health and safety of students and staff has always been our first priority. COVID-19 has necessitated a refocus to combating a virus and keeping it out of our schools and community. This plan creates a pathway for students and staff to safely return to school in the midst of this emergency.

We are committed to educating every student every day, but we also recognize that much of the pandemic is beyond our control. To ensure that their education continues, at the start of the school year, every student and teacher will be issued an iPad. These devices, along with expanded wireless connectivity, will ensure that teaching and learning continues whether in-person or working remotely. Students will be engaged in learning every day.

The district's health and safety plan will remain posted to the district web site. Building principals will follow with more detailed back-to-school directions for families and staff.

The district will continue to monitor the effectiveness of the plan throughout the year and make changes as necessary. A Pandemic Response Team of students, staff, and parents, will advise the administration and Pandemic Coordinator on the effectiveness of the plan and recommend changes. Hotlines and direct emails are being added to facilitate communication.

We recognize the reservations of returning to school. The first days will be anxious for all of us. The administration and staff are working hard to ensure that necessary changes are made to keep everyone safe and healthy so the education of students continues.

Sincerely,

*Mark Stamm*

Dr. Mark Stamm  
Superintendent of Schools

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<b>Health and Safety Plan Governing Body Affirmation Statement. Error! Bookmark not defined.</b>	

## Summary

The summary is provided to highlight areas of special interest to families, staff, and students. More detailed information is provided in the individual sections of the plan.

### Cleaning and Sanitation:

- The district will follow all CDC guidelines for cleaning and disinfecting. More aggressive measures are being taken also.
- Disinfectant wipes and hand sanitizer will be available where needed beyond normal soap and water.
- Electrostatic spray disinfectants will be used in targeted areas daily and others as needed.

### Personal Protective Equipment:

- District will provide a face shield and a cloth face mask for every student and staff.
- Parents and staff are requested to maintain their own supplies of masks, but the district is working to maintain a stock for individuals when needed.
- Hand sanitizing stations are being installed in classrooms and hallways.
- Additional breaks / time will be allowed for handwashing during the day.

### Transportation to School:

- To ensure accurate accounting of students on each bus, families will need to tell the district that they will or will not ride the school bus.
- Face coverings are necessary while riding the bus.
- Buses will be disinfected between the AM and PM bus runs and before / after any additional trips.

### Arrival and Dismissal from School:

- Parents and staff will be provided resources and asked to screen students / themselves at home for signs of illness before coming to school.
- To alleviate crowds of students, each building will use multiple entry points for arrival and dismissal. Students will be dismissed by groups to avoid congestion in hallways / lobbies.

### The School Day:

- Every student and teacher will be issued an iPad to ensure learning continues every day.
- Beginning and end of the school day will remain the same for most students.
- No significant changes are planned to the school year calendar.
- Non-school visitors and non-essential school travel / field trips are restricted.
- Excess furniture has been removed from all classrooms to maximize spacing between desks.

- Facemasks are encouraged but are **not** necessary in classrooms or other spaces where 6 feet of social distancing can be maintained.
- Elementary students will have recess.
- Lunch will be served in the cafeteria. Additional seating / dining areas are now available.
- Facemasks are encouraged but are **not** necessary in dining areas while eating or where 6 feet of social distancing can be maintained.

**High-Risk Students and Staff:**

- Individual meetings will occur with each family / employee who has underlying health conditions or other factors that need considered.

## Health and Safety Plan: South Williamsport Area School District

The Board of Directors, families, staff, and students 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 Governor 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:

- **Red Phase**: Schools remain closed for in-person instruction and all instruction must be provided via remote learning.
- **Yellow Phase and Green Phase**: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the Board of Directors and posted on the district's website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (PA-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.

Given this, the South Williamsport Area School District has made every effort to account for changing conditions in our local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions Considered

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

**Based on Lycoming County's current designation and local community needs, the South Williamsport Area School District will reopen based on the following designations:**

GREEN - Total reopen for all students and staff, but some students/families may decide on at-home cyber based learning out of safety/health concern. This format for this will be determined based on the number of families who chose at-home cyber based learning.

YELLOW - Blended learning that balances in-person learning and remote learning through iPads. For older students in grades 7-12, this will be an A / B format on alternating days and continuation of in-person instruction for elementary students in kindergarten through grade six.

RED – Remote learning for all students daily through iPads.

**This plan is effective for the 2020-21 school year.**

## **Pandemic Coordinator/Team**

The South Williamsport School Board appointed Mrs. Cheryl Schonewolf, School Nurse, as the district's Pandemic Coordinator. To support Mrs. Schonewolf and the administration in the development of this plan, the Superintendent assembled a Pandemic Planning Team. The team consisted of individuals from all school community stakeholders including administration, parents from each building, students, staff, and employee association representatives. The pandemic coordinator, along with advisement from the pandemic team, is responsible for facilitating the local planning process, monitoring implementation of the 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.

The Pandemic Coordinator, along with the advisement of the Superintendent, will appoint a Pandemic Response Team to assist with the execution of this plan and recommend any necessary changes. The Response Team will consist of the same stakeholder groups from the Planning Team and any additions that are needed.

### **Pandemic Planning Team**

#### **Team Chairs:**

Pandemic Coordinator – Mrs. Cheryl Schonewolf  
Superintendent – Dr. Mark Stamm

#### **Team Members:**

##### *District Administration*

Mr. Jesse Smith – HS Principal  
Dr. Michele Loomis – Elementary Principal  
Mr. Scott Hill – Assistant Principal  
Mrs. Kristin Bastian – Director of Special Education  
Mr. Bill Reifsnyder – Director of Facilities  
Mrs. Jamie Mowrey – Business Manager  
Mr. Dwight Woodley – Director of Innovative Learning

##### *Staff*

Mrs. Linda Crawley – Paraprofessional / Central Elementary  
Mrs. Tara McGlensey – Teacher / RRR Elementary  
Mrs. Fran Kropp – Secretary / JR-SR High School  
Mrs. Karen Fink – Teacher / Grade 7  
Mrs. Jo Ann Kennedy – Teacher / SR High School  
Mrs. Brenda Trimble – SWEA Representative

Mrs. Lucy Steinbacher – SWESPA Representative  
Mr. Dan Zeigler – AFSCME Representative

*Parents*

Mr. Adam Dincher – Kindergarten  
Mrs. Rachael Gregory – Kindergarten / Grade 3  
Mrs. Sara Cronin – Grade 3 / 5  
Mrs. Jennifer Rhea – Grade 7 / 11  
Mrs. Danielle Fiorini – Grade 9  
Mrs. Amy Pregent – Grade 5

*Students*

Kendall Smith (6)  
Logan Harris (8)  
Lea Fessler (11)

## **Key Strategies, Policies, and Procedures**

This plan was developed with all required components from the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. Consultation from other sources included:

- Considerations for Reopening Schools – June 2020 REL Mid-Atlantic (PDE sponsored report)
- CDC Guidelines for Childcare, Schools, and Youth Programs – Plan, Prepare, Respond.
- Pennsylvania Department of Education – Resources for School Communities during COVID-19
- PA-DOH / CDC / WHO

Each section contains a Summary Statement that addresses key areas important to students, families, and staff. The Action Plan then delineates each necessary step in YELLOW and GREEN.



## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions Considered:

- How will we ensure the building is cleaned and ready to safely welcome staff and students?
- How will we procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will we implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will we 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:

Regular and proper cleaning of facilities is critical, at all times, to prevent the accidental spread of germs including COVID-19. The South Williamsport Area School District ensures that all facility staff will be properly trained on cleaning and disinfecting procedures identified by the CDC and PA-DOH for COVID-19. Job cards will be reviewed regularly to ensure high-touch surfaces are cleaned at a minimum of once daily. The district will maintain an adequate inventory of cleaning and sanitation products as available. The district, working with local suppliers, is also maintaining a diversity of products in anticipation that shortages will occur in the market.

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking</b>	<p>Use of PPE required (masks, gloves, face-shields)</p> <p>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, toilet handles,</p>	<p>Use of PPE required (masks, gloves, face-shields)</p> <p>The district will follow the CDC's Guidance for Cleaning &amp; Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, toilet handles,</p>	Director of Buildings and Grounds.	<p>PPE – Masks / Face shields, gloves, etc.</p> <p>CDC Website</p> <p>COVID-19 Daily Cleaning Job Card</p> <p>COVID-19 Weekly Cleaning Job Card</p>	<p>Y – CDC Cleaning</p> <p>Y – Job Cards</p>

<p><b>fountains, and hallways)</b></p>	<p>doorways, sink handles, and drinking fountains.</p> <p>Clean and disinfect shared classroom resources after each student use. Avoid sharing where possible.</p> <p>Stop use of communal drinking fountains and provide safe alternatives (refillable / touchless water stations) for providing water.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards.</p> <p>Outside air ventilation will be increased as much as possible while maintaining satisfactory control of total air quality.</p>	<p>doorways, sink handles, and drinking fountains.</p> <p>Clean and disinfect shared classroom resources after each student use. Avoid sharing where possible.</p> <p>Stop use of communal drinking fountains and provide safe alternatives (refillable / touchless water stations) for providing water.</p> <p>Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards</p> <p>Outside air ventilation will be increased as much as possible while maintaining satisfactory control of total air quality.</p>		<p>Air quality monitoring and system checklists.</p>	
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Daily use of Electrostatic Spray Disinfectant in targeted areas (weight room, wrestling room, locker rooms, etc.) and large group gathering areas (gym, auditorium, cafeteria, etc.).</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible through open windows / hallway doors.</p>	<p>Daily use of Electrostatic Spray Disinfectant in targeted areas (weight room, wrestling room, locker rooms, etc.) and large group gathering areas (gym, auditorium, cafeteria, etc.).</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible through open windows / hallway doors.</p>	<p>Bill Reifsnyder, Director of Buildings and Grounds</p> <p>Building Principals</p>	<p>Building Custodians</p> <p>Electrostatic Sprayer and Sanitation Tabs</p>	<p>Y – Electrostatic sprayer</p>

	Classroom doors will be left open during the school day. For security, doors will remain in the locked position.	Classroom doors will be left open during the school day. For security, doors will remain in the locked position.			
<b>Cleaning, sanitizing, and disinfecting of transportation.</b>	<p>Contractor will sanitize each bus using electrostatic fogger between AM and PM runs and prior to any additional runs.</p> <p>Contractor will provide disinfectant wipes for each bus. Drivers will wipe high-touch surfaces routinely.</p> <p>Windows will remain open as appropriate. Roof vents will be opened to maximize air-flow as appropriate.</p> <p>Drivers will be provided masks / face shields to wear while transporting students.</p>	<p>Contractor will sanitize each bus using electrostatic fogger between AM and PM runs and prior to any additional runs.</p> <p>Contractor will provide disinfectant wipes for each bus. Drivers will wipe high-touch surfaces routinely.</p> <p>Windows will remain open as appropriate. Roof vents will be opened to maximize air-flow as appropriate.</p> <p>Drivers will be provided masks / face shields to wear while transporting students.</p>	Director of Transportation	<p>Contractor provided electrostatic fogging equipment and supplies, disinfectant wipes, and masks for drivers.</p> <p>District will supplement these supplies as necessary.</p>	Y – Training on electrostatic equipment for all drivers and other sanitation steps.

## Social Distancing and Other Safety Protocols

### Key Questions Considered:

- How will classrooms/learning spaces be organized to mitigate spread?
- How will we 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 we utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will we adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will we 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:

Maintaining social distancing and limiting the number of interactions between people is critical to prevent the unanticipated spread of germs including COVID-19. The South Williamsport School District addressed each these in learning spaces, working environments, and congregating areas throughout the district as feasible. To begin, visitation of non-school staff and use of facilities by non-school groups, is restricted. In classrooms, excess furniture was removed to maximize spacing between desks and limit the mixing of students has been reduced where possible. Where adequate social distance cannot be maintained routinely, sneeze-guards will be used. Beyond these measures, where distance or other safety barriers are not feasible, facemasks as recommended by national and state health departments, and as ordered by the Governor, are necessary. Recognizing the amount of teaching and learning that occurs through face-to-face instructions, and the concerns of wearing a mask for extended periods of time, the district has ensured adequate opportunities for students and staff to move, learn, and work without facemasks.

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)
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<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>At the elementary level, schedules will be as static as possible by having the same group of students with the same group of staff.</p> <p>Interactions between groups of students will be eliminated as feasible.</p> <p>To ensure students can participate to the maximum extent possible in learning, the district will operate on a 50% reduced capacity A/B plan. Returning to a normal school day for all students will be evaluated periodically during the school year based on such factors including but not limited to:</p> <ul style="list-style-type: none"> <li>- Rate of community spread</li> <li>- Changes in state or CDC directives on social distance and face coverings</li> <li>- Availability of a COVID-19 Vaccine.</li> </ul> <p>Restrict organized events and extracurricular activities to those that can maintain social distancing and reduced capacity.</p>	<p>At the elementary level, schedules will be as static as possible by having the same group of students with the same group of staff.</p> <p>Interactions between groups of students will be limited.</p> <p>Provide maximum distance between individuals in a classroom by spacing desks and removing excess furniture and limit individuals in congregating areas.</p> <p>Limit organized events and extracurricular activities to those that can maintain social distancing and reduced capacity. Capacity not to exceed 250 people.</p> <p>Hold appropriate classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart. Utilize dividers between students.</p>	<p>Building Principals</p>	<p>Desk / table dividers.</p>	<p>N</p>
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	<p>Capacity not to exceed 25 people.</p> <p>Hold appropriate classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart. Utilize dividers between students.</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 provided the maximum distance feasible between seats by:</p> <ul style="list-style-type: none"> <li>• Adding tables at Central Elementary</li> <li>• Increasing the number of lunch periods at Rommelt Elementary</li> <li>• Limiting cafeteria seating and opening additional areas to eating at the JR / SR High School.</li> </ul> <p>Students will be encouraged to use hand sanitizer or wash hands prior to eating.</p>	<p>Students will be provided the maximum distance feasible between seats by:</p> <ul style="list-style-type: none"> <li>• Adding tables at Central Elementary</li> <li>• Increasing the number of lunch periods at Rommelt Elementary</li> <li>• Limiting cafeteria seating and opening additional areas to eating at the JR / SR High School.</li> </ul> <p>Students will be encouraged to use hand sanitizer or wash hands prior to eating.</p>	<p>Building Principals</p> <p>Food Service Manager</p> <p>Pandemic Coordinator</p>	<p>Dropbox for lunch money deposits in each main office.</p>	<p>Y</p> <p>Training for students on proper hygiene</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. Drop boxes will be available in each main office for cash deposits. Deposits in the cafeteria during lunch will be prohibited.</p> <p>Meal condiments will be limited and provided to students on the serving trays. Prepackaged disposable eating utensils will be provided.</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. Meal selection will be limited to at a minimum of one hot and one cold option daily.</p> <p>Masks in the serving line will be necessary where social distancing is not feasible. Sneeze-guards will be installed.</p> <p>Student dining tables and cafeteria serving areas will</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. Drop boxes will be available in each main office for cash deposits. Deposits in the cafeteria during lunch will be prohibited.</p> <p>Meal condiments will be limited and provided to students on the serving trays. Prepackaged disposable eating utensils will be provided.</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. Meal selection will be limited to at a minimum one hot and one cold option daily.</p> <p>Masks in the serving line will be necessary where social distancing is not feasible. Sneeze-guards will be installed.</p> <p>Student dining tables and cafeteria serving areas will</p>			
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	<p>be cleaned between lunch periods.</p> <p>Breakfast will continue to be served in the classroom (K-6) in prepackaged bags and distributed to students by the classroom teacher. Students will not be pick-up meals individually. Breakfast (7-12) will be served in the cafeteria only.</p>	<p>be cleaned between lunch periods.</p> <p>Breakfast will continue to be served in the classroom (K-6) in prepackaged bags and distributed to students by the classroom teacher. Students will not be pick-up meals individually. Breakfast (7-12) will be served in the cafeteria only.</p>			
<p><b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>All professional staff will be trained on healthy hygiene practices and provided with teaching resources so they can teach these to students.</p> <p>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, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>CDC signage - handwashing resources that include health promotion materials, information on proper</p>	<p>All professional staff will be trained on healthy hygiene practices and provided with teaching resources so they can teach these to students.</p> <p>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, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>CDC signage - handwashing resources that include health promotion materials, information on proper</p>	<p>Pandemic Coordinator</p> <p>Classroom Teachers</p>	<p>Instructional resources for professional staff including posters and signs.</p> <p>Hygiene supplies.</p>	<p>Y - Training for staff on CDC guidelines for healthy hygiene practices.</p>



	<p>handwashing techniques, and tips for families to help children develop good handwashing habits.</p> <p>Adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>handwashing techniques, and tips for families to help children develop good handwashing habits.</p> <p>Adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</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>Post Germs Are Everywhere and Wash Your Hands Posters in all cafeterias, other eating locations, and restrooms and other high traffic areas.</p> <p>Post Social Distancing signs in typical large gathering areas.</p> <p>Post Stop the Spread of Germs and Please Wear a Cloth Face Covering at entry locations on school buses / vans.</p>	<p>Post Germs Are Everywhere and Wash Your Hands Posters in all cafeterias, other eating locations, and restrooms and other high traffic areas.</p> <p>Post Social Distancing signs in typical large gathering areas.</p> <p>Post Stop the Spread of Germs and Please Wear a Cloth Face Covering at entry locations and on school buses / vans.</p>	<p>Pandemic Coordinator</p>	<p>Appropriate signs for each area. CDC or other similar signs as appropriate.</p>	<p>N</p>
<p><b>Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Prohibit the admission to buildings of all nonessential visitors, volunteers, and activities.</p> <p>Parents / Guardians are prohibited to enter the building beyond the main office except for school arranged meetings and only in designated meeting</p>	<p>Prohibit the admission to buildings of all nonessential visitors, volunteers, and activities.</p> <p>Parents / Guardians are prohibited to enter the building beyond the main office except for school arranged meetings and only in designated meeting</p>	<p>Building Principals</p> <p>Director of Buildings and Grounds.</p>	<p>NA</p>	<p>N</p>

	<p>locations. Meeting locations will be cleaned after each use.</p> <p>Prohibit outside individuals using all district facilities under Policy 707 – Facility Use.</p> <p>Eliminate large group activities including, but not limited to assemblies, concerts, and theater performances.</p>	<p>locations. Meeting locations will be cleaned after each use.</p> <p>Prohibit outside individuals using indoor facilities under Policy 707 – Facility Use.</p> <p>Limit large group activities including, but not limited to assemblies, concerts, and theater performances.</p>			
<p><b>Handling physical education classes and recess.</b></p>	<p><b>Physical Education</b></p> <p>Discontinue use of locker rooms.</p> <p>Select activities that will enable instruction in physical education and limit exercise. Emphasis should be given to healthy living physical activities beneficial to all students.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Physical proximity of students.</li> <li>• Eliminate shared equipment.</li> <li>• Ability to engage in social distancing.</li> <li>• Engagement of students at higher risk.</li> </ul>	<p><b>Physical Education</b></p> <p>Discontinue use of locker rooms.</p> <p>Select activities that will enable instruction in physical education and limit exercise. Emphasis should be given to healthy living physical activities beneficial to all students.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Physical proximity of students.</li> <li>• Amount of touching of shared equipment</li> <li>• Ability to engage in social distancing while not engaged in active play.</li> </ul>	<p>Pandemic Coordinator</p> <p>Building Principal</p> <p>PE Teachers / Fine Arts</p>	<p>NA</p>	<p>Y</p> <p>Training on CDC guidelines for youth sports.</p>

	<p><b>Recess</b></p> <p>Limit recreation areas to open spaces.</p> <p>Eliminate use of playground structures.</p> <p>Ensure adequate play equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between each use.</p> <p>Reconfigure or limit team-based games to follow social distancing guidelines.</p>	<ul style="list-style-type: none"> <li>Engagement of players at higher risk.</li> <li>Size of team.</li> </ul> <p><b>Recess</b></p> <p>Limit to one group of students, following social distancing guidelines, using playground structures at a time.</p> <p>Ensure adequate play equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between each use.</p> <p>Reconfigure or limit team-based games to follow social distancing guidelines.</p>			
<p><b>Handling of Music Classes and Related Activities (Band and Chorus)</b></p>	<p>Music / Band:</p> <p>Follow Covid-19 Instrument Cleaning guidelines provided by the National Association of Music Education at (<a href="https://nafme.org/covid-19-instrument-cleaning-guidelines/">https://nafme.org/covid-19-instrument-cleaning-guidelines/</a>)</p> <p>Teachers will provide students instruction on these cleaning policies</p>	<p>Music / Band:</p> <p>Follow Covid-19 Instrument Cleaning guidelines provided by the National Association of Music Education at (<a href="https://nafme.org/covid-19-instrument-cleaning-guidelines/">https://nafme.org/covid-19-instrument-cleaning-guidelines/</a>)</p> <p>Teachers will provide students instruction on these cleaning policies</p>	<p>Pandemic Coordinator</p> <p>Fine Arts Teachers</p>	<p>NAME guidelines</p>	<p>Y</p> <p>Training on guidelines for cleaning of equipment and safety considerations for music.</p>

	<p>prior to resuming instrumental music lessons or classes.</p> <p>Chorus:</p> <p>Maximize social distancing by moving to larger instructional areas such as the auditorium or outside.</p> <p>Assign every student their own music folder. Avoid sharing music.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Organize small groups in various locations.</li> <li>• Issue music for students to sing at home such as fundamental exercises, technical exercises, large ensemble music.</li> <li>• Assess via small group or digital submissions.</li> <li>• Assign days for small groups to sing in class.</li> <li>• Provide direct instruction in Music History, Composition, Theory, Rhythmic Performance &amp;</li> </ul>	<p>prior to resuming instrumental music lessons or classes.</p> <p>Chorus:</p> <p>Maximize social distancing by moving to larger instructional areas such as the auditorium or outside.</p> <p>Assign every student their own music folder. Avoid sharing music.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Organize small groups in various locations.</li> <li>• Issue music for students to sing at home such as fundamental exercises, technical exercises, large ensemble music.</li> <li>• Assess via small group or digital submissions.</li> <li>• Assign days for small groups to sing in class.</li> <li>• Provide direct instruction in Music History, Composition, Theory, Rhythmic Performance &amp;</li> </ul>			
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	<p>Dictation, Visual and Aural Analysis of music</p> <p>Both:</p> <p>Select and provide safe opportunities for music instruction for students. 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 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 group.</li> </ul>	<p>Dictation, Visual and Aural Analysis of music</p> <p>Both:</p> <p>Select and provide safe opportunities for music instruction for students. 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 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 group.</li> </ul>			
<p><b>Limiting the sharing of materials among students</b></p>	<p>Provide families with classroom / course supply list to ensure students have their own resources such as pencils, crayons, rulers, etc.</p> <p>Utilize iPads, to eliminate to the maximum extent feasible, to eliminate the</p>	<p>Provide families with classroom / course supply list to ensure students have their own resources such as pencils, crayons, rulers, etc.</p> <p>Utilize iPads, to eliminate to the maximum extent feasible, to eliminate the</p>	<p>Building Principals</p> <p>Teachers</p>	<p>Sufficient resources for individual student use.</p>	<p>N</p>

	<p>use of manipulatives and traditional learning tools.</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, bags, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> <li>● Utilize virtual manipulatives</li> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Learning Manipulatives</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<p>use of manipulatives and traditional learning tools.</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, bags, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> <li>● Utilize virtual manipulatives</li> <li>● Textbooks that are shared</li> <li>● Technology</li> <li>● Learning Manipulatives</li> <li>● Art Supplies</li> <li>● PE Equipment</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>			
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Maintain / create one-way traffic patterns in hallways at the elementary level.</p>	<p>Maintain / create one-way traffic patterns in hallways at the elementary level.</p>	<p>Building Principals</p>	<p>NA</p>	<p>N</p>

	<p>Stagger change of classes and bathroom breaks at the elementary level and secondary level where feasible.</p> <p>At the secondary level lockers will be assigned to students upon request and spaced apart.</p> <p>Students are encouraged to carry backpacks to limit locker use (Grades 7-12)</p> <p>Separate students within common areas utilizing different entrance doors and student groups:</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal</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 and other gathering restrictions. Examples include Back-to-School activities, clubs, recognition ceremonies, etc.</p>	<p>Stagger change of classes and bathroom breaks at the elementary level and secondary level where feasible.</p> <p>At the secondary level lockers will be assigned to students upon request and spaced apart.</p> <p>Students are encouraged to carry backpacks to limit locker use (Grades 7-12)</p> <p>Separate students within common areas utilizing different entrance doors and student groups:</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal</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 and other gathering restrictions. Examples include Back-to-School activities, clubs, recognition ceremonies, etc.</p>			
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<p><b>Adjusting transportation practices to create social distance between students</b></p>	<p>Students and families will be educated on the necessity of masks on school transportation for the individual student, the health of the bus driver, and for the health of the student body.</p> <p>Elementary students will be assigned seats in a way that minimizes risk, to verify attendance, and to maximize spacing. Family groups will be seated together.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the best ventilation.</p> <p>Extracurricular and educational fieldtrips will be eliminated except for athletic and academic competitions after administrative review.</p>	<p>Students and families will be educated on the necessity of masks on school transportation for the individual student, the health of the bus driver, and for the health of the student body.</p> <p>Elementary students will be assigned seats in a way that minimizes risk, to verify attendance, and to maximize spacing. Family groups will be seated together.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the best ventilation.</p> <p>Extracurricular and educational fieldtrips will be limited.</p>	<p>Director of Transportation</p> <p>Transportation Provider</p> <p>Bus Drivers</p>	<p>Cleaning supplies for buses.</p> <p>Process for seat assignment and attendance tracking.</p>	<p>Y - Training on routine cleaning procedures and job cards.</p>
<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 six feet is not achievable in the classroom setting, students should be spaced to the maximum extent</p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent</p>	<p>Building Principal</p> <p>Teachers</p>	<p>NA</p>	<p>N</p>



	<p>possible.</p> <p>Eliminate small group instruction (learning centers) where student cohorts <b>and</b> social distancing cannot be maintained.</p> <p>In grades K-4, ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff. In grades 5-6 student groups will remain constant but will rotate between the same group of teachers.</p> <p>At the secondary level, limit mixing between groups where feasible.</p>	<p>possible.</p> <p>Limit small group instruction (learning centers) where student cohorts <b>and</b> social distancing cannot be maintained.</p> <p>In grades K-4, ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff. In grades 5-6 student groups will remain constant but will rotate between the same group of teachers.</p> <p>At the secondary level, limit mixing between groups where feasible.</p>			
<b>Other social distancing and safety practices</b>	<p>Install sneeze-guards in main offices, cafeteria serving lines, point-of-sale locations, and between students and staff in therapeutic / support settings where facemasks are not feasible.</p>	<p>Install sneeze-guards in main offices, cafeteria serving lines, point-of-sale locations, and between students and staff in therapeutic / support settings where facemasks are not feasible.</p>	Director of Facilities	Suitable materials for sneeze-guards.	N

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## Monitoring Student and Staff Health

### Key Questions Considered:

- How will we 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 we accommodate staff who are unable to uncomfortable to return?
- How will we determine which students are willing/able to return? How will we 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:

Monitoring individual health and avoiding close contact with others who are sick is essential to prevent the spread of germs including COVID-19. Recognizing that staying home if you are sick is the best approach for all, the South Williamsport Area School District will educate and provide screening resources to students, staff, and families to self-check daily before school. In the event that a person at school presents with COVID-19 symptoms, isolation rooms have been created in each building. If moved to an isolation room, the individual will be sent home and recommended to contact their primary care provider for assistance. Criteria for returning to school

after exposure to COVID-19 follows CDC guidelines. In the event of a positive case in school, the District will work with the department of health to initiate contact tracing and will notify all staff and families as appropriate. Protocol for closing of facilities will be determined in coordination with the department of health and level of community spread.

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>Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought 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>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.</p> <p>The District will provide resources with the school community to help families understand when to keep children home.</p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought 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>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.</p> <p>The District will provide resources with the school community to help families understand when to keep children home.</p>	<p>Pandemic Coordinator</p>	<p>Resource guide for families on signs / symptoms of COVID-19.</p>	<p>Y</p> <p>Education on signs / symptoms of COVID-19 and criteria for staying at home and seeking medical care.</p>

<p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Identify an isolation room or area to separate anyone who has COVID-19 symptoms. Room must be able to accommodate multiple people if necessary.</p> <ul style="list-style-type: none"> <li>• School nurses and other healthcare providers should use CDC Transmission Precautions at (<a href="https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html">https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html</a>) when caring for sick people.</li> <li>• Specific for Health Care Workers, CDC guidelines are provided at (<a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html</a>)</li> <li>• Close off the area used by a person testing positive for COVID-19 and do not use again</li> </ul>	<p>Identify an isolation room or area to separate anyone who has COVID-19 symptoms. Room must be able to accommodate multiple people if necessary.</p> <ul style="list-style-type: none"> <li>• School nurses and other healthcare providers should use CDC Transmission Precautions at (<a href="https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html">https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html</a>) when caring for sick people.</li> <li>• Specific for Health Care Workers, CDC guidelines are provided at (<a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html</a>)</li> <li>• Close off the area used by a person testing positive for COVID-19 and do not use again</li> </ul>	<p>Pandemic Coordinator</p> <p>Health Service Staff</p> <p>Building Principals</p>	<p>Signage for isolation rooms.</p> <p>Dividers / screens for multiple students.</p> <p>PPE Supplies</p>	<p>Y</p> <p>Training for Health Service Staff on CDC Transmission Precautions and guidelines for health care workers.</p>
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	<p>before cleaning and disinfecting.</p> <ul style="list-style-type: none"> <li>Return to school requires verification from physician / primary care provider of contact and recommendation.</li> </ul>	<p>before cleaning and disinfecting.</p> <ul style="list-style-type: none"> <li>Return to school requires verification from physician / primary care provider of contact and recommendation.</li> </ul>			
<b>Quarantine for students and staff when traveling out-of-state or to other high-risk areas.</b>	For students or staff who travel to areas designated by the PA Department of Health, the CDC, or other agencies as “High-Risk”, are recommended to quarantine for 14 days upon return. This recommendation may become a requirement upon government order.	For students or staff who travel to areas designated by the PA Department of Health, the CDC, or other agencies as “High-Risk”, are recommended to quarantine for 14 days upon return. This recommendation may become a requirement upon government order.	Principals	Current list of designated high-risk locations.	N
<b>Notification of staff and families of positive case(s) of COVID-19.</b>	<p>Notify all district staff and families of confirmed cases while maintaining confidentiality.</p> <p>Protocol for determining school closure and the length of closure following confirmed cases in the school or in the community will follow state / national guidance and in consultation with the PA Department of Health.</p>	<p>Notify all district staff and families of confirmed cases while maintaining confidentiality.</p> <p>Protocol for determining school closure and the length of closure following confirmed cases in the school or in the community will follow state / national guidance and in consultation with the PA Department of Health.</p>	Superintendent	CDC Guidelines for School Closure	N

<p><b>Criteria for returning isolated or quarantined staff, students, or visitors to school.</b></p>	<p>Following CDC guidelines for resuming contact with others, persons who have COVID-19 or who have symptoms <b>and</b> were directed by a physician / primary care provider to care for themselves at home, may discontinue isolation and return to school / work under <b>all</b> of the following conditions:</p> <ol style="list-style-type: none"> <li>1. After 10 days from the onset of symptoms, and</li> <li>2. After resolution of fever without the use of fever-reducing medications for the previous 24 hours, and</li> <li>3. After improvement in respiratory symptoms (e.g., cough, shortness of breath), and</li> <li>4. With verification from physician / primary care provider of contact and treatment order.</li> </ol> <p>OR</p>	<p>Following CDC guidelines for resuming contact with others, persons who have COVID-19 or who have symptoms <b>and</b> were directed by a physician / primary care provider to care for themselves at home, may discontinue isolation and return to school / work under <b>all</b> of the following conditions:</p> <ol style="list-style-type: none"> <li>1. After 10 days from the onset of symptoms, and</li> <li>2. After resolution of fever without the use of fever-reducing medications for the previous 72 hours, and</li> <li>3. After improvement in respiratory symptoms (e.g., cough, shortness of breath), and</li> <li>4. With verification from physician / primary care provider of contact and treatment order.</li> </ol> <p>OR</p>	<p>Pandemic Coordinator</p>	<p>Informational form for parents / guardians for returning to school.</p>	<p>Y – Parent informational guidance.</p>
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	Negative results of a COVID-19 test.	Negative results of a COVID-19 test.			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Post Health and Safety Plan on SWASD Website</p> <p>Provide regular update information on SWASD website and in parent flyers/letters.</p> <p>Emergency / critical information will be communicated through automated messages to all district families and staffs.</p> <p>Prepare parents, families, and students for remote learning if school is temporarily dismissed.</p>	<p>Post Health and Safety Plan on SWASD Website</p> <p>Provide regular update information on SWASD website and in parent flyers/letters.</p> <p>Emergency / critical information will be communicated through automated messages to all district families and staffs.</p> <p>Prepare parents, families, and students for remote learning if school is temporarily dismissed.</p>	<p>Pandemic Coordinator</p> <p>Superintendent</p> <p>Building Principals</p> <p>Teachers</p>	Existing district communications resources.	N
<b>Emergency / Critical Parent Communication with the School District.</b>	<p>Create a 24 hour Parent COVID-19 hotline phone number for parent / staff use to provide critical emergency information relating to COVID-19 in schools.</p> <p>Create a Pandemic Coordinator email for individuals to contact the district's Pandemic Coordinator for routine communications and inquires relating to schools and COVID-19. <a href="mailto:covid19@swasd.org">mailto:covid19@swasd.org</a></p>	<p>Create a 24 hour Parent COVID-19 hotline phone number for parent / staff use to provide critical emergency information relating to COVID-19 in schools.</p> <p>Create a Pandemic Coordinator email for individuals to contact the district's Pandemic Coordinator for routine communications and inquires relating to schools and COVID-19. <a href="mailto:covid19@swasd.org">mailto:covid19@swasd.org</a></p>	Director Innovative Learning and Information Systems	<p>Direct phone line / number.</p> <p>Unique email address.</p>	Y – Parent information guide for use.





## Other Considerations for Students and Staff

### Key Questions Considered:

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will we implement to protect students and staff at higher risk for severe illness?
- How will we 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:

Older individuals and individuals with underlying health conditions are susceptible to complications from illness including COVID-19. To protect the health and safety of high-risk students and staff, the South Williamsport Area School District will take additional precautionary measures as recommended by the CDC. On a case-by-case basis, these students will meet with their teacher, case manager, pandemic coordinator / school nurse, and principal to discuss how best to provide for their safety and continuity of education. For high-risk staff, the district will work individually with each person to identify the extent of need and take appropriate steps in the workplace. Recognizing the unpredictability of illness, the district has developed tiered responses to student and staff absences. Counselors and other staff are available and trained on the impacts of the global pandemic and how to best support students and staff both socially and emotionally.

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>	Identify students and staff with underlying health conditions or age grouping which places them at higher risk of complications from COVID-19. Provide opportunity for staff and families to notify Pandemic Coordinator of high risk students or selves.	Identify students and staff with underlying health conditions or age grouping which places them at higher risk of complications from COVID-19. Provide opportunity for staff and families to notify Pandemic Coordinator of high risk students or selves.	Pandemic Coordinator Building Principals Director of Special Education Human Resources	Resource materials for staff on federal / state leave times and procedures.	Y - Training on FFCRA for all staff.

	<p>Communicate individually with parents / guardians of high risk students and staff to discuss specific concerns and mitigation steps that can be arranged including arrival / dismissal times, restricted movement during the school day, or other district educational options.</p> <p>Cancel all non-essential travel.</p> <p>Suspend the use of perfect attendance awards and incentives.</p> <p>The district will educate and provide resources to all staff regarding leave time as set forth in the (FFCRA) Families First Coronavirus Response Act and other applicable laws.</p>	<p>Communicate individually with parents / guardians of high risk students and staff to discuss specific concerns and mitigation steps that can be arranged including arrival / dismissal times, restricted movement during the school day, or other district educational options.</p> <p>Limit all non-essential travel. Modify pieces of travel to reduce risk if feasible.</p> <p>Suspend the use of perfect attendance awards and incentives.</p> <p>The district will educate and provide resources to all staff regarding leave time as set forth in the (FFCRA) Families First Coronavirus Response Act and other applicable laws.</p>			
<p><b>Use of face coverings by all persons over the age of 2 and without medical or other conditions which prohibit wearing a facemask.</b></p>	<p>As ordered by the Pennsylvania Department of Health (July 2, 2020), face coverings are required by all individuals over the age of 2 when outside their home. The district guidelines on face coverings will adhere to this order.</p> <p>As such, face coverings are necessary:</p> <ul style="list-style-type: none"> <li>• When entering a school building,</li> </ul>	<p>As ordered by the Pennsylvania Department of Health (July 2, 2020), face coverings are required by all individuals over the age of 2 when outside their home. The district guidelines on face coverings will adhere to this order.</p> <p>As such, face coverings are necessary:</p> <ul style="list-style-type: none"> <li>• When entering a school building,</li> </ul>	Building Principals	Signage regarding social distancing and face coverings.	N

	<ul style="list-style-type: none"> <li>• While operating or riding in a district vehicle, school bus, or van,</li> <li>• When inside where social distancing of 6 feet cannot be maintained,</li> <li>• When outside where 6 feet of social distancing cannot be maintained.</li> </ul> <p>Facemasks are NOT necessary in the following locations where 6 feet of social distancing can be reasonably established and controlled.</p> <ul style="list-style-type: none"> <li>• Classrooms / Learning Spaces</li> <li>• Cafeterias / Dining Areas</li> <li>• Congregating areas</li> </ul>	<ul style="list-style-type: none"> <li>• While operating or riding in a district vehicle, school bus, or van,</li> <li>• When inside where social distancing of 6 feet cannot be maintained,</li> <li>• When outside where 6 feet of social distancing cannot be maintained.</li> </ul> <p>Facemasks are NOT necessary in the following locations where 6 feet of social distancing can be reasonably established and controlled.</p> <ul style="list-style-type: none"> <li>• Classrooms / Learning Spaces</li> <li>• Cafeterias / Dining Areas</li> <li>• Congregating areas</li> </ul>			
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Extra precautions in special education low incidence programs including but not limited to: Life Skills Support, Autistic Support, and Multiple Disability Support.</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</p>	<p>Extra precautions in special education low incidence programs including but not limited to: Life Skills Support, Autistic Support, and Multiple Disability Support.</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</p>	<p>Pandemic Coordinator</p> <p>Director of Special Education</p> <p>Teachers</p>	<p>PPE Supplies including disinfectant cleaning supplies, gloves, masks, and face coverings / shields.</p>	<p>Y - Continuation of cleaning and sanitation procedure.</p>

	<p>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, extra precautions will be implemented. These precautions include:</p> <ul style="list-style-type: none"> <li>• If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</li> <li>• 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.</li> <li>• Personal student devices should be disinfected each time a student enters or exits the classroom.</li> <li>• The district's feeding protocol should be</li> </ul>	<p>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, extra precautions will be implemented. These precautions include:</p> <ul style="list-style-type: none"> <li>• If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</li> <li>• 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.</li> <li>• Personal student devices should be disinfected each time a student enters or exits the classroom.</li> <li>• The district's feeding protocol should be</li> </ul>			
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	<p>followed when feeding students. Staff should wear gloves when feeding students.</p> <ul style="list-style-type: none"> <li>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</li> <li>Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</li> </ul>	<p>followed when feeding students. Staff should wear gloves when feeding students.</p> <ul style="list-style-type: none"> <li>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</li> <li>Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</li> </ul>			
<b>Strategic deployment of staff</b>	<p>Assign a Pandemic Response Team that is familiar with the Health and Safety Plan, procedures, and resources to respond to changes as needed.</p> <p>Provide training to the secondary and elementary SAP teams, counselors, administrators, and staff, to monitor, refer and direct individuals for social and emotional help especially on</p>	<p>Assign a Pandemic Response Team that is familiar with the Health and Safety Plan, procedures, and resources to respond to changes as needed.</p> <p>Provide training to the secondary and elementary SAP teams, counselors, administrators, and staff, to monitor, refer and direct individuals for social and emotional help especially on</p>	Pandemic Coordinator	Training resources for maintaining social and emotional health as it relates to COVID-19.	<p>Y - Regular training on COVID 19 and Health and Safety Plan.</p> <p>Y – Training on social and emotional issues relating to COVID-19.</p>

	incidents relating to COVID-19.	incidents relating to COVID-19.			
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## Health and Safety Plan Professional Development

The success of this 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. From the Action Plans above, professional development / trainings will be provided as detailed below. Realizing the fluidity of this situation, additional and review trainings will be added as necessary throughout the school year.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students and staff.	Custodial / Maintenance Staff	Director of Buildings and Grounds	Staff Meeting w/ handouts	CDC Guidance for Cleaning and Disinfecting Schools		Prior to start of 2020-2021 School Year
Cleaning, sanitizing, disinfecting, and ventilating school buses / vans.	Bus Drivers	Director of Transportation	Staff Meeting w/ handouts	CDC Guidelines for Cleaning and Disinfecting	August 2020	Prior to start of 2020-2021 School Year
Electrostatic Spray Disinfectant	Custodial / Maintenance Staff	Director of Buildings and Grounds	Staff Meeting w/ handouts	Equipment specific resources and local criteria.		Prior to start of 2020-2021 School Year
Healthy Hygiene Practices	All Staff	Pandemic Coordinator	Handouts and Supplemental Online Training	CDC Training Resources and other Health agency resources.		Prior to start of 2020-2021 School Year
Implementing the SWASD Health and Safety Plan	All Staff	Pandemic Coordinator	Online Training	Health and Safety Plan		Prior to start of 2020-2021 School Year

Physical Education – Alternative ideas and precautions for PE.	PE Teachers	Pandemic Coordinator	Staff Meeting	CDC Guidelines on Youth Sports.		Prior to start of 2020-2021 School Year
Chorus and Band – Alternative and precautions for music education.	Music Teachers	Pandemic Coordinator	Staff Meeting	CDC Guidelines and Music Association Specific Recommendations.		Prior to start of 2020-2021 School Year
COVID-19 Health and Safety Plan Discussion and Review	Pandemic Coordinator and District Physician	Pandemic Coordinator	In Person	District Physician	Week of July 20-24, 2020.	Prior to July 27, 2020.
COVID 19 Health Care Procedures for Nurses	All Nurses	Pandemic Coordinator	In Person Training	School Health Service Staff		Prior to start of 2020-2021 School Year
Safety Protocols for Students with Complex Needs	Staff	Pandemic Coordinator	In Person	CDC Guidelines for Safety and Sanitation		Prior to start of 2020-2021 School Year
Signs and Symptoms of COVID-19 for Staff, Families, and Students	All students and staff	Pandemic Coordinator	General Resource	Flyers, mailings, and quick reference guides.	July / August	Prior to start of 2020-2021 School Year
Social and Emotional issues Relating to COVID-19.	SAP Teams including School Counselors	Pandemic Coordinator	In Person	CDC Handouts		Prior to start of 2020-2021 School Year



## Health and Safety Plan Communications

Timely and effective family and staff communication about health and safety protocols and schedules is critical. The communications plan below was developed to ensure that all stakeholders have access to the relevant, current, and accurate information to make effective decisions about themselves and their student.

The district will established a **Pandemic Hotline Number** for emergency communications from parents and staff relating to COVID-19. General inquires can be sent through email directly to [covid19@swasd.org](mailto:covid19@swasd.org). The phone and the email are monitored by the Pandemic Coordinator.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
2020-2021 District Health and Safety Plan	Staff Guardians Community	Superintendent	Letter to Families	July 20, 2020	July 24, 2020
Board of Directors COVID-19 Update	Board of Directors and Community	Superintendent	Verbal reporting during school board meetings.	July 27, 2020	Monthly / Ongoing.
Pandemic Response Team	Team Members	Superintendent  Pandemic Coordinator	Team Meeting / Bi-Weekly	July 1, 2020	Ongoing
Leadership Team Meetings	District Administration	Superintendent	In Person	Ongoing	Ongoing
Return to School Survey	Families Staff Students	Superintendent	Online Survey	6/19/2020	6/25/2020
Building Reopening Letter	Staff, Students, and Families	Principals	Written	August 2020	
SWASD District Reopening Letter	Staff, Students, and Families	Superintendent	Written	August 2020	

Parent/Guardian Updates	Guardians	Superintendent	Email, Phone Message, Text	Ongoing	Ongoing
Staff Updates	Staff	Superintendent	Email, Phone Message	Ongoing	Ongoing
Dept. of Health Communication	All Stakeholders	Pandemic Coordinator	Phone, Email	Ongoing	Ongoing

## Health and Safety Plan Summary

This section repeats the summary paragraphs in each action plan 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>Regular and proper cleaning of facilities is critical, at all times, to prevent the accidental spread of germs including COVID-19. The South Williamsport Area School District ensures that all facility staff will be properly trained on cleaning and disinfecting procedures identified by the CDC and PA-DOH for COVID-19. Job cards will be reviewed regularly to ensure high-touch surfaces are cleaned at a minimum of once daily. The district will maintain an adequate inventory of cleaning and sanitation products as available. The district, working with local suppliers, is also maintaining a diversity of products in anticipation that shortages will occur in the market.</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>Maintaining social distancing and limiting the number of interactions between people is critical to prevent the unanticipated spread of germs including COVID-19. The South Williamsport School District addressed each these in learning spaces, working environments, and congregating areas throughout the district as feasible. To begin, visitation of non-school staff and use of facilities by non-school groups, is restricted. In classrooms, excess furniture was removed to maximize spacing between desks and limit the mixing of students has been reduced where possible. Where adequate social distance cannot be maintained routinely, sneeze-guards will be used. Beyond these measures, where distance or other safety barriers are not feasible, facemasks as recommended</p>

Requirement(s)	Strategies, Policies and Procedures
<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><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</b></p>	<p>by national and state health departments, and as ordered by the Governor, are necessary. Recognizing the amount of teaching and learning that occurs through face-to-face instructions, and the concerns of wearing a mask for extended periods of time, the district has ensured adequate opportunities for students and staff to move, learn, and work <u>without</u> facemasks.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>Monitoring students and staff for symptoms and history of 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>Monitoring individual health and avoiding close contact with others who are sick is essential to prevent the spread of germs including COVID-19. Recognizing that staying home if you are sick is the best approach for all, the South Williamsport Area School District will educate and provide screening resources to students, staff, and families to self-check daily before school. In</p>

Requirement(s)	Strategies, Policies and Procedures
<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>the event that a person at school presents with COVID-19 symptoms, isolation rooms have been created in each building. If moved to an isolation room, the individual will be sent home and recommended to contact their primary care provider for assistance. Criteria for returning to school after exposure to COVID-19 follows CDC guidelines. In the event of a positive case in school, the District will work with the department of health to initiate contact tracing and will notify all staff and families as appropriate. Protocol for closing of facilities will be determined in coordination with the department of health and level of community spread.</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>Older individuals and individuals with underlying health conditions are susceptible to complications from illness including COVID-19. To protect the health and safety of high-risk students and staff, the South Williamsport Area School District will take additional precautionary measures as recommended by the CDC. On a case-by-case basis, these students will meet with their teacher, case manager, pandemic coordinator / school nurse, and principal to discuss how best to provide for their safety and continuity of education. For high-risk staff, the district will work individually with each person to identify the extent of need and take appropriate steps in the workplace. Recognizing the unpredictability of illness, the district has developed tiered responses to student and staff absences. Counselors and other staff are available and trained on the impacts of the global pandemic and how to best support students and staff both socially and emotionally.</p>



## Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

7 Yes

1 No

1 Absent

Affirmed on: **July 27, 2020**

By:



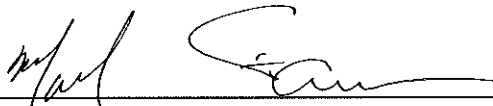
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*Signature of Board President*

Mr. Nathan Miller

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*Print Name of Board President*



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*Signature of Superintendent*

Dr. Mark Stamm

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*Print Name of Superintendent*