



# **Colonial School District 2020-2021 School Reopening Health and Safety Plan**

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The Colonial School has created this Health and Safety Plan to serve as the local guidelines for all instructional and non- instructional school reopening activities. Given the dynamic nature of the pandemic, this plan is a working document with the flexibility to adapt to changing conditions. We've developed this document, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for the reopening of Colonial School District facilities.

Prior to posting this document on the Colonial School District website, the Colonial School District 2020-2021 School Reopening Health and Safety Plan and any future revisions will have been reviewed and approved by the Colonial Board of School Directors.

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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.*

## **Introduction**

The Colonial School District (CSD) recognizes that our schools are a critical community institution serving over 5,200 students. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this Health and Safety Plan, we are dedicated to protecting our students, faculty and staff to the greatest extent possible.

This plan outlines CSD's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, using a collective community approach. It serves as a guide for the safe reopening of the schools in the CSD. This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time. This document also contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (APA).

## Purpose

The intent of this Health and Safety Plan is to serve as the District guidelines for all reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption.
- Enable Colonial School District (CSD) to continue to operate and provide services as normally and effectively as possible with minimal academic and economic losses.
- Maintain a coordinated command system to ensure effective, timely, and sensitive decision making regarding continuity of student learning needs.
- Continue the essential core operations of the CSD in the event of increased staff and/or student absences.
- Ensure that students, families, and staff receive timely and accurate information regarding CSD's disease prevention strategies and infection control strategies.
- Prepare and provide resources for mental health and crisis service needs of staff, students and families.
- Coordinate guidance and direction from federal, state, and local agencies, including the Pennsylvania Department of Health and the Pennsylvania Department of Education.
- Provide six (6) feet of social distancing for students, faculty and staff in all Colonial schools as advised by the Pennsylvania Department of Health.

## Likely Realities and Constraints

Our current situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts.

- COVID-19 will be present throughout the fall and winter, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the Colonial School District (CSD) will remain committed to adjusting its approach based on the reality of the virus' spread in the region.
- Pennsylvania and Montgomery County's capacity for COVID-19 testing is improving, but it is unclear how frequently re-testing can occur, or when antibody tests will be available at scale.
- Colonial families may choose to participate in a phased hybrid return with K-5 students returning for two days of weekly in-person instruction on Monday, October 19, and secondary returning on Monday, October 26. The District will continue to provide a completely virtual option. These options may require the state to provide districts more flexibility regarding instructional days. The CSD Board of School Directors will consider a motion to provide this flexibility.
- Following the two-week return to full remote learning mandated by the Montgomery County Board of Health (November 23-December 4, 2020), the Colonial School District will reinstate its established hybrid instruction model on December 7, 2020. The District has read, will comply, and will enforce the Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings, effective November 18, 2020, including necessary exceptions and associated guidance. The District has also read and agrees to follow the state's Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19.

## Health and Safety Plan: Colonial School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania ([Click here to access Governor Wolf's Process to Reopen Pennsylvania.](#)) The administration has categorized reopening into three broad phases based on the level of community transmission: low, moderate, or substantial. These designations signal how counties and/or regions assign restrictions on school, work, congregate settings, and social interactions.

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 low, moderate, or substantial phase of community transmission. Some counties may not experience a straight path from a substantial designation, to a moderate, and then a low designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen.

## 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.
- 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).

*Colonial School District opened virtually for all students and determined a safe return for phasing students back to in-person learning (through a hybrid method that allows for six-foot social distancing) based on grade level and most need. Colonial will offer total remote learning for those students and families who request it.*

**Anticipated launch date for in-person learning: October 19 & 26, 2020. After a county-mandated two-week return to full remote learning (November 23-December 4), Colonial will reinstate the hybrid model on December 7, 2020.**

## Pandemic Team

### Pandemic Coordinator:

Dr. Michael L. Christian, Superintendent of Schools

### Pandemic Team roles:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Michael L. Christian	Superintendent of Schools	Both
Karen Berk	Director of Pupil Services	Both
Rosemarie Gregitis	Director of Curriculum, Instruction and Assessment	Both
Leticia Rodriguez	Director of Human Resources	Both
Dave Szablowski	Business Administrator	Both
Joe Lally	Director of Facilities	Both
Lori McCoy	Director of Food Services	Both
David M. Sherman Kim Newell	Community Relations Department	Both
Andrew Boegly	Director of Technology	Both



<b>Denise Marks, Kelly Udovich, Eileen Carr, Donna Drizin, Kylene Phillips, Rose Rock, Tara Collice, Phil Chang, Bob Fahler, Jason Bacani, Heather King, Mike Azcona, Steve Price, RJ Bretz</b>	Principals	Both
<b>Back-to-school Focus Groups: Communications &amp; Community Outreach, Curriculum, Extracurricular Activities, Facilities, Special Education, Technology, Transportation, and Wellness/Food Services/Safety.</b>	Parents/Guardians, Teachers, Administrators, School Board Members (500+ people total)	Health and Safety Plan Development

## **Key Strategies, Policies, and Procedures**

On the following pages, you'll find the Colonial School District (CSD) action plan addressing each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre K-12 Schools.

## 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 the CDC requirements for COVID-19 ([Click here to access the 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:

Colonial School District’s custodial staff has received specialized training, including CDC requirements for COVID-19, and will be incorporating new equipment and protocols to keep Colonial schools clean and safe. In addition to sanitizing frequently touched surfaces throughout the day, the staff will also be employing new foggers to help with disinfectant coverage and a color-coded system to avoid cross contamination. All schools will be thoroughly cleaned following each school day. With air-conditioning in all schools, the facilities department has also installed new antimicrobial filters in all of the HVAC systems and will increase ventilation rates.

Requirements	Action Steps Moderate or Substantial Designation	Action Steps under Low Designation	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Increased use of PPE required including masks, gloves and face shields. Employees are assigned sections of each building to maximize social distancing.  Clean and disinfect frequently touched surfaces and objects within the school daily including door	Same as Moderate or Substantial	Joe Lally: Facilities Director  Nate Barrone: Facilities Supervisor	PPE  CDC Website  Facilities & the Head Custodians have developed several new cleaning procedures along with a list of tasks	Yes  Training was provided in April, May & June to our entire custodial staff. Hands on training and web based training using the Global

	<p>handles, drinking fountains, sinks, desks</p> <p>The District is replacing traditional water fountains with refilling stations</p> <p>The District will supervise daily and weekly COVID-19 cleaning activities.</p> <p>CDC guidance for cleaning and disinfecting will be followed</p> <p>Installed antimicrobial MERV 13 Filters on all HVAC units</p>			<p>that will be performed daily.</p> <p>Minimize unnecessary classroom items to ensure more effective cleaning areas.</p>	Compliance Network.
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Classrooms and common area will be ventilated with additional circulation of outdoor air when possible to ASHRAE guidelines.</p> <p>Ventilation rates will increase from occupied hours to 24/7 operation.</p> <p>Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>Rejuvna &amp; Diversey Virex Disinfectant &amp; Cleaner spray products will be used. Both products are approved registered EPA &amp; CDC products.</p> <p>HaloMist/Fogger Disinfectant units were purchased for every school.</p>	<p>Same as Moderate or Substantial</p>	<p>Joe Lally: Facilities Director</p> <p>Nate Barrone: Facilities Supervisor</p>	<p>Developed a colored rag program to further eliminate the possibility of cross contamination</p> <p>Review of chemicals and MSDS sheets to provide safety and avoid cross contamination of product.</p>	<p>Yes</p> <p>Training was provided in April, May and June to our entire custodial staff. Hands on training and web based training using the Global Compliance Network</p>

	The HaloMist/Fogger is EPA approved.				
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## 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:

Colonial School District will make the most of classroom spaces by only including essential furniture and using an arrangement that allows for six-foot social distancing. From kindergarten through eighth grade, students will largely stay in established groups, and teachers will travel from room to room. Students will be using outdoor spaces for recess, gym, and other learning opportunities, when appropriate. Additional hand sanitizing stations have been installed in classrooms and high traffic areas, and staff will reinforce proper handwashing strategies.

Hallways, cafeterias, school offices, and gathering points will be clearly marked to encourage six-foot distancing and with dedicated traffic patterns. Large group events, school assemblies and visitors will not be allowed. Additional lunch periods, assigned seating, pre-ordering meals, and more grab-and-go options at the secondary level will help encourage social distancing in the cafeteria.

All students will have their own supplies. Supplies will not be shared. Students and teachers will be also provided with an electronic device for their use at school and at home.

Buses will be restricted to one person per seat in a staggered formation to allow for social distancing. Seats will be assigned, and students must wear masks. Facilities, Security and District administration will communicate and coordinate expectations and protocols with Wonderspring on using school space.

Requirements	Action Steps under Moderate or Substantial Designation	Action Steps under Low Designation	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Classroom/learning space occupancy that allows for six feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Orient desks to face in the same direction to eliminate face-to-face seating.</p> <p>Target six feet between students.</p> <p>Use plastic dividers on desks to support social distancing and to provide mask breaks for younger students</p> <p>Remove all extraneous furniture from classrooms to maximize open square footage.</p> <p>Limit activities in classrooms that do not support social distancing.</p> <p>Ensure social distancing in offices and faculty rooms, and during staff meetings.</p>	<p>Same as Moderate or Substantial</p>	<p>Building principals</p> <p>Joe Lally: Director of Facilities</p>	<p>Classroom tables replaced with individual desks (ordered)</p> <p>Custodial support in moving and storage of materials.</p> <p>Plastic dividers ordered.</p>	<p>N</p>
<p><b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Gathering places marked off and/pre-configured for social distancing.</p> <p>Cafeterias will be utilized following CDC guidelines. Students will remain grouped with others in their home room.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p>	<p>Same as Moderate or Substantial</p>	<p>School principals</p> <p>Lori McCoy, Director of Food Services</p>	<p>Furniture, decals, signage and sanitation station orders placed by the Facilities Department.</p>	<p>N</p>

	<p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Social distancing signage will be used while students wait in line to secure a lunch. (Middle School and High School)</p> <p>Parents/guardians will be encouraged to deposit funds using the online payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Laminated student IDs will be used to eliminate finger scanning or keyboard sharing to pay for lunch. (Middle School and High School)</p> <p>Furniture will be removed from the cafeteria, and we will mark spaces for students to sit that are within six-foot guidelines.</p> <p>Reduce the amount of students eating in the cafeteria by providing alternate locations to dine (library, courtyard, lobby) (High School).</p> <p>Encourage students to pre-order their meals and designate a location for pick-up. (High School)</p> <p>Increase the amount of prepared/bagged options for students to move quickly through the line, while maintaining social distance. (Middle and High School)</p> <p>Increase the number of lunch periods to provide six feet of social distancing</p> <p>Students will also be dismissed systematically to lessen traffic to and from the cafeteria.</p>				
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	Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing.				
<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Students and staff will sanitize hands regularly throughout the day, including before and after lunch/recess and when entering the building from outside.</p> <p>Nurses will teach and reinforce handwashing strategies, including washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p> <p>All students and staff must wear face masks while on school property or when using school vehicles, except while eating. Mask breaks will be provided when at least six feet of social distancing is provided.</p> <p>Physical contact such as handshakes, fist-bumps, high-fives, etc., are prohibited.</p>	Same as Moderate or Substantial	<p>School principals</p> <p>Karen Berk, Director of Pupil Services and Special Education</p> <p>Joe Lally: Director of Facilities</p>	Hand sanitizer stations have been mounted in each classroom and in high use areas of the buildings.	Y
<b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signage will be posted in restrooms, classrooms, cafeteria and throughout other areas of the building to promote hand sanitizing and face coverings.	Same as Moderate or Substantial	<p>School principals</p> <p>Joe Lally: Director of Facilities</p>	The Facilities department has purchased signs for each building to address this area.	N

<b>Identifying and restricting non-essential visitors and volunteers</b>	Volunteers/Non-Essential visitors will not be permitted into the school buildings.	Same as Moderate or Substantial	School principals		N
<b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>Students will be using outdoor spaces for recess, gym, and other learning opportunities, when appropriate.</p> <p>Students will be using hand sanitizer before and after using outdoor spaces.</p> <p>Recess will be limited to smaller groups of students, following social distancing guidelines. Schools will provide adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit one group of students at a time and disinfect between uses.</p> <p>Locker rooms will not be used and students will arrive to class without belongings. They will be expected to wear attire for the school day that can serve them well for both academics and physical activities.</p> <p>Physical education teachers will select and provide safe opportunities for exercise and sports events for students, considering:</p> <ul style="list-style-type: none"> <li>● Physical proximity of players</li> <li>● Amount of touching of shared equipment</li> <li>● Ability to engage in social distancing while not engaged in active play.</li> <li>● Engagement of players at higher risk.</li> <li>● Size of team.</li> </ul> <p>Teachers, coaches, officials, and staff will receive training in all safety protocols, including the CDC</p>	Same as Moderate or Substantial	School principals  Phill Chang CMS Athletic/ Activities Director  RJ Bretz PWHS Athletic/ Activities Director		N

	<p>Considerations for Youth Sports. <a href="#">Click here for the CDC Considerations for Youth Sports.</a></p> <p>Interscholastic sports will be aligned to PIAA mandates. <a href="#">Click here to see the PWHS Athletic Health and Safety Plan.</a></p>				
<p><b>Limiting the sharing of materials among students</b></p>	<p>All students will have their own supplies. Supplies will not be shared.</p> <p>Students and teachers will be provided with an electronic device for their use at school and at home.</p> <p>Books, calculators, etc., will be assigned per student.</p> <p>For student laboratory procedures, students will use disposable products when possible. Non-disposable materials will not be shared by students and disinfected after use.</p> <p>In specialist classes supplies will be individualized where possible and sanitized between uses when individualizing them is not practical.</p>	<p>Same as Moderate or Substantial</p>	<p>School principals</p> <p>Andrew Boegly, Director of Technology</p>	<p>Technology 1:1 Policy and Implementation by Tech Dept.</p> <p>Recommended school supply lists will be posted on the CSD Website</p>	<p>N</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Implement strategies to reduce the number of individuals in the hallways at one time such as: One-way traffic patterns in hallways and stairwells.</p> <p>Monitor bathrooms to limit capacity and allow social distancing.</p> <p>Create and establish mandatory homeroom in the AM and staggered PM dismissal. (High School)</p>	<p>Same as Moderate or Substantial</p>	<p>School Principals</p> <p>Security/Hall Monitors</p> <p>Tim McDonald: Director of Security</p>	<p>Traffic patterns revised and floor decals ordered for one-way student transition between classes (in the halls and stairways) approved by the Director of Security.</p>	<p>N</p>

	<p>Increase transition time between classes to 10 minutes at PWHS to provide for social distancing in the hallways.</p> <p>Students will only be moving from class to class during grade-level unified arts times, lunch, and arrival and dismissal. Unified arts times also vary per grade, and additional lunch times have been added to each grade. (Middle School)</p> <p>Elementary students will remain in classes and have specialists travel to them (music, art, etc.) with the exception of physical education where adequate physical distancing can be maintained.</p> <p>Exits and entrance points will vary by grade, Dismissal times will be staggered to minimize numbers of students moving at the same time. (all schools)</p> <p>Students will be permitted to use backpacks, luggage bags on wheels, etc. so lockers will no longer be used. (High School &amp; Middle School)</p>		<p>Joe Lally: Director of Facilities</p>	<p>Facilities department is purchasing and installing signage</p>	
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Follow county guidelines: maximum student bus capacity = 24 (1 per seat with staggered seating). Some local guidance allows for 48 students but Colonial is operating on a 50% capacity goal.</p> <p>Students must wear masks and will be assigned seats.</p> <p>Stagger arrival and departure times for bus riders, student drivers, parent pick-up/drop off, and walkers</p>	<p>Same as Moderate or Substantial</p>	<p>School Principals</p> <p>Dave Szablowski: Business Administrator</p> <p>Christopher Brown: Director of Transportation</p>	<p>Transportation “opt out” survey to families</p>	<p>N</p>

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Balance master schedule to ensure classroom numbers per teacher follow the six-foot rule to accommodate a designated number of student desks. (High School)</p> <p>Students will be scheduled with a group of peers that will remain intact in the same room during their core subjects. Teachers will rotate from room to room to deliver math, language arts, science, and history curricula. (Middle School)</p> <p>Students will remain with their homeroom as much as possible during the school day, and special area teachers will travel to classrooms. (Elementary Schools)</p> <p>Elimination of student congregation in hallways and other areas prior to and after school.</p>	<p>Same as Moderate or Substantial</p>	<p>School Principals</p>		<p>N</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>Facilities, Security and District administration will communicate and coordinate expectations and protocols with Wonderspring on using school space.</p>	<p>Same as Moderate or Substantial</p>	<p>School Principals</p> <p>Tim McDonald: Director of Security</p> <p>Joe Lally: Director of Facilities</p>	<p>TBD</p>	<p>Yes</p>
<p><b>Other social distancing and safety practices</b></p>	<p>Installing plexiglass guards in all office, reception areas and cafeteria spaces</p> <p>Removal of lobby furniture</p> <p>Music teachers will select and provide safe opportunities for music instruction for students considering:</p>		<p>Joe Lally: Director of Facilities</p> <p>School principals</p>		

	<ul style="list-style-type: none"> <li>● Physical proximity of students.</li> <li>● Use of appropriate facilities to accommodate social distancing.</li> <li>● Amount of touching of shared equipment.</li> <li>● Ability to engage in social distancing while not engaged in active play.</li> <li>● Engagement of players at higher risk.</li> <li>● Size of group.</li> </ul> <p>Music teachers will clean and disinfect shared items between uses and will provide students instruction on COVID-19 Instrument Cleaning Policies prior to resuming instrumental music lessons or classes.  <a href="#">Click here for COVID-19 Instrument Cleaning Policies.</a></p> <p>Establish an online school store. (High School)</p>				
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## 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:

Colonial School District families and staff will be required to self screen each morning. Students and staff exhibiting symptoms will need to quarantine at home, and sick children will not be allowed on buses. Students and staff who begin showing symptoms in school will be isolated, and nurses will use Standard Transmission-Based Precautions in treating them.

Requirements	Action Steps under Moderate or Substantial Designation	Action Steps under Low Designation	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Monitoring students and staff for symptoms and history of exposure</b>	Symptom screening will be done by all parents/guardians at home each morning before the school day.	Same as Moderate or Substantial	Contact Tracing will be conducted by the	Self-Screen and reporting procedures Staff Training	Yes

	<p>All district staff will perform a symptom screen on themselves prior to leaving for work and report findings to their direct supervisor</p> <p>Children or staff exhibiting symptoms should stay home.</p> <p>No children with symptoms will be allowed on the school bus.</p> <p>Temperature screening will not be required upon entrance to school for students and staff</p> <p>Students and staff will continually be made aware of the signs and symptoms of COVID-19</p> <p>The District will follow the guidance from the Montgomery County Office of Public Health.</p>		<p>Montgomery County Office of Public Health. (Confirmed July, 2020) As of 7/15/20 we are awaiting further guidance from the Office of Public Health</p> <p>Karen Berk: Director of Pupil Services and Special Education</p> <p>School principals</p> <p>Christopher Brown: Director of Transportation</p>		
<p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>School administrators and nurses have identified an isolation room in each school to separate anyone who has COVID-19 symptoms</p> <p>School nurses should use Standard Transmission-Based Precautions when caring for sick individuals</p>	<p>Same as Moderate or Substantial</p>	<p>Montgomery County Office of Public Health</p> <p>Karen Berk: Director of Pupil Services and Special Education</p>	<p>Isolation Area</p> <p>Notification Letter and procedures</p>	<p>Yes</p>



	<p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families of confirmed cases while maintaining confidentiality.</p>		School principals		
<b>Returning isolated or quarantined staff, students, or visitors to school</b>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none"> <li>• 10 days from the onset of symptoms.</li> <li>• Resolution of fever without the use of fever-reducing medications for the previous 72 hours.</li> <li>• Improvement in respiratory symptoms (e.g., cough, shortness of breath)</li> </ul> <p>OR</p> <p>Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected <math>\geq 24</math> hours apart (total of two negative specimens)</p>	Same as Moderate or Substantial	<p>Montgomery County Office of Public Health</p> <p>Karen Berk: Director of Pupil Services and Special Education</p> <p>School principals</p>	N/A	No
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Post Health and Safety Plan on CSD Website</p> <p>Provide regular update information on CSD website and in parent flyers/letters.</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed</p>	Same as Moderate or Substantial	Dave Sherman: Community Relations Coordinator		

## 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:

All Colonial School District staff and students are required to wear face masks except when eating. The District recognizes that students with complex needs may require unique accommodations and also may not wear a face mask. The Human Resources Department will plan for alternate coverage should there be a shortage of staff due to the pandemic.

Requirements	Action Steps under Moderate or Substantial Designation	Action Steps under Low Designation	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Protecting students and staff at higher risk for severe illness</b>	<p>Cancel all non-essential travel</p> <p>The District will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Limit or cancel all non-essential travel</p> <p>The District will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Leticia Rodriguez: Director of Human Resources (Staff)</p> <p>Karen Berk: Director of Pupil Services and Special Education (Students)</p>		N
<b>Use of face masks</b>	Face masks are required for all students and staff.	Same as Moderate or Substantial	School principals	Signage regarding expectations	N

<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Extra precautions in low incidence programs.</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>Personal student iPads/AAC devices should be disinfected</p>	<p>Same as Moderate or Substantial</p>	<p>Karen Berk: Director of Pupil Services</p> <p>Cait Gilmartin: Special Education Supervisor</p> <p>Eileen Spector: Special Education Supervisor</p>		
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	<p>each time a student enters or exits the classroom.</p> <p>The district's feeding protocol should be followed when feeding students. Staff should wear gloves when feeding students.</p> <p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students should be encouraged to wear masks while in common areas such as the hallway. Students should be encouraged not to touch walls and fixtures when in hallways.</p>				
<p><b>Strategic deployment of staff</b></p>	<p>Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.</p>	<p>Same as Moderate or Substantial</p>	<p>Leticia Rodriguez: Director of Human Resources</p>		<p>N</p>

## Health and Safety Plan Professional Development

The success of the Colonial School District (CSD) 2020-2021 School Reopening Health and Safety Plan requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
COVID-19 prevention and hygiene best practices	CSD Staff	CSD Administration Facilities	Email	Handouts Hand sanitizers Masks Paper Towels Soap	June 2020	Ongoing
Athletic Health and Safety Plan	CSD Staff: Coaches, Athletic Trainer, Facilities, PWHS and CMS Admins	Ralph Bretz: PWHS Athletic Director	Small groups, weekly check ins with coaches	COVID-19 reopening packets and forms for documentation	4/6/20	Ongoing as plan changes with updates from CDC, PDE, Dept of Health....
Learning Management System (LMS): Canvas	Middle School and High School staff	Ed Merk: Curriculum Supervisor Drew Boegly: Director of Technology	Small group training or virtual if needed	LMS system, structure and creation of course	8/4/20	8/6/20
Google Classroom	Elementary School Staff	Ed Merk: Curriculum Supervisor Drew Boegly: Director of Technology	Small group training or virtual if needed	LMS system, structure and creation of course	8/4/20	8/6/20
Health & Safety Plan	CSD Staff	School principals	Faculty Mtg	Plan	8/24/20	8/27/20
Health & Safety Plan	CSD Staff & Families	Community Relations or school principals	Email and/or website	Plan	7/24/20	ongoing
Social/Emotional Wellness for staff and students	CSD Staff	TBD	Faculty Mtgs	Presentation	8/24/20	8/27/20

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	All CSD Custodial Staff	Joe Lally: Director of Facilities	Individual Training		5/16/20	Ongoing
Healthy Hygiene Practices	All Staff				8/3/20	Prior to the start of 2020-2021 school year
Implementing the CSD Health and Safety Plan for Building Principals	All Principals	Karen Berk: Director of Pupil Services and Special Education	Online training		8/3/20	Prior to the start of 2020-2021 school year
COVID-19 Health and Safety Plan Discussion	Principals Nurses	Karen Berk: Director of Pupil Services and Special Education	Online and In-person training		8/3/20	Prior to the start of 2020-2021 school year
COVID 19 Health Care Procedures for Nurses	All Nurses	Karen Berk: Director of Pupil Services and Special Education	TBD		TBD	Prior to the start of 2020-2021 school year
Safety Protocols for Students with Complex Needs	Special Education	Cait Gilmartin and Eileen Spector, Sups of Special Education	August 2020		August 2020	Prior to the start of 2020-2021 school year
Best Practices for combined virtual/hybrid instruction.	Teachers and support staff	Rosemarie Gregitis and Curriculum Supervisors	Online and in-person training		October 2020	Leading up to October 19 & 26 start dates

## 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).

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date	
<b>COVID-19 Update Large Program Changes</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram)	3/11/20	3/11/20	
<b>COVID-19 Update School Closure</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram)	3/12/20	3/12/20	
<b>COVID-19 Update Remote Learning Plan</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram) School Board Meetings	3/13/20	3/13/20	
<b>COVID-19 Update Meal Service, Grading, Testing, Canceled</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram) School Board Meeting	3/23/20	3/23/20	

<b>COVID-19 Update School Closed for Remainder of Year, Remote Learning Update, Remote Learning Goals</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram) School Board Meetings	4/9/20	4/9/20	
<b>Back to School Survey</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram) School Board Meetings	6/17/20	6/17/20	
<b>Back to School Focus Groups: Communication &amp; Community Relations, Curriculum, Extracurricular Activities, Facilities, Special Education, Technology, Transportation, Wellness/Food Services/Safety</b>	Parents/Guardians, Families, Staff, Students, Community Members	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator  Focus Group Leaders	Email, Website, Social Media (Facebook, Twitter, Instagram), Zoom meetings, School Board Meetings	5/21/20	6/30/20	
<b>District/school communication methods and how to access or sign up for them.</b>	Parents/Guardians, Families, Staff, Students, Community Members	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Website	6/27/20	Present	



<b>Fall Sports Return to Campus</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator  RJ Bretz: PWS Athletic/Activities Director  Phil Chang CMS Athletic/Activities Director	Email, Text (where applicable), Website, Social Media (Facebook, Twitter, Instagram),	July 2020	ongoing	
<b>Tentative Return to School Plan</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram) School Board Meetings	7/14/20	Ongoing	
<b>Transportation Survey</b>	Parents/Guardians, Families, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator  Christopher Brown Director of Transportation	Email, Website, Social Media (Facebook, Twitter, Instagram)	7/14/20	7/23/20	
<b>Back to School Hub</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools	Website	July 2020	Present	

		Dave Sherman: Community Relations Coordinator				
<b>In-person/Virtual Instruction Preference Survey</b>	Parents/Guardians, Families, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Website, Social Media (Facebook, Twitter, Instagram)	July 24, 2020-Aug. 3, 2020	In anticipation of 11/30/20 if not before.	
<b>Plan Changes, Updates, Important Announcements</b>	Parents/Guardians, Families, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Text, Website, Social Media (Facebook, Twitter, Instagram)	As needed	As needed	
<b>Curriculum specifics, updates and assignments</b>	Parents/Guardians, Families, Students	School principals  Teachers	Email, Learning Management System (LMS)	As needed	As needed	
<b>Montgomery County Office of Public Health Updates</b>	Parents/Guardians, Families, Staff, Students	Michael Christian: Superintendent of Schools  Dave Sherman: Community Relations Coordinator	Email, Text, Website, Social Media (Facebook, Twitter, Instagram)	As needed	As needed	
<b>CSD Reopening Plan Presentation</b>	CSD Community	Michael Christan Rosemarie Gregitis	Zoom, Youtube	July 21, 2020	July 21, 2020	
<b>CSD Reopening Plan Revision/Hybrid and Safety Videos</b>	CSD Community	Michael Christian Rosemarie Gregitis	Zoom, YouTube	September 22, 2020	Ongoing	

## Health and Safety Plan Summary: Colonial School District

Anticipated Launch Date: November 30, 2020

### 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><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Colonial School District's custodial staff has received specialized training, including CDC requirements for COVID-19, and will be incorporating new equipment and protocols to keep Colonial schools clean and safe. In addition to sanitizing frequently touched surfaces throughout the day, the staff will also be employing new foggers to help with disinfectant coverage and a color-coded system to avoid cross contamination. With air-conditioning in all schools, the facilities department has also installed new antimicrobial filters in all of the HVAC systems and will increase ventilation rates.</p>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>Classroom/learning space occupancy that allows for six 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>Colonial School District will make the most of classroom spaces by only including essential furniture and using an arrangement that allows for the most effective social distancing (6 feet). From kindergarten through eighth grade, students will largely stay in established groups, and teachers will travel from room to room. Students will be using outdoor spaces for recess, gym, and other</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><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>learning opportunities, when appropriate. Additional hand sanitizing stations have been installed in classrooms and high traffic areas, and staff will reinforce proper handwashing strategies.</p> <p>Hallways, cafeterias, school offices, and gathering points will be clearly marked to encourage six-foot distancing and with dedicated traffic patterns. Large group events, school assemblies and visitors will not be allowed. Additional lunch periods, assigned seating, pre-ordering meals, and more grab-and-go options at the secondary level will help encourage social distancing in the cafeteria.</p> <p>All students will have their own supplies. Supplies will not be shared. Students and teachers will be also provided with an electronic device for their use at school and at home.</p> <p>Buses will be restricted to one student per seat in a staggered pattern. Seats will be assigned, and students must wear masks. The school district will revisit recommended guidelines every few weeks.</p> <p>Facilities, Security and District administration will communicate and coordinate expectations and protocols with Wonderspring on using school space.</p>
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## 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>Colonial School District families and staff will be required to self screen each morning. Students and staff exhibiting symptoms will need to quarantine at home, and sick children will not be allowed</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>on buses. Students and staff who begin showing symptoms in school will be isolated, and nurses will use Standard Transmission-Based Precautions in treating them.</p>
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### 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 Colonial School District staff and students are required to wear face masks except when eating. The District recognizes that students with complex needs may require unique accommodations and also may not be required to wear a face mask.</p> <p>The Human Resources Department will plan for alternate coverage should there be a shortage of staff due to the pandemic.</p>

## Health and Safety Plan Governing Body Affirmation Statement

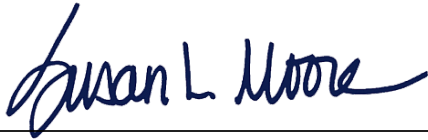
The Board of School Directors for **Colonial School District** reviewed and approved the School Reopening Health and Safety Plan on December 1, 2020.

The plan was approved by a vote of:

**9 Yes**

**0 No**

By:



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*(Signature of Board President)*

Susan L. Moore

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*(Print Name of Board President)*