

Northern York County School District

Health and Safety Plan



July 21, 2020

The health and safety of all Northern York County students, staff, and community members is of paramount importance. This plan explains, in general terms, how the NYCSD plans to mitigate the spread of COVID-19 in the schools while continuing to educate the district's students.

Northern York County School District's Health and Safety Plan utilizes the Pennsylvania Department of Education's (PDE) template and provides a general set of reopening guidelines for school programs. These guidelines outline a variety of standards that address considerations related to health and safety. The District acknowledges that there are no strategies that will eliminate the risks associated with COVID-19; rather, the District's goal is to develop plans that will minimize risk to the greatest extent possible, while also allowing the District to resume school activities.

The plan is intended to provide the District flexibility to transition from a less restrictive to a more restrictive environment, depending on changing public health conditions. In developing the plan, the District has reviewed applicable guidance and recommendations from the Centers for Disease Control, Pennsylvania Department of Health, and the PDE. Prior to reopening in the Fall, this Health and Safety Plan must be approved by the District's School Board, posted to the District's website, and submitted to PDE. The items with an asterisk are PDE requirements.

This plan will be monitored throughout the year and is subject to revision based on changing public health conditions.

Health and Safety Plan: Northern York County School District

The Governor has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- 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), 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. 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

Based on your county's current designation, which type of reopening has your school entity selected? **(SELECT ONE BOX)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 8, 2020**

Pandemic Coordinator/Team

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 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. The “Pandemic Team Roles and Responsibilities” include:

- **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
Matt LaBuda	Assistant to the Superintendent	Development and Response
Matt Johnson	Facilities	Development and Response
Jason Beals	Assistant Superintendent	Development and Response
Jason Young	Transportation	Development and Response
Scott Shedlock	Food Service	Development and Response
Vangie Unti	Human Resources and Communications	Development and Response
Dave Borrell	Special Education	Development and Response
Steve Kirkpatrick	Superintendent	Development and Response
Kathy Bagian	School Nurse Coordinator	Development and Response
Kristina Wagner	Community Physician	Development and Response
Gerry Schwillie	Athletic Director	Development and Response
Brenda Baker	Certified School Nurse	Development and Response
Chad McCartney	Marching Band Director	Development and Response

Health and Safety Plan Summary: Northern York County School District

Anticipated Launch Date: **September 8, 2020**

Use these summary tables to provide an overview of your Health and Safety Plan. LEAs are required to post this summary on their website. In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

NYCSD’s maintenance and custodial staff are responsible for cleaning and maintenance of school-owned facilities. The district maintains a regular cleaning schedule that is followed by each custodian. The District will continue to utilize resources, like the Centers for Disease Control, for guidance on cleaning strategies and cleaning frequency. The frequency of cleaning and disinfecting will be determined by the level of severity of the operational phase. Additional supplies and equipment will be obtained to thoroughly disinfect areas exposed to a variety of contaminants, including viruses like COVID-19.

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ol style="list-style-type: none">1. Clean and disinfect frequently touched surfaces and objects within the school (door handles, sink handles, student desks).2. Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows when possible.3. Prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible; possibly convert shared drinking fountains to new bottle fillers, students bring own water.4. Implementation of Microfiber cleaning system at all elementary buildings.5. Sanitize playground surfaces daily6. In food prep area, clean and disinfect frequently touched surfaces including all prep tables and service stations before and after service7. The district transportation coordinator will work with the bus contractors to ensure a regular cleaning schedule is utilized for all school buses and vans.

Social Distancing and Other Safety Protocols

The district will rely on the following guiding principles to maximize Social Distancing:

- Limiting the number of students and staff that occupy areas within buildings, which will minimize contact between students and staff.
- Restricting large group areas like cafeterias and gymnasiums.
- Restricting access to buildings, allowing only students, staff, and essential visitors.
- Practicing social distancing (at least 6' distance) for all students, staff, and visitors, where physically possible.
- Providing hygiene education and encourage best practices, for both students and staff.

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ol style="list-style-type: none"> 1. Establish social distancing restrictions to ensure 6ft separation among students and staff in classrooms and learning spaces, to the extent feasible. 2. Develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students. 3. Restrict interactions between groups of students. 4. Create staggered (A/B) schedules to limit the number of individuals in classrooms and other spaces. 5. Hold classes in auditoriums or other large spaces in an attempt to reduce class size and increase social distancing. 6. Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart. 7. Due to increased (super spreader) risk of droplet transmission during band and chorus, consider unique risk-mitigation protocols to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants.
<p>* Restricting the use of cafeterias and other congregate settings, and</p>	<ol style="list-style-type: none"> 1. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing while adhering to the limits set in green or yellow phase.

Requirement(s)	Strategies, Policies and Procedures
<p>serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations</p>	<ol style="list-style-type: none"> 2. Implement guidelines that align the breakfast and lunch process to the social distancing and hygiene recommendations. These guidelines will be adjusted based on current public health conditions. 3. Serve meals in classrooms or other spaces as necessary. 4. Serve individually plated meals/box lunches and avoid buffet style meals whenever possible. 5. Avoid sharing food and utensils. <ol style="list-style-type: none"> 1. Handwashing/sanitizing expectations to include: <ul style="list-style-type: none"> • before and after eating, • before and after recess, • before and after restroom use, and • after any cough or sneeze. 2. Teach and model washing hands and covering coughs and sneezes with elbow among students and staff. <ol style="list-style-type: none"> 1. Signs posted in hallways, offices, classrooms, buses, bathrooms, and main entrances advising of the CDC recommendations for <ul style="list-style-type: none"> • social distance, • handwashing, • face coverings, • cleaning/sanitization, and • self-screening/symptoms. 2. Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families such as on school websites, in emails, and on school social media accounts. <ol style="list-style-type: none"> 1. Social distancing expectation (6' between students/staff) 2. Sanitizing of PE & playground equipment after each use

Requirement(s)	Strategies, Policies and Procedures
<p><u>for Youth Sports</u> for recess and physical education classes</p>	<p>3. Implement transmission risk-mitigation protocols in physical education class and at recess to address hygiene, disinfection of equipment, distancing during activity, and numbers of participants.</p>
<p>Limiting the sharing of materials among students</p>	<p>1. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, technology, art supplies, equipment etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.</p> <p>2. Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, lockers or other areas.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>1. Close or stagger use of communal spaces and disinfect in between use.</p> <p>2. Stagger days to limit numbers in hallways at any time.</p> <p>3. Pursue virtual group events, gatherings, or meetings when possible.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>1. Reduce student attendance by 50% each day for grades 7-12 which will reduce ridership</p> <p>2. Coordinate transportation schedules with other LEAs when sharing students or transportation systems.</p> <p>3. Modify transportation schedules to reduce roster sizes (max of 2 students per seat on bus with family members seated together, wearing mask).</p> <p>4. Adjust loading and unloading procedures.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>1. Adjust classroom layout/furniture to allow for greater distance between staff and students; 6ft apart where feasible.</p>

Requirement(s)	Strategies, Policies and Procedures
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	1. Adhere to CDC Guidance for Child Care Programs
Other social distancing and safety practices	1. Food Service Considerations <ul style="list-style-type: none"> • meals individually boxed including ala carte items at the secondary level • meals served by staff to students/adults • limit or eliminate Grab-n-Go Service • utensils individually wrapped • touchpads for sales are not used; rung by classroom/verbal communication at POS/ Bar code scanner • safe distancing to be marked at cashier stations 2. Other considerations as provided by the Centers for Disease Control, Pennsylvania Department of Health, and Pennsylvania Department of Education.

Monitoring Student and Staff Health

The District will implement protocols to provide appropriate safeguards for illness management. This will include procedures for the prompt dismissal of symptomatic individuals and a standard set of requirements for individuals to return to school. These guidelines will be shared with building leaders. Additionally, staff training will be provided to enhance self-monitoring and to monitor student health.

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	1. Self-screening guidance provided to families and staff to ensure students and staff stay home if symptomatic.

Requirement(s)	Strategies, Policies and Procedures
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>2. Acute monitoring of student and staff behavior to determine whether symptoms of illness exist</p> <p>1. Prompt dismissal of ill students and staff. 2. Close off areas used by a sick person for cleaning and disinfecting. 3. Notify local health officials, staff, and families of confirmed case while maintaining confidentiality; Implement flexible sick leave policies and practices, if feasible.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>1. Refer to the district’s “Return to Work/School” guidelines; which are based on CDC info</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>1. Interruptions to the school schedule and changes to safety provisions will be communicated to parents via phone and/or email as necessary</p>

Other Considerations for Students and Staff

All building occupants will utilize face coverings in adherence to the CDC and DoH guidance. The district will provide supports to students in need, as well as resources for parents and families. Referrals to outside agencies will be made, when applicable.

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>1. Special arrangements will be made for students and staff deemed to be high-risk on a case-by-case basis (cyber student or teacher, other duties that minimize contact). 2. Adopt flexible attendance and leave policies for students and staff. 3. Limit or cancel all non-essential travel as necessary.</p>
<p>* Use of face coverings (masks or face shields) by all staff and students</p>	<p>1. Face coverings will be worn in accordance with regulations given by the Pennsylvania Department of Health, Pennsylvania Department of Education, or other agencies.</p>

Requirement(s)	Strategies, Policies and Procedures
	<ol style="list-style-type: none"> 2. Currently, staff are expected to wear face coverings on the bus, in the building, and on district property anytime social distancing of 6 ft is not possible, unless medically exempt or teaching students hard of hearing. 3. Currently, students are expected to wear face coverings on the bus, in the building, and on district property anytime social distancing of 6 ft is not possible, unless medically exempt or unable to remove the face covering on their own.

Health and Safety Plan Professional Development

The following chart illustrates key areas of professional development that will support the implementation of this plan:

Topic	Audience	Lead Person and Position
Face Coverings	Students and Staff	Nurses, Trainers
Handwashing, Sneezing, Coughing etiquette	Students and Staff	Nurses, Teachers
Self-Monitoring and Symptom Watch	Staff	Nurses
Food Allergy Awareness	Staff	Nurses
Cleaning Schedules & Techniques	Staff	Facilities Director

Health and Safety Plan Communications

The following illustrates key communication to and from stakeholder groups:

Topic	Audience	Lead Person	Mode of Communications
Routine updates to families – district level	Students, Staff, Families	Superintendent	Email, Phone, Website
Routine updates to families – building level	Students, Staff, Families	Principal	Email, Phone, Website
Website Updates	Students, Staff, Families	Web Master	Electronic
Board and Leadership Team updates	Board and Leadership Team	Superintendent	Meetings and Email

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Northern York County School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **July 28, 2020**

By:

(Signature of Board President)*

Ken Sechrist

(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.