# **Health and Safety Plan Considerations**

| **PDE Considerations** | **Public Health Guidance- Chester County**  **June 19, 2020** | **Public Health Guidance- Chester County**  **July 3, 2020** |
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| Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning | Chester County Health Department will serve as a resource/ consultant of schools – point of contact: Jeanne Casner, MPH, PMP – County Public Health Director | * Chester County Health Department will serve as a resource/ consultant to schools:   Jeanne Casner, MPH, PMP  County Public Health Director |
| Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation) | * Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including desktops, chairs, electronic devices door handles, sink handles, etc. * Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. * Discontinue the use of drinking fountains and provide safe alternatives for providing water when possible. * Consider the unique needs of music programming (e.g., band, orchestra, choir) to address hygiene, disinfection of equipment. | * Cleaning, sanitizing, disinfecting and ventilating guidelines apply to areas used by anyone on school property, not just students. * Disinfect frequently touched surfaces and objects within the school at least daily, including desktops, chairs, electronic devices door handles, sink handles, etc. * Disinfect frequently touched surfaces on school buses such as handrails, tops of seats, etc. after each run; clean and disinfect entire bus daily. * Clean shared equipment including but not limited to technology, gym equipment, etc. after each use. * Use disposable gloves when cleaning and disinfecting and dispose immediately. * Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows in places that do not conflict with the school’s existing safety measures and do not pose a health and safety risk to staff and students, * Make hand sanitizer available in common areas, hallways, and classrooms where sinks for handwashing are not available. * Provide continuous reminders/education about hand washing/sanitation. * Staff and students wash hands before and after lunch/snacks. * Discontinue the use of drinking fountains and provide safe alternatives for providing water when possible; alternatives include use of disposal drinking cups, personal water bottles from home, touchless fountains, etc. * When someone in the school develops COVID-19 symptoms, or tests positive for COVID-19:   + The building does not need to be evacuated.   + Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html).   + Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.   See [CDC’s guidance for cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) for additional information. |
| Steps to protect students and staff at higher risk for severe illness | * In classrooms with high-risk students, it is recommended the students, and staff assigned these rooms, have a temperature check done at the school. * Limit movement in and out of classrooms with high-risk students. * Teachers at higher risks should avoid gathering in groups of any size and avoid common areas such as staff lounges. | * Conduct temperature checks at school for high-risk students and staff, as well as the staff responsible for working with high-risk students; consult with the school nurse regarding high-risk students; high-risk students and staff include those who have high-risk household members. * Enforce face coverings for adults working in classrooms with high-risk individuals * Staff with higher risks should avoid gathering in groups of any size and avoid common areas such as staff lounges and ensure diligence with face coverings. * Limit movement in and out of classrooms with high-risk students. |
| Unique safety protocols for students with complex needs or other vulnerable individuals |  | * Update care plans and/or IEPs to include unique mitigation strategies for individual students. * Ensure families who choose to not send their children to school receive remote learning opportunities aligning with IEP guidelines. * Leverage classroom supports (e.g. teacher aides) for students who need special assistance with hygiene measures. * Enforce face coverings, gloves, gowns for adults working with students with complex need, or vulnerable students, particularly when working one-on-one with students. * Face shields are better for staff and students with hearing impairment. * Increase frequency of cleaning high touch surfaces in spaces used by students with complex needs or other vulnerabilities. * Increase frequency of hand washing for students with complex needs or other vulnerabilities, and staff that interact with them. * Temperature and daily health checks of staff and students in special needs classrooms. |
| Processes for monitoring students and staff for symptoms and history of exposure | * Provide ongoing communications to staff and parents/guardians about the importance of staying at home if they are sick * On-site screening of staff and students is preferred and highly recommended by the Chester County Health Department – see [Symptom Monitoring](#_Symptom_Monitoring_1) * If on-site screening is not feasible, staff and students can be screened at home. Direct guidance (written, video, electronic, etc.) must be provided to staff and parents/guardians to include:   + All current, relevant symptoms – see [Symptom Monitoring](#_Symptom_Monitoring_1)   + Temperatures must be based upon type of thermometer – see [Symptom Monitoring](#_Symptom_Monitoring_1) * No students with symptoms or temperature are allowed on a bus, or at school. * No staff with symptoms or temperature are allowed at school. * Staff and students must notify the school if an absence is due to COVID-19 * Schools must proactively monitor classrooms, cafeterias, hallways, common areas, etc. for symptoms * Teachers must be empowered to and supported in dismissing students to the school nurse/office is symptoms arise or are suspected * Consider sending reminder messages to staff and parents/guardians about daily symptom monitoring. * On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers – see [Symptom Monitoring](#_Symptom_Monitoring_1). * Bus drivers play a role in assessing symptoms when students board the bus; bus drivers must be trained on the symptoms and procedure for not allowing students on the bus; parents/guardians must be made aware of the bus protocol. * Establish a process for staff, parents/guardians and volunteers to self-report COVID-19 symptoms or exposure. | * Temperatures must be based upon type of thermometer – see [Symptom Monitoring](#_Symptom_Monitoring). * On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers – see [Symptom Monitoring](#_Symptom_Monitoring). * No students with symptoms or elevated temperature are allowed on a bus, or at school. * No staff or faculty with symptoms or elevated temperature are allowed at school. * Staff, faculty and students must notify the school if an absence is due to COVID-19. * Monitor symptoms of students, staff and visitors throughout the day; proactively monitor classrooms, cafeterias, hallways, common areas, etc. for symptoms and compliance with other prevention measures. * Provide reminders to students about COVID-19 symptoms and importance of immediately going to the nurse if feeling ill; daily reminders to staff and faculty about COVID-19 symptoms and importance of immediately going home if feeling ill. * Empower and support teachers in dismissing students to the school nurse/office if symptoms arise or are suspected. * Send regular reminder messages to staff and parents/guardians about daily symptom monitoring. * Students boarding buses with visible symptoms must sit in the first seat and must immediately report to the school nurse/office upon arrival at the school. * Establish a process for staff, parents/guardians and volunteers to self-report COVID-19 symptoms or exposure to the school nurse, or designee. * Any individual on school property who develops COVID-19 symptoms, tests positive for COVID-19, or is suspect for COVID-19 must be directed immediately to the isolation room/area of the school until dismissal from school is possible. School must following guidance in Cleaning, Sanitizing, Disinfecting, and Ventilation section. |
| Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure  Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school; | * Designate an isolation room or area to separate anyone who exhibits COVID-19like symptoms – ideally this is not the existing nurse’s office – until the individual is able to go home, or to a healthcare provider. * School must maintain adequate personal protective equipment for use when individuals become ill:   + Gowns, N95 masks, eye protection, gloves. * All schools must monitor symptoms of students, staff and visitors throughout the day to include:   + Immediately separate individuals with COVID-19 symptoms into the designated isolation area. * Immediately close off the area(s) used by a sick person and do not use before cleaning and disinfection – see [Cleaning and Disinfecting](#_When_to_End) * Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse/office; parents/guardians must be made aware of the classroom protocol. * Individuals who are sick or have a temperature must go home or to a healthcare facility depending on how severe their symptoms are; prior to leaving the school, guidance for self-isolation at home and guidelines for returning to school must be provided – see [Home Guidance](https://www.chesco.org/DocumentCenter/View/54466/COVID-19-Caregiver) and [Exclusion From and Return to School Requirements](#_Exclusion_From_and). * Schools must inform parents to be prepared in the event their student has to stay home per the exclusion requirements. * Schools should consider remote learning for students excluded from school for COVID who are well enough to continue learning. * If an individual requires transportation by an ambulance, alert the ambulance and hospital that the person may have COVID-19. | * Designate an isolation room/area to separate anyone who exhibits COVID-19-like symptoms until the individual is able to go home, or to a healthcare provider; the isolation room/area should not be the existing nurse’s office. * If a separate isolation room is not attainable, the nurse’s office can be used if space permits barriers to be installed to avoid comingling of students with and without COVID-19 symptoms. * Immediately separate individuals with COVID-19 symptoms, or report of COVID-19 test into the designated isolation area.   + Face covering is required for individuals sent to the isolation area.   + Staff assisting individuals in the isolation area must were mask, eye protection, gloves, and gown; ensure proper use and disposal of personal protective equipment. * Immediately [Report suspect or confirmed COVID individuals the Chester County Health Department](#_Reporting,_Investigation_and). * Immediately close off the area(s) used by a sick person and do not use before cleaning and disinfection – see [Cleaning, Sanitizing, Disinfecting, and Ventilation](#_Cleaning,_Sanitizing,_Disinfecting,). * Individuals who are sick or have an elevated temperature must go home, or to a healthcare facility depending on how severe their symptoms are; prior to leaving the school, provide guidance for self-isolation at home and returning to school – see [Home Guidance](https://www.chesco.org/DocumentCenter/View/54466/COVID-19-Caregiver) and [Exclusion From and Return to School Requirements.](#_Exclusion_From_and_2) * If an individual requires transportation by an ambulance, alert the ambulance and hospital that the person may have COVID-19. * Thoroughly clean and disinfect isolation room after each use. * Train staff on the symptoms and procedure for sending individuals with symptoms to the school nurse or designee; ensure parents/guardians are aware of the classroom protocol. * Educate and encourage parents to be prepared in the event their student has to stay home per the exclusion requirements. * Schools should consider remote learning for students excluded from school who are well enough to continue learning. * Maintain adequate personal protective equipment for use when individuals become ill: gowns, N95 masks, eye protection, gloves.   *Returning isolated or quarantined staff, students, or visitors to school:*   * Each individual who is isolated or quarantined will be provided the appropriate information and timeline for isolation/quarantine by the Chester County Health Department following the [Exclusion From and Return to School Requirements](#_Exclusion_From_and). * Individuals returning to school after isolation or quarantine should notify the school prior to return. |
| Guidelines on the use of face coverings (masks or face shields) by all staff  Guidelines on the use of face coverings (masks for face shields) for older students as appropriate | * All adults must wear face coverings (mask or shield) while on school property, or when using school vehicles. * All bus drivers must wear face coverings (mask or shield) * Students are encouraged to wear face coverages; however, it is understandable that younger students may have difficulty with this.   + For older students, require (or encourage) face covering when in hallways, restrooms and areas where social distancing is not possible. * Share mask covering guidance with staff, volunteers, and visitors – see [Mask Guidance](https://www.chesco.org/4458/Coronavirus-COVID-19-Face-Mask-Guidance).   + Fabric masks should be washed regularly   + Non fabric masks should be changed regularly. * Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc. | * Universal face coverings is required for all adults while on school property, or when using school vehicles   + It is recognized that some individuals may be unable to wear masks to personal ability, age, health conditions, etc. * If universal face coverings is not possible, face covering when in hallways, restrooms and areas where physical distancing is not possible is required (excluding those unable to wear masks due to personal ability, age, health, etc.) * If an adult is in a work-space/vehicle alone, removing the face cover is acceptable. * If an adult is in a shared work-space, removing the face cover is acceptable when 6 feet distance can be maintained, or physical barriers are in place. * All bus drivers must wear face coverings (mask or shield) while on the bus or in the presence of students and staff. * Share mask covering guidance with staff, faculty, volunteers, and visitors – see [Mask Guidance](https://www.chesco.org/4458/Coronavirus-COVID-19-Face-Mask-Guidance).   + Fabric masks should be washed regularly * Non fabric masks should be changed regularly, or when soiled. |
| Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices | * All individuals in school will sanitize or wash their hands on a frequent basis. * Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. * Teach and reinforce washing hands and covering coughs and sneezes among students, staff, volunteers and visitors. | * Universal face coverings is required for all students while on school property, or when using school vehicles   + It is recognized that some students may be unable to wear masks due personal ability, age, health conditions, etc. * If universal face coverings is not possible, face covering when in hallways, restrooms and areas where physical distancing is not possible is required (excluding those unable to wear masks due to personal ability, age, health conditions, etc.) * Share mask covering guidance with students and families – see [Mask Guidance](https://www.chesco.org/4458/Coronavirus-COVID-19-Face-Mask-Guidance).   + Fabric masks should be washed regularly * Non fabric masks should be changed regularly, or when soiled. |
| Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs | * Ensure information is about everyday protective measures such as by proper washing hands, proper face covering and social distancing is available throughout the school (signage, announcements, etc.) and made available to parents/guardians (websites, emails, etc.) | * Visual/written information about everyday protective measures such as by proper washing hands, proper face covering and physical distancing is available throughout the school (signage, announcements, etc.) is posted throughout facilities and buses, and made available to parents/guardians (websites, emails, etc.). * Verbal reminders via teachers and/or announcements are made daily. |
| Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible | * While staggered schedules to limit the number of individuals in classrooms and other spaces is optimal, if this is not feasible, minimally the following is required:   + Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating.   + Target six feet between students to the extent possible; when not possible target three feet * Limit activities in classrooms that do not support social distancing. * Ensure social distancing in offices and staff lounges, and during staff meetings. * Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing. * Implement strategies to reduce the number of individuals in the hallways at one time such as   + Use one-way traffic patterns in hallways along the outside edges.   + Stagger end of class periods to reduce the number of students in the hallways at one time.   + For older students, consider requiring masks when in hallways and restrooms. * Monitor school to ensure staff or students do not commune; close communal areas if needed. | * Staggered schedules to limit the number of individuals in classrooms and other spaces is optimal. * Regardless of staggered or non-staggered schedules, six feet between students, staff, and faculty must be maintained in classrooms and spaces that can physically support the distance; for classrooms and spaces that cannot support six feet, three feet is the minimum. * Cohort classes to minimize crossover among students and staff within the school; or keep students in classrooms and rotate staff instead. * Maximize use of non-classroom space to increase physical distancing. * In classrooms and spaces where six feet cannot be maintained, the use of face coverings is imperative. * Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating. * Limit activities in classrooms and other spaces that do not support physical distancing. * Enforce physical distancing in offices and staff lounges, and during staff meetings. * Limit large gatherings, events, and extracurricular activities to those that can maintain physical distancing. * Implement strategies to reduce the number of individuals in the hallways at one time such as:   + Use one-way traffic patterns to include physical guides such as tape, for routes   + Stagger end of class periods to reduce the number of students in the hallways at one time   + For older students, consider requiring masks when in hallways and restrooms. * Monitor school to ensure staff or students do not commune; close communal areas if needed. |
| Procedures for restricting the use of cafeterias and serving meals in classrooms | * Staff and students should wash hands before and after lunch/snacks. * Schools able to serve meals in classrooms should use plated meals/box lunches and avoid buffet style meals. * School not able to serve meals in classrooms should avoid face-to-face seating and allow for three to six feet social distancing. * Staff should avoid face-to-face seating while eating. * Avoid sharing of food and utensils. | * Schools can utilize cafeterias if students can sit in staggered arrangement to avoid “across-the-table” seating with three feet physical separation, or all students face in one direction with six feet physical distance. * Schools not able to utilize cafeterias as specified above will use classrooms for lunch and use plated meals/box lunches and avoid buffet style meals. * Staff avoid face-to-face seating while eating. * Staff and students avoid sharing of food and utensils. * Compliance with Chester County Rules and Regulations, Chapter 300, is required as well as additional COVID-19 guidelines provided by Chester County Health Department. |
| Protocols for sporting activities consistent with the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html)  [Considerations for Youth Sports](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html) for recess, and physical education classes (guidance for organized school sports will be published separately) | * The decision to resume sports-related activities, including conditioning, practices and games, is the discretion of a school entity’s governing body. Each school entity must develop and adopt an Athletics Health and Safety Plan – see [Pennsylvania Guidance](https://www.governor.pa.gov/covid-19/sports-guidance/). * Limit travel to areas not in the “green” phase. | * Stagger use of playgrounds to create smaller groups of students. * Clean high touch services on playground equipment and play resources (jump ropes, balls, etc.) after each use (minimum daily). * For additional sports and athletic guidance see: [Chester County Health Department guidance for sports related activities](https://www.chesco.org/DocumentCenter/View/55626/Organized-Sports-in-Green-COVID-Phase?bidId=).   *Organized Sports:*   * The decision to resume sports-related activities, including conditioning, practices and games, is the discretion of a school entity’s governing body. Each school entity must develop and adopt an Athletics Health and Safety Plan per [Pennsylvania Guidance](https://www.governor.pa.gov/covid-19/sports-guidance/). * Follow [Chester County Health Department guidance for sports related activities](https://www.chesco.org/DocumentCenter/View/55626/Organized-Sports-in-Green-COVID-Phase?bidId=). |
| Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | * While staggered schedules to limit the number of individuals in classrooms and other spaces is optimal, if this is not feasible, minimally the following is required:   + Turn desks to face in the same direction or have students sit on only one side of tables to limit face- to-face seating.   + Target six feet between students to the extent possible; when not possible target three feet * Limit activities in classrooms that do not support social distancing. * Ensure social distancing in offices and staff lounges, and during staff meetings. * Limit large gatherings, events, and extracurricular activities to those that can maintain social distancing.   Implement strategies to reduce the number of individuals in the hallways at one time such as   * Use one-way traffic patterns in hallways along the outside edges. * Stagger end of class periods to reduce the number of students in the hallways at one time. * For older students, consider requiring masks when in hallways and restrooms. * Monitor school to ensure staff or students do not commune; close communal areas if needed. | * Staggered schedules to limit the number of individuals in classrooms and other spaces is optimal. * Regardless of staggered or non-staggered schedules, six feet between students, staff, and faculty must be maintained in classrooms and spaces that can physically support the distance; for classrooms and spaces that cannot support six feet, three feet is the minimum. * Cohort classes to minimize crossover among students and staff within the school; or keep students in classrooms and rotate staff instead. * Maximize use of non-classroom space to increase physical distancing. * In classrooms and spaces where six feet cannot be maintained, the use of face coverings is imperative. * Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating. * Limit activities in classrooms and other spaces that do not support physical distancing. * Enforce physical distancing in offices and staff lounges, and during staff meetings. * Limit large gatherings, events, and extracurricular activities to those that can maintain physical distancing. * Implement strategies to reduce the number of individuals in the hallways at one time such as:   + Use one-way traffic patterns to include physical guides such as tape, for routes   + Stagger end of class periods to reduce the number of students in the hallways at one time   + For older students, consider requiring masks when in hallways and restrooms.   + Monitor school to ensure staff or students do not commune; close communal areas if needed. |
| Procedures to limit the sharing of materials among students | * Limit shared items to the maximum extent possible. * Clean and disinfect shared items including technical devices between uses. * Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, lockers or other areas. |  |
| Processes for identifying and restricting non-essential visitors and volunteers | * Refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. * Restrict nonessential visitors, volunteers, and activities that involve outside groups.   + If restrictions for nonessential visitors/volunteers are not feasible the school must screen for symptoms and temperature prior to entry and require face covering while on school property. | * Restrict non-essential visitors, volunteers, and activities that involve outside groups. * If non-essential visitors and volunteers cannot be restricted, school must:   + conduct on-site screening for symptoms and temperature prior to entry   + require face covering while on school property   track visitors and volunteers for contact tracing purposes. |
| Protocols for adjusting transportation schedules and practices to create social distance between students | * Promote social distancing on bus stops. * Buses can operate with a maximum of two students per seat.   + Students from the same family should sit together. * Older students are encouraged to wear face covering (mask or shield) while on the bus; optional for younger students. * Bus drivers must wear face covering (mask or shield) while whenever others are on the bus unless specifically prohibited by the bus company/school policy. * Buses must be disinfected after each run and thoroughly cleaned daily. | * Encourage families to drive students to school. * Seat a maximum of students per seat; students from the same family should sit together. * Use assigned seats (knowing who is seated near and individual will support contact tracing). * Use markings that shows students where to sit in each row – inside and outside seats of each bench. * Bus drivers must wear face covering whenever others are on the bus; or barrier between the driver and students must be present. * Required all riders to face forward throughout the route. * Reserve the first seat for students who board the bus and look visibly ill, or for students who exhibit/express illness while in route. * Wear gloves when assisting students on and off the bus. * Follow same guidance for face covering while on school property. |
| Other social distancing and safety practices |  | * Refrain from scheduling large group activities such as field trips, inter-group events, and extracurricular activities. * Limit movement in and out of classrooms with high-risk students. * Partner with the Chester County Health Department to support [contact tracing](#_Contact_Tracing_for). |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars |  | * Require on-site before and after care providers to follow requirements of the school’s COVID-19 health and safety plan. |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols |  | * Consult with the Chester County Health Department prior to school closures and within-school-year changes in safety protocols. |
| Other monitoring and screening practices |  |  |
| Health Department Communications | * Establish regular communication with the Chester County Health Department – see [Notifications](#_Notifications). |  |