

November 19, 2020



# Phased School Reopening Health and Safety Plan Template

---

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.

November 19, 2020

## **Table of Contents**

<b>Health and Safety Plan</b>	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	11
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	17
<b>Health and Safety Plan Summary</b>	18
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	18
Social Distancing and Other Safety Protocols	18
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	20
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	21

November 19, 2020

*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.*

November 19, 2020

## Health and Safety Plan: **Lenape Technical School**

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

November 19, 2020

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.

November 19, 2020

## Type of Reopening

### Key Questions

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

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

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

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

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

November 19, 2020

- **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)
Wesley Kuchta	Administration (Pandemic Coordinator)	BOTH
Jason Gurski	Administration	BOTH
Carla Thimons	Administration	BOTH
Lars Rosell	Technology Coordinator	BOTH
Curt Fahlor	Coordinator of Facilities and Property Services	BOTH
Luann Carillo	Practical Nursing	Response Team
Betty Tillia	Practical Nursing	Response Team
Kelly Kirsch	Adult Education	Response Team
Kathy Schnaubelt	School Nurse	BOTH
Tom Lentz	Technical Teacher	BOTH
Gale Purvis	Academic Teacher	BOTH
Nicole Barton	Special Education Teacher	BOTH
Kristen Pritts	Support Personal	BOTH
Pam Adams	Food Service	BOTH
Mary Spagnola	Transportation	BOTH
Dr. Harold Altman	School Physician	BOTH

## 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

November 19, 2020

domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

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

**Summary of Responses to Key Questions: See Chart below.**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking</b>	<p>Teaching staff will be provided with a spray bottle of disinfectant to disinfect items in their classroom between class changes.</p> <p>Hand sanitizer dispensers will be placed throughout the building.</p> <p>Disinfecting and sanitizing high touch areas will occur throughout the day.</p>	Mr. Curt Fahlor, Coordinator of Facilities.	<p>PPE and Cleaning supplies.</p> <p>Professional Development on use.</p>	Yes

November 19, 2020

<b>fountains, hallways, and transportation)</b>	Focused cleaning of the building nightly.  Deep cleaning of the building in all areas where a person tested positive was after notification of a case.  Encourage parents to provide sanitizing wipes for student use.  Signage will be posted to remind students of good hygiene habits.			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Outside air dampers adjusted to allow more fresh air to enter the building.	Mr. Curt Fahlor, Coordinator of Facilities		

### 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?

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Individual student desks will be forward facing with space between desks to the maximum extent possible.</p> <p>During instruction teachers/paraprofessionals will wear face coverings.</p> <p>All school staff are to wear face coverings.</p>	<p>Mr. Wesley Kuchta, Administrative Director</p>	<p>Planning time for arrangement of classroom</p>	<p>Yes</p>
<p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Breakfast will be distributed in the cafeteria but taken to and consumed in the classroom.</p> <p>Second Chance Breakfast and breaks will be staggered and Grab'n go to be consumed in the classrooms.</p> <p>During lunch, outside tables, cafeteria, and the gymnasium will be used at meal time. Tables will be distanced to the maximum extent possible. Directional markings will be utilized for cafeteria lines, students will scan their own ID's or verbally give student ID to staff.</p> <p>Students will be socially distant at tables during all meals to the best extent possible.</p>	<p>Mrs. Pam Adams Food Service Supervisor</p> <p>Mr. Jason Gurski, Principal</p>	<p>Face Shields Face Masks Clear Plexi glass or vinyl between cashier and students Grab &amp; Go Carts Garbage Cans Garbage Can Dollies Garbage Can Liners Paper Towels for Classrooms Additional tables Additional Chairs Marking Tape for floors</p>	<p>Yes</p>
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Students and staff will utilize hand sanitizer and/or hand washing techniques consistent with CDC guidelines on a frequent, routine basis.</p> <p>School announcements include training and reminders on hand-washing and best practices.</p> <p>Students are encouraged to provide their own water bottles.</p>	<p>Classroom teacher</p>	<p>Hand sanitizer, soap and water, designated time and locations. CDC Hygiene link</p>	<p>Yes</p>
<p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and</b></p>	<p>Building-wide posting of signs including proper hand hygiene, and all universal precautions that mitigate the spread of infectious disease such as avoiding touching your eyes, nose or mouth, and covering your mouth and nose with a tissue or your elbow when coughing or sneezing, including staying home when you are sick.</p>	<p>Mr. Wesley Kuchta, Administrative Director</p>	<p>Posters and signs</p>	<p>No</p>

November 19, 2020

<b>how to stop the spread of germs</b>				
<b>* Identifying and restricting non-essential visitors and volunteers</b>	<p>The school will identify and admit essential visitors only. All visitors will report to the office as per our current operating procedures.</p> <p>Meetings will be by invitation only.</p> <p>Encourage virtual meetings when possible.</p>	All Staff	Criteria for defining essential visitors	No
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>Physical education classes will engage in social distancing (walking and jogging) activities will be encouraged.</p> <p>No use of shared equipment (balls, jump ropes, etc.)</p> <p>No contact games or sport.</p> <p>No games of catch.</p> <p>Weather permitting, physical education classes will be held outside.</p>	Mr. Jason Gurski, Principal		Yes
<b>Limiting the sharing of materials among students</b>	<p>Communal or shared school supplies including tools when needed will be limited with proper sanitation when possible. Students will be permitted to use their own personal tools when appropriate.</p> <p>Electronic devices will be sterilized between student use.</p> <p>Students are encouraged and permitted to bring their own technology device.</p>	<p>Mr. Jason Gurski, Principal</p> <p>Mrs. Carla Thimons, Special Programs Coordinator</p> <p>Mr. Lars Rosell, Technology Coordinator</p>	Procedures for cleaning of shared materials.	Yes
<b>Staggering the use of communal spaces and hallways</b>	<p>Students will go directly to their First period class upon arrival.</p> <p>Students will not congregate in common areas.</p> <p>Dismissal schedules will be staggered for Part-Time AM dismissal as well as at the end of the day.</p>	<p>Mr. Jason Gurski, Principal</p> <p>Mr. Curt Fahlor, Coordinator of Facilities</p>	<p>Change in Bell Schedule</p> <p>Coordination with Transportation</p>	Yes

November 19, 2020

<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Collaborate with transportation to minimize the number of students transported on buses to the maximum extent feasible. No more than 2 students per seat</p> <p>Standard seat on a bus is 29 inches high which serves as a barrier between students sitting in front of each other.</p> <p>Buses and vans will be sanitized daily.</p> <p>Buses will be loaded and seats will be assigned back to front and dismissed front to back. This will keep the students from passing each other on the bus.</p> <p>Drivers will take self temperature checks prior to coming to work. Drivers will stay home with a temperature reading of 100.4 or greater and will report to their employer for further guidance.</p> <p>Drivers are required to wear masks when talking to students within 6 feet.</p> <p>Students are required to wear a face covering on the bus.</p>	<p>Ms. Mary Spagnola, Barker Transportation</p>		<p>Yes</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Master schedules will be designed to maximize space to maximum extent feasible.</p> <p>Teachers will design learning spaces with respect to social distancing to the extent possible.</p> <p>When grouping students, teachers will group the same students together consistently to limit contact between students.</p> <p>Teachers will assign students work areas and keep them consistent during hands-on learning activities to prevent cross-contamination.</p>	<p>Mr. Wesley Kuchta, Administrative Director</p> <p>Mr. Jason Gurski, Principal</p> <p>Mrs. Carla Thimons,</p>		<p>Yes</p>

November 19, 2020

	No assemblies or other large group gatherings.  Faculty meetings will occur virtually.			
<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>	Administration and members of the Pandemic Team will share Lenape Technical School's Reopening Health and Safety Plan with our sending school districts.	Mr. Wesley Kuchta, Administrative Director		No
<b>Other social distancing and safety practices</b>	Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.  Students and Staff will be required to follow Department of Health Travel Orders.	Mr. Wesley Kuchta, Administrative Director		No

- 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?

November 19, 2020

**Summary of Responses to Key Questions: See Chart below.**

## **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)?

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Advise parents and students to perform daily self-monitoring of temperature prior to coming to school. Students stay at home with a temperature of 100.4 or greater.</p> <p>Staff will self-assess daily for signs and symptoms upon arrival (e.g. infrared thermometer for fever of 100.4 or greater), and routine checks for history of exposure. Attendance for students and staff will be carefully considered with flexibility under COVID circumstances. Emphasize confidential, professional communication with all respects to student and staff privacy.</p>	<p>Mrs. Kathy Schnaubelt, School Nurse</p>	<p>Infrared thermometers, school staff including teachers and paraprofessionals.</p>	<p>Yes</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Students or staff who are sick or exhibit COVID 19-like symptoms will be screened by the school nurse (e.g. student/parent/staff questionnaire: Have you ever tested positive for COVID, have you had any known exposure to a COVID positive individual, have you ever been tested for COVID, do you have a persistent cough or shortness of breath or a fever of 100.4)? Students with a fever will be isolated from others until they are picked up by a parent who will be directed to follow a protocol outlined by the local pediatricians and local Health Consortium. Areas used by a sick person will be closed until cleaned and disinfected. Emphasize confidential, professional communication with all respects to student and staff privacy.</p>	<p>Mrs. Kathy Schnaubelt, School Nurse</p>	<p>Written screening protocol for the School Nurse to follow. Designation of space for isolation of sick students or staff.</p>	<p>Yes</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Students and staff who leave the school exhibiting symptoms will be required to follow CDC Guidance for return to school. Each student will be notified about updated guidance, which will also be posted on the schools website.</p>	<p>Dr. Altman, School Physician</p> <p>Mrs. Kathy Schnaubelt, School Nurse</p>	<p>Written protocol for the School Nurse to follow when readmitting students.</p>	<p>Yes</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Staff and families will be notified of any changes in safety protocol including school closures through the school website, email, and automated telephone calls.</p>	<p>Mr. Wesley Kuchta, Administrative Director</p>	<p>Technology department support</p>	<p>No</p>

November 19, 2020

<b>Other monitoring and screening practices</b>	All students will be have their temperature screened daily when they arrive at school. Student's who have a temperature above 99 Degrees will be sent to the school nurse for further assessment.			
---	---	--	--	--

- 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?

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	Identify students and staff at risk for severe illness and implement steps necessary to ensure safety. Encourage staff to stay home if they are sick and encourage parents to keep sick children home.  Adopt flexible attendance policies for students.	Mrs. Carla Thimons, Special Programs Coordinator  Mrs. Kathy Schnaubelt, School Nurse	Parent Survey and Parent Contacts  Staff Survey/Contacts from Human Resources	Yes
* <b>Use of face coverings (masks or face shields) by all staff</b>	All employees will wear face coverings. Face coverings from home are encouraged but will be provided upon request.	Mr. Jason Gurski, Principal	Face coverings	Yes

November 19, 2020

<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>All Students are required to wear a face-covering at all times. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.</p> <p>Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> <li>• Eating or drinking when spaced at least 6 feet apart; or</li> <li>• When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or</li> <li>• At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.</li> </ul>	<p>Mr. Jason Gurski, Principal</p>	<p>Face coverings</p>	<p>Yes</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>The School Nurse will contact parents of students who have health conditions that put them at greater risk for illness. Parents will be encouraged to consult their student's pediatrician and submit updated doctor's orders in case Individualized Health Care plans need to be developed or revised to ensure safety and greater protections.</p>	<p>Mrs. Kathy Schnaubelt, School Nurse</p>	<p>School Physician consultation, direct parent communication, review, revision and dissemination of Individualized Health Care Plans for greater-risk students.</p>	<p>Yes, planning Meeting Among School Nurses and School Physician.</p>
<p><b>Strategic deployment of staff</b></p>	<p>Staff have been scheduled and will be used to implement social distancing to the best extent possible.</p>	<p>Mr. Wesley Kuchta, Administrative Director</p> <p>Mr. Jason Gurski, Principal</p>		

November 19, 2020

		Mrs. Carla Thimons, Special Programs Coordinator		
--	--	--	--	--

- 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: See Chart below.**

### Other Considerations for Students and Staff

#### Key Questions

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

**Summary of Responses to Key Questions: See Chart below.**

November 19, 2020

### Health and Safety Plan Professional Development

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Isolation and Quarantine Procedures, Return to School after being sick	School Nurse	Dr. Altman, School Physician	Meeting	"Student Health Needs, phone calls, and PPE	July 16th , 2020	July 16th , 2020
<b>COVID 19 Health Safety Plan Procedures</b>	Faculty and Staff	Wesley Kuchta, Administrative Director	Meetings	Health and Safety Plan	August 17 <sup>th</sup> - August 20 <sup>th</sup>	August 17 <sup>th</sup> - August 20 <sup>th</sup>
<b>Handwashing, Social Distancing, Staff/Student Safety Procedures, Signs and Symptoms of COVID-19, Temperature Check Procedures</b>	Faculty and Staff	Administration and School Nurse	Meeting	Disinfectant and Equipment Use, CDC Guidelines for Handwashing, Social Distancing and Staff/Student Safety Procedures, Reopening Health and Safety Plan, Signs and Symptoms of COVIS-19 CDC Guidelines, Temperature Check Equipment	August 17 <sup>th</sup> - August 20 <sup>th</sup>	August 17 <sup>th</sup> - August 20 <sup>th</sup>

- **Topic:** List the content on which the professional development will focus.

November 19, 2020

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

November 19, 2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Reopening Health and Safety Plan</b>	All Stakeholders	Mr. Wesley Kuchta, Administrative Director	Website, Email, School phone messenger, Mailings		
<b>General School Updates</b>	All Stakeholders	Mr. Jason Gurski, Principal	Website, Email, School phone messenger, Mailings		

November 19, 2020

## Health and Safety Plan Summary: **Lenape Technical School**

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

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>	Teaching staff will be provided with a spray bottle of disinfectant to disinfect items in their classroom between class changes.  Hand sanitizer dispensers will be placed throughout the building.  Disinfecting and sanitizing high touch areas will occur throughout the day.  Focused cleaning of the building nightly.  Deep cleaning of the building in all areas where a person tested positive was after notification of a case.  Encourage parents to provide sanitizing wipes for student use.  Signage will be posted to remind students of good hygiene habits
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Outside air dampers adjusted to allow more fresh air to enter the building.

## 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>Individual student desks will be forward facing with space between desks to the maximum extent possible.</p>
<p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>During instruction teachers/paraprofessionals will wear face coverings.</p> <p>All school staff are to wear face coverings.</p>
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Breakfast will be distributed to students upon entering the schools and dine in the classroom.</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>Second Chance Breakfast and breaks will be staggered and Grab'n go to be eaten in the classrooms.</p>
<p>* <b>Identifying and restricting non-essential visitors and volunteers</b></p>	<p>During lunch, outside tables, cafeteria, and the gymnasium will be used at meal time. Tables will be distanced to the maximum extent possible. Directional markings will be utilized for cafeteria lines, students will scan their own ID's or verbally give student ID to staff.</p>
<p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>Students will be socially distant at tables during all meals to the best extent possible.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Students and staff will utilize hand sanitizer and/or hand washing techniques consistent with CDC guidelines on a frequent, routine basis.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>School announcements include training and reminders on hand-washing and best practices.</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Students are encouraged to provide their own water bottles.</p> <p>Building-wide postings of signs including proper hand hygiene, and all universal precautions that mitigate the spread of infectious disease such as avoiding touching your eyes, nose or mouth, and</p>

November 19, 2020

**Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**

**Other social distancing and safety practices**

covering your mouth and nose with a tissue or your elbow when coughing or sneezing, including staying home when you are sick.

The school will identify and admit essential visitors only. All visitors will report to the office as per our current operating procedures.

Meetings will be by invitation only.

Encourage virtual meetings when possible.

Physical education classes will engage in social distancing (walking and jogging) activities will be encouraged.

No use of shared equipment (balls, jump ropes, etc.)

No contact games or sport.

No games of catch.

Weather permitting, physical education classes will be held outside.

Communal or shared school supplies including tools when needed will be limited with proper sanitation when possible. Students will be permitted to use their own personal tools when appropriate.

Electronic devices will be sterilized between student use.

Students are encouraged and permitted to bring their own technology device.

Students will go directly to their First period class upon arrival.

Students will not congregate in common areas.

Dismissal schedules will be staggered for Part-Time AM dismissal as well as at the end of the day.

November 19, 2020

	<p>Collaborate with transportation to minimize the number of students transported on buses to the maximum extent feasible. No more than 2 students per seat.</p> <p>Standard seat on a bus is 29 inches high which serves as a barrier between students sitting in front of each other.</p> <p>Buses and vans will be sanitized daily.</p> <p>Buses will be loaded and seats will be assigned back to front and dismissed front to back. This will keep the students from passing each other on the bus.</p> <p>Drivers will take self temperature checks prior to coming to work. Drivers will stay home with a temperature reading of 100.4 or greater and will report to their employer for further guidance.</p> <p>Drivers are required to wear masks when talking to students within 6 feet.</p> <p>Students are required to wear a face covering on the bus.</p> <p>Master Schedules will be designed to maximize space to maximum extent feasible.</p> <p>Teachers will design learning spaces with respect to social distancing to the extent possible.</p> <p>When grouping students, teachers will group the same student together consistently to limit contact between students.</p> <p>Teachers will assign students work areas and keep them consistent during hands-on learning activities to prevent cross-contamination.</p> <p>No assemblies or other large group gatherings.</p>
--	--

November 19, 2020

	<p>Faculty meetings will occur virtually.</p> <p>Administration and members of the Pandemic Team will share Lenape Technical School's Reopening Health and Safety Plan with our sending school districts.</p> <p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p> <p>Students and Staff will be required to following Department of Health Travel Orders.</p>
--	--

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Advise parents and students to perform daily self-monitoring of temperature prior to coming to school. Students stay at home with a temperature of 100.4 or greater.</p> <p>Staff will self-assess daily for signs and symptoms upon arrival (e.g. infrared thermometer for fever of 100.4 or greater), and routine checks for history of exposure. Attendance for students and staff will be carefully considered with flexibility under COVID circumstances. Emphasize confidential, professional communication with all respects to student and staff privacy.</p> <p>Students or staff who are sick or exhibit COVID 19-like symptoms will be screened by the school nurse (e.g. student/parent/staff questionnaire: Have you ever tested positive for COVID, have you had any known exposure to a COVID positive individual, have you ever been tested for COVID, do you have a persistent cough or shortness of breath or a fever of 100.4)? Students with a fever will be isolated from others until they are picked up by a parent who will be directed to follow a protocol outlined by the local pediatricians and</p>

	<p>local Health Consortium. Areas used by a sick person will be closed until cleaned and disinfected. Emphasize confidential, professional communication with all respects to student and staff privacy.</p> <p>Students and staff who leave the school exhibiting symptoms will be required to follow CDC Guidance for return to school. Each student will be notified about updated guidance, which will also be posted on the schools website.</p> <p>Staff and families will be notified of any changes in safety protocol including school closures through the school website, email, and automated telephone calls.</p> <p>All students will be have their temperature screened daily when they arrive at school. Student's who have a temperature above 99 Degrees will be sent to the school nurse for further assessment.</p>
--	---

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Identify students and staff at risk for severe illness and implement steps necessary to ensure safety.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students.</p> <p>All employees will wear face coverings. Face coverings from home are encouraged but will be provided upon request.</p> <p>All Students are required to wear a face-covering at all times. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes</p>

of the order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.

Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.

The School Nurse will contact parents of students who have health conditions that put them at greater risk for illness. Parents will be encouraged to consult their student's pediatrician and submit updated doctor's orders in case Individualized Health Care plans need to be developed or revised to ensure safety and greater protections.

Staff have been scheduled and will be used to implement social distancing to the best extent possible.

November 19, 2020

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Lenape Technical School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 20, 2020**.

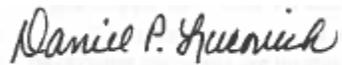
The plan was approved by a vote of:

  8   Yes

  0   No

Affirmed on: **November 19, 2020**

By:



---

(Signature\* of Board President)

Daniel P. Luovich

---

(Print Name of Board President)

November 19, 2020

\*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.