

DERRY TOWNSHIP SCHOOL DISTRICT HEALTH AND SAFETY PLAN



Derry Township School District's Health and Safety Plan provides a set of reopening guidelines for instructional and non-instructional school programs. These guidelines outline a variety of standards that address considerations related to health and safety. The District acknowledges that there are no strategies that will completely eliminate the risks associated with COVID-19; rather, the District's goal is to develop plans that will minimize risk to the greatest extent possible, while also allowing the District to resume school activities. The plan is intended to provide the District flexibility to transition from a less restrictive environment to a more restrictive environment, depending on changing public health conditions.

As with all emergency plans, the Health and Safety Plan has been tailored to the unique needs of the District and has been created in consultation with a variety of stakeholders and local health agencies. Additionally, in developing the plan, the District has reviewed applicable guidance and recommendations from the Centers for Disease Control, Pennsylvania Department of Health, and the Pennsylvania Department of Education. The Health and Safety Plan, when adopted by the District's School Board of Directors and will be posted to the District's website.

This plan shall be monitored throughout the year and is subject to revision based on changing public health conditions.

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): August 31, 2020

Pandemic Coordinator/Team

The District assembled a Health and Safety Task Force to assist in the development of a Health and Safety Plan. This Task Force includes a variety of District staff and local health officials. The Pandemic Team will be responsible for facilitating the local planning process, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications on school operations. The Task Force will propose potential adjustments to the Health and Safety Plan throughout the school year, as needed. The Pandemic Team is comprised of the following individuals:

| Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities (Options Above) |
|---------------------------|---|--|
| Lisa Sviben Miller | Administration-Pandemic Coordinator | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Joseph McFarland | Superintendent | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Jason Reifsnnyder | Assistant to the Superintendent for Personnel and Student Services | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Dr. Stacy Winslow | Assistant to the Superintendent for Curriculum Instruction and Assessment | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Michael Frenz | Business Manager | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Kirsten Scheurich | Director of Special Education | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Erick Valentin | Middle School Principal | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Dan Tredinnick | Director of School and Community Information | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Barbara Clouser | Instructional Coach/Hershey Education Association President | Health and Safety Plan Development |
| Justin Allison | Buildings and Grounds/Hershey Education Support Staff Association President | Health and Safety Plan Development |
| Mark Anderson | Director of Buildings and Grounds | Health and Safety Plan Development and Pandemic Crisis Response Team |

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| Tracie Dawson | Certified School Nurse | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Dr. Denise Dhawan | DTSD Physician of Record | Health and Safety Plan Development |
| Greg Hummel | Director of Food Services | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Steve Bell | Director of Transportation | Health and Safety Plan Development and Pandemic Crisis Response Team |
| Amy Starr | Parent | Health and Safety Plan Development |
| Jerri Zacko | Parent | Health and Safety Plan Development |
| Kathy Sicher | School Board President | Health and Safety Plan Development |
| Tricia Steiner | School Board Vice-President | Health and Safety Plan Development |

Health and Safety Plan Summary: Derry Township School District

Anticipated Launch Date: July 28, 2020

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | <ul style="list-style-type: none"> District staff will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|---|
| | <ul style="list-style-type: none"> • Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use. • District vehicles (e.g., buses, maintenance trucks, mowers, vans) will be cleaned and disinfected at least daily or between use as much as possible. • If transport vehicles (e.g., buses, maintenance trucks, mowers, vans) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). • The Director of Buildings and Grounds will develop a schedule in consultation with building principals and other directors for increased, routine cleaning and disinfection. • Staff will ensure safe and correct use and storage of cleaning and disinfection products, including storing product securely away from children. All cleaning products will meet the EPA's disinfection criteria. • Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. • The Director of Buildings and Grounds will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. |

Social Distancing and Other Safety Protocols

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| <p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible,</p> | <p>High School</p> <ul style="list-style-type: none"> • Classroom/learning spaces (e.g. desks, tables, chairs) will be at least 3 feet apart but will be 6 feet apart when feasible. • The cafeteria will be used along with LGI, hallways adjacent to the cafeteria, and a portion of the gymnasium. Available seating will allow for students to be 6 feet apart. • Students will move in the hallway between classes wearing masks, proceeding directly to their next class. • Students will not be assigned lockers but will be allowed to carry backpacks <p>Middle School</p> <ul style="list-style-type: none"> • Classroom/learning spaces (e.g. desks, tables, chairs) will be at least 3 feet apart but will be 6 feet apart when feasible. • The cafeteria will be used along with LGI and hallway spaces. Students will be 6 feet apart. • Students will move in the hallway between classes wearing masks, proceeding directly to their next class. • Students will not be assigned lockers but will be allowed to carry backpacks. <p>Elementary School</p> <ul style="list-style-type: none"> • Classroom/learning spaces (e.g. desks, tables, chairs) will be at least 3 feet apart but will be 6 feet apart when feasible. • Lunch and breakfast will be consumed in classrooms |

| Requirement(s) | Strategies, Policies and Procedures |
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| <p>revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p> | <ul style="list-style-type: none"> • Hallways will be used for two-way traffic divided by a line in the center • Bathrooms assigned to homerooms • One homeroom using bathroom at a time- group bathroom breaks • Individual bathroom breaks will utilize the assigned bathroom (when feasible) • Student and staff groupings will be limited (when possible) • Students will wash hands before and after recess <p>All Buildings/Staff</p> <ul style="list-style-type: none"> • Teachers and staff will teach and reinforce handwashing with soap and water for at least 20 seconds to students. • Hand sanitizer that contains at least 60% alcohol will be provided to students and staff for use, if soap and water are not readily available, • Regular announcements will be broadcasted on reducing the spread of COVID-19 via PA systems or video announcements. • Videos or fact sheets about behaviors that prevent the spread of COVID-19 will be included in communications and correspondences with staff, and families (such as on school websites, in emails, and on school social media accounts). |

| Requirement(s) | Strategies, Policies and Procedures |
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| | <ul style="list-style-type: none"> • Signs will be posted in highly visible locations (e.g., school entrances, restrooms, classrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and properly wearing a cloth face covering). • Access to district buildings will be limited. Nonessential visitors, volunteers, and activities involving external groups or organizations will be denied access to the buildings. • The Athletic Director will pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities. (See DTSD Athletic Safety Plan) • Recess and physical education will operate in accordance with the CDC Considerations for Youth Sports. This includes but not limited to minimizing the sharing of equipment, reducing the physical closeness of students when possible, identifying small groups and keeping them together. • Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, and cleaned between use when possible. <ul style="list-style-type: none"> ○ Student belongings will be separated from others' and in individually labeled containers, cubbies, lockers, bags, or area as much as possible. ○ Adequate school supplies will be made available to students and staff to minimize that sharing of high touch materials to the extent possible. ○ Supplies and equipment used by one group of students will be cleaned and disinfected between use when possible. |

| Requirement(s) | Strategies, Policies and Procedures |
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| | <ul style="list-style-type: none"> ○ The sharing of electronic devices, toys, books and other games or learning aids will be discouraged. • Parents will be encouraged to transport their student to and from school. • The District will stagger arrival and drop-off times or locations by cohorts of students (e.g. one bus unloads at a time) or put in place other protocols to limit contact between students and direct contact with parents as much as possible. • Teachers and staff will limit the mixing between groups (if possible). • Students and staff are encouraged to bring their own water. Access and use of drinking fountains will be prohibited. • Teachers are encouraged to turn desks to face in the same direction or to have students sit on only one side of tables, spaced apart. • Room use limitations: 25 persons or less for in-person instruction, meetings, breakfast and/or lunch provided social distancing requirement is met in yellow phase. 250 persons or less for green phase. • Teachers and staff will pursue virtual group events, gatherings, or meetings, if possible. Group sizes will be limited to the extent possible. • Teachers will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as feasible. |

| Requirement(s) | Strategies, Policies and Procedures |
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| | <ul style="list-style-type: none"> • Students will be encouraged to bring their own meals to schools as feasible. • The district will use disposable food service items (e.g., utensils, dishes) when feasible. If disposable items are not feasible or desirable, the district will ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Food service workers will wash their hands after removing their gloves or after directly handling used food service items. • Physical barriers will be installed, such as sneeze guards and partitions in areas where it is difficult for individuals to remain at least six feet apart (e.g. reception desk, main offices) when feasible. • The District when possible, will use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities. |

Monitoring Student and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
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| <p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <ul style="list-style-type: none"> • Building Administrators and Directors will monitor absenteeism rates of students and staff. • Staff will conduct daily self-health checks (e.g. temperature screening and/or symptom checking) prior to reporting to work |

| Requirement(s) | Strategies, Policies and Procedures |
|---|---|
| <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p> | <ul style="list-style-type: none"> • Parents will conduct daily health checks (e.g. temperature screening and/or symptom checking) prior to student reporting for school. • School nurses will conduct health checks (e.g. temperature screening and/or symptom checking) of staff and students who require nursing services. • Staff and families will be notified that they or their children should not come to school, and should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. • Staff and students will be immediately separated if they exhibit any COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick will be required to go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. • An isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms will be identified in each school building. School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick individuals. • District staff will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop. |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|---|
| | <ul style="list-style-type: none"> • The District will put systems in place that are consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA). • Sick staff members, volunteers and visitors should not return to work/school until they have met CDC’s criteria to discontinue home isolation. • The district will follow the recommendations of local health officials (District Physician of Record) to determine when students can discontinue home isolation. • The District will notify staff, families and the public of school closures and within-school-year changes in safety protocols via the districts messaging system, webpage and social media accounts. • Procedures will be established for safely transporting anyone who is sick to their home or to a healthcare facility. If an ambulance is called, district staff will alert medical personnel that the person may have COVID-19. • The district’s pandemic coordinator will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). |

| Requirement(s) | Strategies, Policies and Procedures |
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| | <ul style="list-style-type: none"> The District will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting. The District will wait at least 24 hours before cleaning and disinfecting any room used by a sick person. If 24 hours is not feasible, the District will wait as long as possible. |

Other Considerations for Students and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p> | <ul style="list-style-type: none"> Students at higher risk for severe illness from COVID-19 will be provided the opportunity to be instructed via distance learning. Staff at higher risk for severe illness from COVID-19 will have the option to request modified job responsibilities that limit their risk to exposure that are consistent and in compliance with the American’s with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA). All employees are required to wear a face mask when in any DTSD facility. This includes public spaces such as hallways, lobbies, bathrooms, and meeting rooms. All students are required to wear a face mask when in any DTSD facility. This includes public spaces such as hallways, lobbies, bathrooms, and meeting rooms. |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|---|
| | <ul style="list-style-type: none"> • Students who are incapacitated or otherwise unable to wear a face mask without assistance will not be required to wear a face covering unless ordered to by local, state or federal officials. • The District will cross-train staff (when possible) and designate appropriately certified personnel to assume the sick employees job duties in the event of staff shortages due to COVID-19. • The district will request additional building level substitutes to assume the sick employees job duties in the event of staff shortages due to COVID-19. • The District will train staff on all safety protocols related to COVID-19. • All volunteers and visitors are required to wear a face covering and undergo a health screening prior to leaving the main office area. This includes public spaces such as hallways, lobbies, bathrooms, and meeting rooms. • The administration will encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed. • The administration will promote and encourage employees and students to eat healthy, exercise, rest/sleep, and to find time to unwind. • The administration will encourage employees and students to talk with people they trust about their concerns and how they are feeling. |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|--|
| | <ul style="list-style-type: none"> • The District will post signage for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746. • The District will communicate to families that the school counselors and school psychologists are available to address mental health and wellness concerns via individual or groups counseling sessions. • The District will promote influenza vaccination education to reduce the risk of influenza. • The District's pandemic coordinator (Lisa Sviben Miller) will be responsible for responding to COVID-19 concerns. • The District's pandemic coordinator will continuously keep apprised of changes to local, state or federal regulatory policies related to COVID-19 and when appropriate communicate the changes to staff, students and families. • The District's pandemic coordinator will participate with local authorities in broader COVID-19 community response efforts (e.g. sitting on community response committees). |

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Derry Township School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 27, 2020.

The plan was approved by a vote of:

Yes

No

Affirmed on: July 27, 2020

By:



(Signature* of Board President)

Kathy Sicher

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.