



# Phased School Reopening Health and Safety Plan

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. The Chester Upland School District (CUSD) has created a Health and Safety Plan to serve as our guidelines for all programs and services to reopen safely. Our guidelines are tailored to the unique needs of the CUSD and provides for flexibility if the Governor moves our county from green to yellow during the 2020 –2021 school year. CUSD recognizes if the Governor declares our county in the red phase, CUSD will implement the Continuity of Education Plans that were developed during the spring 2020.

The development of this plan was created through multiple work groups. Work groups consisted of a Pandemic School Reopening Task Force (PSRT) that was comprised of CUSD administrators, staff, and health professionals. The PSRT guided the development of the global strategies that are applicable to all programs and services within the organization. These team members will be key stakeholders to implement the plan. Additional work groups were formed to guide CUSD’s reopening by assisting the PSRT as it seeks to minimize risks to public health, addresses impacts on student learning and well-being, recognizes the importance of the local public school to the community, and seeks to optimize operational readiness; ensures that the issues of health, safety, and educational equity always come first while guiding schools; and provides role-aligned insight and expertise to inform Reopening priorities and next steps. In addition, CUSD will be conducting surveys of our parents/guardians and faculty/staff.

The strategies in this plan were derived from the work outlined above. The PSRT will be the overseers of the finalized Health and Safety Plan. PSRT goals are to: 1) Review the final Health and Safety Plan; 2) Troubleshoot issues as they arise during implementation; 3) Revise the Health and Safety Plan as needed; and 4) Monitor the implementation of the plan. At the time of the development of this plan, the PSRT reviewed guidelines from the Delaware County Intermediate Unit (DCIU), Chester County Health Department, Bucks County Department of Health, SickKids Recommendations for School Reopening, Pennsylvania Department of Education (PDE) Guidance, the World Health Organization (WHO), and the Centers for Disease Control and Prevention (CDC) to address requirement areas as per the direction of the PDE.

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

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

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

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

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

The Chester Upland School District will open schools in accordance with the opening phase issued by Governor Wolf and the PA Department of Education. The Chester Upland School District will use a blended reopening to bring students and staff back to physical school buildings. In order to comply with social distancing requirements, students could spend half of the school day learning in a virtual environment and half of the day in a physical building. All CDC guidelines will be followed to the maximum extent possible. The District's financial constraints may limit our reopening options.

- How did you engage stakeholders in the type of re-opening your school entity selected?

As the plan for reopening evolves, the District is committed to engaging students, staff, families, and community members on the various options and considerations for reopening. Based on Delaware County's current designation and local community needs, the CUSD Superintendent and Receiver/Board of Directors, along with stakeholder input, will determine what type of reopening plan will be implemented. A parent survey about reopening concerns and considerations will be posted on the District website.

- How will you communicate your plan to your local community?

The Health and Safety Plan Draft will also be posted on the school district's website. Virtual town halls will also be conducted to allow for feedback on the draft plan. Robocalls will be used to communicate the District's reopening plan. As the District establishes safety guidelines for practices such as COVID-19 testing, temperature checks, social distancing, mask wearing, regular disinfecting, and limiting group gatherings, we will create ways for students, staff, and families to share feedback and report issues that may be unsafe. Any concerns shared will be responded to within 24 hours by the appropriate department/team, and a weekly status report of issues will be provided to the Superintendent for review. Issues will be addressed by the District's Pandemic Team.

- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Given the dynamic nature of the COVID-19 pandemic, the CUSD Health and Safety Plan incorporates sufficient flexibility to adapt to changing conditions. Public health experts and elected officials have all warned about the possibility of a second wave of COVID-19 even after cases see a significant and sustained decline. The District is actively preparing for all scenarios and will be prepared to shift to more (or entirely) remote operations should a spike in COVID-19 cases force temporary or prolonged closures. While we hope additional closures are not a reality, data from other countries and the uncertainty of an available vaccine inform us that we must be prepared for the possibility of such an increase in cases in the Fall. If students and staff return to a full remote learning structure, the District will provide all students and families with a Chromebook or work packets. If schools are closed due to COVID-19, meal distribution at Chester High School, Toby Farms Intermediate School, and Stetser Elementary School will also commence. Decisions about reopening and school closures are all guided by the latest recommendations provided by the Centers for Disease Control (CDC), guidance from the Pennsylvania Department of Education (PDE), orders from state and local governments, as well as consultation with healthcare professionals. The day-to-day status of COVID-19 cases will likely fluctuate in the coming months and continue to vary from region to region. All school activities must align with Pennsylvania Governor Tom Wolf's Process to Reopen Pennsylvania. Governor Wolf's administration has categorized reopening into three phases: red, yellow, or green. These designations signal how restrictions on schools will ease in each county. In the red phase, schools remain closed for in-person instruction, and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs would be implemented.

Furthermore, the District will follow CDC guidance on what to do when students and staff exhibit symptoms and when a case is suspected/confirmed. Students or staff who exhibit symptoms will be directed home to self-isolate and seek medical attention, as necessary. Positive or suspected cases will be confirmed with the local Department of Public Health who will assist with developing a recommended next step based on the level of potential exposure. Staff and families will be notified if they or a student has been in "close contact" with a confirmed case and will be directed to self-isolate and monitor themselves for potential symptoms. This may result in the temporary closure of school buildings. At a minimum, in the event of a confirmed case, the District may close off portions of/an entire school building for a period of 24 hours and allow for additional cleaning/disinfecting before reopening. According to the Chester County Health Department, if an individual who tested positive for COVID-19 was symptomatic, then they must complete a 10-day isolation period from the symptom onset date. After the 10-day period, if they are fever free for a 24 hour period (without the use of fever reducing medication) and symptoms have resolved, then they can return to school/work. For individuals who test positive for COVID-19 and do not

have any symptoms, then they start the 10-day isolation period from the test date (specimen collection date). Close contacts of COVID-19 positive individuals need to complete a 14-day quarantine period from their last date of contact with the positive case within their contagious period (48 hours prior to test date/symptom onset date). For household contacts of a positive case, exposure is considered ongoing. After the COVID-19 positive individual completes their 10-day isolation period, then the household contacts 14-days quarantine period starts. If the close contact develops symptoms or tests positive, their 14-day quarantine turns into a 10-day isolation from symptom onset/test date. Should a school need to close temporarily, all coursework will be completed remotely, and teachers will be expected to continue instruction with students using digital or non-digital platforms.

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

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

**Anticipated launch date for scaffolded: January 26, 2021**

The health and safety of all the students and staff in the District, as well as the community, will remain our top priority. The Chester Upland School District (CUSD) is thoroughly examining our facilities, staffing, and financial outlook in order to assess our reopening options. Therefore, our Health and Safety Plan is a working document and flexible in nature.

The Nita M. Lowey 21<sup>st</sup> CCLC after school programming will be implemented based on the type of reopening that the CUSD selects. The same protocols for cleaning, social distancing, etc. will apply to the Nita M. Lowey 21<sup>st</sup> CCLC after school programming as well.

## 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):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Carol D. Birks, Superintendent	All Stakeholders	Both
Ronald Simonson, Pandemic and School Safety and Security Coordinator	All Stakeholders	Both

<b>Dr. Joanne Barnett, Digital Learning Consultant</b>	All Stakeholders	Both
<b>Dariah Jackson, Special Education Teacher/Vice President of the Chester Upland Education Association (CUEA)</b>	All Stakeholders	Both
<b>Anthony Johnson, Board President</b>	All Stakeholders	Both
<b>Dr. Byron McCook Interim Director of Technology</b>	All Stakeholders	Both
<b>Karen Miah, Community Representative</b>	Community	Both
<b>Marvin Newton, Director of Facilities and Grounds</b>	All Stakeholders	Both
<b>Dr. Jala Olds-Pearson, Assistant Superintendent of Curriculum, Instruction and Professional Development</b>	All Stakeholders	Both
<b>Carlana Parker, Principal of Main Street Elementary School</b>	All Stakeholders	Both
<b>John Shelton, Dean of Students/ President of the Chester Upland Education Association (CUEA)</b>	CUEA	Both
<b>Joyce Lee, Certified School Nurse</b>	All Stakeholders	Both



<b>Dr. Christine Murrin, Director of Student Services</b>	All Stakeholders	Both
<b>Dr. Lakiyah Chambers, Director of Human Resources</b>	All Stakeholders	Both

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?  
All CUSD buildings will be deep cleaned and disinfected prior to any staff member or students returning to the buildings. All cleaning, sanitizing, and disinfecting materials are effective against COVID-19. Custodial staff will wipe down common areas, classrooms, offices and bathrooms. Windows are open during cleaning along with the air conditioning system running. Hard surfaces frequently used by students and staff will be cleaned utilizing an increased cleaning rotation.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?  
Procuring supplies is ongoing to maintain inventory levels needed for facility cleanliness. Marvin Newton, Director of Facilities and Grounds, and/or a Custodial Supervisor will monitor the inventory of PPE and cleaning supplies and purchase supplies as needed.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?  
Cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety will be implemented after the dismissal of every class if feasible and at the end of each day.
- What protocols will you put in place to clean and disinfect throughout an individual school day?  
All maintenance and custodial staff will have a cleaning cart with disinfectant, which will be restocked at the beginning of the school day with Lysol spray, hand sanitizer, and liquid disinfectant. Custodial staff will wipe down common areas, classrooms, offices and bathrooms. Windows will be open during cleaning, and the air conditioning system will be running in schools that have an air conditioning system. Hard surfaces frequently used by students and staff will be cleaned utilizing an increased cleaning rotation. Custodial staff will clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, handrails, sink handles, elevator buttons and drinking fountains. More frequent

cleaning and disinfecting is required on greater use areas. Checklists will be created for custodial staff to ensure all classrooms, offices, and restrooms are routinely cleaned and disinfected.

- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols?  
All maintenance and custodial staff, as well as teachers, staff, and administrators will be trained on these protocols.
- When and how will the training be provided?  
Training will be provided to all maintenance and custodial staff, as well as teachers, staff, and administrators prior to the start of the 2020-2021 school year. Training for all maintenance and custodial staff will occur in person. Training for teachers, staff, and administrators will be conducted online.
- How will preparedness to implement as a result of the training be measured?  
Marvin Newton, Director of Facilities and Grounds, and/or a Custodial Supervisor will measure preparedness to implement as a result of the training by rechecking areas and utilizing a checklist for custodial staff to ensure all classrooms, offices, and restrooms are routinely cleaned and disinfected.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<p>Custodial staff will wipe down common areas, classrooms, offices and bathrooms. Windows will be open during cleaning, and the air conditioning system will be running in schools that have an air conditioning system.</p> <p>Hard surfaces frequently used by students and staff will be cleaned utilizing an increased cleaning rotation.</p> <p>Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which</p>	Same as Yellow	Marvin Newton, Director of Facilities and Grounds: Overall organization procedures and protocols and maintaining inventory supplies for addressing the pandemic.	<p>CUSD utilizes EPA Approved Disinfectants for use against COVID-19. PPE are required for all staff.</p> <p>Electrostatic sprayers</p>	<p>Yes</p> <p>Marvin Newton, Director of Facilities and Grounds, will be responsible for these action steps and trainings.</p>

	<p>reduces the risk of exposure. Most surfaces and objects will just need normal routine cleaning.</p> <p>Clean visibly dirty surfaces with soap and water prior to disinfecting. Clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, handrails, sink handles, elevator buttons and drinking fountains.</p> <p>More frequent cleaning and disinfecting is required on greater use areas.</p> <p>First clean the surface or object with soap and water then disinfect.</p> <p>Disinfection will be done using EPA-approved disinfectants against COVID-19. More frequent disinfection of surfaces and objects touched by multiple people is important. Targeting indoor frequently touch services include tables, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets and sinks, touchscreens, and water fountains.</p> <p>District purchased electrostatic sprayers (approved by the EPA to use against COVID-19).</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Change filters regularly.</p> <p>Disinfect high touch areas of HVAC and other building service systems (on off switches, thermostats)</p>		<p>Head Custodians or lead custodian to assure daily cleaning procedures are met.</p> <p>Staff will clean and disinfect personal workspace including, tables, desks, phones, keyboard, touchscreens and light switches in offices.</p> <p>Custodial staff and services provided under contract for HVAC and mechanical systems.</p>	<p>Custodian staff must have proper PPE including mask, glove and gown (when appropriate for deep cleaning).</p> <p>Marvin Newton, Director of Facilities and Grounds, and/or a Custodial Supervisor will monitor the inventory of PPE and cleaning supplies and purchase supplies as needed.</p> <p>Increase vendor list supplying PPE and cleaning and disinfecting supplies.</p> <p>The District will purchase bottled water for staff and students.</p>	<p>PD will be required for proper cleaning of facilities for custodial staff.</p> <p>Always read and follow instructions on cleaning products</p>
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	<p>Disinfect the interior of refrigerated devices.</p> <p>Take steps to prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p>				
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Products include Lysol Spray, BioProtect spray, Ecolution Pro all-purpose cleaner, Ecolution neutral floor cleaner, D-Stroy morning fresh, and Lysol wipes.</p> <p>Increase pest control services as students will be eating in classrooms to support social distancing efforts.</p> <p>Add barriers strategically in areas to maintain appropriate separation of space. Clean and disinfect barriers regularly.</p> <p>Increase ventilation, if feasible, by opening windows and doors.</p>	<p>Same as Yellow</p>	<p>Staff disinfect and clean barriers in local area.</p>	<p>Continued purchasing of cleaning materials.</p>	<p>Yes</p>

**Summary of Responses to Key Questions:**

The Director of Facilities and Grounds and the Custodial Staff conducted walk throughs to determine what was needed at each site and what type of protective barriers might be required. All CUSD buildings will be deep cleaned and disinfected prior to any staff member or students returning to the buildings. All cleaning, sanitizing, and disinfecting materials are effective against COVID-19. Procuring supplies is ongoing to maintain inventory levels needed for facility cleanliness. Marvin Newton, Director of Facilities and Grounds, and/or a Custodial Supervisor will monitor the inventory of PPE and cleaning supplies and purchase supplies as needed. Organizational procedures and processes for increasing the cleaning and sanitizing of facilities have been considered with the various programs operating in facilities in mind, for the purpose of following CDC guidelines. Training will be ongoing for CUSD staff for cleaning protocols and various outside contractors will support the facility operations and regular maintenance of HVAC and ventilation systems. Additionally, the CUSD purchased electrostatic sprayers approved by the EPA to use against COVID-19. We will ensure that comprehensive training is provided to all custodians. We will ensure that the existing ventilation systems are operating properly, and we will increase the circulation of outdoor air. We will take steps to prohibit the use of communal drinking

fountains and provide safe alternatives for providing water when possible. The CUSD will purchase bottled water for staff and students. We will also encourage staff to bring their own water bottles/containers or bottled water to minimize the use/touching of our water fountains. Additionally, we will clean our health suite surfaces after treating sick students and as needed.

## Social Distancing and Other Safety Protocols

### Key Questions-

- How will classrooms/learning spaces be organized to mitigate spread?  
In accordance with CDC guidance, desks will be set a minimum of 6 feet apart when feasible, and desks will be arranged in a way that minimizes face-to-face contact. The District will determine the maximum capacity for students of each classroom while meeting 6-foot social distancing guidelines. In Chester High School, 16 student desks can fit in a classroom while meeting the 6-foot social distancing guidelines.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?  
To the extent possible, and as recommended by the CDC, smaller student/educator cohorts will be created to minimize the mixing of student groups throughout the day and to minimize movement of students, educators, and staff as much as possible. The District will develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students. Since social distancing must be maintained, the District will create staggered schedules to limit the number of individuals in classrooms and other spaces. (CDC recommends no more than 25 individuals including staff).
- What policies and procedures will govern use of other communal spaces within the school building?  
The District has procedures in place that will govern the use of other communal spaces within the school building. Procedures are in place for entering and exiting school buildings, cafeterias, and gymnasiums, as well as for transitions. Students within common areas will be separated to maintain social distancing guidelines. The District has procedures in place for the implementation of Grab and Go Breakfast and Lunch in which students will eat breakfast and lunch in the classroom. For example, if implementing a staggered schedule (AM/PM), the AM students will get a Grab and Go breakfast

when they enter the school after they go through intake procedures. They will eat their breakfast in the classroom. The AM students will then get a Grab and Go lunch when they leave. The PM students will get a Grab and Go lunch when they enter the school after they go through intake procedures. They will eat lunch in the classroom. The teachers will have a lunch break during the transition between when the AM students leave and the PM students arrive because this process will take more than 30 minutes. No-touch trash cans will need to be placed in each classroom, and trash will need to be emptied after each meal in the classroom. We will need increased maintenance personnel in order to implement this plan.

All classrooms will need to be thoroughly disinfected after each transition if feasible. We will need to increase maintenance personnel to implement effective cleaning and disinfecting if feasible. Staggered release times from classrooms will need to be implemented, and teachers must provide support during transitions in order to safely maintain order in the hallways.

Hallways will be one-way/one directional foot traffic. Directional signs will be placed for movement up/down and left/right to reduce gatherings and interactions during transitions. Signs will need to be created. For example, we will need signs with arrows that say "One-way."

- How will you utilize outdoor space to help meet social distancing needs?

The District has procedures in place on how we will utilize outdoor space to help meet social distancing requirements. The District will refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. The District will encourage virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Group sizes will be limited to the extent possible.

- What hygiene routines will be implemented throughout the school day?

The District has procedures in place for hygiene routines that will be implemented throughout the school day. Procedures are in place for students using hand sanitizer as they enter the school building, before using classroom materials, and before all transitions. The District will provide each instructional staff member with a supply of disinfectant wipes and make portable hand sanitizer dispensers available directly inside each classroom and throughout each school building. Students and staff will be required to use hand sanitizer or wash their hands when they enter the school building. Students and staff will also use hand sanitizer as soon as they enter a classroom, after they touch supplies, and prior to transitioning in the hallways. Water and hygiene facilities will be a crucial part of schools reopening safely. Administrators will look at opportunities to improve hygiene measures, including handwashing, respiratory etiquette (i.e. coughing and sneezing into the elbow), physical distancing measures, cleaning procedures for facilities, and safe food preparation practices. Administrative staff and teachers will also be trained on physical distancing and school hygiene practices. To limit the sharing of materials among students, students will be limited to only using materials they are assigned. They cannot share materials.

- How will you adjust student transportation to meet social distancing requirements?  
This section is still being developed. Face coverings will be required for all students entering buses (basic masks will be provided for those who do not have them). All students must sanitize hands as they enter buses. The number of students on one bus at a time will be limited to allow for as much social distancing as possible. Therefore, additional buses will be needed to accommodate social distancing guidelines. Furthermore, staggered arrival times will need to be implemented, so all students do not arrive at the school at the same time. Additionally, there will need to be an increase in time built in between bus runs, so buses can be disinfected.

A list of the number of students who ride buses will need to be obtained. The number of incoming 9<sup>th</sup> graders and transfer students from the Charter School must be considered to determine how many buses the District will need. The District will also consider the number of special education students who receive door-to-door transportation service.

- What visitor and volunteer policies will you implement to mitigate spread?  
The District recommends restricting nonessential visitors, volunteers, and activities that involve other groups. The District has policies and procedures in place for restricting non-essential visitors and volunteers to mitigate the spread of COVID-19. Essential volunteers will be required to supply the clearances the District requires.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?  
These social distancing and other safety protocols will not 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?  
All staff, students, and families will be trained on social distancing and other safety protocols prior to the start of the school year via an online format. The District will have all staff, students, and families complete a preparedness survey to determine to what extent everyone is prepared, as well as their comfort level to implement social distancing and other safety protocols as a result of the training.

### **Summary of Responses to Key Questions:**

The CUSD will make a good faith effort to follow the CDC [<https://www.cdc.gov/coronavirus/2019ncov/community/schoolschildcare/schools.html>] and/or the World Health Organization (WHO) [<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>] guidelines to the best of our ability, but recognize this may not be possible in all programs due to the nature of the populations served



and the types of programs offered. Parents/Guardians and staff are strongly encouraged to familiarize themselves with the guidelines and to take preventive measures to safeguard their students and themselves, respectively. The CUSD will work closely with the Chester County Health Department when cases of COVID-19 are identified. The Department will guide any notifications and other mitigation issues. Our flexible scheduling plans for our schools call for fewer students in our buildings each day, thus allowing us to create 6 feet of separation in all learning spaces throughout the day, to the maximum extent possible (3 feet of separation if 6 feet is not feasible). We will implement a “Grab and Go” breakfast and lunch program. Students will eat in classrooms, not in the cafeteria. Building Administrators will communicate daily reminders via the morning announcements to staff and students. These daily reminders will be focused on washing hands frequently, keeping hands away from one’s face, using sanitizer to wash hands if soap and water are not available, social distancing, and other safety practices. We will ensure that hand sanitizer is available in every classroom. We will post CDC-suggested signs on how to stop the spread of germs at the entrances of all school buildings and at the entrance of each classroom. Only students and staff will be permitted in the buildings. If students are sick and our Nurse is recommending that they go home, parents/guardians will enter the lobby/main office area of the building and the student will be brought to them to sign out and take home. Parents/guardians/visitors will not be permitted to enter the Health Suite. Our daily school schedule will reflect the consideration of staggering groups of students who will be using communal spaces and hallways. We will mark the hallways in our buildings with arrows spaced 6 feet apart to remind staff and students where to walk, which direction to walk, and how far apart from others to remain. The District also has procedures in place on how to utilize outdoor space to help meet social distancing requirements. Furthermore, the District has procedures in place for hygiene routines that will be implemented throughout the school day, including all students will use hand sanitizer as they enter the school building, before using classroom materials, and before all transitions. Signs will be placed at entryways to school buildings, restrooms, and hallways. The District has policies and procedures in place for restricting non-essential visitors and volunteers to mitigate the spread of COVID-19. The District also has procedures in place that will govern sporting activities for recess and physical education classes. To limit the sharing of materials among students, students will be limited to only using materials they are assigned. The District has procedures in place that will govern the use of other communal spaces within the school building, such as entering and exiting school buildings, cafeterias, and gymnasiums, as well as for transitions. Adjustments to student transportation to meet social distancing requirements are still being developed. All social distancing and other safety protocols will not differ based on age and/or grade ranges. All staff, students, and families will be trained on social distancing and other safety protocols prior to the start of the school year via an online format. The District will have all staff, students, and families complete a preparedness survey to determine to what extent everyone is prepared, as well as their comfort level to implement social distancing and other safety protocols as a result of the training. The District will continue to monitor CDC and PDE recommendations.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>In CUSD classrooms, desks and seating arrangements will be situated with increased distances between each other. The CUSD will try to space desks and seating arrangements 6 feet apart, and when not feasible, try for at least 3 feet apart. Desks will face in the same direction, which minimizes face-to-face contact. Important note, due to the age of some of our students and the nature of some of the special needs' population, maintaining this distance may not be likely. We will increase space between students as much as possible and arrange seating during table work with increased spacing.</p> <p>Barriers or face shields will be utilized to protect teachers.</p> <p>Personal Care Assistants and One-on-One staffing will maintain 3 feet of physical distancing if possible, but recognize this might not be possible due to the nature of behavior support plans, medical plans or other specially designed instruction in students' Individualized Education Plans.</p>	<p>Same as Yellow</p>	<p>Principals, Assistant Principals, Teachers, Instructional Assistants, Climate Managers, Paraprofessionals, and Personal Care Aides</p>	<p>The District will purchase barriers and/or face shields to protect teachers.</p> <p>The District will purchase tape to mark where desks will be placed to maintain 6 feet of social distancing.</p> <p>Determine where in buildings and classrooms, as appropriate, add markings on floors with appropriate materials if necessary, to support spacing. Posting of signs to support messaging of social distancing.</p> <p>Control barriers to direct traffic and mark off prohibited areas.</p> <p>Only Gaffers tape may be used on floors—Multiple Colors for marking floors to avoid damaging floor surface.</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>


<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>Meals for Students</b></p> <p>We will implement a “grab and go” breakfast and lunch program. Students will eat in their classrooms, not in the cafeteria.</p> <p>Restrict use of common and/ or specialty areas (wellness room, breakrooms).</p> <p>Explore nutritious meals that can be prepackaged (e.g., bag breakfast, lunches, and snack) to minimize food handling.</p> <p>Consider staggering lunch times.</p> <p>Students will be required to wipe down their areas afterwards.</p> <p><b>Restrooms</b></p> <p>Staff restrooms – staff will be asked to disinfect toilet, sink and doorknobs after each use. Recommend this also be done prior to use.</p> <p>Increase cleaning of restrooms to two times per day and when needed.</p> <p><b>Office Areas</b></p> <p>Copiers/Printers- signs will be posted to support 6 feet rule for social distancing. Staff will be asked to wear gloves or use a pointer object when using common copiers/printers to avoid direct human contact with devices.</p> <p>Staff may not congregate in main office or other offices. Staff will need to social distance of 6 feet when</p>	<p>Overall, same as Yellow Phase with these exceptions:</p> <p><b>Restrooms</b></p> <p>Increase cleaning of restrooms to midday cleaning and when needed.</p> <p><b>Staff Lounge</b></p> <p>Staff may use these spaces for their meals. When in staff lounge, staff must honor physical distancing (try for 6 feet apart when feasible), wear masks when not eating, and disinfect area when done eating.</p> <p>Encourage staff to bring lunches/snack that do not require refrigeration or heating up (microwave use). This helps with minimizing high touch areas.</p> <p>Clean out refrigerators in lounges frequently. Post sign to communicate if anything left in refrigerator, it will be discarded of daily.</p>	<p>Principals, Assistant Principals, Teachers, Instructional Assistants, Climate Managers, Paraprofessionals, and Personal Care Aides</p>	<p><b>Meals for Students</b></p> <p>The District will purchase no-touch trash cans that will be placed in each classroom.</p> <p>The District will consider additional staffing needs to supervise students during breakfast and lunch in the classrooms.</p> <p><b>Restrooms</b></p> <p>Spray bottles with disinfectant, paper towels, and gloves will be stationed in staff restrooms for staff to disinfect after use.</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>interacting with anyone in these areas and wear masks.</p> <p><b>Staff Lounge</b></p> <p>Restrict use of common and/or specialty areas, such as staff lounges.</p> <p><b>Elevators</b></p> <p>Decrease capacity to 50% of usage and social distance on elevator. Increase cleaning of high touch areas such as elevator buttons.</p>				
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Daily reminders for staff and students via morning school announcements to wash hands frequently, to keep one's hands away from one's face, to use hand sanitizer when soap and water are not available, social distancing and other safety practices. We will also ensure that hand sanitizer is available in every classroom and that hand sanitizer dispensers are strategically located throughout the schools and buildings.</p> <p>Best practice encourages hand washing prior to meals and snacks, after meals and snack, transition back to class from being outside, after using the bathroom, after blowing nose, coughing, or sneezing.</p>	<p>Same as Yellow</p>	<p>All staff</p>	<p>The District will purchase an adequate supply of hand sanitizer, soap, paper towels, and tissues.</p> <p>CDC Posters of proper hygiene practices posted around building and bathrooms.</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>CDC signs of social distancing, proper hygiene, and protective measures will be posted at the entrance of each school and throughout all facilities in high traffic areas, restrooms, and rooms deemed necessary by administration.</p>	<p>Same as Yellow</p>	<p>Principals, Assistant Principals, Maintenance</p>	<p>Mr. Marvin Newton has ordered signs in English and Spanish from the Delaware County Intermediate Unit (DCIU).</p>	<p>No</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Only staff and students will be permitted into the buildings. Parents/Guardians of students who are sick may enter the lobby/main office area. A staff member will escort the student so that the parent/guardian can sign out the student. Parents/Guardians entering the school buildings must comply with the CDC recommendation of wearing a face covering.</p> <p>Parents/Guardians may need to enter the school building for a meeting. This can only occur with prior appointments, symptom self-screening, and compliance with the CDC recommendations of wearing a face covering and following social distancing guidelines.</p>	<p>Same as Yellow</p>	<p>Principals and building secretaries</p>	<p>Signs describing the process for Parents/Guardians.</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Suspended in Yellow Phase.</p>	<p>In accordance with the CDC considerations for Youth Sports, our Physical Education Teachers and coordinators of recess will emphasize individual skill development and activities and discourage the sharing of items that are difficult to clean, sanitize, or disinfect. Staff will disinfect equipment and materials in-between groups of students.</p> <p>Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.</p> <p>Limit use of playgrounds. Playgrounds can only be used if the CUSD can disinfect the playground after each use. If this capacity is not available, playgrounds cannot be used.</p> <p>Develop gym schedules that allow for one class/group at a time, use could be limited to a specified area not the whole gym. Disinfect after each use.</p> <p>Encourage games that require no physical contact.</p>	<p>Curriculum Supervisor, Building Principals</p>	<p>Disinfectant spray</p> <p>CDC Considerations for Youth Sports</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Limiting the sharing of materials among students</b></p>	<p>Daily reminders for staff and students via school announcements to limit the sharing of materials among students.</p> <p>Students will be limited to only using materials they are assigned. They cannot share materials.</p> <p>Minimize sharing of high-touch materials to the extent possible (toys, books, play materials, art supplies, equipment etc.) and clean between use.</p> <p>Secure materials in Tupper wear or other types of storage and only take out 1 or 2 storage units at a time. Then, disinfect between use.</p> <p>Remove all cloth toys and stuffed animals.</p> <p>Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or individualized packets for belongings (e.g., materials for education).</p>	<p>Same as Yellow</p>	<p>Building Administrators, teachers, instructional assistants, paraprofessionals</p>	<p>Plastic bins for storage of materials and toys for uses.</p> <p>Remove all stuff animals and toys of cloth.</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>The District has procedures in place that will govern the use of other communal spaces within the school building, such as entering and exiting school buildings, cafeterias, and gymnasiums, as well as for staggered transitions.</p> <p>Flexible school schedules will promote limited use of communal spaces and limit the number of transitions during the day.</p> <p>Add visuals for traffic through buildings. Establish travel directions in hallways and communal spaces with signs to limit gatherings and promote social distancing during transitions (e.g., everyone uses one side of the hallway when walking down the hallway and everyone uses the other side of the hallway when walking up the hallway).</p>	<p>Same as Yellow</p>	<p>All Administrative Staff, Climate Managers, School Safety Officers</p>	<p>The District will purchase or make directional signs that will be posted in the hallways.</p> <div data-bbox="1562 441 1841 737" style="border: 1px solid black; padding: 5px; text-align: center;">  <p><b>One-way traffic only</b> Stay to the left. Stay six feet apart.</p> </div> <p>Gaffers Tape-Multiple Colors</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Our flexible scheduling plans for students will determine our transportation schedule. Those flexible scheduling plans will significantly limit the number of students attending school each day. Therefore, our students will practice appropriate social distancing on the buses to the greatest extent possible.</p> <p>Bus Drivers will encourage social distancing on the buses and at bus stops as well.</p> <p>Buses will be equipped with extra face coverings and hand sanitizer.</p> <p>Students and families should expect the process of boarding and exiting the buses to take longer as we encourage proper social distancing.</p> <p>All students must wear face coverings on the bus. Bus Drivers will wear masks or face shields.</p>	<p>Same as Yellow</p>	<p>Joe Marquis-Transportation Supervisor</p> <p>Ms. Lawanda King-Richardson, Transportation</p> <p>All Administration</p>	<p>Face coverings, hand sanitizer</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Our flexible scheduling plans will significantly limit the number of students and staff in classrooms and other learning areas. (CDC recommends no more than 25 individuals including staff). This reduction in the number of students in our buildings at any one time will also reduce the amount of interactions between groups of students.</p>	<p>Same as Yellow</p>	<p>Administrative Staff, Building Principals</p>		<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>	We will communicate the details of our flexible scheduling plans, as well as our transportation plans, with our local childcare providers.	Same as Yellow	Building Principals, All Administrative Staff	Contact information for the local childcare providers and a summary of our flexible scheduling plans.	No
<b>Other social distancing and safety practices</b>	<p>Limit in-person meetings. Use of web-based meeting platforms (e.g., Zoom, Microsoft Teams) to conduct meetings. Emergency meetings limited to no more than 10 can occur only if social distancing of 6 feet and masks are worn by all parties.</p> <p>We will affix arrows on the floors, 6 feet apart, to remind staff and students which direction to walk and the proper social distance.</p> <p>Continue to monitor CDC and PDE recommendations.</p>	<p>Limit in-person meetings as much as possible. Prefer web-based meeting platforms. If meeting must take place, no more than 25 individuals should be in attendance. Individuals must follow social distancing guidelines (6 feet) and wear a face mask. Disinfect area after meeting.</p>	Building Principals, All Administrative Staff	Tape, additional face masks	Yes  All levels of Admin will be responsible for these action steps and trainings.

## Monitoring Student and Staff Health

### Key Questions-Dr. Pugh and Nurses

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?  
Our School Nurses and other staff members will conduct daily health checks that include temperature and symptom screening, as well as checks for history of exposure.
- 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)?  
Staff and contractors will be required to take their own temperature before reporting to work and to stay home if temperature is above 99.5°F or if experiencing other symptoms as outlined by the Chester County Health Department (see symptom check section of the plan). Parents will be asked to take their child's temperature and to keep their child home if child has any influenza symptoms or signs of possible COVID-19 or a temperature above 99.5°F or symptoms as outlined by the Chester County Health Department (see symptom check section of the plan). School Nurses will develop a process to conduct daily temperature and symptom checks of students prior to entering the school building, which may include daily taking of temperature readings.
- 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?  
Each school building will have an area where a student or staff member who is sick can wait to reduce the risk of infecting others. This area will be designated as an "isolation room/area" and will be used only for this purpose. The School Nurse will make the determination regarding isolation and will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others while in this room/area.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?  
The staff that will be responsible for making decisions regarding quarantine or isolation requirements of staff or students will include CUSD Administrators (Building and/or Central Administration), Nursing staff, and Public Health Department.

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school?  
The parent/guardian of a student who is sick and sent home will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school. If a student or staff member tests positive for COVID-19, the School Nurse will encourage them to follow CDC recommendations for when to return to school/work. Students and staff members who have tested positive for COVID-19 may return per CDC guidelines.
- How will you accommodate staff who are unable to or uncomfortable to return?  
CUSD Administration/Human Resources will consider possible options for staff who are unable to or uncomfortable to return. The District will protect employees at higher risk for severe illness by supporting and encouraging options to telework or exploring offering duties that minimize higher risk individuals' contact with others as feasible.
- How will you determine which students are willing/able to return?  
A parent/guardian survey will be conducted. Parents/guardians must notify their child's school if he/she does not plan on attending school in-person during the 2020-2021 school year.
- How will you accommodate students who are unable or uncomfortable to return?  
Remote learning or virtual homebound instruction will be provided when a student is 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?  
Any case of COVID-19 shall be reported immediately to the CUSD Superintendent, Nursing staff, and Director of Human Resources. The Superintendent shall determine when and how families will be notified of confirmed staff or student illness or exposure. The CUSD Pandemic Team will communicate any adjustments made to this Health and Safety Plan via Robocalls, as well as posting updates on the District website and on our social media platforms.
- Which stakeholders will be trained on protocols for monitoring student and staff health?  
All District Administrators, Nursing staff, teachers, support personnel, students, and parents/guardians will be trained on protocols for monitoring student and staff health.

- When and how will the training be provided?  
Training will be an ongoing process. Training will be conducted prior to students and staff returning to the school buildings and revisited when guidelines from the State and CDC are changing. This training will be conducted virtually.
- How will preparedness to implement as a result of the training be measured?  
There will be frequent check-ins conducted by the Nursing staff, and they will determine the effectiveness of the trainings/procedures in the school buildings. If they feel procedures are not implemented with fidelity, then they will report to their respective Building Administrators for next steps.

**Summary of Responses to Key Questions:**

CUSD reviewed a series of guidance on this issue. The Delaware County Intermediate Unit, Chester County Health Department, Bucks County Department of Health and SickKids Hospital published guidance for schools. The CUSD Pandemic Team used these guidelines and reviewed WHO and CDC recommendations to develop this section of our plan. Staff and contractors will be required to take their own temperature before reporting to work and to stay home if temperature is above 99.5°F or if experiencing other symptoms as outlined by the Chester County Health Department. Parents will be asked to take their child’s temperature and to keep their child home if child has any influenza symptoms or signs of possible COVID-19 or a temperature above 99.5°F or symptoms as outlined by the Chester County Health Department. Our School Nurses and other staff members will conduct daily health checks that include temperature and symptom screening, as well as checks for history of exposure. When applicable, the School Nurse will refer students, parents/guardians, and staff to a physician. As part of the daily announcements to staff and students, Building Administrators will remind them about the COVID-19 symptoms listed on the CDC website. Building principals will send weekly reminders to families encouraging them to monitor their children’s health and determine whether or not they are healthy enough to report to school each day. Each school building will have an isolation room/area where a student or staff member who is sick can wait to reduce the risk of infecting others. The School Nurse will make the determination regarding isolation and will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others while in this room/area if feasible. The parent/guardian of a student who is sick and sent home will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school. If a student or staff member tests positive for COVID-19, the School Nurse will encourage them to follow CDC recommendations for when to return to school/work. Students and staff members who have tested positive for COVID-19 may return per CDC guidelines. The CUSD Pandemic Team will communicate any adjustments made to this Health and Safety Plan via Robocall, as well as posting updates on the District website and on our social media platforms.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Staff and contractors will be required to take their own temperature before reporting to work and to stay home if temperature is above 99.5°F or if experiencing other symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</p> <p>Parents will be asked to take their child's temperature and to keep their child home if child has any influenza symptoms or signs of possible COVID-19 or a temperature above 99.5°F or symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</p> <p>School Nurses and/or designees will develop a process to conduct daily temperature and symptom checks of all individuals prior to entering the school building, which may include daily taking of temperature readings.</p> <p>School Nurses will assess students and staff with symptoms and refer to a physician when appropriate. Staff and students shall be sent home if they become ill at work/school. School Nurse will encourage staff and students to be tested if known exposure and continue to monitor for symptoms.</p> <p>School Nurses will remind staff and students to be aware of symptoms listed on CDC website as part of daily announcements.</p>	<p>Same as yellow</p>	<p>All Administration and Nursing staff</p>	<p>Additional thermometers</p> <p>Additional Nurses (Hourly Nurses)</p> <p>Daily announcement script</p>	<p>Yes</p> <p>All levels of Admin and Nursing staff will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Each school building will have an area where a student or staff member who is sick can wait to reduce the risk of infecting others. This area will be designated as an "isolation room" and will be used only for this purpose.</p> <p>The School Nurse will make the determination regarding isolation and will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others if feasible.</p> <p>The parent/guardian of a sick child will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school.</p> <p>Staff and students shall be sent home if they become ill at work/school particularly if they have COVID-19 symptoms, such a cough, shortness of breath without any other explanation, or fever.</p> <p>Measures to protect confidentiality will be used to protect staff and student emotional well-being.</p> <p>Any case of COVID-19 shall be reported to the Director of Human Resources.</p>	<p>Same as Yellow</p>	<p>All Administration and Nursing staff</p>	<p>Consider additional building subs to assist as staff become sick or unavailable.</p> <p>Copies of letters to parents/guardians for School Nurse to complete.</p>	<p>Yes</p> <p>Nursing staff in school buildings will train staff on what to "look for" and building level processes.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Consultation with CUSD Human Resources Department.</p> <p>Follow Chester County Health Department guidance.</p> <p><b>Staff</b></p> <p>Seek and follow the direction of the CUSD Human Resources Department.</p> <p>Human Resources will work directly with the Chester County Health Department for consultation and guidance.</p> <p><b>Students</b></p> <p>Seek and follow the direction of the School Nurse.</p> <p>School Nurse will work directly with the Chester County Health Department and/or parent for follow up.</p> <p>Students and staff members who have tested positive for COVID-19 may return per CDC recommendations for when to return to school/work.</p>	<p>Same as Yellow</p>	<p>All Administration and Nursing staff</p>	<p>Copies of CDC guidelines</p>	<p>Yes</p> <p>All levels of Admin and Nursing staff will be responsible for these action steps and trainings.</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>The CUSD Pandemic Team will communicate any adjustments made to this Health and Safety Plan via Robocalls, as well as posting updates on the District website and on our social media platforms.</p> <p>Consultation with Superintendent and CUSD Human Resources.</p> <p>Follow Chester County Health Department guidance.</p>	Same as Yellow	All Administration and CUSD Pandemic Team	Written script for Robocalls, District Website, District Social Media Accounts	No
<b>Other monitoring and screening practices</b>	Continue to monitor CDC recommendations and Chester County Health Department guidance.	Same as Yellow	All Administration, CUSD Pandemic Team, and Nursing staff	CDC recommendations Chester County Health Department Guidance	No

## 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? All staff are required to wear face coverings all day, every day (face masks and/or face shields). School Safety Officers and Climate Managers must have a face shield on their person at all times, so they can put the face shield on prior to engaging in close contact with students in the event of a physical altercation/fight. All Pre-K-12 students will be required to wear a face covering every day. Students may be allowed to remove their face covering when students are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart, or engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.). Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.

Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

In addition to following guidance around regular hand washing, hand sanitizing, daily cleaning and disinfecting of high-touch surfaces, and encouraging social distancing, the District will procure and distribute PPE for students and staff to use when in school buildings. This equipment will include disposable and reusable masks and reusable face shields and gloves for specific specialized staff groups, and additional items like gowns for nursing team members. Surgical masks, face shields, and disposable gloves will be provided for employees engaging in symptom screening. Guidance will be provided to staff regarding the specific PPE that is expected for them based on their role and responsibilities. Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings. The District will also purchase adequate supplies and carefully monitor inventory to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.

All PPE will be purchased centrally and delivered to locations before students and staff return to school and work. The District will also purchase a limited supply of back-up materials. In addition to PPE, the District will provide each instructional staff member with a supply of disinfectant wipes and make portable hand sanitizer dispensers available directly inside each classroom and throughout each school building. The District will also install barriers at frequently visited spaces to at least create one point of contact with protection.

- What special protocols will you implement to protect students and staff at higher risk for severe illness?  
The CUSD is increasing measures of cleaning, disinfecting, and requiring PPE for all staff. These measures assist in mitigation efforts. For our vulnerable student population, increased hand washing for staff and students will be prioritized. If unable to wash hands, staff will use hand sanitizer before and after interface with students. Staff will utilize face shields in addition to face masks when appropriate. Staff and students will be encouraged to stay home if ill. Remote learning or virtual homebound instruction will be provided when a student is unable or uncomfortable to return. The District will protect employees at higher risk for severe illness by supporting and encouraging options to telework or exploring offering duties that minimize higher risk individuals' contact with others. Flexible attendance policies for students and staff will be considered as well.

- How will you ensure enough substitute teachers are prepared in the event of staff illness?  
The District will ensure that enough substitute teachers are prepared in the event of staff illness. All substitute teachers and substitute service companies contracted to provide services for the Chester Upland School District will be required to review and adhere to the guidelines outlined within the District’s Health and Safety Plan.
- 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?  
We will review staffing at each school building and reassign staff as necessary or assign task specific duties after consultation with Human Resources. We will continue to implement and strengthen our Continuity of Education Plan to ensure all students have access to quality learning opportunities. Instructional staff will be assigned to teach classes that are arranged in accordance with the CDC guidelines on social distancing as well as the District’s Health and Safety Plan. Non-instructional staff will be deployed as per each school’s safety plan. We will rely on our existing partnerships with outside agencies to provide substitute teachers and other staff. We will share our Health and Safety Plan with our partners. Social workers and Counselors will provide on-going assistance and support to students and families. The District will work in partnership with Crozer Hospital, Chester Seeds, Chester Education Fund, and other community organizations that can assist with supporting the social emotional wellness of students.

**Summary of Responses to Key Questions:**

CUSD reviewed a series of guidance on this issue. The Delaware County Intermediate Unit (DCIU), Chester County Health Department, the Bucks County Department of Health, and SickKids Hospital published guidance for schools. The CUSD Pandemic Team used these guidelines and reviewed CDC recommendations to develop this section of our plan. All staff are required to wear face coverings all day, every day (face masks and/or face shields). School Safety Officers and Climate Managers must have a face shield on their person at all times, so they can put the face shield on prior to engaging in close contact with students in the event of a physical altercation/fight. All Pre-K-12 students will be required to wear a face covering every day. Students may be allowed to remove their face covering when students are eating or drinking when spaced at least 6 feet apart, when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task, or when at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to

communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield. We will provide CDC recommendations to families, students, and staff regarding people who are at higher risk for severe illness. Additionally, we will incorporate those recommendations into the safety practices in our schools and buildings when applicable. We have maintained our existing partnerships with the outside agencies who provide us with substitute teachers and other staff. We will continue to rely on those partnerships. Our District will continue to implement and strengthen our Continuity of Education Plan to ensure all students have access to quality learning opportunities. Our District will also continue to implement and strengthen our programs, systems, and initiatives that focus on the promotion of social and emotional wellness.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>The CUSD is increasing measures for cleaning and disinfecting and requiring PPE for all staff to assist with mitigation efforts. For our vulnerable student population, increased hand washing and/or use of hand sanitizer for staff and students will be prioritized. Staff will utilize face shields in addition to face masks when appropriate. Staff and students will be encouraged to stay home if ill.</p> <p>Provide specific CDC recommendations to families, students and staff regarding people who are at higher risk for severe illness. When applicable, we will incorporate those recommendations into our safety practices.</p>	<p>Same as Yellow</p>	<p>All Administrators and Staff</p>	<p>Cleaning and disinfecting supplies</p> <p>Soap, hand sanitizer</p> <p>Face masks and face shields</p> <p>Copies of CDC recommendations</p>	<p>Yes</p> <p>All levels of Admin and Nursing staff will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Staff will be required to wear a face covering (mask and/or face shield) all day every day.</p> <p>Staff will be asked to bring their own masks to wear. If staff is unable to bring their own mask, arrangements will be made to provide mask to individuals.</p> <p>CUSD will have disposable masks on site for emergencies or if a staff member has forgotten their face mask or face shield.</p> <p>CUSD will also have face shields available for staff. Staff members will be responsible for the cleaning of face shields. School Safety Officers and Climate Managers must have a face shield on their person at all times, so they can put the face shield on prior to engaging in close contact with students in the event of a physical altercation/fight.</p> <p>Staff members that are isolated from others while in personal offices/spaces and no other individuals are present, will not be required to wear masks. Staff will need to disinfect their areas at the end of each day if at any time a mask was not in use. Staff shall not leave this space without putting on a face mask.</p>	<p>Same as Yellow</p>	<p>All Staff</p>	<p>Face masks and face shields</p>	<p>Yes</p> <p>All levels of Admin and Nursing staff will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>All Pre-K-12 students will be required to wear a face covering every day. Students may be allowed to remove their face covering when students are eating or drinking when spaced at least 6 feet apart, when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task, or when at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.</p> <p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p>	<p>Same as Yellow</p>	<p>All Administrators, Classroom Teachers, Climate Managers, and All Support Staff</p>	<p>Face masks and face shields</p>	<p>Yes</p> <p>All levels of Admin will be responsible for these action steps and trainings.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<p>We will demonstrate flexible attendance procedures and provide virtual learning opportunities to keep our most vulnerable students and staff safe.</p> <p>Revisit student health plans and modify as necessary.</p> <p>For students with disabilities that need specially designed instruction due to an emotional disturbance: Revisit mental health strategies and supports as needed.</p>	Same as Yellow	All Administrators		No
<b>Strategic deployment of staff</b>	<p>Review staffing at each school building and reassign staff as necessary or assign task specific duties after consultation with Human Resources and Departmental Administrators.</p> <p>We will continue to implement and strengthen our Continuity of Education Plan to ensure all students have access to quality learning opportunities.</p> <p>We will rely on our existing partnerships with outside agencies to provide substitute teachers and other staff. We will share our Health and Safety Plan with our partners.</p>	Same as Yellow	All Administrators and Human Resources	Copies of the CUSD Health and Safety Plan	Yes  All levels of Admin will be responsible for these action steps and trainings.
<b>Professional Development Opportunities and Travel of Staff</b>	Professional development opportunities requiring travel or attendance at another facility are suspended.	Professional development opportunities requiring travel or attendance at another facility are suspended until deemed appropriate by the Administration Team.	All Administration		No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Field Trips, Extracurricular Activities, and Events</b>	<p>No field trips or extracurricular activities.</p> <p>No gatherings or events of 10 or more individuals.</p> <p>No in-person social activities.</p> <p>In Career and Technical Education (CTE) and Delaware County Technical High Schools (DCTS) programs, when deemed appropriate by the Administration Team, students will be permitted to participate in field experiences, work-based learning experiences, and required clinical experiences outside of school buildings.</p> <p>When deemed appropriate by the Administration Team, students will be permitted to participate in the Nita M. Lowey 21<sup>st</sup> CCLC afterschool program.</p>	<p>Field trips, extracurricular activities, and events are suspended until deemed appropriate by the Administration Team.</p> <p>When deemed appropriate by the Administration Team, students will be permitted to participate in the Nita M. Lowey 21<sup>st</sup> CCLC afterschool program.</p>	<p>All Administration</p>		<p>No</p>



<p><b>Guidance for Services in the Home</b></p>	<p>When there is an identified need for a home visit, the staff member of the services needs to contact the family prior to the home visit to ask the following health screening questions. The provider should document the responses.</p> <ol style="list-style-type: none"> <li>1. Anyone in the home tested positive or suspected of having COVID-19?</li> <li>2. Does anyone in the home have signs or symptoms outlined by the Chester County Health Department (see symptom check section of the plan)?</li> <li>3. Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?</li> <li>4. Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit?</li> </ol> <p>If staff member is not able to contact the family before the home visit and decides to proceed with the visit, the staff member should ask the four health screening questions included above before entering the home to make sure the staff member is doing everything the staff member can to mitigate the spread of COVID-19. The staff member should stand approximately 6 feet from the doorway when asking the four health screening questions.</p>	<p>Same as Yellow</p>	<p>All Administration and Home-Based Staff</p>	<p>Copies of the four health screening questions</p> <p>Face masks and/or face shields</p> <p>Gloves</p> <p>Gowns</p> <p>Hand sanitizer</p>	<p>Yes</p> <p>All levels of Admin and will be responsible for these action steps and trainings.</p>
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	<p>If the answer is <i>no</i> to all of the health screening questions included above, and the staff member decides that going to the home is in the best interest of the child and family, then the staff member service should provide service following PPE (face mask and glove) requirements of the CUSD. If a staff member believes he/she needs a gown, one will be provided. In addition, when possible while in the home, maintain physical distance – try for 6 feet. Staff member should bring in only minimum materials for the home-based session and disinfect materials afterwards. Rubber gloves shall be disposed of after the session. If disposable gown is worn, this should be disposed of after the session.</p> <p>If the staff member believes he/she is at risk of transmitting COVID-19 or the response is <i>yes</i> to any of the questions above, the staff member or provider communicates with the family the need to postpone the visit and to schedule a time to plan for a future visit. The staff member needs to contact his/her supervisor immediately.</p> <p>Before and after the home visit, the staff member must:</p> <ol style="list-style-type: none"> <li>1. Wash hands with soap and water for at least 20 seconds before entering/going to the home and after exiting. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.</li> <li>2. Avoiding touching eyes, nose, and mouth.</li> </ol>				
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## 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
<b>Safe Schools – Planning for the Possibilities</b>	All staff	Ronald Simonson, Pandemic Coordinator/ School Safety and Security Coordinator	Online		6/9/20	6/11/20
<b>Reopening Plan for the 2020-2021 School Year</b>	All staff, students, and parents/ guardians	Superintendent and CUSD Pandemic Team	Online			
<b>New School Safety Protocols for the 2020-2021 School Year</b>	All staff, students, and parents/ guardians	CUSD Pandemic Team	Online			
<b>Cleaning, Sanitizing, and Disinfecting</b>	Maintenance and Custodial Staff	Marvin Newton	In-person			
<b>Staff Expectations</b>	All staff	Superintendent and CUSD Pandemic Team	Online			
<b>Student and Parent/Guardian Expectations</b>	All students and parents/guardians	Superintendent and CUSD Pandemic Team	Online			
<b>Classroom Management Strategies</b>	All staff	School Principals and Assistant Principals	Online			

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Leading sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Physical Education Teachers, Recess Supervisors	Curriculum Supervisor	Online or in-person interactive session	CDC Considerations for Youth Sports		
<b>Monitoring students and staff for symptoms and history of exposure</b>	School Nurses and All Staff	Dr. Eric Pugh, Supervisor of Pupil Services	Online or in-person interactive session			
<b>Returning isolated or quarantined staff or students to school</b>	School Nurses	Dr. Eric Pugh, Supervisor of Pupil Services / Kinya Robinson, Interim Human Resources Director	Online or in-person interactive session	CDC guidelines on when to return to school or work		
<b>Protecting students and staff at higher risk for severe illness</b>	Staff and families of students who are at higher risk for severe illness.	Dr. Eric Pugh, Supervisor of Pupil Services	Online or in-person interactive session	CDC guidance for people who are at higher risk for severe illness		
<b>CUSD Health and Safety Plan Overview for Substitutes</b>	Substitute Staff	Dr. Jala Olds-Pearson, Assistant Superintendent of Curriculum, Instruction and Professional Development and All Administrative Staff	Online or in-person interactive session	CUSD Health and Safety Plan		

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Parent/Guardian School Opening Survey</b>	All parents and guardians	Superintendent / CUSD Pandemic Team / School Principals	Posted on District Website and Social Media Platforms	7/7/20	7/13/20
<b>Faculty/Staff Return to Work Survey</b>	All staff	Superintendent / CUSD Pandemic Team / School Principals	Posted on District Website and emailed directly to staff	7/8/20	7/13/20
<b>Virtual Town Hall Regarding School Reopening Options and Concerns</b>	All staff, students, and families	Superintendent / CUSD Pandemic Team / School Principals	Online		
<b>School Reopening Plan</b>	All staff, students, and parents/guardians	Superintendent / CUSD Pandemic Team / School Principals	Flyers, Letters, Robocalls, District Website, and Social Media Platforms		
<b>CUSD Health and Safety Plan</b>	All staff, students, and parents/guardians	Superintendent / CUSD Pandemic Team / School Principals	Letters, Robocalls, District Website, and Social Media Platforms		
<b>Letter 1: Informing staff of returning to buildings in August</b>	All Staff	Superintendent/Administrative Staff	Letters, Robocalls, District Website, and Social Media Platforms		
<b>Letter 2: Communicate the plan (clarify the current situations and the planned way forward)</b>	All staff, students, and parents/guardians	Superintendent/All Administrators	Letter mailed to students/parents, Email to staff		
<b>Letter 3: Information letter explaining the final plan –what in-school and/or online learning will look like</b>	All staff, students, and parents/guardians	Superintendent/All Administrators	Letters, Robocalls, District Website, and Social Media Platforms		

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Keeping staff, students, and all stakeholders informed and reminded about healthy hygiene practices and promote personal responsibility in reducing the spreading of the disease.</b>	All stakeholders	Nursing Staff, CUSD Pandemic Team, Building Principals, Facilities Staff	Posting of required signs in highly visible locations throughout all CUSD buildings and classrooms		
<b>Ensure employees feel safe in their work environment; students feel safe in school (inform about cleaning and sanitizing practices, social distancing)</b>	Staff	All Administrators, Building Principals, Classroom Teachers, Climate Managers, CUSD Pandemic Team	Email, Letters, Robocalls, District Website, and Social Media Platforms		
<b>Bi-weekly status briefings/check-ins. Short videos (wearing masks, social distancing, etc.).</b>	Staff	All Administrators	Email, Letters, Robocalls, District Website, and Social Media Platforms		

## Health and Safety Plan Summary: **Chester Upland School District**

Anticipated Launch Date: **January 26, 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>Custodial staff will wipe down common areas, classrooms, offices and bathrooms. Windows will be open during cleaning, and the air conditioning system will be running in schools that have an air conditioning system.</p> <p>Hard surfaces frequently used by students and staff will be cleaned utilizing an increased cleaning rotation.</p> <p>Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Most surfaces and objects will just need normal routine cleaning.</p> <p>Clean visibly dirty surfaces with soap and water prior to disinfecting.</p> <p>Clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, handrails, sink handles, elevator buttons and drinking fountains.</p> <p>More frequent cleaning and disinfecting is required on greater use areas.</p> <p>First clean the surface or object with soap and water then disinfect.</p> <p>Disinfection will be done using EPA-approved disinfectants against COVID-19. More frequent disinfection of surfaces and objects touched by multiple people is important. Targeting indoor frequently touch services include tables, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets and sinks, touchscreens, and water fountains.</p> <p>District purchased electrostatic sprayers (approved by the EPA to use against COVID-19).</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Change filters regularly.</p> <p>Disinfect high touch areas of HVAC and other building service systems (on off switches, thermostats)</p> <p>Disinfect the interior of refrigerated devices.</p> <p>Take steps to prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Products include Lysol Spray, BioProtect spray, Ecolution Pro all-purpose cleaner, Ecolution neutral floor cleaner, D-Stroy morning fresh, and Lysol wipes.</p> <p>Increase pest control services as students will be eating in classrooms to support social distancing efforts.</p> <p>Add barriers strategically in areas to maintain appropriate separation of space. Clean and disinfect barriers regularly.</p> <p>Increase ventilation, if feasible, by opening windows and doors.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>In CUSD classrooms, desks and seating arrangements will be situated with increased distances between each other. The CUSD will try to space desks and seating arrangements 6 feet apart, and when not feasible, try for at least 3 feet apart. Desks will face in the same direction, which minimizes face-to-face contact. Important note, due to the age of some of our students and the nature of some of the special needs' population, maintaining this distance may not be likely. We will increase space between students as much as possible and arrange seating during table work with increased spacing.</p> <p>Barriers or face shields will be utilized to protect teachers.</p> <p>Personal Care Assistants and One-on-One staffing will maintain 3 feet of physical distancing if possible, but recognize this might not be possible due to the nature of behavior support plans, medical plans or other specially designed instruction in students' Individualized Education Plans.</p>



Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>Meals for Students</b></p> <p>We will implement a “grab and go” breakfast and lunch program. Students will eat in their classrooms, not in the cafeteria.</p> <p>Restrict use of common and/ or specialty areas (wellness room, breakrooms).</p> <p>Explore nutritious meals that can be prepackaged (e.g., bag breakfast, lunches, and snack) to minimize food handling.</p> <p>Consider staggering lunch times.</p> <p>Students will be required to wipe down their areas afterwards.</p> <p><b>Restrooms</b></p> <p>Staff restrooms – staff will be asked to disinfect toilet, sink and doorknobs after each use. Recommend this also be done prior to use.</p> <p>In the Yellow Phase, increase cleaning of restrooms to two times per day and when needed.</p> <p>In the Green Phase, increase cleaning of restrooms to midday cleaning and when needed.</p> <p><b>Office Areas</b></p> <p>Copiers/Printers- signs will be posted to support 6 feet rule for social distancing. Staff will be asked to wear gloves or use a pointer object when using common copiers/printers to avoid direct human contact with devices.</p> <p>Staff may not congregate in main office or other offices. Staff will need to social distance of 6 feet when interacting with anyone in these areas and wear masks.</p> <p><b>Staff Lounge</b></p> <p>In the Yellow Phase, restrict use of common and/or specialty areas, such as staff lounges.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>In the Green Phase, staff may use these spaces for their meals. When in staff lounge, staff must honor physical distancing (try for 6 feet apart when feasible), wear masks when not eating, and disinfect area when done eating.</p> <p>Encourage staff to bring lunches/snack that do not require refrigeration or heating up (microwave use). This helps with minimizing high touch areas.</p> <p>Clean out refrigerators in lounges frequently. Post sign to communicate if anything left in refrigerator, it will be discarded of daily.</p> <p><b>Elevators</b></p> <p>Decrease capacity to 50% of usage and social distance on elevator. Increase cleaning of high touch areas such as elevator buttons.</p> <p>Daily reminders for staff and students via morning school announcements to wash hands frequently, to keep one's hands away from one's face, to use hand sanitizer when soap and water are not available, social distancing and other safety practices. We will also ensure that hand sanitizer is available in every classroom and that hand sanitizer dispensers are strategically located throughout the schools and buildings.</p> <p>Best practice encourages hand washing prior to meals and snacks, after meals and snack, transition back to class from being outside, after using the bathroom, after blowing nose, coughing, or sneezing.</p> <p>CDC signs of social distancing, proper hygiene, and protective measures will be posted at the entrance of each school and throughout all facilities in high traffic areas, restrooms, and rooms deemed necessary by administration.</p> <p>Only staff and students will be permitted into the buildings.</p> <p>Parents/Guardians of students who are sick may enter the lobby/main office area. A staff member will escort the student so that the parent/guardian can sign out the student. Parents/Guardians entering the school buildings must comply with the CDC recommendation of wearing a face covering.</p> <p>Parents/Guardians may need to enter the school building for a meeting. This can only occur with prior appointments, symptom self-screening, and</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>compliance with the CDC recommendations of wearing a face covering and following social distancing guidelines.</p> <p>Suspended in the Yellow Phase. In the Green Phase, in accordance with the CDC considerations for Youth Sports, our Physical Education Teachers and coordinators of recess will emphasize individual skill development and activities and discourage the sharing of items that are difficult to clean, sanitize, or disinfect. Staff will disinfect equipment and materials in-between groups of students.</p> <p>Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.</p> <p>Limit use of playgrounds. Playgrounds can only be used if the CUSD can disinfect the playground after each use. If this capacity is not available, playgrounds cannot be used.</p> <p>Develop gym schedules that allow for one class/group at a time, use could be limited to a specified area not the whole gym. Disinfect after each use.</p> <p>Encourage games that require no physical contact.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Daily reminders for staff and students via school announcements to limit the sharing of materials among students.</p> <p>Students will be limited to only using materials they are assigned. They cannot share materials.</p> <p>Minimize sharing of high-touch materials to the extent possible (toys, books, play materials, art supplies, equipment etc.) and clean between use.</p> <p>Secure materials in Tupper wear or other types of storage and only take out 1 or 2 storage units at a time. Then, disinfect between use.</p> <p>Remove all cloth toys and stuffed animals.</p> <p>Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or individualized packets for belongings (e.g., materials for education).</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>The District has procedures in place that will govern the use of other communal spaces within the school building, such as entering and exiting school buildings, cafeterias, and gymnasiums, as well as for staggered transitions.</p> <p>Flexible school schedules will promote limited use of communal spaces and limit the number of transitions during the day.</p> <p>Add visuals for traffic through buildings. Establish travel directions in hallways and communal spaces with signs to limit gatherings and promote social distancing during transitions (e.g., everyone uses one side of the hallway when walking down the hallway and everyone uses the other side of the hallway when walking up the hallway).</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Our flexible scheduling plans for students will determine our transportation schedule. Those flexible scheduling plans will significantly limit the number of students attending school each day. Therefore, our students will practice appropriate social distancing on the buses to the greatest extent possible.</p> <p>Bus Drivers will encourage social distancing on the buses and at bus stops as well.</p> <p>Buses will be equipped with extra face coverings and hand sanitizer.</p> <p>Students and families should expect the process of boarding and exiting the buses to take longer as we encourage proper social distancing.</p> <p>All students must wear face coverings on the bus. Bus Drivers will wear masks or face shields.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Our flexible scheduling plans will significantly limit the number of students and staff in classrooms and other learning areas. (CDC recommends no more than 25 individuals including staff). This reduction in the number of students in our buildings at any one time will also reduce the amount of interactions between groups of students.</p>

Requirement(s)	Strategies, Policies and Procedures
<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><b>Other social distancing and safety practices</b></p>	<p>We will communicate the details of our flexible scheduling plans, as well as our transportation plans, with our local childcare providers.</p> <p>In the Yellow Phase, limit in-person meetings. Use of web-based meeting platforms (e.g., Zoom, Microsoft Teams) to conduct meetings. Emergency meetings limited to no more than 10 can occur only if social distancing of 6 feet and masks are worn by all parties.</p> <p>We will affix arrows on the floors, 6 feet apart, to remind staff and students which direction to walk and the proper social distance.</p> <p>Continue to monitor CDC and PDE recommendations.</p> <p>In the Green Phase, limit in-person meetings as much as possible. Prefer web-based meeting platforms. If meeting must take place, no more than 25 individuals should be in attendance. Individuals must follow social distancing guidelines (6 feet) and wear a face mask. Disinfect area after meeting.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Staff and contractors will be required to take their own temperature before reporting to work and to stay home if temperature is above 99.5°F or if experiencing other symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</p> <p>Parents will be asked to take their child's temperature and to keep their child home if child has any influenza symptoms or signs of possible COVID-19 or a temperature above 99.5°F or symptoms as outlined by the Chester County Health Department (see symptom check section of the plan).</p> <p>School Nurses and/or designees will develop a process to conduct daily temperature and symptom checks of all individuals prior to entering the school building, which may include daily taking of temperature readings.</p> <p>School Nurses will assess students and staff with symptoms and refer to a physician when appropriate. Staff and students shall be sent home if they</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>become ill at work/school. School Nurse will encourage staff and students to be tested if known exposure and continue to monitor for symptoms. School Nurses will remind staff and students to be aware of symptoms listed on CDC website as part of daily announcements.</p> <p>Each school building will have an area where a student or staff member who is sick can wait to reduce the risk of infecting others. This area will be designated as an "isolation room" and will be used only for this purpose.</p> <p>The School Nurse will make the determination regarding isolation and will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others if feasible.</p> <p>The parent/guardian of a sick child will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school.</p> <p>Staff and students shall be sent home if they become ill at work/school particularly if they have COVID-19 symptoms, such a cough, shortness of breath without any other explanation, or fever.</p> <p>Measures to protect confidentiality will be used to protect staff and student emotional well-being.</p> <p>Any case of COVID-19 shall be reported to the Director of Human Resources.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Consultation with CUSD Human Resources Department.</p> <p>Follow Chester County Health Department guidance.</p> <p><b>Staff</b></p> <p>Seek and follow the direction of the CUSD Human Resources Department.</p> <p>Human Resources will work directly with the Chester County Health Department for consultation and guidance.</p> <p><b>Students</b></p> <p>Seek and follow the direction of the School Nurse.</p>







Requirement(s)	Strategies, Policies and Procedures
<b>Strategic deployment of staff</b>	<p>Review staffing at each school building and reassign staff as necessary or assign task specific duties after consultation with Human Resources and Departmental Administrators.</p> <p>We will continue to implement and strengthen our Continuity of Education Plan to ensure all students have access to quality learning opportunities. We will rely on our existing partnerships with outside agencies to provide substitute teachers and other staff. We will share our Health and Safety Plan with our partners.</p>
<b>Professional Development Opportunities and Travel of Staff</b>	<p>In the Yellow Phase, professional development opportunities requiring travel or attendance at another facility are suspended.</p> <p>In the Green Phase, professional development opportunities requiring travel or attendance at another facility are suspended until deemed appropriate by the Administration Team.</p>
<b>Field Trips, Extracurricular Activities, and Events</b>	<p>In the Yellow Phase, no field trips or extracurricular activities, no gatherings or events of 10 or more individuals, and no in-person social activities.</p> <p>In Career and Technical Education (CTE) and Delaware County Technical High Schools (DCTS) programs, when deemed appropriate by the Administration Team, students will be permitted to participate in field experiences, work-based learning experiences, and required clinical experiences outside of school buildings.</p> <p>In the Green Phase, field trips, extracurricular activities, and events are suspended until deemed appropriate by the Administration Team.</p> <p>In both the Yellow and Green Phases, when deemed appropriate by the Administration Team, students will be permitted to participate in the Nita M. Lowey 21<sup>st</sup> CCLC afterschool program.</p>
<b>Guidance for Services in the Home</b>	<p>When there is an identified need for a home visit, the staff member of the services needs to contact the family prior to the home visit to ask the following health screening questions. The provider should document the responses.</p> <ol style="list-style-type: none"> <li>1. Anyone in the home tested positive or suspected of having COVID-19?</li> </ol>

**Requirement(s)**

**Strategies, Policies and Procedures**

2. Does anyone in the home have signs or symptoms outlined by the Chester County Health Department (see symptom check section of the plan)?

3. Has anyone in the home had contact within the last 14 days with someone with or under investigation for COVID-19?

4. Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit?

If staff member is not able to contact the family before the home visit and decides to proceed with the visit, the staff member should ask the four health screening questions included above before entering the home to make sure the staff member is doing everything the staff member can to mitigate the spread of COVID-19. The staff member should stand approximately 6 feet from the doorway when asking the four health screening questions.

If the answer is *no* to all of the health screening questions included above, and the staff member decides that going to the home is in the best interest of the child and family, then the staff member service should provide service following PPE (face mask and glove) requirements of the CUSD. If a staff member believes he/she needs a gown, one will be provided. In addition, when possible while in the home, maintain physical distance – try for 6 feet. Staff member should bring in only minimum materials for the home-based session and disinfect materials afterwards. Rubber gloves shall be disposed of after the session. If disposable gown is worn, this should be disposed of after the session.

If the staff member believes he/she is at risk of transmitting COVID-19 or the response is *yes* to any of the questions above, the staff member or provider communicates with the family the need to postpone the visit and to schedule a time to plan for a future visit. The staff member needs to contact his/her supervisor immediately.

Before and after the home visit, the staff member must:

1. Wash hands with soap and water for at least 20 seconds before entering/going to the home and after exiting. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

2. Avoiding touching eyes, nose, and mouth.

## Chester County Health Department **Symptom Monitoring** Guidelines

- Take temperature with temporal or forehead touchless thermometer
- Are you taking any medication to treat or suppress a fever? Yes/No
- Are you currently experiencing any of the following symptoms?

Column A 1 or more symptoms	Column B 2 or more symptoms
Fever (99.5°F or higher) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (without congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea

"Has Symptoms" is defined as having 1 or more symptom(s) in Column A  
**OR** 2 or more symptoms in Column B  
**OR** Yes to medication to suppress a fever.

## Health and Safety Plan Governing Body Affirmation Statement

The Receiver/Board of Directors/Trustees for **CHESTER UPLAND SCHOOL DISTRICT** reviewed and approved the Phased School Reopening Health and Safety Plan on \_\_\_\_\_.

The plan was approved by a vote of:

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

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

Affirmed on:

By:

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*(Signature\* of Receiver/Board President)*

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*(Print Name of Receiver/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.