



# Phased School Reopening Health and Safety Plan Template

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

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

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

## Health and Safety Plan: Upper Darby 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 administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 2020**

**In the Red Phase, we will provide a virtual learning program only.**

**In the Yellow Phase, we will provide the opportunity for in person and virtual learning in a flexible schedule based on guidance from the Chester County Department of Health.**

**In the Green Phase, we will provide the opportunity for in person (cohort/staggered), virtual learning program (synchronous/asynchronous) and the potential for full in person return to school for all student and staff.**

## 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)
Daniel McGarry	All Stakeholders	Both
Edward Marshaleck	All Stakeholders	Both
John Council	UDEA, UDESPA and TWU	Both
Christopher Pugliese	All Stakeholders	Both
Heidi Einhorn	School Nurses	Both
Marvin Lee	Transportation and Facilities Departments	Both

<b>Frank Salerno</b>	Elementary Staff, Students and Families	Both
<b>Gregory Manfre</b>	Secondary Staff, Students and Families	Both
<b>Wendy Elgart</b>	Food Service Staff	Both
<b>Sekela Coles</b>	District Families	Both
<b>Beth Ann Smith</b>	Community Health Official	Both

### 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: All Upper Darby School District's cleaning contracts now include the following additional services: the electrostatic spraying of all space on a daily basis during the flu season of December through February; the additional application of electrostatic spraying as requested. Additionally, UDSB plans to purchase electrostatic sprayers approved by the EPA to use against SARS-Cov-2. We will introduce new cleaning chemical lines into our schools, as selected through vendor demonstration and evaluation. We will introduce new hand soap dispensers and hand soap that minimize contamination. We will ensure that comprehensive training is provided to custodians and cleaning companies. We will ensure that the existing ventilation systems are operating properly and we will increase the circulation of outdoor air. Since we control our air handling units from a central location, we will adjust the dampers to allow more outside air into our buildings. Our drinking fountains will be cleaned and sanitized, and we will encourage staff and students to bring their personal water bottles/containers to minimize the use/touching of our water fountains. Additionally, we will clean our health suite surfaces after treating sick students and as needed.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Increased quality of cleaning services (provided through cleaning contracts with outside vendors) to include the electrostatic spraying of all space on a daily basis during the flu season (Dec. – Feb.) and the additional application of electrostatic spraying as requested. District will purchase electrostatic sprayers (approved by the EPA to use against SARS-Cov-2) We will introduce new cleaning chemical lines into our schools. We will introduce new hand soap dispensers and new hand soap to minimize contamination. We will ensure that existing ventilation systems are operating properly and increase the circulation of outdoor air. We will adjust the dampers to allow more outside air into the buildings. We will clean and sanitize drinking fountains</p>	<p>Same as Yellow</p>	<p>Marvin Lee</p>	<p>Electrostatic sprayers New hand soap New hand soap dispensers New cleaning chemical lines</p>	<p>Yes, Administrative staff will provide throughout the year</p>
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Encourage staff and students to bring their personal water bottles/containers to minimize the use/touching of our water fountains</p> <p>Health suite surfaces will be cleaned after treating sick students and as needed</p> <p>Classroom surfaces and materials (e.g. calculators, keyboards, art supplies, etc.) will be wiped down by students in-between groups.</p>	<p>Same as Yellow</p> <p>Same as Yellow</p> <p>Same as Yellow</p>	<p>Chris Pugliese</p> <p>School Nurses</p> <p>Building Principals</p>	<p>None</p> <p>Cleaning supplies</p> <p>Cleaning supplies</p>	<p>No</p> <p>No</p> <p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

## 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: If we return to full in-person instruction, the District will do its best to ensure 3 ft of distancing. We recognize that the recommendations are for 6ft of social distancing and masks for students and staff at all times. Our flexible scheduling plans for our schools call for fewer students in our buildings each day, thus allowing us to create 6 feet of separation in all learning spaces throughout the day, to the maximum extent possible. We will provide mask breaks, but mask breaks must take place while students are seated and at 6 feet of social distancing. We will implement a “Grab and Go” breakfast and lunch program and students will eat in spaces where 6 feet of social distancing is possible. Our Certified School Nurses (and other Nursing Staff) will communicate daily reminders via the morning announcements to staff and students. These daily reminders will be focused on washing hands frequently, keeping hands away from one’s face, using sanitizer to wash hands if soap and water are not available, social distancing and other safety practices. We will ensure that hand sanitizer is available in every classroom. We will post CDC-suggested signs on how to stop the spread of germs at the entrances of all school buildings and at the entrance of each classroom. Only students and staff will be permitted in the buildings. If students are sick and our Nurse is recommending that they go home, parents/guardians will enter the lobby/main office area of the building and the student will be brought to them to sign out and take home. Parents/guardians/visitors will not be permitted to enter the Health Suite. Our**

daily school schedule will reflect the consideration of staggering groups of students who will be using communal spaces and hallways. We will mark the hallways in our buildings with arrows spaced 6 feet apart to remind staff and students where to walk, which direction to walk and how far apart from others to remain. Using CDC recommendations, we will strengthen our existing universal precautions training and incorporate best practices on how to help prevent the spread of respiratory diseases such as COVID-19. Click on the link below for the updated Chester County Health Department Public and Private School Guidance.

<https://www.chesco.org/DocumentCenter/View/59143/School-Guidance-?bidId=>

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	In our flexible scheduling plans for our schools, we will create 6 feet of separation in all learning spaces throughout the day, to the maximum extent possible.	Same as Yellow for Flexible Scheduling Options  For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.	Building Principal	Flexible Scheduling Plans  <a href="https://www.upperdairbysd.org/Page/7398">https://www.upperdairbysd.org/Page/7398</a>	No
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	We will implement a “grab and go” breakfast and lunch program and students will eat where 6 feet of distancing can be achieved. Cafeterias and other congregate settings may be used as day care locations/spaces for students.	Same as Yellow for Flexible Scheduling Options  For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.	Building Principal	None	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Daily reminders for staff and students via morning school announcements to wash hands frequently, to keep one's hands away from one's face, to use hand sanitizer when soap and water are not available, social distancing and other safety practices. We will also ensure that hand sanitizer is available in every classroom and that hand sanitizer dispensers are strategically located throughout the schools and buildings.	Same as yellow	School Nurse	Hand sanitizer, wipes	Yes, and will be provided by Administrative Staff in the beginning of the year.
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Post <a href="#">CDC print resources/signs</a> at the entrance of each school and at the door of each classroom to promote best practices on how to stop the spread of germs.	Same as Yellow	Building Principal, Classroom Teacher	Copies of CDC print resources <a href="#">Click here</a> for those resources	No
* <b>Identifying and restricting non-essential visitors and volunteers</b>	Only staff and students will be permitted into the buildings. Parents/Guardians of students who are sick may enter the lobby/main office area. A staff member will escort the student so that the parent/guardian can sign out the student. Parents/Guardians entering the school buildings must comply with the CDC recommendation of wearing a face covering.	Same as Yellow  For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.	Building Principal	Signs describing the process for Parents/Guardians	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Our Physical Education Teachers and coordinators of recess will follow the guidance released by the PA Department of Health and the Department of Education. You can find that guidance at the below link: <a href="#">Chester County Department of Health Public and Private School Guidance</a></p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Curriculum Supervisor, Building Principal</p>	<p>Disinfectant spray <a href="#">Chester County Department of Health Public and Private School Guidance.</a></p>	<p>Yes, and will be provided by Administrative staff throughout the year</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Daily reminders for staff and students via school announcements to limit the sharing of materials among students.</p>	<p>Same as Yellow</p>	<p>School Nurse</p>	<p>None</p>	<p>No</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Flexible school schedules will promote limited use of communal spaces and limit the number of transitions during the day.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Building Principal</p>	<p>None</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Our flexible scheduling plans for students will inform our transportation schedule. Those flexible scheduling plans will significantly limit the number of students attending school each day. Therefore, our students and staff will practice appropriate social distancing on our buses, to the greatest extent possible. We will require all riders (staff, students, drivers, etc.) to wear face coverings while on our school buses. Our Bus Drivers and Staff will encourage social appropriate social distancing on our buses and at our bus stops as well. Our buses will be equipped with extra face coverings and hand sanitizer. Students and families should expect the process of boarding and exiting our buses to take</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Marvin Lee</p>	<p>Face coverings, hand sanitizer, thermometers</p>	<p>Yes, Administrative staff and School Nurses will provide training throughout the year</p>
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Our flexible scheduling plans, in all of our schools, will significantly limit the number of students and staff in classrooms and other learning areas. This reduction of the number of students in our buildings at any one time (in many cases by more than 1/2) will also reduce the amount of interactions between groups of students. Additionally, we will limit the movement of students by having teachers rotate around students as situations allow.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Directors of Elementary and Secondary Education</p>	<p>None</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	We will communicate the details of our flexible scheduling plans, as well as our transportation plans, with our local childcare providers	Same as Yellow for Flexible Scheduling Options  For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.	Chris Pugliese	Contact information for the local childcare providers and a summary of our flexible scheduling plans	No
<b>Other social distancing and safety practices</b>	We will affix arrows on the floors, 6 feet apart to remind staff and students which direction to walk and the proper social distance  Strengthen our universal precautions training for staff to include best practices on how to stop the spread of respiratory diseases	Same as Yellow for Flexible Scheduling Options  For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.	Building Principal  School Nurse	Tape, Staff Members  Additional face masks	No  Yes, provided by School Nurses

## 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: Our School Nurses will monitor student and staff wellness as needed. When applicable, the School Nurse will refer students, parents/guardians and staff to the physician. As part of the daily announcements to staff and students, the School Nurse will remind them about the COVID-19 symptoms listed on the CDC website. Chris Pugliese will send weekly reminders to families encouraging them to monitor their children’s health and determine whether or not they are healthy enough to report to school each day. Each school building will have an area where a student or staff member (who is sick) can wait to reduce the risk of infecting others. This area will be designated as an “isolation room/area” and will be used only for this purpose. The School Nurse will make the determination regarding isolation and other staff will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others while in this room/area. The parent/guardian of a student who is sick and sent home will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school (this follows current District practice.) If a student or staff member tests positive for COVID-19, the School Nurse will encourage them to follow pages 19-22 on the [Chester County Health Department’s Exclusion From and Return to School Requirements](#). Students and staff members who have tested positive for COVID-19 may return per CCHD guidelines. Our District Leadership will communicate any adjustments made to this Health and Safety Plan via ParentLink phone call and email, as well as our social media platforms. We will also implement Project Ace-IT for assurance testing of staff and some students, and testing of symptomatic individuals. The District will use the Binax NOW Rapid Antigen Test kits and the Cue rapid molecular test as part of this program in coordination with the Delaware County Intermediate Unit (DCIU), The Children’s Hospital of Pennsylvania (CHOP) and Chester County Health Department (CCHD).**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Parents will be encouraged to self-monitor symptoms and perform daily temperature checks. School Nurses will assess students and staff with symptoms and refer to physician when appropriate. If a student or staff member presents with symptoms indicative of an infectious disease, School Nurse will ask about any possible recent exposure to COVID-19 or any infectious disease. School Nurse will encourage staff and students to be tested if known exposure and continue to monitor for symptoms.</p> <p>School Nurses will remind staff to be aware of symptoms listed on CDC and Chester County Department of Health as part of daily announcements. District Administration will send weekly reminders via phone call and email encouraging families to monitor students at home to ensure that they are healthy enough to report to school.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>Temperature checks in any phase may change depending on guidance from the Chester County Department of Health and CDC.</p>	<p>Chris Pugliese and School Nurses</p>	<p>Weekly announcement to families to monitor health at home</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Each school building will have an area where a student or staff member (who is sick) can wait to reduce the risk of infecting others. This area will be designated as an “isolation room” and will be used only for this purpose. The School Nurse will make the determination regarding isolation and she and other staff will ensure that the student or staff member who is sick has a mask on and is at least 6 feet from others. The parent/guardian of a sick child will be given a letter explaining the symptoms their child is experiencing and guidelines of when to return to school (in line with current District practice).</p>	<p>Same as Yellow</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Chris Pugliese and School Nurses</p>	<p>Copies of letters to parents/guardians for School Nurse to complete</p>	<p>No</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>If a student or staff member tests positive for COVID-19, the school nurse will direct them to follow the Exclusion from and Return to School Requirements found on pages 19-22 in the <a href="#">Chester County Health Department’s Public and Private School Guidance</a></p> <p>**Staff, student-athletes and in-person performing arts students who are directed to quarantine may return to work/school under the alternate quarantine guidelines set forth by the CCHD using the school-based antigen testing program after day 7. The general student population will follow the 14-day quarantine period.</p>	<p>Same as Yellow</p>	<p>Chris Pugliese and School Nurses</p>	<p><a href="#">Chester County Health Department's Public and Private School Guidance</a></p> <p>(Pages 19-22 in the document above- Alternate quarantine guidelines using antigen testing found on page 22)</p>	<p>Yes, provided by Pandemic Team throughout the year.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	We will notify staff, families and the public of school closures and any changes to the schedule and the safety protocols via the ParentLink system and our social media platforms	Same as Yellow	Superintendent of Schools	Written script for phone message, email and social media posts	No
<b>Other monitoring and screening practices</b>	We will participate in Project: ACE IT, a rapid antigen testing and Cue molecular testing program for staff and select students. This is in coordination with DCIU, CHOP and CCHD.	Same as Yellow	Ed Marshaleck	Materials and PD provided by program coordinators <a href="https://drive.google.com/drive/folders/15-IR_cn1LU1qCXexLlqKbGcEc4yO4Lnc?usp=sharing">https://drive.google.com/drive/folders/15-IR_cn1LU1qCXexLlqKbGcEc4yO4Lnc?usp=sharing</a>	Yes

## 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: We will expect all staff to wear face coverings all day, every day. We will expect students to wear a face covering each day. We will emphasize that students and staff wear masks when traveling to and from school, and when transitioning in the building hallways and other non-classroom areas. Students and staff will be allowed to remove the mask when eating or drinking, and for mask breaks at student desks for no more than 10 minutes. We will incorporate the recommendations found in the Chester County Health Department Public and Private School Guidance into the safety practices in our schools and buildings when applicable. Please click below to access that document:**

**[https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021\\_Final](https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021_Final)**

**We have maintained our existing partnerships with the outside agencies who provide us with substitute teachers and other staff. We will continue to rely on those partnerships. Our District will continue to implement and strengthen our [Continuity of Education Plan](#) to ensure all students have access to quality learning opportunities. Our District will also continue to implement and strengthen the following programs, systems and initiatives that focus on the promotion of social and emotional wellness: [Comprehensive Equity Plan](#), [PBIS](#), [Restorative Practices](#), [SUPR Teacher Program](#), [Trauma-Informed Practices](#)**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Enforce face coverings for adults working in classrooms with high-risk individuals and the use of hand sanitizer before working with children if handwashing is not readily accessible.</li> <li>• 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.</li> <li>• Limit movement in and out of classrooms with high-risk students.</li> </ul>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Chris Pugliese and School Nurses</p>	<p>Non-touch thermometers, face coverings</p>	<p>No</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>All staff will wear a face covering all day every day. <a href="#">Click here</a> to see Dr. Levine’s updated face covering order from November 18, 2020. <a href="#">Click here</a> for the Universal Face Coverings Order FAQ updated May 3, 2021</p> <p>**Staff are permitted to remove their face coverings when they are eating or drinking when spaced at least 6 feet apart.</p> <p>Any staff member engaging in high exertion OUTDOOR activities, including but not limited to, athletics, exercise or play activities, is NOT required to wear masks when actively engaged in those activities.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Chris Pugliese and School Nurses</p>	<p>Face coverings (masks and/or face shields)</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Aligned with Dr. Levine’s November 18, 2020 updated face covering order, we will require students to wear a face covering each day. <a href="#">Click here</a> for more information about the order, including exceptions to the face covering requirement. <a href="#">Click here</a> for the Universal Face Coverings Order FAQ updated on May 3, 2021. We will permit students to remove their face coverings when they are eating or drinking when spaced at least 6 feet apart.</p> <p>**Any student engaging in high exertion OUTDOOR activities, including but not limited to, athletics, exercise or play activities, is NOT required to wear masks when actively engaged in those activities.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Chris Pugliese, School Nurses, Building Principals, Classroom Teachers and All Staff</p>	<p>Face coverings (masks and/or face shields)</p>	<p>Yes</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>We will demonstrate flexible attendance procedures and provide virtual learning opportunities to keep our most vulnerable students and staff safe. Staff and students will wash hands or use hand sanitizer prior to working in the classroom and the use of additional PPE as necessary. Any adjustments that need to be made for children with disabilities will be considered through the IEP team.</p>	<p>Same as Yellow for Flexible Scheduling Options</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>	<p>Chris Pugliese, Special Education Supervisors and Building Principals</p>	<p>Hand sanitizer, face masks or shields and other appropriate PPE</p>	<p>Yes, provided by Administrative Staff throughout the year.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	We will continue to implement and strengthen our <a href="#">Continuity of Education Plan</a> to ensure all students have access to quality learning opportunities	Same as Yellow for Flexible Scheduling Options	Director of Curriculum, Directors of Elementary and Secondary Education	None	No
	We will continue to implement and strengthen the following programs, systems and initiatives that promote social and emotional wellness: <a href="#">Comprehensive Equity Plan</a> , <a href="#">PBIS</a> , <a href="#">Restorative Practices</a> , <a href="#">SUPR Teacher Program</a> , <a href="#">Trauma-Informed Practices</a>	Same as Yellow	Assistant Superintendent Personnel and Equity, Director of Pupil Services, Directors of Elementary and Secondary Education	None	No
	We will rely on our existing partnerships with outside agencies to provide substitute teachers and other staff. We will share our Health and Safety Plan with our partners and create an overview of the plan in video format for substitutes to view prior to serving their role	Same as Yellow	John Council and Chris Pugliese	Video summary of the UDSD Health and Safety Plan	Yes, provided by Administrative Staff

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Cleaning, Sanitizing and Disinfecting</b>	District Custodians and Cleaning Company Employees	Marvin Lee	Interactive Session	<a href="#">Chester County Health Department Public and Private School Guidance</a>	July 2020	Ongoing
<b>Leading sporting activities for recess and physical education classes consistent with the Chester County Health Department's Guidance for Sports-Related Activities</b>	Physical Education Teachers, Recess Supervisors	Curriculum Supervisor	Interactive session	<a href="#">Chester County Department of Health Public and Private School Guidance</a>	August 2020	January 2021
<b>Universal Precautions</b>	All Staff	Chris Pugliese	In-person training session, question and answer format	Universal Precautions Procedures	August 2020	August 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Monitoring students and staff for symptoms and history of exposure</b>	School Nurses	Chris Pugliese	In-person or virtual training session to assess for symptoms and screening based on Chester County Department of Health	Non-touch forehead thermometers and script for symptom monitoring questions	August 2020`	October 2020
<b>Returning isolated or quarantined staff or students to school</b>	School Nurses	Chris Pugliese and Pandemic Team	Training session with the Certified School Nurse and the Substitute Nurses	Pages 19-22 in the following document: <a href="https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021_Final">https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021_Final</a>	August 2020	Ongoing
<b>Protecting students and staff at higher risk for severe illness</b>	Staff and Families of students who are at higher risk for severe illness. Some examples are: older adults, people with asthma, people with HIV, people with liver disease, people who are immunocompromised	Chris Pugliese and Special Education Supervisors	Resources provided via UDSD website	See details listed in the Other Considerations for Students and Staff in this Health and Safety Plan	August 2020	Ongoing
<b>UDSD Health and Safety Plan Overview for Substitutes</b>	Substitute Staff	Chris Pugliese and John Council	Video	Support from UDSD Communications Team	August 2020	Ongoing

## 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. The District will communicate with staff and community based on the guidance of Chester County Health Department.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan Overview</b>	All Staff and Families	Superintendent of Schools	Virtual Community Forum	June 25	June 25
<b>Frequently Asked Questions</b>	All Staff and Families	Superintendent of Schools	District Communication	July 4	July 4
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	July 14	July 14
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	August 4	August 4
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	September 22	September 22
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	October 27	October 27
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	March 9, 2021	March 9, 2021
<b>Board of School Directors Health and Safety Plan Approval</b>	All Staff and Families	School Board President	Virtual Board Meeting	May 11, 2021	May 11, 2021

## Health and Safety Plan Summary: Upper Darby School District

**Anticipated Launch Date: Original date August, 2020 (Virtual Plan)**

Our tentative plan pending Board approval will be as follows:

The Upper Darby School District will follow recommendations found in the February 26, 2021 Chester County Health Department (CCHD) guidance in determining instructional models and physical distancing. The District's implementation will be based on current data demonstrated by the community transmission table on page 2 and 3 of the guidance. Please see link below:

[https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021\\_Final](https://www.chesco.org/DocumentCenter/View/62272/COVID-19-School-Guidance-02-26-2021_Final)

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
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**\* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

Increased quality of cleaning services (provided through cleaning contracts with outside vendors) to include the electrostatic spraying of all space on a daily basis during the flu season (Dec. – Feb.) and the additional application of electrostatic spraying as requested.

District will purchase electrostatic sprayers (approved by the EPA to use against SARS-Cov-2)

Introduce new cleaning chemical lines into our schools

Introduce new hand soap dispensers and new hand soap to minimize contamination

Ensure that existing ventilation systems are operating properly and increase the circulation of outdoor air

Adjust the dampers to allow more outside air into the buildings

Clean and sanitize drinking fountains

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>In our flexible scheduling plans for our schools, we will create 6 feet of separation in all learning spaces throughout the day, to the maximum extent possible. Students and staff will be required to wear masks at all times. We will provide mask breaks to students, but mask breaks must take place while students are seated and at 6 feet of social distancing.</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>We will implement a “grab and go” breakfast and lunch program and students will eat in spaces at 6 feet of social distancing.</p> <p>Cafeterias and other congregate settings may be used as day care locations/spaces for students.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p> <p>Daily reminders for staff and students via school announcements to wash hands frequently, to keep one’s hands away from one’s face, to use hand sanitizer when soap and water are not available, social distancing and other safety practices. We will also ensure that hand sanitizer is available in every classroom and that hand sanitizer dispensers are strategically located throughout the schools and buildings</p>
<p><b>*Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Post <a href="#">CDC print resources/signs</a> at the entrance of each school and at the door of each classroom to promote best practices on how to stop the spread of germs.</p>
<p><b>* Handling sporting activities consistent with the <a href="#">Chester County Department of Health Public and Private School Guidance</a> for recess and physical education classes</b></p>	<p>In accordance with the <a href="#">Chester County Department of Health Public and Private School Guidance</a>, our Physical Education Teachers and coordinators of recess will emphasize individual skill development and</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>sanitize or disinfect.</p> <p>Daily reminders for staff and students via school announcements to limit the sharing of materials among students</p> <p>Flexible school schedules will promote limited use of communal spaces and limit the number of transitions during the day</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p> <p>Our flexible scheduling plans for students will inform our transportation schedule. Those flexible scheduling plans will significantly limit the number of students attending school each day. Therefore, our students and staff will practice appropriate social distancing on our buses, to the greatest extent possible. Our Bus Drivers and Staff will encourage appropriate social distancing on our buses and at our bus stops as well. Our buses will be equipped with extra face coverings and hand sanitizer. Students and families should expect the process of boarding and exiting our buses to take longer as we encourage proper social distancing.</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times. Our flexible scheduling plans, in all of our schools, will significantly limit the number of students and staff in classrooms and other learning areas. This reduction of the number of students in our buildings at any one time (in many cases by more than 1/2) will also reduce the amount of interactions between groups of students. Additionally, we will limit the movement of students by having teachers rotate around students as situations allow.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p> <p>We will communicate the details of our flexible scheduling plans, as well as our transportation plans, with our local childcare providers</p> <p>We will affix arrows on the floors, 6 feet apart to remind staff and students which direction to walk and the proper social distance</p> <p>We will strengthen our universal precautions training for staff to include best practices on how to stop the spread of respiratory diseases</p> <p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in-person return for staff and students is not possible in all spaces at all times.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Families and staff should be encouraged to check their own temperature at home and determine if they are well enough to come to school or work that day. School Nurses will assess students and staff with symptoms and refer to physician when appropriate. If a student or staff member presents with symptoms indicative of an infectious disease, School Nurse will ask about any possible recent exposure to</p>





Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>For full in-person instruction for all staff and students, the District will work towards 3ft of social distancing. 3ft of social distancing for a full in person return for staff and students is not possible in all spaces at all times.</p> <p>We will demonstrate flexible attendance procedures and provide virtual learning opportunities to keep our most vulnerable students and staff safe. Frequent handwashing and additional PPE will be used as appropriate. Any changes to students’ IEPs or Section 504 plans will be made if necessary and appropriate.</p>
<p><b>Strategic deployment of staff</b></p>	<p>We will continue to implement and strengthen our <a href="#">Continuity of Education Plan</a> to ensure all students have access to quality learning opportunities</p>
<p><b>Strategic deployment of staff (continued)</b></p>	<p>We will continue to implement and strengthen the following programs, systems and initiatives that promote social and emotional wellness: <a href="#">Comprehensive Equity Plan</a>, <a href="#">PBIS</a>, <a href="#">Restorative Practices</a>, <a href="#">SUPR Teacher Program</a>, <a href="#">Trauma-Informed Practices</a></p> <p>We will rely on our existing partnerships with outside agencies to provide substitute teachers and other staff. We will share our Health and Safety Plan with our partners and create an overview of the plan in video format for substitutes to view prior to serving their role</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Upper Darby School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **Tuesday, May 11, 2021**.

The plan was approved by a vote of:

**Yes**  
 **No**

Affirmed on: **May 11, 2021**

By:

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*(Signature\* of Board President)*

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*(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.