



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

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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

## Health and Safety Plan: Wilkes-Barre Area School District

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can 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?
- 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): September 11, 2020**

## 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)
Robert Makaravage	Pandemic Coordinator	Both
Thomas Zelinka	Curriculum	Both
Rochelle Koury	Support Staff	Both
Anne Rood	Teachers	Health and Safety Plan Development
Frank Castano	All Staff	Both

Angelo Marino	Nurse	Health and Safety Plan Development
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## 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?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** See below

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)
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<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>All high-touch surfaces will be cleaned at least twice a day or more following CDC guidelines. (Banisters, Door Handles, Light Switch, etc....)</p> <p>All desks will be cleaned on a frequent basis following posted CDC Guidelines, as feasible.</p> <p>All individuals (students and employees) will sanitize/wash hands frequently throughout the day.</p> <p>Hand sanitizer stations will be available in classrooms, hallways, and common areas.</p> <p>Students and Staff will be allowed to bring in single use water bottles from home.</p> <p>Transportation vehicles (buses/vans): All high-touch surfaces will be disinfected after each run (twice daily).</p> <p>Cleaning consultant will provide Professional Development to District and Building Maintenance and Custodians on best practices for cleaning, disinfecting and sanitizing all District facilities.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Guidelines from CDC, PDE, DOH, and WHO.</p> <p>Proper cleaning materials</p> <p>Temperature scanning devices</p> <p>Hand sanitize stations</p> <p>Contracted Consultant</p>	<p>Y</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)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	All air duct filters will be changed regularly according to manufacture recommendations. Ventilation of classrooms and common areas with fans and/or opening of windows when possible with goal of pushing inside air towards open window.				

## Social Distancing and Other Safety Protocols

### Key Questions

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

**Summary of Responses to Key Questions: See below**

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>Classrooms seating configuration will be setup with rows facing the same direction. If students need to use a work table then staggered and/or diagonal seating will be implementing. Students will not be permitted to sit across from one another.</p> <p>When feasible, desks and work areas will be in staggered positions facing one direction following CDC social distance guidelines.</p> <p>6-foot social distancing will be used whenever feasible. .</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Reorganization of rooms and teaching schedules to allow for social distancing to the maximum extent feasible.</p>	<p>Y</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>The cafeteria and other congregate settings will have limited use throughout the day.</p> <p>Elementary lunches will be served in classrooms where social distancing can be maintained.</p> <p>Secondary lunches will be served in the cafeteria in smaller groups to maintain less than current State guidelines (currently 250 or less). Other areas of the building may be used for serving lunches when needed to further facilitate social distancing.</p> <p>Secondary students will sit in a staggered arrangement to avoid “across-the-table” seating</p> <p>All individuals will sanitize and wash their hands before and after eating.</p> <p>All employees from Nutrition Inc. will be trained in best practices for food service and food safety in schools.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Hand sanitizing equipment.</p> <p>Proper cleaning materials.</p> <p>Modification of schedules and use of classrooms.</p> <p>Food service Professional Development.</p> <p>Signage as needed.</p>	<p>Y</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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>All individuals will wash hands and sanitize before and after eating lunch.</p> <p>Prior to entering the cafeteria all students will sanitize their hands</p>	Same as Yellow	Dr. Brian Costello, Superintendent		Y
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<p>Signs will be posted in visible areas that promote everyday protective measures, and how to stop the spread of germs in all common areas, hallways, entrance to buildings, offices, classrooms, and cafeteria.</p>	Same as Yellow	Dr. Brian Costello, Superintendent	Signage	Y

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>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Non-essential visitors and volunteers will be limited. No one will be permitted in the building without a mask.</p> <p>All visitors will be required to comply with WBASD screening and monitor processes.</p> <p>All visitors/volunteers will be signed in following WBASD visitor/volunteer policy (Drivers Licenses Raptor system) and receive an I.D. badge. Visitors will also receive a temperature check before entering. Daily logs will be saved in the event we are required to perform contact tracing.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>CDC provided Prescreening measures</p> <p>Raptor System</p> <p>Thermal scanners</p> <p>Thermometers</p>	<p>Y</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>Physical education classes will provide alternate activities that can be completed at home. These activities should be completed on an individual basis where social distancing can be maintained. Logs will be required to receive District credit for the class.</p> <p>Recess will be on a limited basis and only provided when social distancing of 6 feet can be maintained.</p> <p>Sanitizing materials and equipment will be used and available in fitness center, gymnasium, and recess areas.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Modification of Schedules</p> <p>Sanitization materials</p>	<p>N</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Students will all receive 1 Chromebook that will not be shared with other students. All other resources, when feasible, will not be shared among students.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Chromebook distribution</p>	<p>N</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>Staggering the use of communal spaces and hallways</b>	<p>To limit use of communal spaces and hallways in the elementary buildings, the District will utilize “self-contained” classrooms as much as possible.</p> <p>Staggering times will be used to limit high-traffic, high-volume hallways, when feasible to increase and maintain social distancing.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Modification of teaching schedules</p> <p>Modification of bell schedule</p>	<p>N</p>
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>No more than two students per seat will be used on school buses and vans.</p> <p>Masks will always be required for all individuals on a bus.</p> <p>Drivers will receive Professional Development regarding importance of students facing forward while on the bus. Students will be required to face forward and remain two students per seat.</p> <p>Buses will be ventilated by the driver prior to the run by opening of windows whenever possible.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Professional Development by STA</p>	<p>Y</p>



<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Parents/Students will be given Options regarding in-person or distance learning:</p> <p>Option 1: Traditional in-person instruction 5 days a week. Masks will be required at ALL times except in classrooms where social distancing of six feet or greater can be maintained.</p> <p>Option 2: Remote/distance learning five days a week. All students will receive a traditional schedule and will be required to log into their classes at the scheduled time daily. Note: With this option, students will be able to participate and interact in real time with the class.</p> <p>Option 3: Wilkes-Barre Area Cyber Academy. This option does not provide daily real-time interactions.</p> <p>Learning Options will allow for maximization of building space and reduction in class sizes as well as the ability to adjust teacher placement and schedules to limit the number of individuals in classrooms.</p> <p>Elementary classrooms will be “self-contained” whenever possible and Secondary teachers, rather than students, will travel from class to class whenever possible.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Parent Survey</p> <p>Modification of Schedules and Teacher placement</p>	<p>Y</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)
<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>	All on-site before/after care providers to follow district policy.	Same as Yellow	Dr. Brian Costello, Superintendent		N
<b>Other social distancing and safety practices</b>	Field trips will be suspended until further notice.  Extra-curricular activities will be suspended until further notice.  PIAA activities will follow PDE Guidelines	Same as Yellow	Dr. Brian Costello, Superintendent	PDE Guidelines	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: [See below](#)**

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)
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<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Provide information for all stakeholders on signs and symptoms at home prior to sending child.</p> <p>Parents/Guardians will prescreen prior to sending your student to school using guidelines provided by DOH.</p> <p>Educating parents/guardians to keep students home without prejudice if their child has any of the symptoms of COVID as outlined in the District's COVID policy.</p> <p>Educating staff to stay home without prejudice as outlined in the District policy if they are symptomatic.</p> <p>During morning and end of day building announcements a reminder will be made of the signs/symptoms of COVID-19 with the instructions to go to the nurse immediately if any of those signs are present or they feel symptomatic.</p> <p>The DOH checklist will be used daily and shared with all individuals.</p> <p>Nurse will be available to evaluate any individual who presents with symptoms.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Skylert</p> <p>District Website</p> <p>DOH provided guidelines</p> <p>District attendance policies</p> <p>Thermal Screening devices</p>	<p>Y</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)
	All individuals will go through thermal screening prior to entering the building.				

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>A student who becomes sick in school or demonstrates a history of exposure will need to report to the nurse's office.</p> <p>Provide PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick)</p> <p>A student who becomes sick in school or demonstrates a history of exposure will be isolated in a designated area until a parent/guardian can remove them from school</p> <p>A designated, well-ventilated isolation area will be created that is separate from other areas in each building.</p> <p>Isolation area will be sanitized/disinfected every day.</p> <p>A document and a phone call from the nurse will be provided to the family of every students sent home encouraging them to contact their family physician and encourage them to be tested for COVID-19.</p> <p>Notify Wilkes-Barre City Department of Health and Pennsylvania Department of Health</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Quarantine Room PPE</p>	<p>Y</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><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Receive written medical clearance from a medical practitioner that it is now safe for the individual to return.</p> <p>Upon return the individual will report directly to the nurse to review guidelines and procedures that must be taken. Additionally, the School Nurse will notify the District Head Nurse and Building Administration.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Required Documentation</p>	<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Consult with the pandemic team/coordinator on any decision related to the closure of classrooms, schools, or the district.</p> <p>In the event of a Building or District closure, students who selected Option 1 (Traditional In-person Learning) will transition to Option 2 (Distance Learning). Students who selected Option 3 (Cyber Learning) will continue as scheduled. Notification of any changes to educational delivery will be made via Skylert, local media outlets, and District website.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>Skylert District Website</p>	<p>N</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>Other monitoring and screening practices</b>	<p>Names of students and staff infected will not be released to media.</p> <p>In the event of confirmed cases Wilkes Barre City Department of Health will be utilized to provide guidance on contact tracing, mandated isolations or quarantines.</p>				

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: See below**

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>By using increased social distancing strategies, where feasible for students at higher risk.</p> <p>Students who are at risk or with complex needs or vulnerabilities, will receive a student specific plan that facilitates increased social distancing strategies, where feasible.</p> <p>Staff at high risk will be required to wear a mask or clear face shield as an alternate to a mask when meeting face-to-face, teaching, or interacting with others in classroom and create settings.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>PPE</p>	<p>N</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Face masks will be required when social distancing is not possible.</p> <p>Masks will be required on all District transportation.</p> <p>Masks must be worn in social situations, travel through hallways, and higher volume places where it is more difficult to maintain social distancing.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>District will provide initial face coverings, Students and Staff will also need to provide their own face coverings</p>	<p>Y</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>Mask will be required at all times when social distancing is not possible.</p> <p>All individuals will always be required to possess an additional mask. Masks must be carried with them at all times in the event that its use is required or enforced.</p> <p>Masks will be required on all District Transportation.</p> <p>Masks must be worn in social situations, travel through hallways, and higher volume places where it is more difficult to maintain social distancing.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>	<p>District will provide initial face coverings, Students and Staff will also need to provide their own face coverings</p>	<p>Y</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Students who are at risk or with complex needs or vulnerabilities, will receive a student specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, and will be encouraged to choose Option 2 (Distance Learning).</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>		<p>Y</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>Strategic deployment of staff</b>	<p>Learning Options will allow for maximization of building space and reduction in class sizes as well as the ability to adjust teacher placement and schedules to limit the number of individuals in classrooms.</p> <p>Elementary classrooms will be “self-contained” whenever possible and Secondary teachers, rather than students, will travel from class to class whenever possible.</p>	<p>Same as Yellow</p>	<p>Dr. Brian Costello, Superintendent</p>		<p>N</p>

## 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>Building Screening, Safety and Sanitization</b>	Greeters	Frank Castano, Human Resources	In-person	PPE, Thermal Scanners, Sanitizing and cleaning procedures, Signage	8/10/2020	9/10/2020
<b>Safety and Sanitization, Distance Learning, Guidelines and Expectations</b>	Teachers/Staff	Brian Costello, Superintendent Robert Makaravage, Director of Instruction Frank Castano, Human Resources Building Administrators	Remote	PPE, Sanitizing and cleaning procedures, Signage, Necessary Technology for Distance Learning	8/10/2020	9/10/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Safety and Sanitization, Distance Learning</b>	Students	Teachers and Building Administrators	In-person, Remote	PPE, Sanitizing and cleaning procedures, Social distancing best practices, distance learning protocols and use	8/10/2020	9/10/2020
<b>Safety and Sanitization, Guidelines and Expectations</b>	Transportation	STA	Contracted Training	Contracted Training	8/10/2020	9/10/2020
<b>Safety and Sanitization, Guidelines and Expectations</b>	Custodians/Maintenance	Rochelle Koury, Director of Administrative Services John Chiumento, Frank Castano, Human Resources	In-person	PPE, Sanitizing and cleaning procedures, Social distancing best practices, Professional Development through Americlean	8/10/2020	9/10/2020
<b>Safety and Sanitization, Guidelines and Expectations</b>	Administrators	Brian Costello, Superintendent	Remote	PPE, Sanitizing and cleaning procedures, Social distancing best practices, distance learning protocols and use, Guidelines for communication	8/10/2020	9/10/2020
<b>Safety and Sanitization, Guidelines and Expectations</b>	Food Service	Nutrition, Inc	Contracted Training	Contracted Training	8/10/2020	9/10/2020
<b>Safety and Sanitization</b>	All Employees	Frank Castano, Human Resources	Online	SafeSchools- Staff Training to Prepare for Reopening	8/10/2020	9/10/2020

## 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>School Reopening</b>	All stakeholders	Superintendent	Skylert, District Website	7/30/2020	
<b>Hygiene</b>	All stakeholders	Superintendent	Skylert, District Website	8/17/2020	Ongoing
<b>Safety Protocols</b>	All stakeholders	Superintendent	Skylert, District Website	8/17/2020	Ongoing
<b>Scheduling</b>	All stakeholders	Superintendent	Skylert, District Website, Local Media Outlets	Ongoing	Ongoing

## Health and Safety Plan Summary: Wilkes-Barre Area School District

**Anticipated Launch Date: 8/17/2020**

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
<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>All high-touch surfaces will be cleaned at least twice a day or more following CDC guidelines. (Banisters, Door Handles, Light Switch, etc....)</p> <p>All desks will be cleaned on a frequent basis following posted CDC Guidelines, as feasible.</p> <p>All individuals (students and employees) will sanitize/wash hands frequently throughout the day.</p> <p>Hand sanitizer stations will be available in classrooms, hallways, and common areas.</p> <p>Students and Staff will be allowed to bring in single use water bottles from home.</p> <p>Transportation vehicles (buses/vans): All high-touch surfaces will be disinfected after each run (twice daily).</p> <p>Cleaning consultant will provide Professional Development to District and Building Maintenance and Custodians on best practices for cleaning, disinfecting and sanitizing all District facilities.</p> <p>All air duct filters will be changed regularly according to manufacture recommendations. Ventilation of classrooms and common areas with fans and/or Opening of windows when possible with goal of pushing inside air towards open window.</p>



Requirement(s)	Strategies, Policies and Procedures

## 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>Classrooms seating configuration will be setup with rows facing the same direction. If students need to use a work table then staggered and/or diagonal seating will be implementing. Students will not be permitted to sit across from one another.</p> <p>When feasible, desks and work areas will be in staggered positions facing one direction following CDC social distance guidelines.</p> <p>6-foot social distancing will be used whenever feasible.</p> <p>The cafeteria and other congregate settings will have limited use throughout the day.</p> <p>Elementary lunches will be served in classrooms where social distancing can be maintained</p> <p>Secondary lunches will be served in the cafeteria in smaller groups to maintain less than current State guidelines (currently 250 or less). Other areas of the building may be used for serving lunches when needed to further facilitate social distancing.</p> <p>Secondary students will sit in a staggered arrangement to avoid “across-the-table” seating</p> <p>All individuals will sanitize and wash their hands before and after eating.</p> <p>All employees from Nutrition Inc. will be trained in best practices for food service and food safety in schools.</p> <p>All individuals will wash hands and sanitize before and after eating lunch.</p>
<p><b>Limiting the sharing of materials among students</b></p>	
<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>	

Requirement(s)	Strategies, Policies and Procedures
<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>Prior to entering the cafeteria all students will sanitize their hands</p> <p>Signs will be posted in visible areas that promote everyday protective measures, and how to stop the spread of germs in all common areas, hallways, entrance to buildings, offices, classrooms, and cafeteria.</p> <p>Non-essential visitors and volunteers will be limited. No one will be permitted in the building without a mask. All visitors will be required to comply with WBASD screening and monitor processes.</p> <p>All visitors/volunteers will be signed in following WBASD visitor/volunteer policy (Drivers Licenses Raptor system) and receive an I.D. badge. Visitors will also receive a temperature check before entering. Daily logs will be saved in the event we are required to perform contact tracing.</p> <p>Physical education classes will provide alternate activities that can be completed at home. These activities should be completed on an individual basis where social distancing can be maintained. Logs will be required to receive District credit for the class.</p> <p>Recess will be on a limited basis and only provided when social distancing of 6 feet can be maintained.</p> <p>Sanitizing materials and equipment will be used and available in fitness center, gymnasium, and recess areas.</p> <p>Students will all receive 1 Chromebook that will not be shared with other students. All other resources, when feasible, will not be shared among students.</p> <p>To limit use of communal spaces and hallways in the elementary buildings, the District will utilize “self-contained” classrooms as much as possible.</p> <p>Staggering times will be used to limit high-traffic, high-volume hallways, when feasible to increase and maintain social distancing.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>No more than two students per seat will be used on school buses and vans.</p> <p>Masks will always be required for all individuals on a bus.</p> <p>Drivers will receive Professional Development regarding importance of students facing forward while on the bus. Students will be required to face forward and remain two students per seat.</p> <p>Buses will be ventilated by the driver prior to the run by opening of windows whenever possible.</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>Provide information for all stakeholders on signs and symptoms at home prior to sending child.</p> <p>Parents/Guardians will prescreen prior to sending your student to school using guidelines provided by DOH.</p> <p>Educating parents/guardians to keep students home without prejudice if their child has any of the symptoms of COVID as outlined in the District's COVID policy.</p> <p>Educating staff to stay home without prejudice as outlined in the District policy if they are symptomatic.</p> <p>During morning and end of day building announcements a reminder will be made of the signs/symptoms of COVID-19 with the instructions to go to the nurse immediately if any of those signs are present or they feel symptomatic.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>The DOH checklist will be used daily and shared with all individuals.</p> <p>Nurse will be available to evaluate any individual who presents with symptoms.</p> <p>All individuals will go through thermal screening prior to entering the building.</p> <p>A student who becomes sick in school or demonstrates a history of exposure will need to report to the nurse's office.</p> <p>Provide PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick)</p> <p>A student who becomes sick in school or demonstrates a history of exposure will be isolated in a designated area until a parent/guardian can remove them from school</p> <p>A designated, well-ventilated isolation area will be created that is separate from other areas in each building.</p> <p>Isolation area will be sanitized/disinfected every day.</p> <p>A document and a phone call from the nurse will be provided to the family of every students sent home encouraging them to contact their family physician and encourage them to be tested for COVID-19.</p> <p>Notify Wilkes-Barre City Department of Health and Pennsylvania Department of Health</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Receive written medical clearance from a medical practitioner that it is now safe for the individual to return.</p> <p>Upon return the individual will report directly to the nurse to review guidelines and procedures that must be taken. Additionally, the School Nurse will notify the District Head Nurse and Building Administration.</p> <p>Consult with the pandemic team/coordinator on any decision related to the closure of classrooms, schools, or the district.</p> <p>In the event of a Building or District closure, students who selected Option 1 (Traditional In-person Learning) will transition to Option 2 (Distance Learning). Students who selected Option 3 (Cyber Learning) will continue as scheduled. Notification of any changes to educational delivery will be made via Skylert, local media outlets, and District website.</p> <p>Names of students and staff infected will not be released to media.</p> <p>In the event of confirmed cases Wilkes Barre City Department of Health will be utilized to provide guidance on contact tracing, mandated isolations or quarantines.</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>By using increased social distancing strategies, where feasible for students at higher risk.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Students who are at risk or with complex needs or vulnerabilities, will receive a student specific plan that facilitates increased social distancing strategies, where feasible.</p> <p>Staff at high risk will be required to wear a mask or clear face shield as an alternate to a mask when meeting face-to-face, teaching, or interacting with others in classroom and create settings.</p> <p>Face masks will be required when social distancing is not possible.</p> <p>Masks will be required on all District transportation.</p> <p>Masks must be worn in social situations, travel through hallways, and higher volume places where it is more difficult to maintain social distancing.</p> <p>Mask will be required at all times when social distancing is not possible.</p> <p>All individuals will always be required to possess an additional mask. Masks must be carried with them at all times in the event that its use is required or enforced.</p> <p>Masks will be required on all District Transportation.</p> <p>Masks must be worn in social situations, travel through hallways, and higher volume places where it is more difficult to maintain social distancing.</p> <p>Students who are at risk or with complex needs or vulnerabilities, will receive a student specific plan that facilitates</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>his/her safe return to school using increased social distancing strategies, where feasible, and will be encouraged to choose Option 2 (Distance Learning).</p> <p>Learning Options will allow for maximization of building space and reduction in class sizes as well as the ability to adjust teacher placement and schedules to limit the number of individuals in classrooms.</p> <p>Elementary classrooms will be “self-contained” whenever possible and Secondary teachers, rather than students, will travel from class to class whenever possible.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Wilkes-Barre Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 10<sup>th</sup>, 2020**.

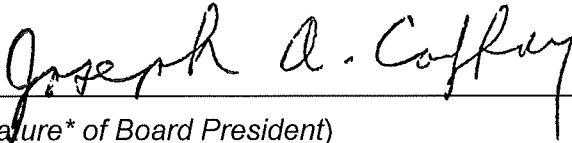
The plan was approved by a vote of:

9 Yes

0 No

Affirmed on: **August 10<sup>th</sup>, 2020**

By:



(Signature\* of Board President)

Joseph A. Caffrey

(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.