Phased School Reopening
Health and Safety Plan

Valley Grove School District

January 25, 2021

DRAFT Edition 3

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

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: Valley Grove School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania. The administration has categorized transmission levels into three broad categories: Substantial; Moderate; and Low. These designations signal how counties and/or school districts cater their Operational Models. These are suggestions from the state and choice of operational model is made by individual school boards.

Level of Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/ OR	PCR Percent Positivity (Most Recent 7 Days	Recommended Instructional Models
Low	<10	AND	<5%	Full In Person or Blended Learning Model
Moderate	10 to <100	OR	>10%	Blended Learning Model or Full Remote Learning Model
Substantial	>100	OR	>10%	Full Remote Learning Model

Based on your county's current level of transmission 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 safely bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in substantial, moderate or low phases. Some counties may not experience a straight path to any level of transmission.. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

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

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

X   **Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).**

X   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).

x   **Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).**

x   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): January 25, 2021

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Kevin Briggs (VGSD)	Admin	Pandemic Coordinator
Kelly Hart & Andy Carlson (RGHS)	Admin	Development and Response
Jake Saullo & Tessa Simmons (VGE)	Admin	Development and Response
Lori Hannon (VGSD)	Business Office	Development and Response
Amber Nolan-Johnston	Special Education Director	Development and Response
Terry Tantlinger (VGSD)	Facilities Maintenance	Development and Response
Kim Scheer (VGSD)	Nurse	Development and Response
Ryan Umbenhaur (VGE/RGHS)	Teacher/Coach	Development
Curt Bindas (VGSD)	Athletic Director	Development
Jessica Monaco (VGE PTO)	Parent (PTO President)	Development/Review
Amanda Culver (VGEA)	VGEA President	Development/Review
Sue Bialo (VGSD)	Board President	Development/Review
Todd Wetjen (VGSD)	Board member	Development/Review
Brenda Saeli (VGSD)	Classified Employees Transportation	Development/Review
Lynn Beach	Parent representative	Development/Review
Christine Bingman (UPMC)	Medical Field/Community	Consultant (Development/Review)

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Substantial Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in Substantial. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Low or Moderate Transmission 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 Moderate" 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:

The Valley Grove School District has developed and uses clear guidelines for custodial staff to clean learning spaces on a daily basis. Those guidelines will continue to be used to clean each space at the conclusion of each day. To appropriately prepare for instruction during the COVID-19 Phased Re-Opening plan, the district will enhance our cleaning procedures by including the recommended CDC guidelines below. Using new equipment and cleaning chemicals, our support and professional staff will maintain clean, sanitized, disinfected learning spaces. Protocols will include high frequency cleaning of high touch objects and surfaces, regular cleaning and disinfecting of all hard and soft surfaces and electronic equipment. Classroom teachers and support personnel will also have access to appropriate disinfecting materials in the classrooms to continuously address our learning spaces as appropriate.

Requirements	Action Steps under Substantial Phase	Action Steps under Low or Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces,	**FOLLOW CDC GUIDELINES:** ● Practice routine cleaning of frequently touched surfaces.	**FOLLOW CDC GUIDELINES:** ● Practice routine cleaning of frequently touched surfaces.	Terry Tantlinger	● Custodial supplies to implement more frequent deep cleaning of facilities including	Yes

surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)				
	○ More frequent cleaning and disinfection may be required based on level of use. ○ Surfaces and objects in public places or shared equipment should be cleaned and disinfected before each use. ● High touch surfaces include: ○ Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes ● Clean the surface using soap and water or with cleaners appropriate for use on these surfaces. ● Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR	○ More frequent cleaning and disinfection may be required based on level of use. ○ Surfaces and objects in public places or shared equipment should be cleaned and disinfected before each use. ● High touch surfaces include: ○ Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes ● Clean the surface using soap and water or with cleaners appropriate for use on these surfaces. ● Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR		electrocharged sprayers for efficiently cleaning large areas. ● EPA-approved cleaners for hard and soft surfaces including carpets. ● Supplies for classrooms or learning spaces including wipes and/or appropriately stored spray bottles of EPA-approved cleaners for necessary cleaning of "high touch surfaces" or equipment in learning spaces. ● Electronic safe sprays or wipes for learning spaces that include any shared electronic device including touch pads, touch screens, keyboards, handheld controllers, games, robotics, drones, etc.	

	- Disinfect with an EPA-registered household disinfectant. These disinfectants external icons meet EPA's criteria for use against COVID-19. - Vacuum as usual. Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and other shared electronic devices - Consider putting a wipeable cover on electronics. - Follow manufacturer's instruction for cleaning and disinfecting. - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.	- Disinfect with an EPA-registered household disinfectant. These disinfectants external icons meet EPA's criteria for use against COVID-19. - Vacuum as usual. Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and other shared electronic devices - Consider putting a wipeable cover on electronics. - Follow manufacturer's instruction for cleaning and disinfecting. - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	**Daily protocols:** - Periodic cleaning by custodial staff to begin at 5:00AM and continue throughout the school day. Protocols will include increased frequency of restroom cleaning and water fountain cleaning. Other public or shared spaces will be cleaned between uses. - At the conclusion of the school day, afternoon shift	**Daily protocols:** - Periodic cleaning by custodial staff to begin at 5:00AM and continue throughout the school day. Protocols will include increased frequency of restroom cleaning and water fountain cleaning. Other public or shared spaces will be cleaned between uses. - At the conclusion of the school day, afternoon shift	Terry Tantlinger	Same as above	Yes

	will complete cleaning of the entire building. ● Appropriate classroom and equipment disinfection will take place throughout the day utilizing approved wipes and sprays that will be appropriately stored within each learning space.	will complete cleaning of the entire building. ● Appropriate classroom and equipment disinfection will take place throughout the day utilizing approved wipes and sprays that will be appropriately stored within each learning space.			
Cleaning and Disinfecting if someone is sick or tests positive for COVID19	**POSITIVE CASE CLEANING RESPONSE:** ● Close off areas used by the person who is sick. ○ School buildings do not necessarily need to close operations, if they can close off affected areas. ● Open outside doors and windows to increase air circulation in the area.. ● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and telephones. ● Vacuum the space if needed. Use a vacuum equipped with high-efficiency particular air (HEPA) filter, if available.	**POSITIVE CASE CLEANING RESPONSE:** ● Close off areas used by the person who is sick. ○ School buildings do not necessarily need to close operations, if they can close off affected areas. ● Open outside doors and windows to increase air circulation in the area. ● Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and telephones. ● Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particular air (HEPA) filter, if available.	Terry Tanlinger	Same as above	Yes

	○ Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. ○ Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. ● Once an area has been appropriately disinfected, it can be opened for use. ○ Workers without close contact with the person who is sick can return to work immediately after disinfection. ● If more than 7 days since the person who is sick visited or used the facility, additional cleaning and	○ Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. ○ Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. ● Once an area has been appropriately disinfected, it can be opened for use. ○ Workers without close contact with the person who is sick can return to work immediately after disinfection. ● If more than 7 days since the person who is sick visited or used the facility, additional cleaning and		

	disinfection is not necessary. ○ Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.	disinfection is not necessary. ○ Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.		

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: **Learning spaces will be organized in such a manner to create the most possible physical distance between students. Efforts such as using classrooms with the largest spaces to accomodate students and the possible implementation of a blended learning environment will increase social distancing. Students will be grouped in cohorts, primarily at the elementary, to decrease the number of students and staff who interact with each other. The district will provide staff with written guidance that will coordinate and mitigate the possibilities of spread in communal**

space by developing procedures that limit the number of students who will use communal spaces based upon the phase level. The district will encourage the use of outdoor space, when possible, with obvious limitations based on the weather we receive in Western Pennsylvania. Staff will be educated in best practices and be required to transmit this information to students on a regular basis. Visible signage will also be placed in key locations and provide information on best practices. Dependent on the phase of which Venango County is in transportation of students may be modified to best support social distancing.   Valley Grove SD will discourage visitors to building unless deemed necessary by the building principals. Social distancing practices may vary based upon students' age and/or grade ranges. This could include communal space usage, bell schedules, and classroom layout. Valley Grove School District will seek to train all stakeholders through a variety of means. The district will provide staff member professional development prior to students returning to the buildings. These training sessions can be provided via in-person or through online methods.

Requirements	Action Steps under Substantial Phase	Action Steps under Low or Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	- Classes will be held in the largest available spaces to maximize the ability to social distance - Desks will be organized facing one direction - Group work will be encouraged to be done via online tools to decrease students working in close proximity - Blended learning will allow for increased distance between students and staff - Teachers will have seating charts that spread students out to the maximum extent possible.	- Classes will be held in the largest available spaces to maximize the ability to social distance - Desks will be organized facing one direction - Group work will be encouraged to be done via online tools to decrease students working in close proximity - Blended learning will allow for increased distance between students and staff - Gradual transitions from blended, reduced capacity model to full capacity as pandemic status allows - Teachers will have seating charts that spread	Admin Team	- Sample classroom diagram - Guidelines for staff/students	Y

		students out to the maximum extent possible.			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	● Prepackaged meals will be served to all students ● Meals will be served in locations including and beyond the cafeteria to further increase social distancing to the extent possible ● Assigned seating during lunches to increase social distancing awareness to the extent possible ● Implementation of single use disposable utensils and trays where possible ● Increasing the number of rooms used for lunches to increase social distance. ● Eliminate Point of Sale touch screens and keypads ● Standardize payment routines through homerooms,first period teachers, or the office	● Prepackaged meals will be served to all students ● Meals will be served in locations including and beyond the cafeteria to further increase social distancing to the extent possible ● Assigned seating during lunches to increase social distancing awareness to the extent possible ● Implementation of single use disposable utensils and trays where possible ● Eliminate Point of Sale touch screens and keypads ● Standardize payment routines through homerooms, first period teachers or the office	Admin Team	● Sample lunch diagrams ● Guidelines for staff/students	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	● Teach and reinforce in small, in-person classes daily	● Teach and reinforce in medium, in-person classes as needed	● Admin Team ● **Nurse**	● Student Activities ● Staff/Student Guidelines ● Signage	Y
* Posting signs, in highly visible	● Post signs in highly visible locations	● Post signs in highly visible locations	● Admin Team ● **Nurse**	● Signage displayed in	Y

locations, that promote everyday protective measures, and how to stop the spread of germs	• Broadcast daily regular announcements on reducing the spread of COVID-19 on PA systems. • Include messages (for example, videos) 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).	• Broadcast weekly regular announcements on reducing the spread of COVID-19 on PA systems. • Include messages (for example, videos) 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).	• Custodians • Office Broadcasters	restrooms and various locations around the school • Digital signage	
* Identifying and restricting non-essential visitors and volunteers	• Only school staff and approved contractors/liaisons will be permitted in the buildings. • Visitors to the buildings will not be permitted. • Parent/community contacts with staff in the buildings will be through appointment only, where aggressive social distancing guidelines can be followed. • Outdoor drop boxes will be utilized where possible.	• Visitors, including classroom volunteers, will be discouraged. • Essential visitors to the building will need to be cleared by the building principal and by appointment only. • Parents may access the office safety vestibules as necessary but will not have access to the rest of the building, unless deemed necessary by the administration. • Outdoor drop boxes will still be utilized where possible.	Kevin Briggs, Superintendent	• Communication tools to distribute guidelines to stakeholders: • Robocall, social media outlets, website, etc.	Y
* Handling sporting activities for recess and physical education classes consistent with	• Increased sanitation of equipment • Students and staff will social distance when not activity engaged	• Increased sanitation of equipment • Students and staff will social distance when not actively engaged	• Physical Education Team	• Sanitation equipment • Signage • Cleaning/Disinfectant materials	Y

the CDC Considerations for Youth Sports	• Students who are deemed at high risk may engage in separate activities • Encouraging the use of multiple activities to decrease the number of students interacting • Students will be encouraged to wash hands before and after participating in activities • Teachers and staff should wear masks at all times • Students will be required to wear masks when not participating, as mandated • Discouraging actions such as high fives, handshakes, fist bumps and any other direct contact between students • Encouraging activities that do not require the sharing of equipment • Closing of communal spaces such as locker rooms	• Students who are deemed at high risk may engage in separate activities • Encouraging the use of multiple activities to decrease the number of students interacting • Students will be encouraged to wash hands before and after participating in activities • Teachers and staff should wear masks at all times • Students will be required to wear masks when not participating, as mandated • Discouraging actions such as high fives, handshakes, fist bumps and any other direct contact between students			
Limiting the sharing of materials among students	• Students will keep their own materials in their desks/lockers and will not share items • Students will have labeled pencil case bags to hold/carry their own materials (pencils, erasers, sharpeners, etc.) • Classrooms will not have shared supplies	• Students will keep their own materials in their desks/lockers and will not share items • Students will have labeled pencil case bags to hold/carry their own materials (pencils, erasers, sharpeners, etc.) • Classrooms will not have shared supplies	• Building Principals	• Signage • Extra School Materials • Staff/Student Guidelines • Additional technologies	Y

	(communal pencil container, shared calculators, classroom student pencil sharpener, etc.) ● Typical shared items will be labeled only for individual student use (calculators, electronic devices, etc.) ● Any shared materials will be properly sanitized between uses ● Lab/group work materials must be separated and used by individual students ● Computer labs will not be utilized unless it is the assigned computer for a student daily.	(communal pencil container, shared calculators, classroom student pencil sharpener, etc.) ● Typical shared items will be labeled with numbers to limit the number of users (calculators, electronic devices, etc.) ● Any shared materials will be properly sanitized between uses ● Lab/group work materials must be separated and used by individual students ● Computer lab devices will be sanitized between uses			
Staggering the use of communal spaces and hallways	● Use of cafeteria, gymnasium, and playground and auditorium permitted by groups of less than 25 to the extent feasible, following appropriate social distancing guidelines ● Communal spaces, such as hallways, cafeteria, gymnasium, and playgrounds will have staggered usage times, also following use of less than 25 people to the extent feasible	● Communal spaces, such as cafeterias, hallways, and playgrounds will have staggered usage times ● Cohorts will use communal spaces together ● Limited interaction between other cohorts will occur ● When possible, arrival and dismissal times will be staggered to limit interaction ● Students and staff will be required to wear masks when entering and exiting	● Admin Team	● Signage ● Staff/Student Guidelines	Y

	● Cohorts will use communal spaces together ● Minimal interaction between other cohorts will occur ● When possible, arrival and dismissal times will be staggered to limit interaction ● Students and staff will be required to wear masks when entering and exiting communal spaces and while in the hallways ● Students and staff will be required to wash their hands before and after using communal spaces ● Communal spaces will be cleaned and sanitized in between each use ● Special arrangements will be made for students and staff who are deemed high-risk, as to limit their time in a communal space ● Discouraging actions, such as high fives, handshakes, fist bumps and any other direct contact between students and/or staff members when in communal spaces	communal spaces and while in the hallways ● Students and staff will be encouraged to wash their hands before and after using communal spaces ● Communal spaces will be cleaned and sanitized in between each use ● Special arrangements will be made for students and staff who are deemed high-risk, as to limit their time in a communal space ● Discouraging actions, such as high fives, handshakes, fist bumps and any other direct contact between students and/or staff members when in communal spaces			
Adjusting transportation schedules and	● Work with bus contractors to adjust routes to reduce the number of students on	● Provide guidelines to promote social distancing	● Transportation Coord.	● Signage ● Staff/Student Guidelines	Y

practices to create social distance between students	each run to enforce social distancing guidelines of 6 ft between students.	on transportation to extent possible. ● Working to reduce interactions of less than 6 feet for more than 10 minutes where feasible.		● Schedules	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	● The student population in each building will be strategically divided into special education, at risk, ¼ or ½ if necessary and gradually increase capacity as possible. ● **Example**: During ¼ capacity, students will be split into 4 groups and attend in-person instruction 1 day/week and work remotely for the remainder; during ½ capacity, students will be split into 2 groups and attend in-person instruction 2 days/week and work remotely for the remainder ● Students in grades K-6 will remain in the the same classroom for as much of the day as possible; itinerants will come to the classrooms whenever possible	● The student population in each building will attend full in person with students having the option to participate from home ● Students in grades K-6 will remain in the the same classroom for as much of the day as possible; itinerants will come to the classrooms whenever possible	● Building Principals	● Signage ● Staff/Student Guidelines ● Schedules	Y
Coordinating with local childcare regarding on site	● Communication of school plans at all times	● Communication of school plans at all times	● Transportatio n Coord.	● Schedules	Y

care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	• All childcare providers will be added to the schools robocall system	• All childcare providers will be added to the schools robocall system			
Other social distancing and safety practices	• Blended learning will occur to limit the number of people in the building • Small, in-person classes • No extracurricular activities and events • Groups of students stay together and with the same teacher (cohort) throughout/across school days and groups do not mix, when possible • Students remain at least 6 feet apart and do not share objects, when possible • Staggered/rotated scheduling to accommodate smaller class sizes • Little to no use of communal spaces (cafeteria and playground)	• for high-risk individuals • Small, in-person classes, activities, and events • Groups of students stay together and with the same teacher (cohort) throughout/across school days and groups do not mix, when possible • Students remain at least 6 feet apart and do not share objects, when possible • Staggered/rotated scheduling to accommodate smaller class sizes and use of communal spaces	• Admin Team	• Stakeholder Guidelines • Digital Signage • Physical Signage	Y

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

In order to monitor student health, both the parents/guardians and school will work together, as feasible, by checking the students' temperatures and completing a visual inspection for any COVID-related symptoms, including, but not limited to, fever, shortness of breath, coughing, and/or fatigue upon the student arriving to school. Staff will remain 6ft. away from students, when possible. Staff members will also be monitored for COVID-related symptoms and having their temperature checked upon arriving at school. Students will also be monitored throughout the day by staff members, including the school nurse. Staff members will be asked to monitor themselves for symptoms throughout the school day and report to administration, as necessary. Students or staff appearing to have COVID-19 symptoms or a temperature of 100.4 degrees F or higher will immediately be isolated into the nurse's room, as determined by the school nurse, and administration, as needed. The parents/guardians will be contacted. Both students and staff will be sent home or encouraged to go to a healthcare facility, depending on the severity of their symptoms. Continued isolation or possible transportation will be provided. The parents/guardians and staff will be encouraged to follow CDC guidelines on caring for oneself when sick. The school nurse will use Standard and Transmission-Based Precautions when caring for sick people. Staff and students who had close contact (no mask, less than 6ft. apart for more than 15 minutes) with the student, staff member, or visitor will be notified and will be required to stay home for 10 days or 7 days with a negative test after exposure and monitor their health,

while maintaining confidentiality of the student or staff member, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. The district will notify local health officials, as soon as possible. Students and most staff may be dismissed for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Staff, students, or visitors who think or know they had COVID-19 or tested positive for COVID-19 will follow the CDC guidelines on returning to school/work. The district will work closely with communication staff for the school/school system and local public health to share resources with the school community to help families understand when to keep children home. All updates will be shared via the school robocall system (phone, email, text), posted on the school website, shared to the district social media platforms, and shared with local media outlets. Written updates may be mailed to families. Staff will receive additional updates during staff meetings, as needed. A "When to isolate and send student and staff home" flow chart will be provided to unlicensed staff and school administrators to follow if the school nurse is not present 100% of the time. Training will be provided for unlicensed assistive personnel on the use of Personal Protective Equipment (PPE), including eye protection, gowns, gloves, and facemasks. Preparedness will be measured by reviewing attendance reports to determine if there is an increase or decrease in absenteeism by both staff and students.

Requirements	Action Steps under Substantial Phase	Action Steps under Low or Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Monitoring students and staff for symptoms and history of exposure**	● Instruct parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility, as feasible. Upon their arrival, stand at least 6 feet away from the parent/guardian and child. ● Instruct the parent/guardian to confirm that the child does not	● Instruct parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility, as feasible. Upon their arrival, stand at least 6 feet away from the parent/guardian and child. ● Temperatures will be scanned upon students arriving at school.	● School Nurse	● Health Materials/Technologies ● Signage ● Stakeholder Guidelines ● Schedules	Y

	- have fever, shortness of breath or cough, as feasible. - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. - Temperatures will be scanned upon students arriving at school. - Wear personal protective equipment (PPE) if you cannot maintain a distance of 6 feet. - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. - Use an identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other	- Wear personal protective equipment (PPE) if you cannot maintain a distance of 6 feet. - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. - Use an identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. - Safely transport anyone who is sick to their home or to a healthcare facility.		

	healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. ● Safely transport anyone who is sick to their home or to a healthcare facility.				
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	● Wear personal protective equipment (PPE) if you cannot maintain a distance of 6 feet. ● Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. ● Use an identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.	● Wear personal protective equipment (PPE) if you cannot maintain a distance of 6 feet. ● Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick. ● Use an identified isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.	● School Nurse	● Health Materials/Technologies ● Signage ● Stakeholder Guidelines ● Schedules	Y

	- Safely transport anyone who is sick to their home or to a healthcare facility. - Staff and students who had close contact (less than 6ft. apart for more than 15 minutes) with the student, staff member, or visitor will be notified and will be encouraged to stay home for 10 days after exposure and monitor their health, while maintaining confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. - The district will notify local health officials, as feasible. - Students and most staff may be dismissed for 2-5 days.This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is	- Safely transport anyone who is sick to their home or to a healthcare facility. - Staff and students who had close contact (less than 6ft. apart for more than 15 minutes) with the student, staff member, or visitor will be notified and will be encouraged to stay home for 10 days after exposure and monitor their health, while maintaining confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. - The district will notify local health officials, as feasible. - Students and most staff may be dismissed for 2-5 days This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is			

	needed to stop or slow further spread of COVID-19.	needed to stop or slow further spread of COVID-19.			
* Returning isolated or quarantined staff, students, or visitors to school	● **Staff, students, or visitors who think or know they had COVID-19 and had symptoms can return to school after:** 10 days after symptoms onset AND 1 day after resolution of fever and improvement in other symptoms without the aid of fever reducing medicines, whichever is longer ● **Staff, students, and visitors who tested positive for COVID-19, but had no symptoms may return after:** 10 days have passed since their positive test. These individuals may get tested to see if they still have COVID-19. If they develop symptoms after testing positive, they will follow the previous guidance for those who think or know they have COVID-19 and have symptoms. ● Both staff and students will be given the option to work/attend school	● **Staff, students, or visitors who think or know they had COVID-19 and had symptoms can return to school after:** 10 days after symptoms onset AND 1 day after resolution of fever and improvement in other symptoms without the aid of fever reducing medicines, whichever is longer ● **Staff, students, and visitors who tested positive for COVID-19, but had no symptoms may return after:** 10 days have passed since their positive test. These individuals may get tested to see if they still have COVID-19. If they develop symptoms after testing positive, they will follow the previous guidance for those who think or know they have COVID-19 and have symptoms. Both staff and students will be given the option to work/attend school	● School Nurse	● Health Materials/Tech nologies ● Signage ● Stakeholder Guidelines ● Schedules	Y

	remotely, as needed, and when possible.	remotely, as needed, and when possible.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	● All updates will be shared via the school robocall system (phone, email, text), posted on the school website, and shared to the district social media platforms ● Updates will be shared with local media outlets ● Written updates may be sent to families who specifically request this type of communication ● Staff will receive additional updates during staff meetings, as needed	● All updates will be shared via the school robocall system (phone, email, text), posted on the school website, and shared to the district social media platforms ● Updates will be shared with local media outlets ● Written updates may be sent to families who specifically request this type of communication ● Staff will receive additional updates during staff meetings, as needed	● Kevin Briggs, Superintendent	● Social Media Outlets ● Robocall System	N
Other monitoring and screening practices	● Implement temperature checks and/or symptom screening as needed and when practical. ● The use of facemasks for persons is required for all students and staff, unless medically exempted. ● Work closely with communication staff for the school/school system and local public health to share resources with the school community to help families understand when to keep children home. ● Provide a "When to isolate and send student and staff home" flow chart for	● Implement temperature checks and/or symptom screening as needed and when practical. ● The use of facemasks for persons is required for all students and staff, unless medically exempted. ● Work closely with communication staff for the school/school system and local public health to share resources with the school community to help families understand when to keep children home. ● Provide a "When to isolate and send student and staff home" flow chart for	● School Nurse	● Health Materials/Technologies ● Signage ● Stakeholder Guidelines ● Schedules ● Attendance Reports https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf https://www.cdc.gov/coronavirus/2019-ncov/h	Y

				cp/ppe-strategy/index.html https://www.cdc.gov/coronavirus/2019-ncov/downloads/Clinic.pdf	
	unlicensed staff and school administrators to follow if the school nurse is not present 100% of the time. ● Send home ill staff immediately and isolate students if caregivers are not present to immediately take them home. ● Provide training for unlicensed assistive personnel on the use of Personal Protective Equipment(PPE), including eye protection, gowns, gloves, and facemasks. ● Attendance reports will be reviewed for the number of staff/student absenteeism.	unlicensed staff and school administrators to follow if the school nurse is not present 100% of the time. ● Send home ill staff immediately and isolate students if caregivers are not present to immediately take them home. ● Provide training for unlicensed assistive personnel on the use of Personal Protective Equipment(PPE), including eye protection, gowns, gloves, and facemasks. ● Attendance reports will be reviewed for the number of staff/student absenteeism.			

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: The Valley Grove School District has developed clear guidelines for all staff and students on protecting themselves on a daily basis in order to provide quality learning opportunities. The district also

recognizes the importance of those who are at higher risk for severe illness. To protect these individuals, the district has set in place guidelines for a school setting for individuals not feeling well, guidance to wearing masks, and protocols for assisting individuals with complex needs. Furthermore the district has outlined how strategic staff will be deployed to maintain an effective learning environment for all.

Requirements	Action Steps under Substantial Phase	Action Steps under Low or Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Students have the option of distance learning if requested If in school setting, and individual does not appear to be feeling well (respiratory distress, cough, fever) ● Notify Nurse Immediately ● Set up distance learning If not feeling sick ● Daily check in with nurse ● Monitor for symptoms ● Maintain social distancing as much as possible ● Eat in non-congregate setting ● Encourage frequent hand washing and sanitizing of all materials, items, objects individuals are exposed to. ● Communicate with family as necessary	Students have the option of distance learning if requested If in school setting ● Periodic nurse check in ● Maintain social distancing ● Encourage frequent hand washing and sanitizing of all materials, items, objects individuals are exposed to. ● Communicate with family as necessary	● School Nurse	● Health Materials/Technologies ● Signage ● Stakeholder Guidelines ● Schedules	Y
* Use of face coverings (masks or face shields) by all staff	● Staff will be trained on use of face coverings. ● All staff will be required to wear face coverings, as feasible or as mandated.	● Staff will be trained on use of face coverings. ● All staff will be required to wear face coverings, as feasible or as mandated.	● School Nurse	● Health Materials/Technologies ● Signage	Y

	• If a staff member does not have a face covering, the district will provide them with one. • Face coverings are most essential in times when physical distancing is difficult. • Staff will be frequently reminded not to touch the face covering and to wash their hands frequently. • Information will be provided to staff on proper use, removal, and washing of face coverings. • Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. .	• If a staff member does not have a face covering, the district will provide them with one. • Face coverings are most essential in times when physical distancing is difficult. • Staff will be frequently reminded not to touch the face covering and to wash their hands frequently. • Information will be provided to staff on proper use, removal, and washing of face coverings. • Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.		• Stakeholder Guidelines • Schedules https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html	
* Use of face coverings (masks or face shields) by students (as appropriate)	• Information will be provided to students and students' families on proper use, removal, and washing of cloth face coverings. • Staff will teach and reinforce use of cloth face coverings. • K-2 students will be required to wear face coverings, especially when traveling between communal spaces.	• Information will be provided to students and students' families on proper use, removal, and washing of cloth face coverings. • Staff will teach and reinforce use of cloth face coverings. • K-2 students will be required to wear face coverings, especially when traveling between communal spaces.	• School Nurse	• Health Materials/Technologies • Signage • Stakeholder Guidelines • Schedules https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html	Y

	3rd-12th grade students will be required to wear face coverings throughout the school building, as feasible. - Face coverings will be worn by students as feasible, and are most essential in times when physical distancing is difficult. - Students will be frequently reminded not to touch the face covering and to wash their hands frequently. - Face coverings will not be placed on: Children younger than 2 years old, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.	3rd-12th grade students will be required to wear face coverings throughout the school building, as feasible. - Face coverings will be worn by students as feasible, and are most essential in times when physical distancing is difficult. - Students will be frequently reminded not to touch the face covering and to wash their hands frequently. - Face coverings will not be placed on: Children younger than 2 years old, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.			

Unique safety protocols for students with complex needs or other vulnerable individuals	- Communicate regularly with parent/family - Educate staff on individual student needs - Create individual student plans as necessary (Ex. sanitation of needed sensory equipment as used during the day) - Ensure student needs can be met with current safety procedures in place	- Communicate regularly with parent/family - Educate staff on individual student needs - Create individual student plans as necessary (Ex. sanitation of needed sensory equipment as used during the day) - Ensure student needs can be met with current safety procedures in place	Special Education Director and 504 Coordinators	- IEP 504 Plans - Current CDC Plans	Y

Strategic deployment of staff	- Training more staff to be a part of the Student Assistance Program to identify students in need - Contracting with a social worker to work with students and families - Encouraging increased communication between staff and families to best serve student and family needs - Increasing student opportunities for additional learning to overcome learning gaps through use of tutoring, pullout classes, etc. - Investing in technology to allow for technology staff to implement plans to provide access to learning	- Training more staff to be a part of the Student Assistance Program to identify students in need - Contracting with a social worker to work with students and families - Encouraging increased communication between staff and families to best serve student and family needs - Increasing student opportunities for additional learning to overcome learning gaps through use of tutoring, pullout classes, etc. - Investing in technology to allow for technology staff to implement plans to provide access to learning	Building Principals	- Technology - Staff Guidelines	Y
Vaccination Program	VGSD will work with local health partners to coordinate the opportunity to provide staff with access to the Covid-19 vaccine	VGSD will work with local health partners to coordinate the opportunity to provide staff with access to the Covid-19 vaccine	Superintendent	n/a	N

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Basic-Phased Reopening Guidelines	Summer School Staff	Andy Carlson, Assistant Principal	In-Person	Summary Hand-Out	7/7/2020	7/7/2020
Plan Implementation	All Staff	Admin Team	In-Person	Hand-Out of Guidelines	8/25/2020	8/31/2020
Monthly Reinforcement	All Staff	Admin Team	In-Person	Hand-Out of Guidelines	9/1/2020	6/11/2021
Staff Emails	All Staff	Admin Team	Email	Internet	8/25/2020	ongoing

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, 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
Initial Plan Information	All Community Stakeholders	Admin Team	District Website, Robocall, and Social Media	6/23/2020	6/23/2020
Ongoing Plan Revisions	All Community Stakeholders	Admin Team	District Website, Robocall, and Social Media	7/1/2020	6/11/2021
Initial Family Letter	VGSD Families	Admin Team	Mailed Letter, District Website, Robocall, and Social Media	7/1/2020	7/1/2020
COVID Status	All Community Stakeholders	Admin Team	District Website	1/8/2021	1/8/2021
VGSD Instructional Model Updates	All Community Stakeholders	Admin Team	District Website, Robocall, and Social Media	As Needed	
Covid Related School Updates	All Community Stakeholders	Admin Team	District Website, Robocall, and Social Media	As Needed	
ATTES Form	All Community Stakeholders	Admin Team	Website	11/24/2020	Updated as needed

Health and Safety Plan Summary: Valley Grove School District

Anticipated Launch Date of updated plan: 1/25/21

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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The Valley Grove School District has developed and uses clear guidelines for custodial staff to clean learning spaces on a daily basis. Those guidelines will continue to be used to clean each space at the conclusion of each day. To appropriately prepare for instruction during the COVID-19 Phased Re-Opening plan, the district will enhance our cleaning procedures by including the recommended CDC guidelines below. Using new equipment and cleaning chemicals, our support and professional staff will maintain clean, sanitized, disinfected learning spaces. Protocols will include high frequency cleaning of high touch objects and surfaces, regular cleaning and disinfecting of all hard and soft surfaces and electronic equipment. Classroom teachers and support personnel will also have access to appropriate disinfecting materials in the classrooms to continuously address our learning spaces as appropriate.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Learning spaces will be organized in such a manner to create the most possible physical distance between students. Efforts such as using classrooms with the largest spaces to accomodate students and the possible implementation of a blended learning environment will increase social distancing. Students will be grouped in cohorts, primarily at the elementary, to decrease the number of students and staff who interact with each other. The district will provide staff with written guidance that will coordinate and mitigate the possibilities of spread in communal space by developing procedures that limit the number of students who will use communal spaces based upon the phase level. The district will encourage the use of outdoor space, when possible, with obvious limitations based on the weather we receive in Western Pennsylvania. Staff will be educated in best practices and be required to transmit this information to students on a regular basis. Visible signage will also be placed in key locations and provide information on best practices. Dependent on the phase of which Venango County is in transportation of students may be modified to best support social distancing. Valley Grove SD will discourage visitors to building unless deemed necessary by the building principals. Social distancing practices may vary based upon students' age and/or grade ranges. This could include communal space usage, bell schedules, and classroom layout. Valley Grove School District will seek to train all stakeholders through a variety of means. The district will provide staff member professional development prior to students returning to

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	the buildings. These training sessions can be provided via in-person or through online methods.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	In order to monitor student health, both the parents/guardians and school will work together, as feasible, by checking the students' temperatures and completing a visual inspection for any COVID-related symptoms, including, but not limited to, fever, shortness of breath, coughing, and/or fatigue upon the student arriving to school. Staff will remain 6ft. away from students, when possible. If 6-foot social distancing is not possible, staff will wear personal protective equipment. Staff members will also be monitored for COVID-related symptoms, as well as, possibly having their temperature checked upon arriving at school. Students will also be monitored throughout the day by staff members, including the school nurse. Staff members will be asked to monitor themselves for symptoms throughout the school day and report to administration, as necessary. Students or staff appearing to have COVID-19 symptoms or a temperature of 100.4 degrees F or higher will immediately be isolated into the nurse's room, as determined by the school nurse, and administration, as needed. The parents/guardians will be contacted. Both students and staff will be sent home or encouraged to go to a healthcare facility, depending on the severity of their symptoms. Continued isolation or possible

	transportation will be provided. The parents/guardians and staff will be encouraged to follow CDC guidelines on caring for oneself when sick. The school nurse will use Standard and Transmission-Based Precautions when caring for sick people. Staff and students who had close contact with the student, staff member, or visitor will be notified and will be encouraged to stay home for 10 days after exposure and monitor their health, while maintaining confidentiality of the student or staff member, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. The district will notify local health officials, when possible. Students and most staff will be dismissed for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Staff, students, or visitors who think or know they had COVID-19 or tested positive for COVID-19 will follow the CDC guidelines on returning to school/work. The district will work closely with communication staff for the school/school system and local public health to share resources with the school community to help families understand when to keep children home. All updates will be shared via the school robocall system (phone, email, text), posted on the school website, shared to the district social media platforms, and shared with local media outlets. Written updates may be mailed to families. Staff will receive additional updates during staff meetings, as needed. Temperature checks

	and/or symptom screening will be implemented, as needed and when practical. A "When to isolate and send student and staff home" flow chart will be provided to unlicensed staff and school administrators to follow if the school nurse is not present 100% of the time. Training will be provided for unlicensed assistive personnel on the use of Personal Protective Equipment (PPE), including eye protection, gowns, gloves, and facemasks. Preparedness will be measured by reviewing attendance reports to determine if there is an increase or decrease in absenteeism by both staff and students.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	The Valley Grove School District has developed clear guidelines for all staff and students on protecting themselves on a daily basis in order to provide quality learning opportunities. The district also recognizes the importance of those who are at higher risk for severe illness. To protect these individuals, the district has set in place guidelines for a school setting for individuals not feeling well, guidance to wearing masks, and protocols for assisting individuals with complex needs. Furthermore the district has outlined how strategic staff will be deployed to maintain an effective learning environment for all.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Valley Grove School District** reviewed and approved the updated Phased School Reopening Health and Safety Plan on **January 25, 2021**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: **Date: _____**

By:

_____
(*Signature* of Board President*)

Susan Bialo
_____
(*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.