

# CARBONDALE AREA SCHOOL DISTRICT

## PHASED SCHOOL REOPENING HEALTH AND SAFETY PLAN TEMPLATE 2020-2021



## Type of Reopening

### Key Questions

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

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

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

### Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): TBD- listed below

**Phase 1:** September 8, 2020 Total Remote Learning Reopening

Decision made to remain in Phase 1 or move to Phase 2: September 22, 2020

**Phase 2:** Targeted start date of October 6, 2020, for Blended (Hybrid) Reopening

**Phase 3:** Total Reopening TBD

## 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)
Holly W. Sayre	Superintendent/Board of School Directors	Both
David Cerra	Business Manager	Both
Kim Michalek	Assistant Business Manager/Director of Transportation	Both
Donnie McDonough	Director of Transportation	Both

<b>Joe Farrell</b>	Jr./Sr. High Principal	Both
<b>William Vaverchak</b>	Elementary Principal	Both
<b>Colien Byers</b>	Director of Special Education	Both
<b>Debbie Besten</b>	Assistant Director of Special Education	Health and Safety Plan Development
<b>Aaron Haley</b>	Director of Safety	Both
<b>Scott Michalek</b>	Director of Maintenance	Both
<b>Rene Pezak</b>	Achievement Program Administrator	Both
<b>Debbie Perri</b>	District Nurse	Both

## Health and Safety Plan Summary: CARBONDALE AREA SCHOOL DISTRICT

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

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	The Carbondale Area School District will promote, implement, and monitor the frequent critical cleaning, disinfecting, and hygiene practices that are the responsibility of students and all staff. Professional development will be provided in an effort to educate all on CDC, DOH, and WHO guidelines and best practices. Such efforts include, but are not limited to, more frequent and scheduled deep cleaning and sanitization by District facilities staff and transportation staff; providing each

Requirement(s)	Strategies, Policies and Procedures
	<p>building and classroom with appropriate cleaning and disinfecting supplies to wipe down high traffic areas and points of contact throughout the day; the establishment of routine hand washing, the posting of signage intended to remind students, staff, and visitors to follow CDC, DOH, and WHO guidelines and District procedures, and the removal of personal items to mitigate the spread of COVID-19. Maintenance and Food Services staff will also be trained by their directors in pandemic cleanup and disinfection.</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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <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>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p>	<p>Through the implementation of a two (2) cohort alphabetical (with families considered) schedule, students will have a combination of in-person and distance learning. During the rotation, approximately 50% of the student population will be present for in-person instruction on any given day. If students are not receiving in-person instruction, remote learning will be provided. On Wednesdays, all students will be engaged in distance learning. All professional employees will be required to be in attendance on-site for each contracted day.</p> <p>Classrooms will be prearranged to provide as much physical distance as possible between desks/tables to mitigate the spread of germs by first removing teacher-owned items, such as couches, chairs, etc., from the classroom and spacing desks/tables as far apart as possible to provide for any COD, DOH, DOE, and WHO recommended feet of space between students. Students and staff will also be required to wear facemasks or face shields.</p> <p>Signage on COVID-19 best practices and proper hygiene practices will be posted throughout all buildings and in each</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>classroom. Time will also be provided throughout the day for routine hand washing by students and staff, including, but not limited to, at the beginning of the day, before and after meals, after using the restroom, etc.</p> <p>Cafeteria seating will be arranged to provide for the required distance between students; and, where needed, other spaces, including auxiliary spaces and classrooms which will be utilized to ensure physical distancing. Additionally, divider shields will be in place in the cafeteria. There will be no assemblies or gatherings/meetings of more than 25 people indoors, and the sharing of materials amongst students, including pencils, tablets, PE equipment, etc., will be severely limited to a small group of students, if at all. Any staff member who has students use materials or equipment by cohort will have the responsibility of cleaning the materials or equipment. Individual packets of materials will be encouraged as much as possible. Additionally, there will be no utilization of playground equipment.</p> <p>Hallways and travel into communal spaces will be staggered and limited with the number of individuals in such areas at any given time with all students, staff, and visitors required to wear facemasks in hallways and communal spaces. Items for spacing will be utilized as appropriate to maintain social distancing. In addition, directional signage will be employed to promote one-way traffic in hallways and in stairwells and social distancing. Bathroom breaks will be scheduled in groups and the numbers of students in the bathroom at a time will be limited.</p> <p>Ridership on buses will be modified as passenger numbers on each bus will be decreased due to the two (2) cohort schedule. Passengers and the bus driver will be required to wear face</p>

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	<p>coverings and bus drivers will be supplied with space facemasks should a child forget one. Students will be assigned seats (sitting with family members) and board the vehicle from back to front in an effort to limit contact. Buses will be supplied cleaning and disinfecting supplies, cleaned after each run, and deep cleaned every Wednesday.</p> <p>Non-essential visitors and volunteers will not be permitted into the building unless necessary for the health and safety of students or staff. Essential visitors will be required to complete a self-screen, wear facemasks that they must supply, and remain in areas designed by the building administrator. Any visitor who refuses to comply with the request will be denied access.</p>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Students and staff will be encouraged to conduct a symptom screen each morning before coming to school/work. Anyone present with exhibited noted symptoms or demonstrating a history of exposure will be isolated in an identified area in each building pending departure from District premises. District nurses, in consultation with District Administration, will determine the need of quarantine or isolation of students and staff. The school district will abide by CDC, DOH, and WHO quarantine guidelines and medical documentation will be required for return to school/work. Employees will be permitted to telecommute during quarantine and students will be able to distance learn.</p> <p>Non-essential visitors and volunteers will not be permitted into the building unless necessary for the health and safety of students or staff. Essential visitors will be required to complete</p>

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	<p>a self-screen, wear facemasks that they must supply, and remain in areas designed by the building administrator. Any visitor who refuses to comply with the request will be denied access.</p> <p>After a confirmed case of COVID-19, the school will follow established DOH guidelines and procedures. The District will track the names of students and staff who are positive with COVID-19 or are contact-traced to a positive case and notify families and staff of potential exposure so as to ensure compliance with privacy laws.</p> <p>All notifications of school dismissals, closures, and updates to the Health and Safety Plan will be communicated through the District's website, social media platforms, and/or Blackboard connect to families and staff.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>All students, staff, and visitors will be required to wear face masks or face shields except when otherwise not required pursuant to said guidelines and regulations of the CDC, WHO, DOE, and DOH. Staff who are at higher risk will be permitted to work virtually or granted leave in accordance with law and/or District policy. While the District is offering a blended program, parents can elect to have students educated through distance learning every day.</p> <p>Each building has three (3) building substitute teachers who will be provided with appropriate technology in order to continue the learning program in the absence of staff member.</p>

Note: Plan was Board approved on August 5, 2020.