



# MCSD PK-12 Phased School Reopening Health and Safety Plan

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

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

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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: **Manheim Central School District**

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

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

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students, staff, and facilitators, 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 reopening 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?

- ✓ **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 26, 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, facilitators, 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, facilitators, and students; or
- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Dr. Peter Aiken	Administration	Pandemic Coordinator
Dr. Amy Flannery	Administration	Plan Development and Response Team
Bryan Howett	Business Manager	Health and Safety Plan Development
Ed Frick	School Board	Health and Safety Plan Development
Joshua Weitzel, Elizabeth Bender, Zachary Bauermaster	Administration	Health and Safety Plan Development
Krystle Nemeth, Stephen Richards	Administration	Health and Safety Plan Development
Arthur Paynter, Michael Pyle	Administration	Health and Safety Plan Development
Tracy Fasick, Pamela Watts, John Ditmore, Marcie Elbin	Administration	Health and Safety Plan Development
Galeon Brown, Sara Payne, Barbara Speece	Facilities, Food Service, and Transportation	Health and Safety Plan Development
Angela Forwood	Lead School Nurse	Health and Safety Plan Development
Christina Mercandetti	Lead School Counselor	Health and Safety Plan Development
District Families, Facilitators, and Staff (via Survey)	Staff, Facilitators, and Families	Health and Safety Plan Development

## 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, facilitators, 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, facilitators, 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, facilitators, 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:

Manheim Central School District will work with EPA-approved products and follow OSHA and CDC Guidance to clean, disinfect, and sanitize the buildings on a daily basis to mitigate the spread of COVID-19. Handwashing and sanitizing will be done throughout the day at handwashing or hand sanitizing stations, which will be available in all classrooms and common areas. All MCSD staff, facilitators, students, and parents will receive training on health and safety practices for COVID-19. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state 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>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<b>Surfaces-</b> All frequently touched surfaces will be cleaned, sanitized & disinfected at least 1x/day, 5 days per week per CDC Guidance.	<b>Surfaces-</b> All frequently touched surfaces will be cleaned, sanitized & disinfected at least 1x/day, 5 days per week per CDC Guidance.	Director of Facilities	EPA-Approved Disinfectant & PPE	Y
	<b>Classrooms/Hallways-</b> Rooms & hallways will be cleaned via disinfectant and/or electrostatic sprayers.	<b>Classrooms/Hallways-</b> Rooms & hallways will be cleaned via disinfectant and/or electrostatic sprayers.	Director of Facilities	EPA-Approved Disinfectant & PPE	N
	<b>Fountains-</b> All drinking fountains with mouthpieces will be closed. Bottle fillers will be in use where applicable.	<b>Fountains-</b> All drinking fountains with mouthpieces will be closed. Bottle fillers will be in use where applicable.	Director of Facilities	EPA-Approved Disinfectant & PPE	N
	<b>Buses-</b> High contact touch points will be cleaned between each run. Busses will be cleaned with an electrostatic sprayer once a day. Windows will be kept open to the extent practical depending on the weather.	<b>Buses-</b> High contact touch points will be cleaned between each run. Busses will be cleaned with an electrostatic sprayer once a day. Windows will be kept open to the extent practical depending on the weather.	Transportation Director	EPA-Approved Disinfectant & PPE <i>(Optim wipes VitalOxide or BruLin BruTabs)</i>	Y
	<b>Playgrounds-</b> Playground equipment will undergo routine cleaning. High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.	<b>Playgrounds-</b> Playground equipment will undergo routine cleaning. High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.	Director of Facilities	EPA-Approved Disinfectant & PPE	N

	Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.	Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.	Director of Facilities	N/A	N
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<b>Training-</b> District staff, facilitators, students and parents will be trained on proper sanitation and health and safety practices related to COVID-19.	<b>Training-</b> District staff, facilitators, students and parents will be trained on proper sanitation and health and safety practices related to COVID-19.	Director of Facilities	N/A	Y
	<b>Ventilation-</b> Per ASHRAE, HVAC will continue to run as normal having up to 15 air changes per hour and 15 CFM per occupant. When applicable, windows will be opened to increase outside air movement. The “occupied” mode time on HVAC systems will be extended to increase air circulation. All HVAC unit coils and filters have been cleaned. Units will be monitored daily.	<b>Ventilation-</b> Per ASHRAE, HVAC will continue to run as normal having up to 15 air changes per hour and 15 CFM per occupant. When applicable, windows will be opened to increase outside air movement. The “occupied” mode time on HVAC systems will be extended to increase air circulation. All HVAC unit coils and filters have been cleaned. Units will be monitored daily.	Director of Facilities	N/A	N
	<b>Handwashing/Sanitizing-</b> Hand sanitizing stations will be available in each classroom and high traffic areas. Handwashing/sanitizing will be encouraged for staff, facilitators, and students throughout the day.	<b>Handwashing/Sanitizing-</b> Hand sanitizing stations will be available in each classroom and high traffic areas. Handwashing/sanitizing will be encouraged for staff, facilitators, and students throughout the day.	Director of Facilities	Hand Sanitizing Products	N
	<b>Equipment-</b> Equipment that is used and shared is wiped down after usage by employees using Suprox products (hydrogen peroxide based) and/or disinfecting wipes.	<b>Equipment-</b> Equipment that is used and shared is wiped down after usage by employees using Suprox products (hydrogen peroxide based) and/or disinfecting wipes.	Director of Facilities	Hand Sanitizing Products	N

# 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, school rooms, and student groups will be adapted to the extent possible to follow social distancing protocols deemed appropriate as recommended by the American Academy of Pediatrics. The use of outdoor spaces and large group instructional areas may be considered to support physical distancing. Non essential visitors/volunteers are restricted at this time. Essential visitors and volunteers will be required to comply with the District Health and Safety guidelines for entry. Student transportation may be rostered at capacity and social distancing may not be possible, therefore masks would be required as per the order of the Pennsylvania Secretary of Health. Staff, facilitators, students, and parents will be trained on social distancing. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state 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>*Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<b>Social distancing</b> will be implemented to the maximum extent possible in all settings as recommended by the <a href="#">AAP</a> . When social distancing cannot be maintained, face coverings (masks/shields) will be required by staff, facilitators, and students.	<b>Social distancing</b> will be implemented to the maximum extent possible in all settings as recommended by the <a href="#">AAP</a> . When social distancing cannot be maintained, face coverings (masks/shields) will be required by staff, facilitators, and students.	Administration	N/A	Y
	<b>Limit activities</b> in classrooms that do not support social distancing.	<b>Limit activities</b> in classrooms that do not support social distancing.	Administration	N/A	N
	<b>Limit large gatherings</b> , events, and extracurricular activities to those that can maintain social distancing.	<b>Limit large gatherings</b> , events, and extracurricular activities to those that can maintain social distancing.	Administration	N/A	N
	<b>Hallways</b> -Implement strategies to reduce the number of individuals in the hallways at one time.	<b>Hallways</b> -Implement strategies to reduce the number of individuals in the hallways at one time.	Administration	N/A	N
<b>*Restricting the use of cafeterias and other congregate settings, and serving meals in alternate</b>	<b>Cafeteria Seating</b> - Modify cafeteria seating to use social distancing and avoid face-to-face seating for students and staff. Consider	<b>Cafeteria Seating</b> - Modify cafeteria seating to use social distancing and avoid face-to-face seating for students and staff. Consider	Administration	N/A	N

<b>settings such as classrooms</b>	alternate areas to expand seating options.	alternate areas to expand seating options.			
	<b>Handwashing-</b> Staff, facilitators, and students should wash hands before and after breakfast/lunch/snacks.	<b>Handwashing-</b> Staff, facilitators, and students should wash hands before and after breakfast/lunch/snacks.	Administration	Soap/EPA-Approved Sanitizer	N
	<b>Recess</b> is permitted where applicable. Grouping strategies/schedules will be examined to reduce group size.	<b>Recess</b> is permitted where applicable. Grouping strategies/schedules will be examined to reduce group size.	Administration	N/A	N
	<b>Sharing-</b> Avoid sharing of food and utensils.	<b>Sharing-</b> Avoid sharing of food and utensils.	Administration/ Facilitators	N/A	N
	<b>Food Service-</b> Self-serve and à la carte options will be limited at this time. Meal/snack options will be present in closed/single use containers when possible.	<b>Food Service-</b> Self-serve and à la carte options will be limited at this time. Meal/snack options will be present in closed/single use containers when possible.	Director of Food Services	Containers	N
<b>*Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<b>Handwashing/sanitizing-</b> All individuals will wash their hands regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater.	<b>Handwashing/sanitizing-</b> All individuals will wash their hands regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater.	Director of Facilities/ Administration	Soap/EPA-Approved Sanitizer	N
	<b>Locations-</b> Hand sanitizer will be made available in high traffic areas and in classrooms where sinks for handwashing are not available.	<b>Locations-</b> Hand sanitizer will be made available in high traffic areas and in classrooms where sinks for handwashing are not available.	Director of Facilities	Hand Sanitizing Products	N
	<b>Avoid unnecessary bodily contact</b> (handshaking, high fiving, etc).	<b>Avoid unnecessary bodily contact</b> (handshaking, high fiving, etc).	Facilitators/Administrations	N/A	N
	<b>Student procedures-</b> The last five (5) minutes of any class that requires students to change classrooms will include surface disinfecting with district-provided cleaning supplies.	<b>Student procedures-</b> The last five (5) minutes of any class that requires students to change classrooms will include surface disinfecting with district-provided cleaning supplies.	Facilitators/Administrations	EPA-Approved Sanitizer	Y
	<b>Hygienic practices-</b> Use recommended hygienic practices including sneeze and cough into a cloth or tissue or elbow and avoid touching eyes, nose, and mouth with unwashed hands.	<b>Hygienic practices-</b> Use recommended hygienic practices including sneeze and cough into a cloth or tissue or elbow and avoid touching eyes, nose, and mouth with unwashed hands.	All	N/A	Y
	<b>Shared equipment-</b> Avoid sharing of equipment (personal phone, pen/pencil/computer). Shared	<b>Shared equipment-</b> Avoid sharing of equipment ( personal phone, pen/pencil/ computer). Shared	All	N/A	N

	equipment should be disinfected before each use.	equipment should be disinfected before each use.			
<b>*Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Ensure information is posted about everyday protective measures such as proper handwashing, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents and guardians (websites, emails, etc.)	Ensure information is posted about everyday protective measures such as proper handwashing, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents and guardians (websites, emails, etc.)	Administration	Posters and Other Signage	N
<b>*Identifying and restricting non-essential visitors and volunteers</b>	<b>Visitors/volunteers-</b> Classroom visitors and volunteers will be restricted at this time.	<b>Visitors/volunteers-</b> Classroom visitors and volunteers will be restricted at this time.	Administration	N/A	N
	<b>Drop off Locations-</b> Drop-off boxes and tables will be utilized within each building office.	<b>Drop off Locations-</b> Drop-off boxes and tables will be utilized within each building office.	Administration	Tables/Boxes	N
	<b>Meetings</b> with outside partners will be conducted digitally whenever possible.	<b>Meetings</b> with outside partners will be conducted digitally whenever possible.	Administration	N/A	N
	<b>Outside groups-</b> Activities that involve outside groups are encouraged to meet off campus when possible. When outside groups request the use of the district space, they must be approved and agree to comply with our Health and Safety plan.	<b>Outside groups-</b> Activities that involve outside groups are encouraged to meet off campus when possible. When outside groups request the use of the district space, they must be approved and agree to comply with our Health and Safety plan.	Administration	N/A	N
	<b>Visitor Screening-</b> All visitors to the buildings during school hours will be screened for symptoms and temperature upon entering the building and be required to wear face covering while on school property.  <i>*Note: (1) a medical professional is not required to administer temperature screenings. (A temperature is considered greater than 100.4)</i>	<b>Visitor Screening-</b> All visitors to the buildings during school hours will be screened for symptoms and temperature upon entering the building and be required to wear face covering while on school property.  <i>*Note: (1) a medical professional is not required to administer temperature screenings. (A temperature is considered greater than 100.4)</i>	Administration	Non-Contact Thermometer	Y
	<b>Outside agencies-</b> Contractors or outside agencies that are in or using the building regularly are required to have COVID H&S plans submitted to LEA prior to arriving on campus.	<b>Outside agencies-</b> Contractors or outside agencies that are in or using the building regularly are required to have COVID H&S plans submitted to LEA prior to arriving on campus.	Administration	N/A	N

*Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<b>Physical Education-</b> All physical education and recess activities will be assessed to minimize student contact and promote social distancing. Outdoor activities will be used whenever possible.	<b>Physical Education-</b> All physical education and recess activities will be assessed to minimize student contact and promote social distancing. Outdoor activities will be used whenever possible.	Administrations	N/A	N
	<b>Outdoor settings-</b> Outdoor air is constantly moving so the risk of exposure is much less. Therefore, face coverings are not required outdoors. However, if distance cannot be maintained to avoid face-to-face interactions according to <a href="#">AAP</a> standards, a mask is required.	<b>Outdoor settings-</b> Outdoor air is constantly moving so the risk of exposure is much less. Therefore, face coverings are not required outdoors. However, if distance cannot be maintained to avoid face-to-face interactions according to <a href="#">AAP</a> standards, a mask is required.	All	N/A	N
	<b>Athletic Plan-</b> Each school entity must adopt and develop an Athletics Health and Safety Plan per PDE and PIAA guidance.	<b>Athletic Plan-</b> Each school entity must adopt and develop an Athletics Health and Safety Plan per PDE and PIAA guidance.	Administration	N/A	Y
Limiting the sharing of materials among students	<b>Material Distribution-</b> Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible.	<b>Material Distribution-</b> Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible.	Administration/Facilitators	N/A	N
	<b>Shared Items-</b> Limit shared items to the maximum extent possible. For devices and materials that must be shared, ensure cleaning and disinfecting between uses.	<b>Shared Items-</b> Limit shared items to the maximum extent possible. For devices and materials that must be shared, ensure cleaning and disinfecting between uses.	Administration/Facilitators	N/A	N
	<b>Student belongings-</b> Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas.	<b>Student belongings-</b> Keep each student's belongings separated from others and in individually labeled containers, cubbies, lockers, or other areas.	Administration	N/A	N
*Staggering the use of communal spaces and hallways	<b>Communal Spaces-</b> Implement strategies to reduce the number of individuals in the communal spaces and hallways at one time.	<b>Communal Spaces-</b> Implement strategies to reduce the number of individuals in the communal spaces and hallways at one time.	Administration	N/A	N
	<b>Hallways/Common Areas-</b> Implement strategies to reduce the number of individuals in the hallways at one time. Students will wear face coverings when maintaining the legally required amount of social distance is not achievable.	<b>Hallways/Common Areas-</b> Implement strategies to reduce the number of individuals in the hallways at one time. Students will wear face coverings when maintaining the legally required amount of social distance is not achievable.	Administration	N/A	N

	<b>Locker Rooms-</b> If locker rooms need to be used, the Physical Education Facilitator will develop a process to allow for social distancing.	<b>Locker Rooms-</b> If locker rooms need to be used, the Physical Education Facilitator will develop a process to allow for social distancing.	Administration/ Facilitator	N/A	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<b>Bus Stops-</b> Parents, guardians, and students are encouraged to practice social distancing at bus stops.	<b>Bus Stops-</b> Parents, guardians, and students are encouraged to practice social distancing at bus stops.	Transportation Director	N/A	N
	<b>Bus Schedules-</b> Buses may be rostered at full capacity as needed. All students are required to wear a face covering (i.e. shield, mask, or bandana) as social distancing will not be possible. Students from the same family will sit together whenever possible. Assigned seating may be used to maximize social distancing.	<b>Bus Schedules-</b> Buses may be rostered at full capacity as needed. All students are required to wear a face covering (i.e. shield, mask, or bandana) as social distancing will not be possible. Students from the same family will sit together whenever possible. Assigned seating may be used to maximize social distancing.	Transportation Director	Masks/face coverings	N
	<b>Bus drivers</b> must wear face coverings when interacting with others when social distancing is not possible. Bus drivers are not required to wear a face coverings when the vehicle is in motion.	<b>Bus drivers</b> must wear face coverings when interacting with others when social distancing is not possible. Bus drivers are not required to wear a face coverings when the vehicle is in motion.	Transportation Director	PPE	Y
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<b>Classrooms-</b> Classroom spaces will be evaluated to maximize social distancing to the extent possible. Masks will be required when social distancing cannot be achieved during passing times.	<b>Classrooms-</b> Classroom spaces will be evaluated to maximize social distancing to the extent possible. Masks will be required when social distancing cannot be achieved during passing times.	Administration	N/A	N
<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>	<b>Childcare/Outside Agencies-</b> Require outside groups (Child Care, Head Start, IU classrooms) to submit Health and Safety Plan for review by district and solicitor and before child care activities resume in the fall. Discuss on-site care and district procedures.	<b>Childcare/Outside Agencies-</b> Require outside groups (Child Care, Head Start, IU classrooms) to submit Health and Safety Plan for review by district and solicitor and before child care activities resume in the fall. Discuss on-site care and district procedures.	Administration	N/A	N
<b>Other social distancing and safety practices</b>	<b>Field Trips-</b> Limit all non-essential travel (ex. field trips). Use virtual options when possible.	<b>Field Trips-</b> Limit all non-essential travel (ex. field trips). Use virtual options when possible.	Administration	N/A	N
	<b>Student Placements-</b> Any elective out-of-district activity for students (dual enrollment, internships, community-based instruction, work studies, etc.) must be pre-approved by MCSD and follow the social distancing and hygiene practices as	<b>Student Placements-</b> Any elective out-of-district activity for students (dual enrollment, internships, community-based instruction, work studies, etc.) must be pre-approved by MCSD and follow the social distancing and hygiene practices as	Administration	N/A	N

	described in the MCSD Health and Safety Plan.	described in the MCSD Health and Safety Plan.			
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## Monitoring Staff and Student Health

### Key Questions

- How will you monitor students, staff, facilitators, 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, facilitators, 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 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:

Symptom screening of all students is to be completed at home by a parent/guardian each morning before the school day. Students who are ill or exhibiting symptoms related to COVID-19 must not ride on a school bus or be brought to school. All District staff and contractors are to perform a symptom screen on themselves prior to leaving for work. They are to stay home if they are ill or exhibiting symptoms related to COVID-19. Information on the signs and symptoms of COVID-19 will be provided to students, staff, facilitators, and parents/guardians on a frequent basis. If students or staff become symptomatic during the school day, they are to immediately report to the nurse and may be sent home. Protocols for isolation, quarantine, and conditions for returning to school will be established through consultation with the certified school nurses, administration, and CDC guidelines. Staff, facilitators, students, and parents will be trained on monitoring for COVID-19 symptoms. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state 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>	<b>Training-</b> Educate all stakeholders (students, staff, facilitators, parent/guardians) on the signs and symptoms of COVID-19.	<b>Training-</b> Educate all stakeholders (students, staff, facilitators, parents/guardians) on the signs and symptoms of COVID-19.	Administration	N/A	Y
	<b>COVID-19 Screening-</b> Staff, facilitators, and students will be screened at home before leaving for work or school. No student or staff with COVID-19 symptoms will be permitted in school.	<b>COVID-19 Screening-</b> Staff, facilitators, and students will be screened at home before leaving for work or school. No student or staff with COVID-19 symptoms will be permitted in school.	Parents/Facilitators/Staff	N/A	N
	<b>On-Site Screening Visitors-</b> On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers. A temperature above 99.5 F on a contactless thermometer will be validated with	<b>On-Site Screening Visitors-</b> On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers. A temperature above 99.5 F on a contactless thermometer will be validated with	Administration	ContactlessThermometer	Y

	<p>an oral temperature taken by nursing staff. Then, if the visitor's oral temperature is above 100.4 F, they will not be permitted into the building.</p> <p><i>*Note: (1) a medical professional is not required to administer temperature screenings. But a school nurse will be consulted if a temperature is recorded.</i></p>	<p>an oral temperature taken by nursing staff. Then, if the visitor's oral temperature is above 100.4 F, they will not be permitted into the building.</p> <p><i>*Note: (1) a medical professional is not required to administer temperature screenings. But a school nurse will be consulted if a temperature is recorded.</i></p>			
<b>Isolating or quarantining students, staff, facilitators, or visitors if they become sick or demonstrate a history of exposure</b>	<b>Monitoring-</b> District will monitor symptoms of students, staff, facilitators, and visitors throughout the day and send them to the nurse if symptoms arise.	<b>Monitoring-</b> District will monitor symptoms of students, staff, facilitators, and visitors throughout the day and send them to the nurse if symptoms arise.	Administration/School Nurses	N/A	Y
	<b>Quarantining-</b> Procedures will be established to address quarantining students, staff, facilitators, or visitors if they become sick or demonstrate a history of exposure.	<b>Quarantining-</b> Procedures will be established to address quarantining students, staff, facilitators, or visitors if they become sick or demonstrate a history of exposure.	Administration/School Nurses	N/A	N
	<b>Isolation Room-</b> An isolation room will be created solely for the purpose of isolating any occupant who has symptoms of COVID-19.	<b>Isolation Room-</b> An isolation room will be created solely for the purpose of isolating any occupant who has symptoms of COVID-19.	Administration/School Nurse	PPE/ Rooms	N
	<b>Sick Individuals-</b> Any individual that becomes sick or demonstrates a history of exposure may be sent home immediately. Guidance for self-isolation at the home and guidelines for returning to school will be provided.	<b>Sick Individuals-</b> Any individual that becomes sick or demonstrates a history of exposure may be sent home immediately. Guidance for self-isolation at the home and guidelines for returning to school will be provided.	Administration/School Nurse	N/A	N
	<b>Emergency-</b> If an individual requires transportation by ambulance, MCSD will alert the ambulance and the hospital that person may have COVID-19.	<b>Emergency-</b> If an individual requires transportation by ambulance, MCSD will alert the ambulance and the hospital that person may have COVID-19.	Administration/School Nurse	N/A	N
<b>*Returning isolated or quarantined staff, facilitators, students, or visitors to school</b>	<b>Return to School-</b> State and federal guidelines will be used to determine when an isolated or quarantined staff member, student, or visitor may return to school.	<b>Return to School-</b> State and federal guidelines will be used to determine when an isolated or quarantined staff member, student, or visitor may return to school.	Administration/School Nurse	N/A	N
<b>*Notifying staff, facilitators, families, and the public of school closures and within-school-year changes in safety protocols</b>	<b>Communication-</b> The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, facilitators, families, and the public of a school closure.	<b>Communication-</b> The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, facilitators, families, and the public of a school closure.	Administration	none	N

	<b>Notification-</b> Staff, facilitators, and families should notify MCSD if an absence is due to COVID-19.	<b>Notification-</b> Staff, facilitators, and families should notify MCSD if an absence is due to COVID-19.	All	N/A	N
	<b>Department of Health-</b> MCSD will notify the DOH if there is a confirmed case of COVID-19 while maintaining confidentiality. MCSD will follow DOH guidance on contact tracing or other procedures.	<b>Department of Health-</b> MCSD will notify the DOH if there is a confirmed case of COVID-19 while maintaining confidentiality. MCSD will follow DOH guidance on contact tracing or other procedures.	Administration/Health Services	N/A	N
<b>*Other monitoring and screening practices</b>	<b>PPE-</b> District will maintain adequate personal protective equipment for use when individuals become ill.	<b>PPE-</b> District will maintain adequate personal protective equipment for use when individuals become ill.	Facilities Director	PPE	N
	<b>Absentee Rates-</b> MCSD will monitor student and employee absenteeism closely, as absenteeism may be an early warning sign of larger health concerns. Procedures will be evaluated if 10% or more of the population is absent during a confirmed COVID-19 community outbreak.	<b>Absentee Rates-</b> MCSD will monitor student and employee absenteeism closely, as absenteeism may be an early warning sign of larger health concerns. Procedures will be evaluated if 10% or more of the population is absent during a confirmed COVID-19 community outbreak.	Administration	N/A	N
	<b>Other-</b> Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	<b>Other-</b> Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Administration	N/A	N
	<b>Re-evaluation-</b> MCSD will re-evaluate Health and Safety Plan as new guidance is received from PADOH or PDE.	<b>Re-evaluation-</b> MCSD will re-evaluate Health and Safety Plan as new guidance is received from PADOH or PDE.	Administration	N/A	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 support for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

In accordance with the order of the Pennsylvania Secretary of Health, the use of face coverings is required for students and staff. Exceptions to this requirement are permitted for individuals with medical conditions, including those with respiratory issues that impede breathing, mental health conditions or disabilities, and students who would be unable to remove a mask without assistance. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability in which the ability to see the mouth is essential to communication are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. Unique protocols for students and staff at higher risk for severe illness will be reviewed and implemented on a case-by-case basis

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>	<b>Individualized plans-</b> Individualized plans will be established for each student or employee who represents a higher risk condition	<b>Individualized plans-</b> Individualized plans will be established for each student or employee who represents a higher risk condition	Administration/School Nurse	N/A	N
	<b>Online Learning-</b> MCSD will offer remote learning through the District Online Academy.	<b>Online Learning-</b> MCSD will offer remote learning through the District Online Academy.	Administration	Online Academy	N
<b>*Use of face coverings (masks or face shields) by all staff</b>	<b>Adults Face Coverings-</b> Face coverings will be worn by all facilitators, staff, and visitors in all environments when social distance is not achievable. <i>PA DOH ORDER 7/6/20</i>	<b>Adult Face Coverings-</b> Face coverings will be worn by all facilitators, staff, and visitors in all environments when social distance is not achievable. <i>PA DOH ORDER 7/6/20</i>	Administration	PPE	Y
<b>*Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<b>Students-</b> Face coverings will be worn by students in all environments when maintaining a required amount of social distance is not achievable. <i>PA DOH ORDER 7/6/20</i>	<b>Students-</b> Face coverings will be worn by students in all environments when maintaining a required amount of social distance is not achievable. <i>PA DOH ORDER 7/6/20</i>	Administration	N/A	Y
<b>*Unique safety protocols for students with complex needs or</b>	<b>Individualized plans-</b> Individualized plans will be established for each student or	<b>Individualized plans-</b> Individualized plans will be established for each student or	Administration	N/A	N

<b>other vulnerable individuals</b>	employee who represents a higher risk condition.	employee who represents a higher risk condition.			
	<b>Online Learning-</b> MCSD will offer remote learning through the District Online Academy.	<b>Online Learning-</b> MCSD will offer remote learning through the District Online Academy.	Administration	N/A	N
<b>*Strategic deployment of staff</b>	<b>Staff-</b> Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.	<b>Staff-</b> Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.	Administration	N/A	N

## Health and Safety Plan Professional Development

The success of your plan for resuming sports-related activities safely requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires staff training, 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 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 professional 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>Health and Safety Plan Overview</b>	Parents/Guardians Staff Students Community	Superintendent/ Assistant Superintendent	Electronic Communication/ School Board Meeting	Health and Safety Plan	Summer 2020	Ongoing
<b>Screening/Monitoring Signs and Symptoms of COVID-19</b>	Parents Staff Students	District Nurses/ Assistant Superintendent	Electronic Communication/ In Person Sessions	TBD	Summer 2020	Ongoing
<b>Procedures for Social Distancing and Face Coverings</b>	Parents Staff Students	Assistant Superintendent	Electronic Communication/ In-Person Sessions	Health and Safety Plan Questionnaire	TBD	Ongoing
<b>Trauma Informed Practices</b>	Staff	Assistant Superintendent	In-Person Training	TBD	TBD	Ongoing
<b>Hygiene/Disinfection/ Sanitization Practices</b>	Staff	Director of Facilities	In-Person Training	TBD	Summer 2020	Ongoing

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, school entities 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 Overview</b>	Parents/Guardians Staff Students Community	Superintendent Assistant Superintendent	Digital/School Board Meeting	July 2020	Ongoing
<b>Instructional Modes Overview</b>	Parents/Guardians Staff Students	Director of Curriculum/ Director of Online Learning	Digital	July 2020	Ongoing
<b>Transportation Overview</b>	Parents/Guardians Students	Transportation Director	Digital	July 2020	Ongoing
<b>Cafeteria Overview</b>	Parents/Guardians Students Staff	Director of Food Services	Digital	July 2020	Ongoing

# Health and Safety Plan Summary: **Manheim Central School District**

**Anticipated Launch Date: July 21, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. School entities 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
<b>*Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, locker rooms, and transportation)</b>	<p>All frequently touched surfaces will be cleaned, sanitized and disinfected at least 1x/da, 5 days per week per CDC Guidance. Classrooms and hallways will be cleaned, via disinfectant and/or electrostatic sprayers. Drinking fountains with mouthpieces will be closed. Bottle fillers will be in use where applicable.</p> <p>High contact touch points on buses will be cleaned between each run. Buses will be cleaned with an electrostatic sprayer once a day. Windows will be kept open to the extent practical depending on the weather.</p> <p>Playgrounds- playground equipment will undergo routine cleaning. High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.</p> <p>District staff, facilitators, students, and parents/guardians will be trained on proper sanitation and health and safety practices related to COVID-19.</p> <p>Per ASHRAE, HVAC will continue to run as normal having up to 15 air changes per hour and 15 CFM per occupant. When applicable, windows will be opened to increase outside air movement. The “occupied” mode time on HVAC systems will be extended to increase air circulation. All HVAC unit coils and filters have been cleaned. Units will be monitored daily.</p> <p>Hand sanitizing stations will be available in each classroom and in high traffic areas. Handwashing/sanitizing will be encouraged for staff, facilitators, and students throughout the day.</p> <p>Equipment that is used and shared will be wiped down after usage by employees using Suprox products (hydrogen peroxide based) and/or disinfecting wipes.</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>Social distancing will be implemented to the maximum extent possible in all settings as recommended by the AAP. When social distancing cannot be attained, face coverings (masks/shields) will be required by staff, facilitators, and students. Large gatherings, events, and extracurricular activities will be kept to those that can maintain social distancing. Strategies will be implemented to reduce the number of individuals in the hallways at one time.</p>
<p><b>*Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Cafeteria seating will be modified to use social distancing and avoid face-to-face seating for students and staff. Consider alternate areas to expand seating options. Staff, facilitators, and students should wash hands before and after breakfast/lunch/snacks. Recess is permitted where applicable. Grouping strategies/and schedules will be examined to reduce group size. The sharing of food and utensils is prohibited. Self-serve and à la carte options will be limited at this time. Meal/snack options will be present in closed/single-use containers when possible.</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 individuals will wash their hands regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater. Hand sanitizer will be made available in high traffic areas and in classrooms where sinks for handwashing are not available. All individuals will avoid unnecessary bodily contact (handshaking, high fiving, etc). The last five (5) minutes of any class that requires students to change classrooms will include surface disinfecting with district-provided cleaning supplies. Bus drivers must wear face coverings when interacting with others when social distancing is not possible. Bus drivers are not required to wear face coverings when the vehicle is in motion, per PADOH/PENNDOT.</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>Ensure that information is posted about everyday protective measures such as proper handwashing, proper face covering and social distancing. Signage, announcements, and other communications will be available throughout the school and made available to parents and guardians via website, emails, etc.</p>
<p><b>*Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Classroom visitors and volunteers will be restricted at this time. Drop-off boxes and tables will be utilized within each building office. Meetings with outside partners will be conducted digitally whenever possible. Activities that involve outside groups are encouraged to meet off campus when possible. When outside groups request the use of the district space, they must be approved and agree to comply with the Health and Safety plan. All visitors to the buildings during school hours will be screened for symptoms and temperature upon entering the building and be required to wear a face covering while on school property as per PADOH Universal Fask Mask order.</p>
<p><b>*Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</b></p>	<p>All physical education and recess activities will be assessed to minimize student contact and promote social distancing. Outdoor activities will be used whenever possible. Outdoor air is constantly moving so the risk of exposure is much less. Therefore, face coverings are not required outdoors. However, if face-to-face interactions cannot be avoided, according to AAP standards, a mask is required. Each school entity must adopt and develop an Athletics Health and Safety Plan per PDE and PIAA guidance.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Materials required for students to engage in instructional activities will be distributed to the individual student or cleaned between multiple uses where possible. Shared Items will be limited to the maximum extent possible. For devices and materials that must be shared, cleaning and disinfecting will occur between uses. Student belongings must be separated from others and in individually labeled containers, cubbies, lockers, or other areas.</p>

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Strategies will be implemented to reduce the number of individuals in the communal spaces and hallways at one time. Students will wear face coverings when maintaining the legally required amount of social distance is not achievable. If locker rooms need to be used, the physical education facilitator will develop a process to allow social distancing.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Parents, guardians, and students are encouraged to practice social distancing at bus stops Buses may be rostered at full capacity as needed. All students are required to wear a face covering, such as a: shield, mask, or bandana as social distancing will not be possible. Students from the same family will sit together whenever possible. Assigned seating may be used to maximize social distancing. Bus drivers must wear face coverings when interacting with others when social distancing is not possible. Bus drivers are not required to wear a face coverings when the vehicle is in motion.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Classroom spaces will be evaluated to maximize social distancing to the extent possible. Masks will be required when social distancing cannot be achieved when students are changing classes.</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>Childcare/Outside agencies- will be required to submit a Health and Safety Plan for review by district and solicitor before child care activities resume in the fall. Meetings will be held to discuss on-site care and district procedures.</p>
<p><b>Other social distancing and safety practices</b></p>	<p>All non-essential travel (ex. field trips) is limited at this time. Virtual options will be used when possible. Any elective out-of-district activity for students (dual enrollment, internships, community-based instruction, work studies, etc.) must be pre-approved by MCSD and follow the social distancing and hygiene practices as described in the MCSD Health and Safety Plan.</p>

# Monitoring Students and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>*Monitoring students and staff for symptoms and history of exposure</b></p>	<p>All stakeholders (students, staff, facilitators, parents/guardians) will be trained on the signs and symptoms of COVID-19. Staff, facilitators, and students will be screened at home before leaving for work or school. No student or staff with COVID-19 symptoms will be permitted in school. On-site screening for symptoms and temperature is required for all visitors and volunteers. A temperature above 99.5 F on a contactless thermometer will be validated with an oral temperature taken by nursing staff. Then, if the visitor's oral temperature is above 100.4 F, they will not be permitted into the building.</p>
<p><b>*Isolating or quarantining students, staff, facilitators, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>District staff will monitor symptoms of students, staff, facilitators, and visitors throughout the day and send them to the nurse if symptoms arise. Procedures will be established to address quarantining students, staff, facilitators, or visitors if they become sick or demonstrate a history of exposure. An isolation room will be created solely for the purpose of isolating any occupant who has symptoms of COVID-19. Any individual that becomes sick or demonstrates a history of exposure may be sent home immediately. Guidance for self-isolation at home and guidelines for returning to school will be provided. If an individual requires transportation by ambulance, MCSD will alert the ambulance and the hospital that the person may have COVID-19.</p>
<p><b>*Returning isolated or quarantined staff, facilitators, students, or visitors to school</b></p>	<p>State and federal guidelines will be used to determine when an isolated or quarantined staff member, student, or visitor may return to school.</p>
<p><b>Notifying staff, facilitators, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>The District will utilize several communication tools (email, messaging service, website, and social media) to notify staff, facilitators, families, and the public of a school closure. Staff, facilitators, and families should notify MCSD if an absence is due to COVID-19. MCSD will notify the DOH if there is a confirmed case of COVID-19 while maintaining confidentiality. MCSD will follow DOH guidance on contact tracing or other procedures.</p>
<p><b>Other Considerations</b></p>	<p>The District will maintain adequate personal protective equipment for use when individuals become ill. MCSD will monitor student and employee absenteeism closely, as absenteeism may be an early warning sign of larger health concerns. Procedures will be evaluated if 10% or more of the population is absent or during a confirmed COVID-19 community outbreak. Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan. MCSD will reevaluate the Health and Safety Plan as new guidance is received from PADOH or PDE.</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>Individualized plans will be established for each student or employee who represents a higher risk condition. MCSD will offer remote learning through the District Online Academy.</p>
<p><b>*Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face coverings will be worn by all facilitators, staff, and visitors in all environments when social distance is not achievable.</p>
<p><b>*Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Face coverings will be worn by students in all environments when maintaining a required amount of social distance is not achievable.</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Individualized plans will be established for each student or employee who represents a higher risk condition. MCSD will offer remote learning through the District Online Academy.</p>
<p><b>Strategic deployment of staff</b></p>	<p>Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners.</p>

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

The Board of Directors/Trustees for **Manheim Central School District** reviewed and approved the Athletics Health and Safety Plan on \_\_\_\_\_.

The plan was approved by a vote of:

Yes      \_\_\_\_\_

No      \_\_\_\_\_

Affirmed on: \_\_\_\_\_.

By: \_\_\_\_\_

Linda Williams, MCSD School Board President

*(Signature of Board President)*

## Supportive Documents

*Thermal Temperature Source: CDC Website 6/16/20*

### Taking a client's temperature using a temporal thermometer.

Temporal thermometers use an infrared scanner to measure the temperature of the temporal artery in the forehead. Temperature takers should keep as much distance from clients as they can, wear a cloth face covering and provide one to the client to wear, wash their hands with soap and water or use alcohol-based hand sanitizer (at least 60% alcohol) regularly, and use gloves if available.

To use thermometer:

1. Turn on the thermometer.
2. Gently sweep the thermometer across the client's forehead.
3. Remove the thermometer and read the number:
  - **Fever:** Any temperature 100.4 F or greater is considered a fever.
  - **No fever:** People with temperatures at or below 100.3 F may continue into the shelter using normal procedures.
4. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

*Prevention: CDC Website 6/16/20*

# Everyone Should



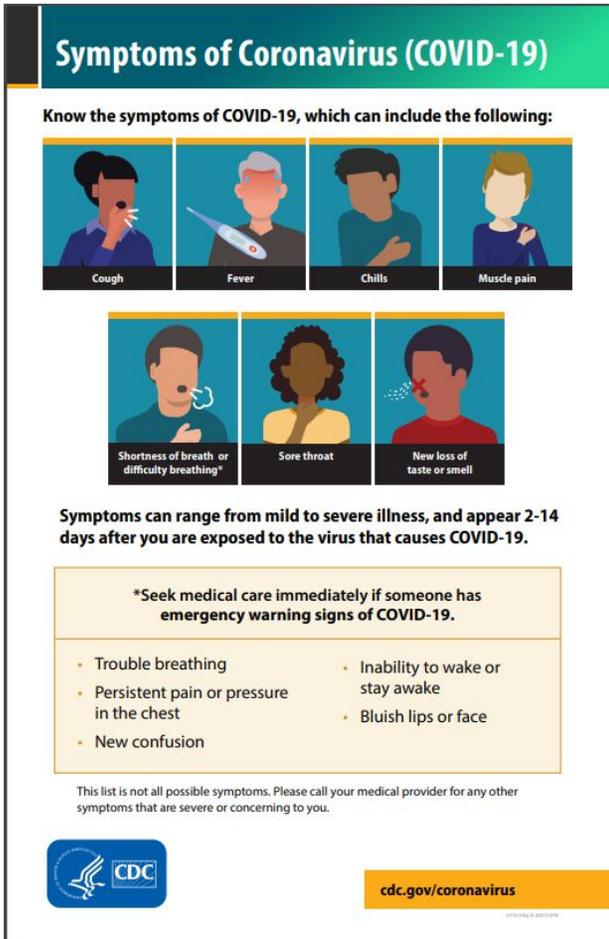
## Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



## Cover coughs and sneezes

- If you are around others and do not have on your cloth face covering, remember to **always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



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