



Phased School Reopening Health and Safety Plan Template

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.

Table of Contents

Health and Safety Plan: SOUTH PARK SCHOOL DISTRICT	4
Type of Reopening	5
Key Questions	5
Pandemic Coordinator/Team	7
Key Strategies, Policies, and Procedures	12
Cleaning, Sanitizing, Disinfecting, and Ventilation	13
Key Questions	13
Social Distancing and Other Safety Protocols	19
Key Questions	19
Monitoring Student and Staff Health	37
Key Questions	37
Other Considerations for Students and Staff	45
Key Questions	45
Health and Safety Plan Professional Development	52
Health and Safety Plan Communications	55

Health and Safety Plan Summary: South Park School District	57
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	57
Social Distancing and Other Safety Protocols	60
Monitoring Student and Staff Health	70
Other Considerations for Students and Staff	72
Health and Safety Plan Governing Body Affirmation Statement	76

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: **SOUTH PARK SCHOOL DISTRICT**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The state 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 Local Education Agency (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?

To maximize physical distancing in district facilities, the South Park School District has selected a blended reopening on an alternating day schedule for the initial reopening of school. This will reduce student populations in buildings by 50%. Additionally, the South Park School District will offer families a 100% cyber education option should they have concerns for the health and safety of their students. This will also reduce the student population in district buildings. A blended reopening with a 100% cyber option best provides the district with the ability to consistently maintain physical distancing to the greatest extent possible. The pandemic team subcommittees, consisting of administrators, teachers, staff, parents, community members, and community agency partners, considered three types of reopening (total reopen, hybrid reopen, and 100% remote instruction for all students). These subcommittees developed recommended action plans for each of these reopening phases. The core pandemic team reviewed and considered these recommended action plans for each type of reopening and the guidance provided by the Pennsylvania Department of Health and the Pennsylvania Department of Education to make its decision on a blended reopening. The district's health and safety plan as well as a framework for the 2020-2021 school year will be shared with families via email and posted on the district's website (sparksd.org). The district's pandemic crisis response team has been formed to not only respond in the event of a positive case in a school but to also review the implementation of the plan throughout the school year. The superintendent in consultation with the school district's board of directors will reserve the ability to move the district to a modified operations plan or a transition to full remote learning based on the transmission of COVID-19 in school buildings, the district, our community and/or region or a lack of personnel or resources to meet the needs of students and staff in an in-person setting.

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks) but some students/families opt for cyber education out of safety/health concerns.
- 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 8, 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)
Lynn Como	Administration	Pandemic Co-Coordinator
Patrick Harrigan	Administration	Pandemic Co-Coordinator
Wayne Gdovic	Administration	Both

Chelsea Campolongo	Administration	Both
Dr. L. Robert Furman	Administration	Both
Kathleen Wooddell	Administration	Both
Dr. Kevin Monaghan	Administration	Both
Dr. David Palmer	Administration	Both
Justin Dellarose	Administration	Both
Thomas Kayda	Administration	Both
Todd Naylor	Director of School Police	Both
Joseph Cawley	School Police Officer	Both
Kim Mosi	School Nurse	Both
Tera Barkey	School Nurse	Both
Amy Baumgardner	Teacher	Health & Safety Plan Development
Melissa Dubyak	Teacher	Health & Safety Plan Development
Eve Chambon	Teacher	Health & Safety Plan Development
Laura Siniawski	Teacher	Health & Safety Plan Development
Jen Rinto	Teacher	Health & Safety Plan Development
Jennifer Monturo	Teacher	Health & Safety Plan Development
Carolyn Doyle	Teacher	Health & Safety Plan Development
Juliet Highberger	Teacher	Health & Safety Plan Development

Julie Bradley	Parent	Health & Safety Plan Development
Angela Girol	School Board Representative	Health & Safety Plan Development
Cathy Maiorano	Support Staff	Health & Safety Plan Development
Carey Mejalli	Support Staff	Health & Safety Plan Development
Suzzette Kelley	Transportation Representative	Health & Safety Plan Development
Cheryl Stinebaugh	Transportation Representative	Health & Safety Plan Development
Brandon Smoker	Administration	Health & Safety Plan Development
Lori Sarver	Support Staff	Health & Safety Plan Development
Wayne Perry	School Board Representative	Health & Safety Plan Development
April Vezio	Teacher	Health & Safety Plan Development
Kellie Garrison	Teacher	Health & Safety Plan Development
Tina Baldigowski	Teacher	Both
Sean Van Eman	Parent	Health & Safety Plan Development
Colleen Moses	Support Staff	Health & Safety Plan Development
John Pastorius	Teacher	Both
Patricia Elkin	Teacher	Health & Safety Plan Development
Julie Maffei	Teacher/Parent	Both
Rosemary Siyufy	Support Staff	Health & Safety Plan Development
Charles Bove	Parent	Both

Kristy Kwitowski	Teacher	Health & Safety Plan Development
Stephanie Feth	Teacher	Health & Safety Plan Development
Lauren Lippert	Teacher	Health & Safety Plan Development
Rusty Hewitt	Community Agency	Health & Safety Plan Development
Terri Vietmeier	Parent	Health & Safety Plan Development
Michael Lockett	Community Agency	Health & Safety Plan Development
Grace Blackburn	Teacher	Health & Safety Plan Development
Ashley Wamsley	Parent	Health & Safety Plan Development
Stephanie Giusti	Parent	Health & Safety Plan Development
David Giusti	Parent	Health & Safety Plan Development
Kari Havel	School Counselor	Both
Diana Klein	Teacher	Health & Safety Plan Development
Matt Casamento	Teacher	Health & Safety Plan Development
Marty Rieck	Teacher	Health & Safety Plan Development
Devon Serena	Community Agency/Parent	Health & Safety Plan Development
Anita Christie	School Nurse	Pandemic Crisis Response Team
Stephanie Scruggs	Support Staff	Pandemic Crisis Response Team
Carol Lupo	Support Staff	Pandemic Crisis Response Team
Bethany Chicora-Lewis	Counselor	Pandemic Crisis Response Team

Natalie Liptak	Counselor	Pandemic Crisis Response Team
Chris Stoicovy	Counselor	Pandemic Crisis Response Team

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: The South Park School District is committed to ensuring a healthy, safe, and clean school environment for its students, faculty, and staff every day. Extensive cleaning has taken place during the spring shutdown and summer months. Extensive cleaning will also take place prior to staff and students returning. Under the direction of administration and the director of facilities, the South Park School District will implement a regular cleaning and disinfecting schedule in each school building before, during, and after school. This schedule will focus on all areas of the district's facilities, and staff will pay particular attention to common areas, classrooms, restrooms, and high-touch surfaces. Ventilation filters are routinely monitored and replaced. To accomplish this key part of the district's health and safety plan, the district will provide adequate training opportunities for facilities, cafeteria, instructional, support, and administrative staff and will draft enhanced protocols designed to ensure the proper techniques are being followed. Thorough cleaning must occur daily with products which adhere to OSHA and CDC requirements for COVID-19. The district will closely monitor supplies and work with vendors to ensure the supply chain is uninterrupted. Any available grant funds and local resources will be used to acquire supplies.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>All facilities which include but are not limited to classrooms, locker rooms, band rooms, training rooms, weight rooms, gyms, large group instruction rooms (LGI room), auditoriums, etc., must be thoroughly cleaned with disinfectant approved for schools and effective against SARS-CoV-2 as per CDC and/or state health department guidelines daily. Electrostatic sprayers will continue to be deployed.</p> <p>High touch surfaces including but not limited to door handles, stairway railings, and switches are to be disinfected regularly before, during, and after the school day.</p> <p>NanoSeptic skins will be installed on door handles throughout school buildings. The skins are powered by light and utilize mineral nano-crystals which create an oxidation reaction. The surface continually oxidizes organic contaminants without the use of poisons, heavy metals, or chemicals.</p>	<p>All facilities which include but are not limited to classrooms, locker rooms, band rooms, training rooms, weight rooms, gyms, large group instruction rooms, auditoriums, etc., must be thoroughly cleaned with disinfectant approved for schools and effective against SARS-CoV-2 as per CDC and/or state health department guidelines daily. Electrostatic sprayers will continue to be deployed.</p> <p>High touch surfaces including but not limited to door handles, stairway railings, and switches are to be disinfected regularly before, during, and after the school day.</p> <p>NanoSeptic skins will be installed on door handles throughout school buildings. The skins are powered by light and utilize mineral nano-crystals which create an oxidation reaction. The surface continually oxidizes organic contaminants without the use of poisons, heavy metals, or chemicals.</p>	<p>Director of Facilities and Facilities Team, District Administrators, Staff</p>	<p>Cleaning and disinfecting products approved for schools and effective against SARS-CoV-2, hand soap, paper towels, alcohol-based hand sanitizer, water bottle refill retrofit kits, NanoSeptic skins for handles.</p> <p>CDC Cleaning and Disinfecting Your Facility</p> <p>Cleaning and Disinfection for Community Facilities</p>	<p>Y</p>

	<p>Increased management of common areas and restrooms in all areas. Custodians will check and disinfect restrooms and high-touch surfaces at scheduled intervals (e.g., once per hour).</p> <p>Water fountains will be closed. Water bottle refill stations will be installed for reusable bottles only. Reusable bottles must have a removable lid to be used at the refill stations. Individual plastic water bottles may be brought from home but cannot be refilled at the refill stations. Water fountain heads on classroom sinks will be covered.</p> <p>CDC guidelines for responding, cleaning, and disinfecting areas in the event of a confirmed case of COVID-19 will be followed. However, there will be a lag before a confirmed case is reported to the district through testing. Therefore, cleaning and disinfecting must be complete and thorough every day.</p> <p>Ensure custodians are trained in appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed.</p>	<p>Increased management of common areas and restrooms in all areas. Custodians will check and disinfect restrooms and high-touch surfaces at scheduled intervals (e.g., once per hour).</p> <p>Water fountains will be closed. Water bottle refill stations will be installed for reusable bottles only. Reusable bottles must have a removable lid to be used at the refill stations. Individual plastic water bottles may be brought from home but cannot be refilled at the refill stations. Water fountain heads on classroom sinks will be covered.</p> <p>CDC guidelines for responding, cleaning, and disinfecting areas in the event of a confirmed case of COVID-19 will be followed. However, there will be a lag before a confirmed case is reported to the district through testing. Therefore, cleaning and disinfecting must be complete and thorough every day.</p> <p>Ensure custodians are trained in appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed.</p>			
--	--	--	--	--	--

	<p>Coils inside all HVAC units will be routinely deep cleaned. Air turnover rates will be increased. Bring in more outside air during normal operation.</p> <p>The district's commercial-grade HVAC units have filters with an efficiency rating of MERV 7. 100% of the air is filtered through the air handler.</p> <p>Filters are routinely monitored and replaced.</p> <p>Open classroom windows if and when feasible.</p> <p>Ensure classrooms with sinks are supplied with hand soap and paper towels.</p> <p>Hand sanitizer stations are installed in common areas. Hand sanitizer will be available in classrooms. Students and staff are to wash or sanitize their hands when entering and exiting the classroom.</p> <p>Approved cleaning supplies will be provided to staff for use in classrooms on high-touch surfaces throughout the day when students are not present.</p>	<p>Coils inside all HVAC units will be routinely deep cleaned. Air turnover rates will be increased. Bring in more outside air during normal operation.</p> <p>The district's commercial-grade HVAC units have filters with an efficiency rating of MERV 7. 100% of the air is filtered through the air handler.</p> <p>Filters are routinely monitored and replaced.</p> <p>Open classroom windows if and when feasible.</p> <p>Ensure classrooms with sinks are supplied with hand soap and paper towels.</p> <p>Hand sanitizer stations are installed in common areas. Hand sanitizer will be available in classrooms. Students and staff are to wash or sanitize their hands when entering and exiting the classroom.</p> <p>Approved cleaning supplies will be provided to staff for use in classrooms on high-touch surfaces throughout the day when students are not present.</p>			
--	--	--	--	--	--

	<p>Ensure restroom exhaust fans are operational.</p> <p>The use of the playground equipment at the elementary center will be restricted. Alternate recess activities will be provided.</p> <p>School bus drivers will thoroughly disinfect school buses after every run. For example, a school bus will be disinfected after dropping off high school students in the morning and before picking up middle school students in the morning.</p> <p>Windows on school buses are to be open when possible to increase ventilation.</p> <p>Hand sanitizer will be available on buses and the driver is to promote its use.</p> <p>Cafeteria spaces will be disinfected between each meal period.</p> <p>Ensure cafeteria staff is trained on cleaning and disinfecting procedures.</p>	<p>Ensure restroom exhaust fans are operational.</p> <p>The use of the playground equipment at the elementary center will be restricted. Alternate recess activities will be provided.</p> <p>School bus drivers will thoroughly disinfect school buses after every run. For example, a school bus will be disinfected after dropping off high school students in the morning and before picking up middle school students in the morning.</p> <p>Windows on school buses are to be open when possible to increase ventilation.</p> <p>Hand sanitizer will be available on buses and the driver is to promote its use.</p> <p>Cafeteria spaces will be disinfected between each meal period.</p> <p>Ensure cafeteria staff is trained on cleaning and disinfecting procedures.</p>			
--	--	--	--	--	--

	Contactless payment methods will be instituted in the cafeteria to avoid the use of keypads. Supplies must be continuously monitored.	Contactless payment methods will be instituted in the cafeteria to avoid the use of keypads. Supplies must be continuously monitored.			
--	--	--	--	--	--

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: Students and staff will practice physical distancing to the maximum extent possible. The arrangement of classroom furniture will support social distancing to the maximum extent possible, including student desks/chairs spaced and arranged to face the same direction. When possible, students at the elementary and middle levels will be grouped and remain as a scheduled group as much as possible. Staggered arrival and dismissal times for school days and classes will be implemented when possible. Outdoor activities and learning will adhere to social distancing protocol. Hygiene practices will occur throughout the day and visual reminders about hygiene will be posted throughout all facilities. Plexiglass will be installed in all office spaces and in restrooms if needed. Transportation will be adjusted based on results of family surveys asking about the ability to transport their own children. Transportation will be scheduled according to the educational plan in place. Visitors will be limited to essential personnel. Building Safety protocols will continue in order to identify and confirm parent/guardian pickup for students without the need of the parent/guardian entering the school office. Teachers and staff will provide cues and protocols for social distancing in an age-appropriate manner, as well as visual reminders for social distancing, and directional traffic will be posted

throughout district facilities. Cafeteria spaces will be adjusted and additional spaces have been identified in order to remain in compliance with Pennsylvania Department of Health guidelines. Seating charts will be used and maintained. District staff and students will be introduced to social distancing protocols prior to and during the school year. Implementation will be regularly reviewed by school administrators.

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Administrators will ensure that classrooms and learning spaces will be arranged to maximize separation between students and staff.</p> <p>Student desks will be arranged to face the same direction.</p> <p>Seating at tables will be on one side when and where feasible.</p> <p>In a hybrid reopening, a blended learning model will be used where half the students attend in-person classes two days a week, while the other half is engaged at home working on independent learning assignments, activities, etc. One day a week, all students will be engaged in remote learning, as teachers may coordinate small groups or virtual office hours to assist students and offer different supports as needed.</p>	<p>Administrators will ensure that classrooms and learning spaces will be arranged to maximize separation between students and staff.</p> <p>Student desks will be arranged to face the same direction.</p> <p>Seating at tables will be on one side when and where feasible.</p> <p>In a hybrid reopening, a blended learning model will be used where half the students attend in-person classes two days a week, while the other half is engaged at home working on independent learning assignments, activities, etc. One day a week, all students will be engaged in remote learning, as teachers may coordinate small groups, virtual office hours to assist students, and offer different supports as needed.</p>	<p>School administrators, classroom teachers</p>	<p>Markings for younger students to see social distancing parameters, additional desks, storage for unused furniture.</p>	<p>Y</p>

	<p>The South Park School District will offer a 100% cyber education option to families. This may reduce the number of students enrolled in the in-person learning track. Class sizes can be rebalanced after the summer enrollment period.</p> <p>Class and activity sizes will be reduced when and where possible.</p> <p>Extra furniture may be removed from classrooms when and where possible to maximize classroom space.</p> <p>Alternate locations may be utilized for instruction throughout the buildings.</p> <p>When weather permits, in-person instruction may take place outdoors.</p> <p>Close contact group work may be reduced and/or eliminated.</p> <p>Face coverings are to be worn by district staff and students in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.</p>	<p>The South Park School District will offer a 100% cyber education option to families. This may reduce the number of students enrolled in the in-person learning track. Class sizes can be rebalanced after the summer enrollment period.</p> <p>Class and activity sizes will be reduced when and where possible.</p> <p>Extra furniture may be removed from classrooms when and where possible to maximize classroom space.</p> <p>Alternate locations may be utilized for instruction throughout the buildings.</p> <p>When weather permits, in-person instruction may take place outdoors.</p> <p>Close contact group work may be reduced and/or eliminated.</p> <p>Face coverings are to be worn by district staff and students in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.</p>			
--	---	---	--	--	--

	<p>According to the face coverings order from Dr. Rachel Levine of the Pennsylvania Department of Health updated August 17, 2020, students must continue wearing a face covering even when seated at desks or workstations that are separated by six feet or more. Schools may allow students to remove face coverings when students are: eating or drinking when spaced at least six feet apart; when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least six feet apart during "face-covering breaks" to last no longer than ten minutes.</p>	<p>According to the face coverings order from Dr. Rachel Levine of the Pennsylvania Department of Health, updated August 17, 2020, students must continue wearing a face covering even when seated at desks or workstations that are separated by six feet or more. Schools may allow students to remove face coverings when students are: eating or drinking when spaced at least six feet apart; wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least six feet apart during "face-covering breaks" to last no longer than ten minutes.</p>			
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students must be spaced at least six feet apart to remove their face coverings to eat breakfast or lunch.</p> <p>Capacity for each cafeteria will be determined by the building principal based on the six feet of distance between students. The district may purchase additional tables which better permit distance between students.</p> <p>The existing cafeterias will be reconfigured to maximize spacing.</p>	<p>Students must be spaced at least six feet apart to remove their face coverings to eat breakfast or lunch.</p> <p>Capacity for each cafeteria will be determined by the building principal based on the six feet of distance between students. The district may purchase additional tables which better permit distance between students.</p> <p>The existing cafeterias will be reconfigured to maximize spacing.</p>	<p>Food Services Director, district administrators.</p>	<p>Desks/tables for students to maximize physical distancing in cafeterias and alternate settings, floor markings and signage, touchless point of sale system, disinfectant, hand sanitizer stations, and additional supervision.</p>	<p>Y</p>

	<p>Dining areas will be disinfected between meal periods.</p> <p>Floor markings may be used where needed. Unavailable seats may be marked to ensure physical distancing.</p> <p>Additional, alternate dining locations have been identified in each building to maximize spacing. At the elementary center, the gym will be used for dining. At the middle school, the LGI room may be used for dining. At the high school, the auxiliary gym will be used for dining. Each of these spaces will be properly disinfected between lunch periods.</p> <p>Stagger lunch line groups and social distance lunch lines by placing markings for where students can stand. To limit lunch lines, students may be required to be seated and then permitted to go up to the lunch line table-by-table.</p> <p>Students will be seated on one side of long tables, all facing the same direction, when possible.</p> <p>Meals, at least initially, will be served prepackaged or pre-bagged. Otherwise, individual</p>	<p>Dining areas will be disinfected between meal periods.</p> <p>Floor markings may be used where needed. Unavailable seats may be marked to ensure physical distancing.</p> <p>Additional, alternate dining locations have been identified in each building to maximize spacing. At the elementary center, the gym will be used for dining. At the middle school, the LGI room may be used for dining. At the high school, the auxiliary gym will be used for dining. Each of these spaces will be properly disinfected between lunch periods.</p> <p>Stagger lunch line groups and social distance lunch lines by placing markings for where students can stand. To limit lunch lines, students may be required to be seated and then permitted to go up to the lunch line table-by-table.</p> <p>Students will be seated on one side of long tables, all facing the same direction, when possible.</p> <p>Meals, at least initially, will be served prepackaged or pre-bagged. Otherwise, individual</p>			
--	---	---	--	--	--

	<p>plates will be used.</p> <p>Any buffet style serving areas will not be available (including salad bar and a la carte)</p> <p>The number of food choices will be limited as needed.</p> <p>Exchange of cash at the register will be discouraged. Families will be encouraged and reminded to use the My School Account online payment option.</p> <p>A contactless payment method will be implemented.</p> <p>Second trips through the line will be restricted.</p> <p>Utensils will be provided in boxed or bagged lunches. Only individually packaged condiments will be used.</p> <p>Face coverings must be worn at all times unless seated at a table, socially distanced by six feet, eating a meal.</p> <p>Administrators and teachers will discourage students from congregating in parking lots and common areas.</p>	<p>plates will be used.</p> <p>Any buffet style serving areas will not be available (including salad bar and a la carte)</p> <p>The number of food choices will be limited as needed.</p> <p>Exchange of cash at the register will be discouraged. Families will be encouraged and reminded to use the My School Account online payment option.</p> <p>A contactless payment method will be implemented.</p> <p>Second trips through the line will be restricted.</p> <p>Utensils will be provided in boxed or bagged lunches. Only individually packaged condiments will be used.</p> <p>Face coverings must be worn at all times unless seated at a table, socially distanced by six feet, eating a meal.</p> <p>Administrators and teachers will discourage students from congregating in parking lots and common areas.</p>			
--	---	---	--	--	--

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Reminders about healthy hygiene habits will be shared with families prior to the start of the school year, and messaging will continue throughout August and into and throughout the school year.</p> <p>All students and staff will be provided ample opportunities to practice good hand hygiene using soap and water or alcohol-based hand sanitizer.</p> <p>Reminders/posters of proper hand washing will be posted throughout the schools. Audio and video reminders of health etiquette will be produced and used during morning announcements and on television monitors throughout the district.</p> <p>Hand sanitizer will be available in common areas and in classrooms. Students and staff will be encouraged to wash or sanitize their hands when entering and exiting their classrooms.</p> <p>Elementary students will be scheduled class restroom breaks allowing staff to monitor students.</p> <p>Students will be required to wash or sanitize their hands before and after eating.</p>	<p>Reminders about healthy hygiene habits will be shared with families prior to the start of the school year, and messaging will continue throughout August and into and throughout the school year.</p> <p>All students and staff will be provided ample opportunities to practice good hand hygiene using soap and water or alcohol-based hand sanitizer.</p> <p>Reminders/posters of proper hand washing will be posted throughout the schools. Audio and video reminders of health etiquette will be produced and used during morning announcements and on television monitors throughout the district.</p> <p>Hand sanitizer will be available in common areas and in classrooms. Students and staff will be encouraged to wash or sanitize their hands when entering and exiting their classrooms.</p> <p>Elementary students will be scheduled class restroom breaks allowing staff to monitor students.</p> <p>Students will be required to wash or sanitize their hands before and after eating.</p>	<p>School administrators, Director of Communications, school nurses.</p>	<p>Healthy hygiene posters, videos, and announcements; adequate supplies of hand soap, hand sanitizer, and paper towels.</p> <p>CDC Handwashing Guidelines</p> <p>CDC Face Covering Directions</p> <p>Department of Education Face Covering Order Update August 17, 2020</p>	<p>Y</p>
--	---	---	--	--	----------

	<p>Elementary Center students will be required to sanitize their hands before and after recess.</p> <p>Paper towel dispensers will replace hand dryers when possible.</p>	<p>Elementary Center students will be required to sanitize their hands before and after recess.</p> <p>Paper towel dispensers will replace hand dryers when possible.</p>			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs provided by the Centers for Disease Control and Prevention and the Pennsylvania Department of Health and created by the South Park School District will be posted throughout all district buildings and facilities and in common areas to promote healthy habits.</p> <p>Prior to the start of the school year, communication will be shared with families about everyday protective measures. This communication will be shared via email, on the district’s website, and on the district’s social media pages.</p> <p>Throughout the school year, the district will develop announcements and videos to be used throughout the school day to</p>	<p>Signs provided by the Centers for Disease Control and Prevention and the Pennsylvania Department of Health and created by the South Park School District will be posted throughout all district buildings and facilities and in common areas to promote healthy habits.</p> <p>Prior to the start of the school year, communication will be shared with families about everyday protective measures. This communication will be shared via email, on the district’s website, and on the district’s social media pages.</p> <p>Throughout the school year, the district will develop announcements and videos to be used throughout the school day to</p>	<p>School nurses, building administrators, director of communications</p>	<p>Posters and signage provided by the CDC, Pennsylvania Department of Health, and created by the South Park School District, video reminders to be shared in school and through social media.</p>	<p>N</p>

	instruct students and staff of hygiene procedures.	instruct students and staff of hygiene procedures.			
* Identifying and restricting non-essential visitors and volunteers	<p>Non-essential visitors and volunteers will not be permitted to enter any district facility until further notice.</p> <p>Ample notification should be given to the school office in the event a parent/guardian needs to pick up or drop off a student outside the normal arrival and dismissal times. Modified procedures for this process will be outlined to parents at each school. At no time will parents be permitted inside the office. However, modified procedures will continue to ensure safety of the student and the verification of identification. Additionally, all required forms during this process will be converted to online forms and can be completed with a smartphone. Alternate versions will be provided for those without a smartphone.</p> <p>Forgotten items should only be brought to the school by parents/guardians in an</p>	<p>Non-essential visitors and volunteers will not be permitted to enter any district facility until further notice.</p> <p>Ample notification should be given to the school office in the event a parent/guardian needs to pick up or drop off a student outside the normal arrival and dismissal times. Modified procedures for this process will be outlined to parents at each school. At no time will parents be permitted inside the office. However, modified procedures will continue to ensure safety of the student and the verification of identification. Additionally, all required forms during this process will be converted to online forms and can be completed with a smartphone. Alternate versions will be provided for those without a smartphone.</p> <p>Forgotten items should only be brought to the school by parents/guardians in an</p>	School administrators, Director of Communications	Online forms, office signage	Y

	<p>emergency situation. A system will be developed to allow for those items to be dropped off without a parent/guardian entering the building.</p> <p>IEP and parent meetings will be held virtually.</p> <p>In the event a visitor must enter a school office, appointments are required and should be scheduled by contacting the school or district office. Visitors, vendors, or contractors are required to wear face coverings inside district facilities.</p> <p>Large group activities, field trips, assemblies, and events will be prohibited until further notice. Virtual events, assemblies and field trips are encouraged.</p> <p>The rental of district facilities by outside organizations is suspended until further notice.</p>	<p>emergency situation. A system will be developed to allow for those items to be dropped off without a parent/guardian entering the building.</p> <p>IEP and parent meetings will be held virtually.</p> <p>In the event a visitor must enter a school office, appointments are required and should be scheduled by contacting the school or district office. Visitors, vendors, or contractors are required to wear face coverings at all times inside district facilities.</p> <p>Large group activities, field trips, assemblies, and events will be prohibited until further notice. Virtual events, assemblies and field trips are encouraged.</p> <p>The rental of district facilities by outside organizations is suspended until further notice.</p>			
<p>* Handling sporting activities for recess and physical</p>	<p>Physical education classes will be conducted outdoors when and where possible to maximize physical distancing.</p>	<p>Physical education classes will be conducted outdoors when and where possible to maximize physical distancing.</p>	<p>School administrators, faculty</p>	<p>CDC Considerations for Youth Sports</p>	<p>Y</p>

<p>education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Equipment, when utilized, will not be shared by students in the same class and will be thoroughly disinfected between classes.</p> <p>At the elementary center, the physical education teacher will rotate to classrooms with modified lessons and activities and an increased focus on mindfulness.</p> <p>Locker rooms and the weight room at the middle school will be closed for physical education classes until further notice.</p> <p>The high school locker rooms and weight room will be closed for physical education classes until further notice.</p> <p>Students enrolled in the high school swimming class will use locker rooms, adhere to physical distancing requirements at all times in locker rooms, and wear face coverings at all times in locker rooms.</p> <p>Throughout the district, physical education opportunities must be modified to ensure adequate physical distancing between students and should not require</p>	<p>Equipment, when utilized, will not be shared by students in the same class and will be thoroughly disinfected between classes.</p> <p>At the elementary center, the physical education teacher will rotate to classrooms with modified lessons and activities and an increased focus on mindfulness.</p> <p>Locker rooms and the weight room at the middle school will be closed for physical education classes until further notice.</p> <p>The high school locker rooms and weight room will be closed for physical education classes until further notice.</p> <p>Students enrolled in the high school swimming class will use locker rooms, adhere to physical distancing requirements at all times in locker rooms, and wear face coverings at all times in locker rooms.</p> <p>Throughout the district, physical education opportunities must be modified to ensure adequate physical distancing between students and should not require</p>			
---	--	--	--	--	--

	<p>vigorous physical activity when possible.</p> <p>Elementary center recess will be conducted outdoors whenever possible.</p> <p>Use of the playground equipment will be restricted. Rather, students will be provided with other outdoor opportunities. Shared equipment will not be used.</p> <p>In the event of inclement weather, recess will be held in students' homerooms.</p> <p>Students are to sanitize their hands before and after physical education classes and recess.</p>	<p>vigorous physical activity when possible.</p> <p>Elementary center recess will be conducted outdoors whenever possible.</p> <p>Use of the playground equipment will be restricted. Rather, students will be provided with other outdoor opportunities. Shared equipment will not be used.</p> <p>In the event of inclement weather, recess will be held in students' homerooms.</p> <p>Students are to sanitize their hands before and after physical education classes and recess.</p>			
<p>Limiting the sharing of materials among students</p>	<p>The district will encourage the use of digital devices and 1:1 technology in all grades to significantly limit the use of any hard materials, including paper. Where feasible, supplies, materials, electronic devices, toys, books, games, or learning aids should not be shared.</p> <p>Ensure adequate supplies to minimize the sharing of high-touch materials (art supplies, manipulatives), assign supplies to a single student or limit the use of</p>	<p>The district will encourage the use of digital devices and 1:1 technology in all grades to significantly limit the use of any hard materials, including paper. Where feasible, supplies, materials, electronic devices, toys, books, games, or learning aids should not be shared.</p> <p>Ensure adequate supplies to minimize the sharing of high-touch materials (art supplies, manipulatives), assign supplies to a single student or limit the use of</p>	<p>School administrators, faculty, school staff</p>	<p>Materials as needed for students, district-issued devices, additional manipulatives, calculators encouraged to be purchased by families, "used bin" and signage</p>	<p>Y</p>

	<p>supplies and equipment by one group of children at a time and clean and disinfect between uses.</p> <p>Provide a “used” bin in classrooms labeled and available for materials that should not be touched until disinfecting takes place.</p> <p>Materials unable to be adequately cleaned and disinfected (books) may need to be quarantined for a period of time.</p>	<p>supplies and equipment by one group of children at a time and clean and disinfect between uses.</p> <p>Provide a “used” bin in classrooms labeled and available for materials that should not be touched until disinfecting takes place.</p> <p>Materials unable to be adequately cleaned and disinfected (books) may need to be quarantined for a period of time.</p>			
<p>Staggering the use of communal spaces and hallways</p>	<p>Staggered schedules will be implemented when and where possible to limit the amount of students in hallways and common areas.</p> <p>One-way hallways and stairwells will be indicated by directional signage where feasible.</p> <p>At the elementary center, restroom and hand washing breaks will be scheduled by pod.</p> <p>At the high school and middle school, restroom usage will be restricted during class changes. Teachers will be encouraged to limit the number of students using restrooms at any one time during classes.</p>	<p>Staggered schedules will be implemented when and where possible to limit the amount of students in hallways and common areas.</p> <p>One-way hallways and stairwells will be indicated by directional signage where feasible.</p> <p>At the elementary center, restroom and hand washing breaks will be scheduled by pod.</p> <p>At the high school and middle school, restroom usage will be restricted during class changes. Teachers will be encouraged to limit the number of students using restrooms at any one time during classes.</p>	<p>School administrators, classroom teachers, building staff</p>	<p>Directional signage, building-level schedules, procedures for pick-up and drop-off</p>	<p>Y</p>

	<p>Classroom exchanges will take place at the elementary and (when possible) middle levels. Teachers may travel from room to room leaving the students in groups where possible.</p> <p>Establish modified procedures for student pick-up and drop-off at an alternate location.</p>	<p>Classroom exchanges will take place at the elementary and (when possible) middle levels. Teachers may travel from room to room leaving the students in groups where possible.</p> <p>Establish modified procedures for student pick-up and drop-off at an alternate location.</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>In the district's plan for a hybrid educational schedule, the district's transportation office will work to reduce capacity on school buses by approximately 50-60%.</p> <p>A transportation form will be shared with families asking for those who are able to transport their children to opt out of transportation.</p> <p>The district will assign seating by loading buses from back to front on trips to school and unloading buses from front to back on trips from school. Seats will be numbered. Siblings will be seated together.</p> <p>Hand sanitizer will be available on buses.</p>	<p>In the district's plan for a hybrid educational schedule, the district's transportation office will work to reduce capacity on school buses by approximately 50-60%.</p> <p>In the district's plan for a total reopen, the district's transportation office will work to reduce capacity on school buses by 20-30%.</p> <p>A transportation form will be shared with families asking for those who are able to transport their children to opt out of transportation.</p> <p>The district will assign seating by loading buses from back to front on trips to school and unloading buses from front to back on trips from school. Seats will be</p>	<p>Business Manager, Transportation Coordinator, School Administrators, Transportation Contractor, Director of Communications, School Staff</p>	<p>Disinfectant supplies (provided by contractor) , hand sanitizer (provided by contractor), directional markings and signage on buses for indicating restricted seating and seat numbers</p>	<p>Y</p>

	<p>Students will not be permitted to sit in the first row of seats and those seats will be marked as such.</p> <p>The driver and students will be required to wear face coverings according to the order from the Pennsylvania Department of Health.</p> <p>Bus monitors will be stationed outside of schools to oversee the unloading of buses which will occur one bus at a time to prevent a large number of students from congregating at the school entrance. Scheduled staggered arrival times for buses should limit the number of students holding to disembark.</p> <p>School buildings will implement staggered dismissal schedules if and when feasible to avoid a large number of students in hallways going to buses.</p> <p>The driver will disinfect his/her bus after each run. For example, a bus would be disinfected in the morning after high school students</p>	<p>numbered. Siblings will be seated together.</p> <p>Hand sanitizer will be available on buses.</p> <p>Students will not be permitted to sit in the first row of seats and those seats will be marked as such.</p> <p>The driver and students will be required to wear face coverings according to the order from the Pennsylvania Department of Health.</p> <p>Bus monitors will be stationed outside of schools to oversee the unloading of buses which will occur one bus at a time to prevent a large number of students from congregating at the school entrance. Scheduled staggered arrival times for buses should limit the number of students holding to disembark.</p> <p>School buildings will implement staggered dismissal schedules if and when feasible to avoid a large number of students in hallways going to buses.</p>			
--	---	---	--	--	--

	<p>are dropped off and before middle school students are picked up.</p> <p>Alternate locations will be used for car riders at school buildings.</p> <p>Social distancing will be encouraged at bus stops.</p>	<p>The driver will disinfect his/her bus after each run. For example, a bus would be disinfected in the morning after high school students are dropped off and before middle school students are picked up.</p> <p>Alternate locations will be used for car riders at school buildings.</p> <p>Social distancing will be encouraged at bus stops.</p>			
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>The South Park School District will offer a 100% cyber education option to all families. This will reduce the number of students in classrooms.</p> <p>Classrooms will be spaced to the maximum extent possible. This will be achieved to a greater extent in a hybrid model.</p> <p>Lunch rooms are required to keep students at a minimum distance of six feet in order to adhere to the face covering order from the Pennsylvania Department of Health.</p> <p>Students will be limited in hallway movement as some hallways and stairwells will be converted to one-way. When in the hallways, students will be required to keep a</p>	<p>The South Park School District will offer a 100% cyber education option to all families. This will reduce the number of students in classrooms.</p> <p>Classrooms will be spaced to the maximum extent possible. This will be achieved to a greater extent in a hybrid model.</p> <p>Lunch rooms are required to keep students at a minimum distance of six feet in order to adhere to the face covering order from the Pennsylvania Department of Health.</p> <p>Students will be limited in hallway movement as some hallways and stairwells will be converted to one-way. When in the hallways, students will be required to keep a</p>	<p>School administrators</p>	<p>Directional signage, schedules</p>	<p>N</p>

	<p>maximum physical distance and wear a face covering. Students will be escorted by an adult when possible.</p> <p>Using a blended learning model, half of the student population attends in-person learning two full days per week, while the other half is engaged at home working on independent learning assignments, activities, etc.</p> <p>Elementary center students will remain in their homeroom classrooms to the maximum extent feasible. Specials classes at the elementary center will be held in students' homerooms when possible.</p> <p>Student seating should be assigned whenever feasible. Teachers must keep records of student seating charts.</p> <p>In-person assemblies, large group activities and events, and field trips are prohibited until further notice.</p> <p>When possible, students at the elementary and middle levels will be grouped and remain as a</p>	<p>maximum physical distance and wear a face covering. Students will be escorted by an adult when possible.</p> <p>Using a blended learning model, half of the student population attends in-person learning two full days per week, while the other half is engaged at home working on independent learning assignments, activities, etc.</p> <p>Elementary center students will remain in their homeroom classrooms to the maximum extent feasible. Specials classes at the elementary center will be held in students' homerooms when possible.</p> <p>Student seating should be assigned whenever feasible. Teachers must keep records of student seating charts.</p> <p>In-person assemblies, large group activities and events, and field trips are prohibited until further notice.</p> <p>When possible, students at the elementary and middle levels will be grouped and remain as a</p>			
--	---	---	--	--	--

	scheduled group as much as possible.	scheduled group as much as possible.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>District administrators will meet with representatives from Extended Day Services to review the approved health and safety plan and to discuss how it will be implemented at EDS at South Park Elementary Center prior to EDS resuming its operations.</p> <p>The South Park School District transportation department will maintain its communication with childcare facilities in the township to share details about transportation protocols and changes before the year, and any operational changes during the year.</p>	<p>District administrators will meet with representatives from Extended Day Services to review the approved health and safety plan and to discuss how it will be implemented at EDS at South Park Elementary Center prior to EDS resuming its operations.</p> <p>The South Park School District transportation department will maintain its communication with childcare facilities in the township to share details about transportation protocols and changes before the year, and any operational changes during the year.</p>	Superintendent, South Park Elementary Center principal, business manager, and transportation coordinator	N/A	N
Other social distancing and safety practices	Physical markers may be placed around/in front of teacher desks for visual boundary of separation.	Physical markers may be placed around/in front of teacher desks for	School administrators	Floor markings, pictures, signs, and other materials to	Y

	<p>Elementary center students will be required to keep jackets, backpacks, and lunchboxes at their desks all day. The use of baskets for all students' lunchboxes is prohibited.</p> <p>Installation of plexiglass dividers in school offices where physical distancing may not always be possible.</p> <p>No or limited locker use in hallways or locker rooms.</p> <p>Stagger arrival and dismissal times of car riders and buses when possible.</p> <p>Prop doors open for students during school arrival and dismissal.</p>	<p>visual boundary of separation.</p> <p>Elementary center students will be required to keep jackets, backpacks, and lunchboxes at their desks all day. The use of baskets for all students' lunchboxes is prohibited.</p> <p>Installation of plexiglass dividers in school offices where physical distancing may not always be possible.</p> <p>No or limited locker use in hallways or locker rooms.</p> <p>Stagger arrival and dismissal times of car riders and buses when possible.</p> <p>Prop doors open for students during school arrival and dismissal.</p>		<p>create visual boundaries; signage, schedules</p>	
--	---	---	--	---	--

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: Using guidance from the Pennsylvania Department of Health, the South Park School District has developed an at-home self-assessment for signs of symptoms of COVID-19 which students and staff will be required to perform daily before leaving for school. Students and staff will be screened for elevated temperatures daily when arriving at district campuses. Isolation areas will be identified in each building for individuals exhibiting symptoms of COVID-19. The school nurses will work with the Allegheny County Health Department to determine when individuals need to quarantine or self-isolate. When returning those who receive a confirmed diagnosis of COVID-19 or a known exposure to a case of COVID-19, the district will adhere to current health department guidelines and/or require documentation from a licensed physician stating the individual can return to school. The school nurse will ensure guidelines are met prior to the student or staff member returning. The district will work with staff regarding reasonable accommodations and concerns on a case-by-case basis. Families with health and safety concerns will have the option to enroll in a 100% cyber education program prior to the school year. Communication will be shared with district staff, families, and the community in the event of a confirmed case in a school building via email and the district's website. This communication will respect the privacy of the individual. Those with a known exposure to a confirmed case of COVID-19 will be contacted via email and/or phone and be provided with recommendations from the Allegheny County Health Department. Families and staff will be introduced to and reminded of the self-screening protocols and the signs and symptoms of COVID-19 prior to and throughout the school year. The

pandemic crisis response team will review implementation of self-screening and on-campus screening efforts and make necessary adjustments when necessary. Those adjustments will be immediately communicated to staff and families.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Students and staff are required to self-assess at home for signs and symptoms of COVID-19 daily prior to leaving for school. The district has developed an at-home screening guide for families and staff to use each day. This tool was developed based on guidance from the Pennsylvania Department of Health and the Centers for Disease Control and Prevention and will be updated if new symptoms are recognized by either of these health agencies. The district will review the at-home screening guide with families and staff in early August and will provide frequent reminders,</p>	<p>Students and staff are required to self-assess at home for signs and symptoms of COVID-19 daily prior to leaving for school. The district has developed an at-home screening guide for families and staff to use each day. This tool was developed based on guidance from the Pennsylvania Department of Health and the Centers for Disease Control and Prevention and will be updated if new symptoms are recognized by either of these health agencies. The district will review the at-home screening guide with families and staff in early August and will provide frequent</p>	<p>Building administrators, school nurses, superintendent, business manager, director of communications, school staff.</p>	<p>OneScreen GoSafe, contactless thermometers, at-home health assessment, signage.</p>	<p>Y</p>

	<p>especially early in the academic year, to ensure self-assessments are taking place at home.</p> <p>Students and employees should stay home when they are sick. Upon entrance to district buildings, all students and staff will undergo a temperature screening through thermal cameras in place at various entrances which will notify the student or staff member of an elevated temperature or through a contactless thermometer operated by a district staff member. The school nurse will perform a follow-up temperature screening if a student or staff member records an elevated temperature. Any follow-up screening will be performed discreetly and respectfully.</p> <p>Staff entry points will be limited to ensure the screening process takes place.</p> <p>Families of students and staff will inform the school nurse of exposure and await further instructions of possible quarantine as per health department guidelines before boarding a school bus or arriving at a district campus.</p>	<p>reminders, especially early in the academic year, to ensure self-assessments are taking place at home.</p> <p>Students and employees should stay home when they are sick. Upon entrance to district buildings, all students and staff will undergo a temperature screening through thermal cameras in place at various entrances which will notify the student or staff member of an elevated temperature or through a contactless thermometer operated by a district staff member. The school nurse will perform a follow-up temperature screening if a student or staff member records an elevated temperature. Any follow-up screening will be performed discreetly and respectfully.</p> <p>Staff entry points will be limited to ensure the screening process takes place.</p> <p>Families of students and staff will inform the school nurse of exposure and await further instructions of possible quarantine as per health department guidelines before boarding a school bus or arriving at a district</p>			
--	---	--	--	--	--

		campus.			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Each school administrator will identify two (2) isolation areas in each school building.</p> <p>Students or staff who exhibit COVID-19 symptoms will be immediately sent to the school nurse, and a teacher or other staff member should notify the school nurse that the student or staff member is on his/her way to the nurse's office. The nurse will apply personal protective equipment and assess the student. The student will wait in the designated isolation area until a parent/guardian arrives for pick-up. The nurse should accompany the student to the parent/guardian who will remain outside the building. If the individual is a staff member, he/she should be sent home. The student or staff member will be provided with information about COVID-19, testing, and return protocols. The isolation area is to receive enhanced cleaning after each use.</p> <p>The school nurse will contact the</p>	<p>Each school administrator will identify two (2) isolation areas in each school building.</p> <p>Students or staff who exhibit COVID-19 symptoms will be immediately sent to the school nurse, and a teacher or other staff member should notify the school nurse that the student or staff member is on his/her way to the nurse's office. The nurse will apply personal protective equipment and assess the student. The student will wait in the designated isolation area until a parent/guardian arrives for pick-up. The nurse should accompany the student to the parent/guardian who will remain outside the building. If the individual is a staff member, he/she should be sent home. The student or staff member will be provided with information about COVID-19, testing, and return protocols. The isolation area is to receive enhanced cleaning after each use.</p>	School nurses and school administrators	PPE, isolation areas, contact tracing form	Y

	<p>Allegheny County Health Department to determine whether isolation or quarantine is needed and will comply with the department's recommendations.</p> <p>Contact tracing will be discussed with family or the staff member as well as the Allegheny County Health Department as appropriate.</p> <p>The confidentiality of the individual/staff member will be maintained at all times.</p>	<p>The school nurse will contact the Allegheny County Health Department to determine whether isolation or quarantine is needed and will comply with the department's recommendations.</p> <p>Contact tracing will be discussed with family or staff member as well as the Allegheny County Health Department as appropriate.</p> <p>The confidentiality of the individual/staff member will be maintained at all times.</p>			
* Returning isolated or quarantined staff, students, or visitors to school	<p>Return to school by students and staff will follow current health department guidelines and/or documentation from a licensed physician stating the individual can return to school. The school nurse will ensure the guidelines are met prior to the student or staff returning.</p>	<p>Return to school by students and staff will follow current health department guidelines and/or documentation from a licensed physician stating the individual can return to school. The school nurse will ensure the guidelines are met prior to the student or staff returning.</p>	School nurses and school principals	N/A	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Information on changes to safety protocols and possible school closures will be shared with families and staff through the SchoolMessenger mass notification system. The information will be shared via phone, email, and push notification. It will also be posted on the district's website. When</p>	<p>Information on changes to safety protocols and possible school closures will be shared with families and staff through the SchoolMessenger mass notification system. The information will be shared via phone, email, and push notification. It will also be posted on the district's website. When</p>	Director of communications	N/A	N

	<p>appropriate, local media will also be notified.</p> <p>Should a case of COVID-19 be confirmed in a district building, a communication from the district would be released via SchoolMessenger and posted on the district's website. This communication will adhere to all federal and state privacy laws.</p> <p>Individuals identified through contact tracing following a confirmed case of COVID-19 will receive direct communication via email and/or phone call with information and recommendations from the Allegheny County Health Department.</p>	<p>appropriate, local media will also be notified.</p> <p>Should a case of COVID-19 be confirmed in a district building, a communication from the district would be released via SchoolMessenger and posted on the district's website. This communication will adhere to all federal and state privacy laws.</p> <p>Individuals identified through contact tracing following a confirmed case of COVID-19 will receive direct communication via email and/or phone call with information and recommendations from the Allegheny County Health Department.</p>			
--	---	---	--	--	--

<p>Other monitoring and screening practices</p>	<p>The South Park School District will continue to review all relevant guidance released from the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, and the Allegheny County Health Department and will make necessary changes to its health and safety plan as necessary.</p> <p>The school nurses will track students/staff with a confirmed COVID-19 diagnosis or with known exposures to COVID-19 and will be available to provide ongoing communication with them.</p> <p>The South Park School District's pandemic crisis response team will regularly review the implementation of the health and safety plan.</p> <p>Regular and frequent reminders about screening protocols will be shared with families and staff.</p>	<p>The South Park School District will continue to review all relevant guidance released from the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, and the Allegheny County Health Department and will make necessary changes to its health and safety plan as necessary.</p> <p>The school nurses will track students/staff with a confirmed COVID-19 diagnosis or with known exposures to COVID-19 and will be available to provide ongoing communication with them.</p> <p>The South Park School District's pandemic crisis response team will regularly review the implementation of the health and safety plan.</p> <p>Regular and frequent reminders about screening protocols will be shared with families and staff.</p>	<p>School nurses and director of communications</p>	<p>N/A</p>	<p>N</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: On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face coverings to be worn in any public space, including inside a school building. The order is in effect indefinitely and South Park School District will comply with this order for staff and students, as well as any and all orders from the Pennsylvania Department of Health. As per the current order, a face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. Face coverings can be made of a variety of synthetic or natural fabrics, including cotton, silk or linen, and for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders would meet these requirements, these masks should be reserved for appropriate occupational and health care settings. Students may remove face coverings when: eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least six feet apart during “face covering breaks” to last no longer than ten minutes.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student’s health care provider, school nurse, and IEP/504 team. Nurses and staff will work with the school community regarding mask usage and other social distancing norms.

Special protocols will be utilized to address the variety of needs for more vulnerable populations of students, and additional PPE may be provided to respond to the medical needs of students. A full cyber education will be offered to families with students who may be concerned about returning to school in person. Social/emotional wellness and mental health needs will be addressed through counseling staff and mental health partners. A screener will be used by counselors in response to concerns and appropriate referrals will be made based on the level of support needed. Substitute Teacher Services will be used to fulfill positions in the absence of staff members. Those substitutes will be trained in district protocol. Additional district staff and administration may be used in the absence of other personnel.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>The South Park School District will offer a cyber education option for families and students who are concerned about returning to school.</p> <p>Maximize distance to the extent possible in all spaces.</p> <p>Masks/face coverings will be required for students and staff according to the order from the Pennsylvania Department of Health. Updated orders were issued August 17, 2020.</p>	<p>The South Park School District will offer a cyber education option for families and students who are concerned about returning to school.</p> <p>Maximize distance to the extent possible in all spaces.</p> <p>Masks/face coverings will be required for students and staff according to the order from the Pennsylvania Department of Health. Updated orders were issued August, 17, 2020.</p>	<p>School nurses, administrators, counselors, teachers and support staff</p>	<p>Technology devices for students opting to receive remote learning due to their higher risk for severe illness, Canvas platform</p>	<p>Y</p>

	<p>Thorough cleaning and disinfecting to take place during and after every school day.</p> <p>Group meetings, including staff meetings, should be held virtually when feasible.</p> <p>Staff who request special accommodations and support should contact the central office.</p>	<p>Thorough cleaning and disinfecting to take place during and after every school day.</p> <p>Group meetings, including staff meetings, should be held virtually when feasible.</p> <p>Staff who request special accommodations and support should contact the central office.</p>			
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Face coverings which completely cover the nose and mouth are to be worn by district staff in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice. This order was updated August 17, 2020, requiring more restrictive use of face coverings. Schools may only allow students to remove face coverings when students are: eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least six feet apart during “face covering breaks” to last no longer than ten minutes.</p> <p>Face coverings and/or face shields</p>	<p>Face coverings which completely cover the nose and mouth are to be worn by district staff in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice. This order was updated August 17, 2020, requiring more restrictive use of face coverings. Schools may only allow students to remove face coverings when students are: eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least six feet apart during “face covering breaks” to last no longer than ten minutes.</p> <p>Face coverings and/or face shields</p>	<p>District administrators, district staff</p>	<p>Face coverings for all staff to include masks and face shields.</p> <p>Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020</p> <p>Department of Education Face Covering Order Update August 17, 2020</p>	<p>Y</p>

	<p>will be provided to staff.</p> <p>Face coverings are required to be worn by staff at all times.</p> <p>Information on the proper use, removal, and washing of cloth face coverings will be provided to staff.</p>	<p>will be provided to staff.</p> <p>Face coverings are required to be worn by staff at all times.</p> <p>Information on the proper use, removal, and washing of cloth face coverings will be provided to staff.</p>			
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Face coverings which completely cover the nose and mouth are to be worn by students in school and on the bus in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.</p> <p><u>Updated August 17, 2020,</u> Students are permitted to remove their masks/face coverings during scheduled “mask breaks” to not exceed ten minutes, eating or drinking when spaced at least 6 feet apart, or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. Face coverings for students are to be provided by families.</p> <p>Students will be required to wear a</p>	<p>Face coverings which completely cover the nose and mouth are to be worn by students in school and on the bus in accordance with the Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.</p> <p><u>Updated August 17, 2020,</u> Students are permitted to remove their masks/face coverings during scheduled “mask breaks” to not exceed ten minutes, eating or drinking when spaced at least 6 feet apart, or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. Face coverings for students are to be provided by families.</p> <p>Students will be required to wear a</p>	<p>School Nurses, Administrators, Teachers, and Staff, Families</p>	<p>Face coverings for students are provided by families and must comply with Department of Health orders.</p> <p>Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020</p> <p>Department of Education Face Covering Order Update August 17, 2020</p>	<p>Y</p>

	<p>face covering on bus rides and in the hallways during class change.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. The district will ask these families for medical documentation.</p> <p>Prior to and during the school year, information on the proper use, removal, and washing of cloth face coverings will be provided to families.</p>	<p>face covering on bus rides, in the hallways during class change.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. The district will ask these families for medical documentation.</p> <p>Prior to and during the school year, information on the proper use, removal, and washing of cloth face coverings will be provided to families.</p>			
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Immunocompromised, vulnerable, or medically fragile students and students with complex needs will have the option to enroll in a completely cyber education program.</p> <p>Reconvene IEP meetings as necessary. Conduct virtually whenever possible.</p>	<p>Immunocompromised, vulnerable, or medically fragile students and students with complex needs will have the option to enroll in a completely cyber education program.</p> <p>Reconvene IEP meetings as necessary. Conduct virtually whenever possible</p>	<p>Director of Special Education, district administrators, IEP team, counselors, case managers, mental health providers</p>	<p>Cyber program, communication protocols and procedures, mental health survey, educational materials about COVID-19.</p>	<p>Y</p>

	<p>A mental health questionnaire will be used by the school counselors after parental or teacher outreach/concern.</p> <p>Provide resources for those who may be vulnerable and at high risk for severe illness on the steps to mitigate risk as much as possible.</p> <p>Establish a process for regular check-ins with at-risk students and staff.</p> <p>Specific protocols will be determined on a case-by-case basis with reasonable accommodations.</p> <p>Staff who request special accommodations and support should contact the central office.</p>	<p>Students with complex needs who attend the District's Life Skills and Autistic Support classrooms will have the opportunity to attend the Hybrid Learning Model in person all 4 days (M-Th) each school week beginning as determined by the student's IEP team. There will be a phased process by building starting with the Middle School in October and the Elementary and High School in November.</p> <p>A mental health questionnaire will be used by the building counselors after parental or teacher outreach/concern.</p> <p>Provide resources for those who may be vulnerable and at high risk for severe illness on the steps to mitigate risk as much as possible.</p> <p>Establish a process for regular check-ins with at-risk students and staff.</p> <p>Specific protocols will be determined on a case-by-case basis with reasonable accommodations.</p> <p>Staff who request special accommodations and support should contact the central office.</p>			
--	--	---	--	--	--

<p>Strategic deployment of staff</p>	<p>Available substitute teachers and employees will be utilized through Substitute Teacher Services in the event of employee illness.</p> <p>Utilize building-specific substitutes for the first semester to address possible coverage or staffing issues.</p> <p>District staff and administrators, if needed, will be utilized for necessary duties throughout the day.</p>	<p>Available substitute teachers and employees will be utilized through Substitute Teacher Services in the event of employee illness.</p> <p>Utilize building-specific substitutes for the first semester to address possible coverage or staffing issues.</p> <p>District staff and administrators, if needed, will be utilized for necessary duties throughout the day.</p>	<p>District administrators</p>	<p>N/A</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
CDC Guidelines on Cleaning & Disinfecting	Custodial & Maintenance Staff	Director of Facilities	Document review in small groups	CDC Guidelines	Ongoing and continues in August 2020	Ongoing
Health & Safety Plan Overview; Coronavirus Awareness	District Staff	Pandemic Co-coordinators and school nurses	Document review virtually conducted by staff groups	Health and Safety Plan, guidelines from CDC, Pennsylvania Department of Health, and Allegheny County Health Department	Mid-August	August 31, 2020
Signs and Symptoms of COVID-19, Self-Screening Procedures	District staff, students, and families	Pandemic Co-coordinators and school nurses	Video	CDC, Pennsylvania Department of Health, and Allegheny County Health Department guidelines and district's self-screening guide	Mid-August	Ongoing as Needed

Hygiene Overview	District staff, students, and families	Director of Communications, school nurses	Video	CDC Guidelines	Early August	Ongoing as Needed
Physical Distancing as Part of School Operations	Teachers and Support Staff	Building Administrators	In-person	Health and Safety Plan	Mid-August	August 31, 2020
Cafeteria Procedures	Food Services Staff	Food Services Director	In-person	Health and Safety Plan	Late-August	August 31, 2020
Office Staff Online Form Training	Office Staff	Director of Communications	Tutorial via online webinar	Online form system	Mid-August	August 31, 2020
CDC Considerations for Youth Sports	Physical Education Faculty	Building Administrators	Document review via in-person or virtual training	CDC Guidelines	Mid-August	August 31, 2020
Limiting the Sharing of Resources in Classrooms	Teachers and Support Staff	Building Administrators	In-person or virtual training	Health and Safety Plan	Mid-August	August 31, 2020
Building Directional Changes	School Staff and Students	Building Administrators & Director of Communication	Video	Health and Safety Plan and Directional Signage	Mid-August	August 31, 2020
Transportation Modifications	First Student Staff, Students and Families	Business Manager and Director of Communications	In-person or virtual meeting with First Student staff. Video prepared for students and families	Health and Safety Plan, School Bus, School Bus Signage	Mid-August	August 31, 2020
Physical Distancing in Schools	District Staff, Students, & Families	Pandemic Co-coordinators	Video	Health and Safety Plan	Mid-August	August 31, 2020
Temperature Screening Overview	Impacted District Staff	District Administrators and School Nurses	In-Person	Health and Safety Plan and Temperature Screening Devices	Mid-August	August 31, 2020

Use of PPE	District Staff	School Nurses	Virtually or In-Person	Health and Safety Plan and CDC Guidelines	Mid-August	Ongoing as Needed
South Park Cyber Education Overview	Impacted District Staff, Students, and Families	Superintendent, Building Administrators, Director of Communications	Virtually	District's Cyber Program	Early August	August 31, 2020
CDC Guidelines on Face Covering Usage	District Staff, Students, and Families	Director of Communications, School Nurses	Video	CDC Guidelines	Early August	Ongoing as Needed
Safety Protocols for Students with Complex Needs	District Staff	Director of Special Education	In-Person or Virtual	Health and Safety Plan	Mid-August	Ongoing as Needed

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
Parent Survey	Families	Director of Communications	Email	July 6, 2020	July 13, 2020
Staff Survey	District Staff	Director of Communications	Email	July 8, 2020	July 15, 2020
Superintendent Video Updates	Staff & Families	Superintendent and Director of Communications	Email and Website	July 10, 2020	August 31, 2020
Transportation Intention Form	Families	Director of Communications	Email	July 21, 2020	July 30, 2020
District's Health and Safety Plan	District Staff and Families	Director of Communications	Email and Website	July 29, 2020	August 31, 2020
District's 2020-2021 School Year Framework with Education Vision	District Staff and Families	Superintendent and Director of Communications	Email and Website	July 29, 2020	August 31, 2020
Educational Delivery Intention Form	Families	Superintendent and Director of Communications	Email and Website	July 29, 2020	August 5, 2020
Signs and Symptoms of COVID-19	District Staff and Families	School Nurses and Director of Communications	Email and Website	August 3, 2020	Ongoing
Hygiene Practices	District Staff and Families	School Nurses and Director of Communications	Email and Website	August 3, 2020	Ongoing

Use of Face Coverings	District Staff and Families	School Nurses and Director of Communications	Email and Website	August 3, 2020	Ongoing
Self-Screening Assessment for Staff and Students Tutorial	District Staff and Families	School Nurses and Director of Communications	Email and Website	August 3, 2020	August 31, 2020
School Operation Plans and Virtual Orientations	Families	Building Administrators and Director of Communications	Email and Website	August 10, 2020	August 31, 2020
Food Services Procedures and Changes	Families	Food Services Director	Email and Website	August 17, 2020	August 31, 2020

Health and Safety Plan Summary: **South Park School District**

Anticipated Launch Date:

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>All facilities which include but are not limited to classrooms, locker rooms, band rooms, training rooms, weight rooms, gyms, large group instruction rooms, auditoriums, etc., must be thoroughly cleaned with disinfectant approved for schools and effective against SARS-CoV-2 as per CDC and/or state health department guidelines daily. Electrostatic sprayers will continue to be deployed.</p> <p>High touch surfaces including but not limited to door handles, stairway railings, and switches are to be disinfected regularly before, during, and after the school day.</p> <p>NanoSeptic skins will be installed on door handles throughout school buildings. The skins are powered by light and utilize mineral nano-crystals which create an oxidation reaction. The surface continually oxidizes organic contaminants without the use of poisons, heavy metals, or chemicals.</p> <p>Increased management of common areas and restrooms in all areas. Custodians will check and disinfect restrooms and high-touch surfaces at scheduled intervals (e.g., once per hour).</p>

	<p>Water fountains will be closed. Water bottle refill stations will be installed for reusable bottles only. Reusable bottles must have a removable lid to be used at the refill stations. Individual plastic water bottles may be brought from home but cannot be refilled at the refill stations. Water fountain heads on classroom sinks will be covered.</p> <p>CDC guidelines for responding, cleaning, and disinfecting areas in the event of a confirmed case of COVID-19 will be followed. However, there will be a lag before a confirmed case is reported to the district through testing. Therefore, cleaning and disinfecting must be complete and thorough every day.</p> <p>Ensure custodians are trained in appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed.</p> <p>Coils inside all HVAC units will be routinely deep cleaned. Air turnover rates will be increased. Bring in more outside air during normal operation.</p> <p>The district's commercial-grade HVAC units have filters with an efficiency rating of MERV 7. 100% of the air is filtered through the air handler.</p> <p>Filters are routinely monitored and replaced.</p> <p>Open classroom windows if and when feasible.</p> <p>Ensure classrooms with sinks are supplied with hand soap and paper towels.</p> <p>Hand sanitizer stations are installed in common areas. Hand sanitizer will be available in classrooms. Students and staff are to wash or sanitize their hands when entering and exiting the classroom.</p>
--	--

	<p>Approved cleaning supplies will be provided to staff for use in classrooms on high-touch surfaces throughout the day when students are not present.</p> <p>Ensure restroom exhaust fans are operational.</p> <p>The use of the playground equipment at the elementary center will be restricted. Alternate recess activities will be provided.</p> <p>School bus drivers will thoroughly disinfect school buses after every run. For example, a school bus will be disinfected after dropping off high school students in the morning and before picking up middle school students in the morning.</p> <p>Windows on school buses are to be open when possible to increase ventilation.</p> <p>Hand sanitizer will be available on buses and the driver is to promote its use.</p> <p>Cafeteria spaces will be disinfected between each meal period.</p> <p>Ensure cafeteria staff is trained on cleaning and disinfecting procedures.</p> <p>Contactless payment methods will be instituted in the cafeteria to avoid the use of keypads.</p> <p>Supplies must be continuously monitored.</p>
--	---

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>Administrators will ensure that classrooms and learning spaces will be arranged to maximize separation between students and staff.</p> <p>Student desks will be arranged to face the same direction.</p> <p>Seating at tables will be on one side when and where feasible.</p> <p>In a hybrid reopening, a blended learning model will be used where half the students attend in-person classes two days a week, while the other half is engaged at home working on independent learning assignments, activities, etc. One day a week, all students will be engaged in remote learning, as teachers may coordinate small groups, virtual office hours to assist students, and offer different supports as needed.</p> <p>The South Park School District will offer a 100% cyber education option to families. This may reduce the number of students enrolled in the in-person learning track. Class sizes can be rebalanced after the summer enrollment period.</p>
<p>Limiting the sharing of materials among students</p>	<p>Class and activity sizes will be reduced when and where possible.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Extra furniture may be removed from classrooms when and where possible to maximize classroom space.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Alternate locations may be utilized for instruction throughout the buildings.</p> <p>When weather permits, in-person instruction may take place outdoors.</p> <p>Close contact group work may be reduced and/or eliminated.</p>

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

Face coverings are to be worn by district staff and students in accordance with the [Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice](#) and in compliance with all components of the updated order issued on [August 17, 2020](#).

According to the face coverings order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020, students must be spaced at least six feet apart to remove their face coverings to eat breakfast or lunch.

Capacity for each cafeteria will be determined by the building principal based on the six feet of distance between students. The district may purchase additional tables which better permit distance between students.

The existing cafeterias will be reconfigured to maximize spacing.

Dining areas will be disinfected between meal periods.

Floor markings may be used where needed. Unavailable seats may be marked to ensure physical distancing.

Additional, alternate dining locations have been identified in each building to maximize spacing. At the elementary center, the gym will be used for dining. At the middle school, the LGI room may be used for dining. At the high school, the auxiliary gym will be used for dining. Each of these spaces will be properly disinfected between lunch periods.

Stagger lunch line groups and social distance lunch lines by placing markings for where students can stand. To limit lunch lines, students may be required to be seated and then permitted to go up to the lunch line table-by-table.

Students will be seated on one side of long tables, all facing the

same direction, when possible.

Meals, at least initially, will be served prepackaged or pre-bagged. Otherwise, individual plates will be used.

Any buffet style serving areas will not be available (including salad bar and a la carte)

The number of food choices will be limited as needed.

Exchange of cash at the register will be discouraged. Families will be encouraged and reminded to use the My School Account online payment option.

A contactless payment method will be implemented.

Second trips through the line will be restricted.

Utensils will be provided in boxed or bagged lunches. Only individually packaged condiments will be used.

Face coverings must be worn at all times unless seated at a table eating a meal.

Administrators and teachers will discourage students from congregating in parking lots and common areas.

Reminders about healthy hygiene habits will be shared with families prior to the start of the school year, and messaging will continue throughout August and into and throughout the school year.

All students and staff will be provided ample opportunities to practice good hand hygiene using soap and water or alcohol-based hand sanitizer.

Reminders/posters of proper hand washing will be posted throughout

the schools. Audio and video reminders of health etiquette will be produced and used during morning announcements and on television monitors throughout the district.

Hand sanitizer will be available in common areas and in classrooms. Students and staff will be encouraged to wash or sanitize their hands when entering and exiting their classrooms.

Elementary students will be scheduled class restroom breaks allowing staff to monitor students.

Students will be required to wash or sanitize their hands before and after eating.

Elementary Center students will be required to sanitize their hands before and after recess.

Paper towel dispensers will replace hand dryers when possible.

Signs provided by the Centers for Disease Control and Prevention and the Pennsylvania Department of Health and created by the South Park School District will be posted throughout all district buildings and facilities and in common areas to promote healthy habits.

Prior to the start of the school year, communication will be shared with families about everyday protective measures. This communication will be shared via email, on the district's website, and on the district's social media pages.

Throughout the school year, the district will develop announcements and videos to be used throughout the school day to instruct students and staff of hygiene procedures.

Non-essential visitors and volunteers will not be permitted to enter any district facility until further notice.

Ample notification should be given to the school office in the event a parent/guardian needs to pick up or drop off a student outside the normal arrival and dismissal times. Modified procedures for this process will be outlined to parents at each school. At no time will parents be permitted inside the office. However, modified procedures will continue to ensure safety of the student and the verification of identification. Additionally, all required forms during this process will be converted to online forms and can be completed with a smartphone. Alternate versions will be provided for those without a smartphone.

Forgotten items should only be brought to the school by parents/guardians in an emergency situation. A system will be developed to allow for those items to be dropped off without a parent/guardian entering the building.

IEP and parent meetings will be held virtually.

In the event a visitor must enter a school office, appointments are required and should be scheduled by contacting the school or district office. Visitors, vendors, or contractors are required to wear face coverings at all times inside district facilities.

Large group activities, field trips, assemblies, and events will be prohibited until further notice. Virtual events, assemblies and field trips are encouraged.

The rental of district facilities by outside organizations is suspended until further notice.

Physical education classes will be conducted outdoors when and where possible to maximize physical distancing.

Equipment, when utilized, will not be shared by students in the same class and will be thoroughly disinfected between classes.

At the elementary center, the physical education teacher will rotate to classrooms with modified lessons and activities and an increased focus on mindfulness.

Locker rooms and the weight room at the middle school will be closed for physical education classes until further notice.

The high school locker rooms and weight room will be closed for physical education classes until further notice.

Students enrolled in the high school swimming class will use locker rooms, adhere to physical distancing requirements at all times in locker rooms, and wear face coverings at all times in locker rooms.

Throughout the district, physical education opportunities must be modified to ensure adequate physical distancing between students and should not require vigorous physical activity when possible.

Elementary center recess will be conducted outdoors whenever possible.

Use of the playground equipment will be restricted. Rather, students will be provided with other outdoor opportunities. Shared equipment will not be used.

In the event of inclement weather, recess will be held in students' homerooms.

Students are to sanitize their hands before and after physical education classes and recess.

The district will encourage the use of digital devices and 1:1 technology in all grades to significantly limit the use of any hard materials, including paper.

Where feasible, supplies, materials, electronic devices, toys, books, games, or learning aids should not be shared.

Ensure adequate supplies to minimize the sharing of high-touch materials (art supplies, manipulatives), assign supplies to a single student or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

Provide a “used” bin in classrooms labeled and available for materials that should not be touched until disinfecting takes place.

Materials unable to be adequately cleaned and disinfected (books) may need to be quarantined for a period of time.

Staggered schedules will be implemented when and where possible to limit the amount of students in hallways and common areas.

One-way hallways and stairwells will be indicated by directional signage where feasible.

At the elementary center, restroom and hand washing breaks will be scheduled by pod.

At the high school and middle school, restroom usage will be restricted during class changes. Teachers will be encouraged to limit the number of students using restrooms at any one time during classes.

Classroom exchanges will take place at the elementary and (when possible) middle levels. Teachers may travel from room to room leaving the students in groups where possible.

Establish modified procedures for student pick-up and drop-off at an alternate location.

In the district's plan for a hybrid educational schedule, the district's transportation office will work to reduce capacity on school buses by approximately 50-60%.

In the district's plan for a total reopen, the district's transportation office will work to reduce capacity on school buses by 20-30%.

A transportation form will be shared with families asking for those who are able to transport their children to opt out of transportation.

The district will assign seating by loading buses from back to front on trips to school and unloading buses from front to back on trips from school. Seats will be numbered. Siblings will be seated together.

Hand sanitizer will be available on buses.

Students will not be permitted to sit in the first row of seats and those seats will be marked as such.

The driver and students will be required to wear face coverings according to the order from the Pennsylvania Department of Health.

Bus monitors will be stationed outside of schools to oversee the unloading of buses which will occur one bus at a time to prevent a large number of students from congregating at the school entrance. Scheduled staggered arrival times for buses should limit the number of students holding to disembark.

School buildings will implement staggered dismissal schedules if and when feasible to avoid a large number of students in hallways going to buses.

The driver will disinfect his/her bus after each run. For example, a bus would be disinfected in the morning after high school students are dropped off and before middle school students are picked up.

Alternate locations will be used for car riders at school buildings.

Social distancing will be encouraged at bus stops.

The South Park School District will offer a 100% cyber education option to all families. This will reduce the number of students in classrooms.

Classrooms will be spaced to the maximum extent possible. This will be achieved to a greater extent in a hybrid model.

Lunch rooms are required to keep students at a minimum distance of six feet in order to adhere to the face covering order from the Pennsylvania Department of Health.

Students will be limited in hallway movement as some hallways and stairwells will be converted to one-way. When in the hallways, students will be required to keep a maximum physical distance and wear a face covering. Students will be escorted by an adult when possible.

Using a blended learning model, half of the student population attends in-person learning two full days per week, while the other half is engaged at home working on independent learning assignments, activities, etc.

Elementary center students will remain in their homeroom classrooms to the maximum extent feasible. Specials classes at the elementary center will be held in students' homerooms when possible.

Student seating should be assigned whenever feasible. Teachers must keep records of student seating charts.

In-person assemblies, large group activities and events, and field trips are prohibited until further notice.

When possible, students at the elementary and middle levels will be grouped and remain as a scheduled group as much as possible.

District administrators will meet with representatives from Extended Day Services to review the approved health and safety plan and to discuss how it will be implemented at EDS at South Park Elementary Center prior to EDS resuming its operations.

The South Park School District transportation department will maintain its communication with childcare facilities in the township to share details about transportation protocols and changes before the year, and any operational changes during the year.

Physical markers may be placed around/in front of teacher desks for visual boundary of separation.

Elementary center students will be required to keep jackets, backpacks, and lunchboxes at their desks all day. The use of baskets for all students' lunchboxes is prohibited.

Installation of plexiglass dividers in school offices where physical distancing may not always be possible.

No or limited locker use in hallways or locker rooms.

Stagger arrival and dismissal times of car riders and buses when possible.

Prop doors open for students during school arrival and dismissal.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Students and staff are required to self-assess at home for signs and symptoms of COVID-19 daily prior to leaving for school. The district has developed an at-home screening guide for families and staff to use each day. This tool was developed based on guidance from the Pennsylvania Department of Health and the Centers for Disease Control and Prevention and will be updated if new symptoms are recognized by either of these health agencies. The district will review the at-home screening guide with families and staff in early August and will provide frequent reminders, especially early in the academic year, to ensure self-assessments are taking place at home.</p> <p>Students and employees should stay home when they are sick. Upon entrance to district buildings, all students and staff will undergo a temperature screening through thermal cameras in place at various entrances which will notify the student or staff member of an elevated temperature or through a contactless thermometer operated by a district staff member. The school nurse will perform a follow-up temperature screening if a student or staff member records an elevated temperature. Any follow-up screening will be performed discreetly and respectfully.</p> <p>Staff entry points will be limited to ensure the screening process takes place.</p> <p>Families of students and staff will inform the school nurse of exposure and await further instructions of possible quarantine as per health department guidelines before boarding a school bus or arriving at a district campus.</p> <p>Each school administrator will identify two (2) isolation areas in each school building.</p>

Students or staff who exhibit COVID-19 symptoms will be immediately sent to the school nurse, and a teacher or other staff member should notify the school nurse that the student or staff member is on his/her way to the nurse's office. The nurse will apply personal protective equipment and assess the student. The student will wait in the designated isolation area until a parent/guardian arrives for pick-up. The nurse should accompany the student to the parent/guardian who will remain outside the building. If the individual is a staff member, he/she should be sent home. The student or staff member will be provided with information about COVID-19, testing, and return protocols. The isolation area is to receive enhanced cleaning after each use.

The school nurse will contact the Allegheny County Health Department to determine whether isolation or quarantine is needed and will comply with the department's recommendations.

Contact tracing will be discussed with family or staff member as well as the Allegheny County Health Department as appropriate.

The confidentiality of the individual/staff member will be maintained at all times.

Return to school by students and staff will follow current health department guidelines and/or documentation from a licensed physician stating the individual can return to school. The school nurse will ensure the guidelines are met prior to the student or staff returning.

Information on changes to safety protocols and possible school closures will be shared with families and staff through the SchoolMessenger mass notification system. The information will be shared via phone, email, and push notification. It will also be posted on the district's website. When appropriate, local media will also be notified.

	<p>Should a case of COVID-19 be confirmed in a district building, a communication from the district would be released via SchoolMessenger and posted on the district's website. This communication will adhere to all federal and state privacy laws.</p> <p>Individuals identified through contact tracing following a confirmed case of COVID-19 will receive direct communication via email and/or phone call with information and recommendations from the Allegheny County Health Department.</p> <p>The South Park School District will continue to review all guidance released from the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, and the Allegheny County Health Department and will make necessary changes to its health and safety plan as necessary.</p> <p>The school nurses will track students/staff with a confirmed COVID-19 diagnosis or with known exposures to COVID-19 and will be available to provide ongoing communication with them.</p> <p>The South Park School District's pandemic crisis response team will regularly review the implementation of the health and safety plan.</p> <p>Regular and frequent reminders about screening protocols will be shared with families and staff.</p>
--	--

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>The South Park School District will offer a cyber education option for families and students who are concerned about returning to school.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Maximize distance to the extent possible in all spaces.</p> <p>Masks/face coverings will be required for students and staff according</p>

*** Use of face coverings (masks or face shields) by older students (as appropriate)**

Unique safety protocols for students with complex needs or other vulnerable individuals

Strategic deployment of staff

to the order from the Pennsylvania Department of Health.

Thorough cleaning and disinfecting to take place during and after every school day.

Group meetings, including staff meetings, should be held virtually when feasible.

Staff who request special accommodations and support should contact the central office.

Face coverings which completely cover the nose and mouth are to be worn by district staff in accordance with the [Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.](#)

Face coverings and/or face shields will be provided to staff.

Face coverings are required to be worn by staff at all times.

Information on the proper use, removal, and washing of cloth face coverings will be provided to staff.

Face coverings which completely cover the nose and mouth are to be worn by students in school and on the bus in accordance with the [Order from Dr. Rachel Levine of the Pennsylvania Department of Health dated July 1, 2020 and in effect until further notice.](#) **An updated order on August 17, 2020 indicated that students are permitted to remove their masks/face coverings during scheduled "mask breaks" that do not exceed 10 minutes,** eating or drinking when spaced at least 6 feet apart, or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. Face coverings for students are to be provided by families.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability,

documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. The district will ask these families for medical documentation.

Prior to and during the school year, information on the proper use, removal, and washing of cloth face coverings will be provided to families.

Immunocompromised, vulnerable, or medically fragile students and students with complex needs will have the option to enroll in a completely cyber education program.

Reconvene IEP meetings as necessary. Conduct virtually whenever possible

Students with complex needs who attend the District's Life Skills and Autistic Support classrooms will have the opportunity to attend the Hybrid Learning Model in person all 4 days (M-Th) each school week beginning as determined by the student's IEP Team. There will be a phased process by building starting with the Middle School in October and the Elementary and High School in November.

A mental health questionnaire will be used by the building counselors after parental or teacher outreach/concern.

Provide resources for those who may be vulnerable and at high risk for severe illness on the steps to mitigate risk as much as possible.

Establish a process for regular check-ins with at-risk students and staff.

Specific protocols will be determined on a case-by-case basis with reasonable accommodations.

	<p>Staff who request special accommodations and support should contact the central office.</p> <p>Available substitute teachers and employees will be utilized through Substitute Teacher Services in the event of employee illness.</p> <p>Utilize building-specific substitutes for the first semester to address possible coverage or staffing issues.</p> <p>District staff and administrators, if needed, will be utilized for necessary duties throughout the day.</p>
--	--

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **South Park School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020**.

The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: **July 28, 2020**

By:

(Signature of Board President)*

(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.