



# Phased School Reopening Health and Safety Plan Template

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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.

## Health and Safety Plan Summary: **City of Erie School District**

Anticipated Launch Date: **July 27, 2020, As Amended March 25<sup>th</sup>, 2021**

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
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Prior to the reopening of schools, every District building will be disinfected and sanitized. Each building will have its own disinfection checklist which will be completed daily by trained custodians with inspections conducted by on-site and District-level supervisors. Electrostatic sprayers will be used in all District facilities to ensure adequate disinfectant coverage. Cleaning, sanitation, and disinfecting procedures will be completed at least every two hours in common and high traffic areas. Sanitizing stations will be strategically placed near commonly shared equipment allowing the user to “wipe down” materials after each use. Additionally, a deep clean will be conducted nightly throughout the entire building. Proper ventilation will be confirmed by contracted mechanical engineers and will be monitored on a regular basis by facilities staff to ensure proper airflow. Buildings that do not have appropriate ventilation options sufficient to support student occupancy will be closed to students.</p> <p>The District will ensure cleaning and disinfecting supplies meet the CDC and PA Department of Health requirements for COVID-19. The District has doubled its inventory of cleaning and disinfecting supplies and will procure more as needed. The District has relationships with established vendors of sufficient capacity to ensure procurement of adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19.</p> <p>Facilities staff, athletic coaches, trainers, building administrators and student athletes will be trained on cleaning, sanitizing and disinfecting protocols. The District has contracted with mechanical engineers to calculate proper airflow for classrooms and buildings, and will approve proper adjustment of air flow dampers, which is to be performed by facilities staff. Trainings will be conducted prior to the start of the school year and any and every athletic season. Effectiveness of the training related to cleaning, sanitizing,</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>disinfecting and ventilation protocols will be measured and monitored through regular inspections of protocol implementation. Preparedness to implement need not be measured as all protocols will be utilized and inspected on a regular basis.</p> <p>All buses will be cleaned and disinfected daily. Pre and post-trip inspections will include the cleaning of high use areas of the bus, steering wheel, handles, seat backs, etc. Hand sanitizer will be available for students and bus drivers.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <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></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> <li>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></li> </ul> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p>	<p>In order to mitigate the spread of COVID-19, each classroom area will be set up to account for three (3) to six (6) feet of social distancing in the low and moderate transmission rate phases. Building administrators and teachers will adjust seating arrangements in the individual rooms to accommodate the extra space separation between students. Larger common areas (such as gymnasiums, cafeterias and auditoriums) may be utilized as virtual learning spaces allowing more students access to the building under the green phase. All student desks will face forward. Students will not face one another. When possible, students will remain within their classrooms while staff members will switch classrooms. Whenever possible the District will stagger class times to limit numbers of students in hallways at any time. Students and staff members will collaborate to disinfect classroom surfaces by spray cleaning solution on the desks prior to use as well as utilizing hand sanitizer when entering the learning space. If class changes are utilized, building operations will be set up to allow for the one-way flow of traffic in all hallways and stairwells. Between classes, cleaning supplies will be available in every room for the cleaning of desktops. Cleaning, sanitation, and disinfecting procedures will be completed at least every two hours in common and high traffic areas. New checklists have been created to better track the disinfection process. In addition, many of these communal spaces may be used as virtual learning spaces and will follow the same sanitization protocol as our classrooms.</p> <p>The District will minimize the use of cafeterias and other congregate settings in all phases. When used, the District will maintain six feet of</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>social distance between all individuals. Meals will be served from the cafeteria. Students who are receiving in person instruction, when applicable, will eat in the schools cafeteria. Seating in cafeterias will be set up to allow for six feet of social distancing. When cafeteria space does not allow for dining, students will be escorted to the cafeteria to pick up their meals and then walked back to their classrooms to eat their meals. Alternatively, when the weather permits, students may eat their lunches outdoors at the discretion of the building administration. Social distancing will be enforced during any outdoor meal periods. Homerooms will be assigned a specific time to proceed to the cafeteria to reduce congestion.</p>
<p><b>Other social distancing and safety practices</b></p>	<p>Signage will be posted as recommended by the CDC and displayed in classrooms, hallways, restrooms and entrances to school buildings</p> <p>As weather permits, the District will utilize outdoor space to the greatest extent possible while continuing to maintain proper social distance. Teachers will be encouraged to conduct recess, physical education classes, and lunch periods outside. Students and staff will have their temperatures checked when entering the building. Ongoing reminders for proper student handwashing will occur throughout the course of the day. Each classroom will be provided adequate amounts of cleaning supplies - including hand sanitizer. Soap, paper towels, functional hand dryers and touchless trash cans are available throughout all school buildings. Students will be required to wash their hands before eating lunch and will be asked to utilize hand sanitizer when entering the classroom and prompted to wash their hands as needed. "Dirty" and "Clean" bins will be placed in each classroom for toys, manipulatives, and other common equipment.</p> <p>The guidance that the District has been reviewing recommends that the number of students on a bus be minimized, and that students wear masks while being transported. Accordingly, the District will limit students to two per seat, reducing bus capacity from 72 to 48 students, and will require the wearing of masks. In order to provide transportation to all students, the District will increase the number of bus runs to ensure reduced capacity. All students will be required to face forward and the front seat will be reserved for anyone that becomes ill during the bus ride. To further reduce the number of students on each bus, the District will also strongly encourage parents to drive their children to school to minimize opportunities for the spread of COVID-19.</p>

**Requirement(s)**

**Strategies, Policies and Procedures**

The District will promote social distancing at bus stops. Buses will be loaded from back to front with assigned seating in order to limit student contact. The District will open windows, if weather allows, to improve ventilation.

Visitors and guests will be encouraged to reschedule non-essential visits to the school during off instructional time hours. When possible, meetings will be scheduled virtually and before or after school hours. In order to reduce the number of events that will occur in District facilities, all facilities use applications and events must be preapproved by the Superintendent.

Social distancing and other safety protocols will not differ based on age and/or grade ranges. The District will educate parents, students, and staff on social distancing and other safety protocols and promote their use. Each employee group will receive additional professional development regarding specific safety protocols based on possible exposure scenarios. Custodial staff will receive ongoing training regarding the proper protocols of disinfecting classrooms and common areas. The majority of this training will be conducted prior to the opening of the school year. Implementation will be measured and monitored through regular inspections.

The District will work with childcare providers to schedule drop off and pick up times when possible. The scheduling will be done with the intent to limit student exposure to other individuals.

The District will implement strategies to increase adult-adult physical distance in time and space, such as staggered drop-offs and pick-ups, and outside drop-offs and pickups when weather allows. The District will discourage parents from entering the school building.

The District will use physical barriers, such as plexiglass, in reception areas and employee workspaces where the environment does not accommodate physical distancing. The District will assign lockers by cohort or eliminate lockers altogether. To the greatest extent possible, the District will use virtual group events, gatherings or meetings, and promote distancing of at least six feet between people if events are held. Except as otherwise provided, indoor and outdoor events will comply with the Governor’s capacity gathering mandate. The District will limit gatherings, events, and extracurricular activities to those that can maintain physical distancing.

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>Building administrators and District nurses will be trained on the protocols for monitoring student health. This training will be provided prior to the start of school and will be conducted either online or in person. The training shall include a measurement tool to determined preparedness to implement. Staff members will be required to self-monitor for symptoms. All students and staff will have temperature checks before entering the building. Any adult that has a temperature above 100.4 will not be permitted into the building. Students with a temperature above 100.4 will be isolated in a predesignated quarantine area within the Health Offices until they can be picked up by parents or guardians. All students or staff who evidence symptoms during any school day consistent with COVID-19 shall be isolated in a predesignated quarantine area within the Health Office for additional screening procedures to be conducted. School Nurses, or Building Administrators, will be responsible for determining whether a staff member or student is required to be isolated until additional screening can be conducted.</p> <p>Health Offices will provide areas for students and staff seeking routine care that are separate from the predesignated quarantine areas to prevent contamination of healthy students and staff. All nurses will be equipped with proper PPE and will have adequate supplies available. First aid stations - outside of the Health Offices - will be established to maintain social distancing. Classrooms will be provided with basic first aid supplies to handle common Health Office requests to limit trips to the Health Office.</p> <p>If any individual becomes ill during the school day, evidences symptoms of COVID-10 or if the individual is known to have a history of recent exposure, the individual will be isolated and given appropriate PPE to lessen the risk of exposure. The nurse will accompany the individual to a predesignated quarantine area to conduct additional screening procedures. Any individual confirmed or suspected to have COVID-19, or to have been exposed to another individual confirmed or suspected to have COVID-19, will be required to follow then current CDC guidance<sup>4</sup> and protocols before returning to school. The pandemic coordinator will work directly with the Erie County Department of Health in the event of an infection to determine when the individual may be permitted to return to school. A student or staff member who is quarantined following close contact with a case</p>

<sup>4</sup> [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

Requirement(s)	Strategies, Policies and Procedures
	<p>may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed.</p> <p>The District is committed to providing our families with the ability to choose between three (3) educational pathways during all of the levels of community transmission phases.. The District plans to start the year with all students utilizing remote learning, except specific special education students and high school career and technical students having in-person instruction. Starting with the beginning of the second quarter the elementary students will be able to choose one of the three educational pathways. The three (3) educational pathways for students: in-school instruction with students attending on an alternating schedule (half in-person and the other half receiving remote, synchronous instruction); full remote, synchronous instruction; and the EPS K-12 Cyber Choice Academy, for online, asynchronous instruction. In addition, targeted in-person instruction will be offered to K-5 supplemental service special education students, English Language Learners and seniors at risk of not graduating. Larger common areas (such as gymnasiums, cafeterias and auditoriums) may be utilized as virtual learning spaces allowing more students access to the building under the green phase. Families will be asked to commit to an instructional model for the first quarter of the year. The District will also work with families on a case by case basis to provide reasonable accommodations for students that are unable to return.</p> <p>At such point that decisions have been made regarding school closures due to COVID-19 the District will utilize the OneCall system, local media and placing appropriate information on the District's website and social media to notify staff and families. In the event that the health and safety plan is updated, the District will place such notification on the District's website and social media.</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>On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an order requiring universal face coverings. All staff are encouraged to bring their own masks or face shields to</p>

Requirement(s)	Strategies, Policies and Procedures
<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>school. Masks or face shields will be required at all times as stipulated in the November 17<sup>th</sup> 2020 Updated Order of the Secretary of the Pennsylvania Department of Health. Only those exceptions listed in the order will permit anyone from not wearing a mask, except as otherwise determined by this Plan or the Pandemic Safety Officer. Staff failing to comply with the mask mandate will be appropriately disciplined.</p> <p>The District will have face coverings available for any student or staff member that needs one. Students refusing to comply with this mandate will be required to participate in remote learning. Students will be provided with ongoing direct instruction regarding the proper use of Personal Protective Equipment (PPE) and strategies for maintaining a clean work environment to minimize opportunities for transmission of germs.</p> <p>Parents/Guardians of children who are at a known higher risk for severe illness will be contacted to determine the level of risk for student return. The focus of these conversations is to discuss how to best address the health, safety and welfare needs of our higher risk students during the period of COVID-19. The District will contact families with students who have pre-existing health conditions to gauge interest in returning to the traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and Pennsylvania privacy laws. All students will have the chance to participate in remote learning opportunities. The District will work with medical and special education staff members to determine how best to support our higher risk population. The District will be flexible in collaborating with families as to be empathetic to health needs while fulfilling our academic obligations to students.</p> <p>The District will continue to actively recruit substitutes. Employees will be encouraged to notify the District of scheduled absences as soon as possible so substitutes can be scheduled in advance.</p> <p>The District is planning a synchronous learning environment where students at home or in a “Virtual Learning Space” (within the building) can participate online in classes as they are being taught in real time. We will deploy all certified teachers and paraprofessionals to support students learning in those remote locations. As a District, we have a committee formed that is working on bolstering the social emotional learning aspect of schools. As a group, they are formulating strategies that will allow us to best support the students attending “in person”- as well as those learning from home. Many afterschool clubs and activities will be able to operate on a virtual basis – allowing students to participate from home.</p>

**Requirement(s)****Strategies, Policies and Procedures**

The District is committed to providing our families with the ability to choose between three (3) educational pathways during all of the levels of community transmission phases. The District plans to start the year with all students utilizing remote learning, except specific special education students and high school career and technical students having in-person instruction. Starting with the beginning of the second quarter the elementary students will be able to choose one of the three educational pathways. In addition, targeted in-person instruction will be offered to K-5 supplemental service special education students, English Language Learners and seniors at risk of not graduating. Middle and high school students are anticipated to be able to choose one of the three educational pathways at the beginning of the fourth (4<sup>th</sup>) quarter. The three (3) educational pathways for students: in-school instruction with students attending on an alternating schedule (half in-person and the other half receiving remote, synchronous instruction); full remote, synchronous instruction; and the EPS K-12 Cyber Choice Academy, for online, asynchronous instruction. More information on these options, and the educational pathways, is contained in Appendix A.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **School District of the City of Erie** reviewed and approved the Phased School Reopening Health and Safety Plan, as amended, on **March 25<sup>th</sup>, 2021**

The plan was approved by a vote of:

7 Yes

0 No

Affirmed on: **March 25<sup>th</sup>, 2021**

By:



(Signature\* of Board President)

Dr. Tyler Titus

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\*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.

## APPENDIX A

### EDUCATIONAL PATHWAYS

The Board of School Directors has determined, pursuant to a Resolution approving this Health and Safety Plan, that the impact of COVID-19 has caused an emergency, such as is contemplated in Section 520.1 of the School Code. As such, the School Board has determined that it may take those actions as may be necessary to keep the schools open such days and number of days per week as the School Board may deem necessary or desirable to meet the required minimum of 180 days of instruction and/or, as may be authorized by the Secretary of Education, a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

To provide such educational opportunities, the School District created three educational pathways for students that are to be deployed during Green and Yellow Phases, including:

- (1) in-school instruction consistent with the School Board approved Health and Safety Plan;
- (2) remote, synchronous instruction;
- (3) the EPS K-12 Cyber Choice Academy, for online, asynchronous instruction.

All remote synchronous instruction will take place via the Schoology learning management system. The School District is currently developing a professional development plan to train groups of teachers on the use of Schoology and the educational pathways. All remote instruction will comply with the requirements of Chapter 4 of the State Board of Education regulations and with the curriculum standards published in accordance therewith, including requirements pertaining to instructional activities being delivered under the direction of a certified school employee regardless of whether provided in synchronous or asynchronous formats.

Due to the limitations on the ability to provide in-school instruction to all students, it is the express desire of the School Board to utilize the 900/990 hour measurement methodology for the entire population of the School District, notwithstanding whether the student is being educated in school, or through remote learning.

The School District will track student attendance on an hourly basis while participating in either in-school or remote instruction. The School District will track attendance of remote synchronous education through using a combination of participation during synchronous instruction under the direction of a certified teacher and through attendance tracking functions within Schoology. The School District will track attendance for students participating in the EPS K-12 Cyber Choice Academy utilizing the attendance tracking methodologies within the curriculum currently used.

During the Red Phase all learning will be done remotely, whether through synchronous or asynchronous instruction.

Parents will be asked to commit to a Pathway for the first quarter of the 2020-2021 school year, however, the School District will be flexible to assist parents with any needs or concerns that may arise during the school year that will necessitate a change in pathway selection.