



## **Phased School Reopening Health and Safety Plan**

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

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

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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.*

## Re-opening Health and Safety Plan: **Neshaminy School District: Langhorne, PA**

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

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

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

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

## Type of Reopening

### Key Questions

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

### Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- November 30: Re-open for in person Instruction in Grade K-4, 4 Day a week (but some students/families opt for distance learning).
- January/February 2021: Re-open for in person Instruction in Grade 5-8, 4 Day a week
- 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).
- October: Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- September: 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): **October 5, 2020****

## Pandemic Coordinator/Team

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Rob McGee, Superintendent	All	All
Paul Meehan, Assistant to the Superintendent	All	All
Michelle Burkholder, Assistant to the Superintendent	All	All
Anthony Devlin, Assistant to the Superintendent	All	All
Kelly Kozik, Director of Human Resources	All	All
Don Irwin, Business Administrator	All	All
Joanne Strack, Nurse	All	Planning
Tara Huber, Teacher	Certified Staff	Planning
Anne Schmidt, Teacher	Certified Staff	Planning
Mary Cwiklinski, Teacher	Certified Staff	Planning
Tim Trzaska, Director of Facilities	All	Planning
Becky Kurtz, Transportation Supervisor	All	Planning
John McGinley, Grounds	Support Staff	Planning
Kathy Christie, Director of Technology	All	Planning
Chris Gancarz, IT	Support Staff/IT	Planning
David Damsker, Director, Bucks County Department of Health	All	All

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<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>	<ul style="list-style-type: none"> <li>• All high-touch surfaces should be cleaned at least twice a day and in the evening. (water bottle refilling stations, door handles, railings, locker tops, etc.)</li> </ul>	Mr. Trzaska, Director of Facilities
	<ul style="list-style-type: none"> <li>• Water fountains will be shutdown. Each building will have designated places for water-bottle refilling.</li> </ul>	Mr. Trzaska, Director of Facilities
	<ul style="list-style-type: none"> <li>• Lunchroom tables will be cleaned between student groups</li> </ul>	School Principal
	<ul style="list-style-type: none"> <li>• Students may clean their desk with a spray/paper towels provided</li> </ul>	School Principal
	<ul style="list-style-type: none"> <li>• Sanitize shared materials between students</li> </ul>	School Principal
	<ul style="list-style-type: none"> <li>• Students and staff should sanitize/wash hands upon arriving and departing from classrooms. Hand sanitizer available in common areas, offices and in classrooms</li> </ul>	School Principal
	<ul style="list-style-type: none"> <li>• Permit students to bring water bottles from home.</li> </ul>	School Principal
	<ul style="list-style-type: none"> <li>• Bus high-touch areas sanitized between runs</li> </ul>	Mrs. Kurtz. Supervisor of Transportation
	<ul style="list-style-type: none"> <li>• All classroom desks and other common surfaces will be sanitized nightly</li> </ul>	Mr. Trzaska, Director of Facilities
	<ul style="list-style-type: none"> <li>• Top of Locker Surfaces at NHS will be off-limit to students.</li> </ul>	School Principal





## Social Distancing and Other Safety Protocols

### Fall 2020 Academic Planning/Options:

#### Overview of the Re-opening of School:

- Delay start of school from September 2 (K, 5, 9) and September 3 (All) until September 8.
- On September 8, begin Plan C - Online Instruction through October 2.
- Run single, full-day student Orientations by Grades beginning September 14.
- Conditions permitting, on October 5, begin Plan B - Blue/Red Hybrid.
- Conditions permitting, on November 30, begin Plan A, in Grades K-4, 4 days a week.

#### **Plan A: Full Traditional In-School Education with added safety/cleaning elements.**

Rationale: This plan prioritizes getting students back to school for the full in-school academic experience. Social distancing is reduced simply because of the sheer number of students.

- All students in school every day.
- Classrooms are arranged to provide maximum distance between desks.
- In most classrooms, this is approximately 3 feet between desks/seats.
- When furniture and space permits, desks/seats will face the same direction.
- Cafeteria Areas will be expanded to include additional locations in the school to maximize distance between seats.
- Staggered class transitions at Elementary and Middle Levels.
- One-way traffic at the High School level.
- No Lockers/Locker Areas used
- Classroom sets of Textbooks provided

#### **Plan B: Blue/Red Every-Other-Day Schedule**

Rationale: This plan maximizes Social Distance by reducing the number of students in classrooms, hallways and on buses. But, also reduced to half is the in-school academic experience.

- Students rotate, one day in school, then one day with asynchronous work online at home.
- Classrooms are arranged to provide maximum distance between desks.

- In most classrooms, this is approximately 6 feet between desks/seats.
- When furniture and space permits, desks/seats will face the same direction.
- Certain student populations with specific educational needs would attend every day.
- Cafeteria Areas will be expanded to include additional locations in the school to maximize distance between seats.
- Staggered Class transitions at Elementary and Middle Levels.
- One-way traffic at the High School level.
- No Lockers/Locker Areas used
- Classroom sets of Textbooks provided

**Plan C: Full Online Instruction for all students for a duration of X similar to Spring 2020.**

Rationale: This plan exists in the event schools are forced to close in September or at any other time during the school year.

- The experience would be similar to the Spring of 2020.
- The teachers would manage an asynchronous, 30-minute a day, lesson in Canvas for each Core Content and Elective Courses
- Depending on the duration of the school closure, the Canvas experience will include some enhancement to the Spring Model.

**Plan D: Opt-out Neshaminy Full Online Programming (Independent of Plans A – C)**

Rationale: For families not comfortable sending their child/children to school under the above plans, offers a separate remote learning option.

- Core areas Asynchronous Online Courses of Reading/English, Math, Science and Social Studies.
- The online courses are independent and separate from the above plans.
- If desired, students will be able to leave this remote learning program and return to whichever plan Neshaminy is offering at the time.
- Electives and Special Courses will not be available.

**Transportation/Busing:**

Schedule all bus runs to limit students to two student per seat.

Parents who can provide transportation for their child(ren) to/from will be asked to commit to not using Neshaminy buses. After eliminating these students from the buses, Neshaminy will re-schedule buses runs to limit students to 52 per bus – two students per seat.

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• At the Middle and High School Level, Cafeterias and Gym Areas will be used for Lunchrooms</li> <li>• At the Elementary Level in Plan A and B, “All In” Model, Classrooms will be used for lunch</li> <li>• Meals will be Boxed Lunches to avoid Cafeteria Serving Lines</li> <li>• In “Blue/Red Hybrid” Model, Students will be seated in staggered rows, 6 feet apart and will avoid face-to-face seating, when feasible.</li> <li>• In “All In” Model, Students will be seated in staggered row, 6 feet apart and will avoid face-to-face seating, when feasible.</li> <li>• Student will have assigned seats to facilitate Contact Tracing when necessary</li> <li>• Cafeteria Workers and Cashiers will wear PPE.</li> <li>• Eliminate unnecessary access to offices and other common areas via locking doors and physical barriers.</li> </ul>	<p>School Principal</p> <p>Mr. Irwin, Business Administer &amp; Aramark Food Services</p> <p>School Principal</p> <p>Mr. Irwin, Business Administrator</p> <p>School Principal</p> <p>School Principal</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Students will be reminded and provided time to hand wash/sanitize before and after eating.</li> </ul>	<p>School Principals</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>• Signage will include: <ul style="list-style-type: none"> <li>○ Hand-washing</li> <li>○ Mask-wearing</li> <li>○ Coughing</li> <li>○ Distancing</li> <li>○ COVID-19 Symptoms</li> </ul> </li> <li>• Hallway direction arrows.</li> <li>• Floor Dots to facilitate self-distancing</li> </ul>	<p>Mr. Burns, Supervisor of Security &amp; School Principal</p> <p>School Principal</p> <p>School Principal</p>



	<ul style="list-style-type: none"> <li>• High School Dismissal will be staggered by area/building within the School</li> <li>• Establish occupancy limits on restrooms at each level for self-compliance.</li> <li>• Review Emergency Evacuation Plans</li> </ul>	Mr. Burns & School Principal
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>• Limiting students on school buses and vans to two (2) students to a seat except front row</li> <li>• Load students from back to front; unload students from front to back in AM</li> <li>• Reduce students on bus by tracking Daily “Car Riders” into the scheduling of buses routes</li> <li>• Student will wear masks while on the bus.</li> <li>• When possible, family members will sit in the same seat</li> <li>• When practical, Bus windows and roof hatch will be open to increase ventilation.</li> <li>• Bus Driver will wear mask when students board and disembark buses</li> </ul>	Mrs. Kurtz, Supervisor of Transportation  Bus Driver and Parents  Bus Driver  Mrs. Kurtz, Supervisor of Transportation
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Eliminate in-school group gatherings larger than 35 students. LGI Rooms, Assemblies, Speakers, etc.</li> <li>• Class/Grade/Schools/Organization Field Trips will not be permitted</li> <li>• Reduce unnecessary mixing of student groups at all levels</li> </ul>	School Principal  Mr. Meehan, Assistant to the Superintendent
<b>Coordinating with local childcare</b>	<ul style="list-style-type: none"> <li>• Neshaminy Kids Club and other before/after school programs will be asked to follow the same Health and Safety Procedures.</li> </ul>	Mr. Meehan, Assistant to the Superintendent
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>• School Front Office areas will be fitted with Plexiglas shield on the public countertops</li> <li>• Other high-volume point-of-contact areas will be fitted with Plexiglas shields</li> <li>• Boxed Lunch – Grab-n-Go or Delivered – will be served in lieu of Cafeteria Service Lines</li> </ul>	Mr. Trzaska, Director of Facilities  Mr. Irwin, Business Administrator

## Monitoring Student and Staff Health

### Key Questions

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

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<b>* Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>• All students, staff, parents/guardians will self-assess for the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.</li> <li>• Implement Daily Email reminders and confirmation reply of Self-assessment</li> <li>• Educate staff, students and parents on the importance of staying home if symptomatic.</li> <li>• Mandatory Student Attendance Policies will be reviewed on an individual student basis and waived when necessary</li> <li>• Pre-K students coordination</li> <li>• Once at school, potential COVID symptomatic students will be isolated and evaluated by the Nurse.</li> <li>• School Nurse will determine if student should be sent home from school</li> <li>• COVID Symptomatic Students and Staff will be required to consult with their physician and get release clearance to return to school/work</li> </ul>	Students, Parents & Staff  Ms. Burkholder, Assistant to the Superintendent  Nurses  Mr. Meehan, Assistant to the Superintendent  Ms. Burkholder, Assistant to the Superintendent  Mr. Devlin, Assistant to the Superintendent  School Nurse  School Principal

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
	<ul style="list-style-type: none"> <li>• Every day the first teacher that comes in contact with students to remind students of the signs and symptoms of COVID-19</li> <li>• Students will be reminded to go to the nurse immediately if feeling symptomatic.</li> <li>• Notify the Bucks County Health Department of all positive COVID 19 tests.</li> <li>• Partner with CHOP to provide Rapid COVID Testing to students and staff.</li> </ul>	<p>School Principals</p> <p>School Principal</p> <p>Mr. Meehan/Devlin, Assistant to the Superintendent</p> <p>Dr. McGee, Superintendent</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Increase quantity and hours of Staff Nurse Personnel</li> <li>• Appropriate PPE will be used by staff and students in the nurse's suite.</li> <li>• Isolation Areas will be established in the nurse's suite until symptomatic student can be dismissed from school.</li> <li>• If isolation is problematic, others will be cleared from the Nursing Suite.</li> <li>• Require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning.</li> <li>• Neshaminy will notify the Bucks County Health Department of all positive COVID 19 tests.</li> <li>• Confidentiality of students and staff will be protected through triage, isolation, contact tracing and return to school or work.</li> </ul>	<p>Mr. Devlin, Assistant to the Superintendent</p> <p>School Nurse</p> <p>Mr. Devlin, Assistant to the Superintendent</p> <p>School Principal &amp; Nurse</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• The Bucks County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided to return.</li> <li>• Bucks County Health Department will be consulted for any individual returning to school following isolation or quarantine.</li> <li>• The Bucks County Health Department will educate school nurses and administrative staff on the process the Health Department will follow in issuing clearances to return from isolation or quarantine.</li> </ul>	<p>Mr. Devlin, Assistant to the Superintendent</p> <p>Dr. Damsker, Director BC DoH</p> <p>Dr. Damsker, Director BC DoH</p>

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<b>Notifying staff, families, and the public, of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>• Consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or districts as a result of positive COVID-19 cases</li> <li>• Use similar strategies as with measles, pertussis, and other infectious diseases that keep classrooms, schools, and districts open, in the event of a confirmed case of COVID 19.</li> <li>• Following Bucks County Health Department procedures for contact tracing and notification of others.</li> <li>• Seating Charts will be required to facilitate Contact tracing</li> <li>• Confidentiality of students and staff will be protected through triage, isolation, contact tracing and return to school or work.</li> </ul>	<p>Dr. McGee, Superintendent</p> <p>Dr. McGee, Superintendent</p> <p>Principal &amp; Cabinet</p> <p>School Principal</p> <p>School Principal &amp; Nurse</p>
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>• Following Bucks County Health Department procedures for contact tracing and notifying others.</li> <li>• The release of impacted student and staff names should be limited and only done so in coordination with the Bucks County Health Department.</li> </ul>	<p>Dr. McGee, Superintendent</p> <p>Dr. McGee, Superintendent</p>



## Other Considerations for Students and Staff

### Key Questions

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

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Identify students at high-risk.</li> <li>• Develop for students at high-risk, a student-specific plan that facilitates his/her safe return to school or remote learning</li> <li>• Any parent may choose Remote Learning for their child if he/she so chooses.</li> <li>• Staff who document high-risk will be offered reasonable accommodations as per ADA Guidelines.</li> </ul>	<p>Mr.Devlin, Assistant to the Superintendent</p> <p>School Principals</p> <p>Ms. Burkholder, Assistant to the Superintendent</p> <p>Mrs. Kozik, Director of Human Resources</p>

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>• Staff Masks are required as per the Commonwealth Order</li> <li>• Absent Commonwealth Order, Masks are to be worn on Buses, in Hallways and when in close proximity to others.</li> <li>• Effective November 30, Face Shield are no longer acceptable</li> <li>• In the event an individual becomes symptomatic, a mask will be required until he/she can exit the campus</li> <li>• Staff with documentation indicating his/her inability to wear a mask/shield will not be required to do so</li> <li>• Front Office and other high-volume areas will have Plexiglas Barriers installed</li> <li>• Cafeteria Cashiers and other high contact personnel will be provide with appropriate PPE?</li> </ul>	<p>School Principal</p> <p>Mrs. Kozik, Director of Human Resources</p> <p>Mr. Trzaska, Director of Facilities</p> <p>Mr. Irwin, Business Administrator</p>
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>• Student Masks are required usage as per the Commonwealth Order</li> <li>• Student Mask Break will only occur when students are at least 6-feet apart</li> <li>• Absent Commonwealth Order, Masks are to be worn on Buses, in Hallways and when in close proximity to others.</li> <li>• Effective November 30, Face Shield are no longer acceptable</li> <li>• Students with documentation indicating his/her inability to wear a mask/shield will not be required to do so</li> <li>• In the event an individual becomes symptomatic, a mask/shield will be required until he/she can exit the campus</li> <li>• Procedures developed for Non-Mask Wearers so as to not vilify the student.</li> </ul>	<p>School Principal</p> <p>School Principal</p> <p>Mr. Devlin &amp; Nurse</p> <p>School Principal</p>

Requirements	Action Steps under Yellow & Green Phases	Lead Individual and Position
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Identify students with complex needs</li> <li>Alter in-school plan to minimize risk to student and others</li> <li>Provide additional PPE with staff involved with students whose needs hinder established health and safety safeguards.</li> <li>Students with Hearing Deficiencies and Teachers will wear Shields</li> <li>Secure Desktop Computers from End of Lease for potential distribution to students in need of computer access</li> </ul>	<p>Mr. Devlin, Assistant to the Superintendent</p> <p>Principals &amp; Mr. Devlin</p> <p>Mrs. Christie, Director of IT</p>
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Daily professional development times will be reallocated to facilitate the discernment of traditional large student groups in the AM or PM</li> <li>Instructional Support Staff will be first utilized to provide support for low incidence populations in all scenarios.</li> <li>Traditional District-based personnel will be assigned to schools to support entry and dismissal procedures.</li> <li>Extend Work Day for willing Support Staff Members to provide appropriate support and supervision during Lunch / Recess Timeframe</li> <li>Add District Contact Tracing Personnel as needed.</li> </ul>	<p>School Principals</p> <p>Mr. Devlin, Assistant to the Superintendent</p> <p>Dr. McGee, Superintendent</p> <p>Dr. McGee, Superintendent</p> <p>Dr. McGee, Superintendent</p>

## Health and Safety Plan Professional Development

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

Topic	Audience	Lead Person and Position	Session Format
<b>Hand Washing</b>	All	Mr. Devlin/Nurse	Video
<b>How a Virus Spreads</b>	All	Mr. Devlin/Nurse	Video/Classroom Presentations
<b>What are the Symptoms?</b>	All	Dr. McGee	Email
<b>Why are Masks/Shields Important?</b>	All	Mr. Devlin/Nurse	Video/Classroom Presentations
<b>Contact Tracing: Who needs to be concerned?</b>	All	Dr. McGee/Dr. Damsker	Email
<b>Student Quarantine Procedures/ Details</b>	All	Dr. McGee/Dr. Damsker	Email
<b>Staff Quarantine Procedures/Details</b>	All	Dr. McGee/Dr. Damsker	Email
<b>Social Distancing: Defensive Walking</b>	All	Mr. Meehan	Videos
<b>Food Distribution Protocols</b>	All	Mr. Irwin	Email
<b>Sanitizing Materials Procedures</b>	All	Principals	Email
<b>New Parents School Access Rules/Procedures</b>	All	Mr. Meehan	Email

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications
<b>Superintendent Weekly Email Updates</b>	Neshaminy Community	Dr. McGee	Email
<b>Re-opening Webpage</b>	Neshaminy Community	Dr. McGee	Internet
<b>School-based FAQ Session</b>	School Communities	Dr. McGee	Zoom/Live
<b>Personal communication with Special needs parents</b>	Targeted Groups	Mr. Devlin	Phone
<b>Weekly Communication with BC DoH Director</b>	Cabinet	Dr. McGee	Zoom
<b>Weekly Communication with BC Emergency Management Director</b>	Cabinet	Dr. McGee	Zoom
<b>Video PSA for students at all levels.</b>	Neshaminy Community	Mr. Stanley	Internet

## Health and Safety Plan Purchases

The below resources and materials have been ordered to supply the entire Health and Safety Plan.

	Quantity	Why	Delivered
<b>Replacement School Buses Purchased</b>	10	Fleet efficiency to decrease the amount of equipment out of service on any given day	No
<b>School Buses Rented</b>	5-10	Increase Bus Route to reduce number of students bus route	No
<b>Individual Elementary Desks</b>	1,200	Replace Elementary Classroom Table Seating	Yes
<b>Elementary Chairs</b>	400	Paired with additional desks	Yes
<b>Stanchions</b>	800	Barriers and Hallway Coordination	No
<b>Hand Sanitizer</b>	2,100	Sanitation	Yes
<b>Hand Sanitizing Stations</b>	500	Sanitation	No
<b>Tissues</b>	2,000	Sanitation	Yes
<b>Floor Arrows</b>	1,000	Hallway Coordination Social Distancing	No
<b>Floor Dots</b>	1,000	Hallway Coordination Social Distancing	No
<b>Face Shields</b>	15,000		No
<b>Face Masks</b>	10,000		No
<b>Plastic Partitions Table</b>	TBD	Barrier when seating requires student to face one another	No
<b>Plexiglas Sheets</b>	Complete	Barriers in high-volume interaction areas	Yes
<b>Classroom Spray Bottles/Bottle Carries</b>	2,000/400	Classroom Desk/Material Sanitation	Yes
<b>Child safe, Coronavirus effective surface disinfect</b>	TBD	Classroom Desk/Material Sanitation	Yes
<b>Infrared Thermometers</b>	40	Symptom Identification	Yes
<b>“Fog” Sanitizing Machines – Clorox 360</b>	10	Sanitation	Yes
<b>HVAC Filtration Upgrade</b>	TBD	Ventilation	No
<b>COVID Symptom Pre-Screening Software</b>	1	Symptom Checking	Yes

## Health and Safety Plan Contact Tracing Protocol

The below is the Contact Tracing Protocol developed in coordination with the Bucks County Department of Health

### Neshaminy School District - COVID-19 Contact Tracing

Name: \_\_\_\_\_ Grade/Job: \_\_\_\_\_

School/Building: \_\_\_\_\_ Phone: \_\_\_\_\_

#### A. Confirm the following Information:

1. \_\_\_\_\_ / \_\_\_\_\_ Date of Test Administration and Results
2. \_\_\_\_\_ Time of first symptoms
3. \_\_\_\_\_ Last Day at School/Work
4. \_\_\_\_\_ Duration of School/Work Time Symptomatic
5. \_\_\_\_\_ Schools/Facilities entered during Last Day at School/Work
6. \_\_\_\_\_ Was last day at work less than 48 hours before first symptoms?
7. \_\_\_\_\_ Was individual wearing a mask when interacting with others on the last day of work?

#### B. If the last day of work was less than 24 hours from first symptoms, then identify Contacts during the last day of work with interaction durations greater than 15 minutes with less than 6 feet of distance.

Name	Duration	Mask Wore?	Inside or Outside	Follow up: Contacted by & when?

**C. Call Bucks County Department of Health to review the above to assist in determining the necessary respond.**

**D. Safety Actions as recommended after consultation with Bucks County Department of Health**

**Short Durations with other protective measure (Modified Quarantine)**

Notify Contact with durations greater than 15 minutes of potential exposure and to be aware of COVID-19 Symptoms. Masks are required at all time. "We have become aware you have been in contact with someone who has tested positive for COVID-19. The Bucks County Health Department recommends you consult with your physician, wear a mask at all times and frequently monitor your health for COVID-19 symptoms"

**Close Proximity and Longer Durations (Quarantine)**

Notify Contact with durations greater than X hours remain out of school for X days.

"We have become aware you have been working in for an extended period of time and in close proximity to someone who has tested Positive for COVID-19. Please consult with your family physician. In an abundance of caution for the safety and peace of mind for others, remain at home for X days.

**E.** \_\_\_\_\_ Date \_\_\_\_\_  
Investigator completing this Form

**F. Form submitted to School Nurse and Bucks County Department of Health**



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Neshaminy School District reviewed and approved the Phased School Reopening Health and Safety Plan on **November 24, 2020**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

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

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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

## Attestation Ensuring Implementation of Mitigation Efforts

Whereas, the commonwealth is experiencing its highest daily case counts since the beginning of the 2019 novel coronavirus (COVID-19) pandemic, resulting in increased hospitalizations, nearly 10,000 deaths, and heightened risk to the most vulnerable Pennsylvanians;

Whereas, the Wolf Administration has identified new mitigation efforts, including an attestation process for public school entities that elect to continue in-person instruction for students in counties designated as exhibiting “Substantial” transmission of COVID-19 for two or more consecutive weeks based on a disease incidence rate of 100 or more cases per 100,000 residents and/or a polymerase chain reaction (PCR) percent positivity rate of 10 percent or greater;

Whereas, as of November 23, 2020, 59 of Pennsylvania’s 67 counties met one or both of these standards;

Whereas, Pennsylvania [recommends that school entities in counties with Substantial disease transmission transition to remote-only instructional models](#);

Whereas, as of November 20, 2020, many public school entities have exercised their local discretion to continue in-person instruction for all or some students;

Whereas, the resurgence of COVID-19 across the nation, region, and commonwealth requires more consistent and intensive implementation of disease mitigation efforts;

Whereas, these mitigation efforts include an attestation process for any public school entity (a “public school entity” is defined as a school district, intermediate unit, charter school, cyber charter school, or a career and technical education center) that elects to continue in-person instruction as of November 30, 2020 while the county in which it is located is under a Substantial disease transmission designation for at least two consecutive weeks; and

Whereas, this attestation process supplements and does not supplant existing public health guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education;

AND NOW, THEREFORE, the president/chair of the school entity’s governing board and chief school administrator, in accordance with the Order of the Secretary of Health dated November 24, 2020, entitled *Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols*, attest to one of the following (SELECT ONE OPTION):

All or some of the students within the public school entity are currently receiving in-person instruction and:

1. We have read the [Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#), effective November 18, 2020, including necessary exceptions and [associated guidance](#), and affirm the public school entity is complying and will

continue to comply with and enforce the Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings, including necessary exceptions and associated guidance; and

2. We have read and agree to follow [the Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity.

**OR**

The public school entity has transitioned to a fully remote learning model and will continue to use a fully remote learning model until the county (or counties) in which the public school entity is located is no longer experiencing Substantial disease transmission for two consecutive weeks.

\*\*\* A public school entity in a county with Substantial level of disease transmission that is currently providing a fully remote learning model and that elects to transfer to in-person instruction must resubmit this attestation prior to providing in-person instruction.

The Neshaminy Board of School Districts affirms that it has attached this signed Attestation to its Local Health and Safety Plan (the "Plan") in order to reflect provisions above, and that, by doing so, this attestation becomes part of the Plan and has been or will be fully implemented by November 30, 2020, or three business days after the county in which the public school entity is located has been designated as exhibiting Substantial disease transmission for the first time, should the public school entity in a county with Substantial level of disease transmission for two or more consecutive weeks elect to offer or continue offering in-person instruction for all or some students; and

Further, the Local Health and Safety Plan, inclusive of this attestation, has been posted on the public school entity's publicly accessible website and filed with the Pennsylvania Department of Education by email submission at [RA-EDCONTINUITYOFED@pa.gov](mailto:RA-EDCONTINUITYOFED@pa.gov).

Signed:

(Signature of Governing Board President/Chair)

(Signature of Chief School Administrator)

President, Governing Board

Chief School Administrator

(Printed Name of Governing Board President/Chair) (Printed Name of Chief School Administrator)

Date Signed: Date Signed: