

## Reynolds School District Health and Safety Plan 2020-2021

### 1. Introduction

While we all look forward to our 2020-2021 school year, the current COVID-19 pandemic does not allow us to return without changes. Though it is not possible to eliminate all risk of spreading COVID-19, current research suggests there are many steps schools can take to reduce the risks to students, staff, and their families. This plan outlines Reynolds School District's recommendations to minimize the spread of the virus based on federal, state, and local guidance and orders. While the District will take steps to increase the safety of students and staff, the individual behavior of each participant is the key to a successful return. Each student, parent, and staff member should familiarize themselves with this plan and CDC guidance to minimize the spread of COVID-19.

#### 1.1 Return to Traditional Instruction

The Reynolds School District Pandemic Team unanimously agrees that a return to the traditional 5-day schedule where all students attend school for in-person instruction is the best means of delivering education. RSD plans to return to this traditional instruction model as soon as feasible.

Unfortunately, our facilities do not allow RSD to return to full attendance while complying with Pennsylvania's face covering and social distancing mandates. As soon as it is possible to safely educate and feed Reynolds' entire student population, the District will return to traditional instruction. While we anxiously await that time, the following plan aims to provide a stable platform of virtual instruction that arms the District with the skillset to withstand any challenges the 2020-2021 school year may present.

#### 1.2 The Coronavirus and its impact on Reopening Schools

The newly identified coronavirus, SARS-CoV-2 has caused a worldwide pandemic of a respiratory illness called COVID-19. COVID-19 symptoms include cough, fever, shortness of breath, muscle aches, sore throat, unexplained loss of taste or smell, diarrhea, and headache. COVID-19 can be severe, and some cases have caused death. The virus is thought to spread mainly from person to person via close contact with one another and through respiratory droplets produced when an infected person coughs, sneezes, or talks.

The virus presents unique challenges to reopening schools. To combat the spread of the virus, Reynolds School District (RSD) recommends following all federal, state, and local guidelines and recommendations to the greatest extent feasible while still providing quality education. These guidelines are constantly changing as new information and treatments become available. Accordingly, this plan will be adjusted as needed as information becomes available to decrease the risk of exposure for our students and staff. The most current version of this plan will be available on the Reynolds School District website.

## 2. Type of Reopening

Reynolds will begin the 2020-2021 school year via Live Online Learning. Under this model, teachers and students will interact through real-time instruction five days a week on a District provided device. District staff will deliver instruction from their classroom while students receive instruction from home.

The Board of Directors will review the reopening method and this Health and Safety Plan on or before the end of the first nine-week grading period. At that time, the Board of Directors, in consultation with the Pandemic Team, will decide if students will return to in-person instruction or remain online.

## 3. Pandemic Team

**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)
John Sibeto	Administrator (Superintendent	Plan Development and Response Team

Scott Shearer	Administrator (Secondary Principal)	Plan Development and Response Team
Amy Leczner	Administrator (Elementary Principal)	Plan Development and Response Team
Lisa Hixenbaugh	Administrator (Special Education)	Plan Development and Response Team
John Covelli	Administrator (Buildings & Grounds)	Plan Development and Response Team
Stevan Waleff	Administrator (Athletic Director)	Plan Development and Response Team
James Lumppp	Administrator (Transportation)	Plan Development and Response Team
Lisa Brest	Administrator (Food Services)	Plan Development and Response Team
Ken Carrier	Support Staff	Plan Development and Response Team
Mark Reichard	Board Member	Plan Development
Jonathan Steele	Solicitor	Plan Development

The Pandemic Team also solicited input from parents via a survey and met with teaching staff to review their questions and concerns.

#### 4. Cleaning, Sanitizing, Disinfecting, and Ventilation

**Summary:** Reynolds maintenance and custodial staff will clean and sanitize all District facilities in accordance with CDC guidelines provided in [Guidance for Cleaning and Disinfecting](#). All RSD staff should review this guidance and familiarize themselves with the procedures contained within it. Checklists to confirm each cleaning task should be developed for each District facility. Training regarding this protocol and the CDC guidelines should be completed before the school year begins.

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
* <b>Cleaning,</b>	RSD maintenance and custodial staff	No additional	John Covelli

<p><b>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>will clean and disinfect all areas used by students and staff in accordance with CDC guidance.</p> <p>Specific cleaning and disinfecting schedules will be created and implemented for all District facilities.</p> <p><del>At a minimum, the cleaning and disinfecting regime will happen daily before use. High touch areas should be cleaned more often and referenced in the cleaning schedule.</del></p> <p>Indoor spaces will be ventilated with additional circulation of outdoor air when possible; using windows, doors, and/or fans to the maximum extent appropriate. When outside ventilation is not possible, RSD should increase air turnover rates via the HVAC units.</p> <p>Cleaning and sanitizing kits should be created and provided to each classroom. Staff will be encouraged to use the kit to maintain the cleanliness of their learning environment throughout the day.</p>	<p>requirements during Live Online Learning.</p>	<p>Supervisor of Buildings and Grounds</p>
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## 5. Social Distancing and Other Safety Protocols

### Summary:

Reynolds School District will begin the 2020-2021 school year via Live Online Learning for all students. Teachers and staff will continue to report to the school to deliver live real-time instruction. Students will participate in Live Online Learning at home. Despite the online learning model, the District will still implement the following social distancing and other safety protocols to mitigate the virus spread.

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<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>RSD will encourage social distancing to the greatest extent possible by enforcing occupancy limits. Gatherings, events, and extracurricular activities will be limited to those which maintain physical distancing and occupancy guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>Furniture should be organized to provide the greatest <u>possible</u> distance between individuals <del>possible</del>.</p>	No additional requirements during Live Online Learning.	Scott Shearer, Amy Leczner- Building Principals
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals</b>	<p>RSD will continue to provide food services for its students during Live Online Learning. In doing so, RSD should comply with all appropriate guidance from the CDC and Department of Education and/or other governing body.</p> <p>During Live Online Learning, RSD should</p>	No additional requirements during Live Online Learning.	<p>Scott Shearer, Amy Leczner- Building Principals</p> <p>Lisa Brest- Supervisor of Food Services</p>

<p><b>in alternate settings such as classrooms</b></p>	<p>stagger use of congregate settings to permit appropriate time for cleaning and disinfecting between uses.</p>		
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>RSD will encourage students and staff to regularly wash their hands for a minimum of 20 seconds with warm water and soap.</p> <p>RSD will encourage all staff to assist in maintaining a clean environment by making use of each classroom’s cleaning kit.</p> <p>Hand sanitizer will be made available throughout District facilities for use before, during, and after activities. RSD should encourage and reinforce frequent use and appropriate hand washing procedure.</p> <p>RSD will encourage the following hand-washing practice. Wash hands immediately before leaving home, leaving the classroom, eating, touching shared objects, touching one’s face, and leaving school</p> <p>Wash hands immediately after arriving at school, entering classroom, finishing lunch, touching shared objects, using the bathroom, coughing, sneezing, and blowing one’s nose, and arriving at home.</p> <p>Hand sanitizer should be used when washing hands is not possible</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</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>RSD should display appropriate signs prepared by the CDC throughout all District facilities to promote protective measures. Signs should be posted throughout District facilities.</p> <p>School-based websites will include information that promotes everyday protective measures and how to stop the spread of germs.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>John Covelli Supervisor of Buildings and Grounds</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>RSD should restrict all non-essential visitors and volunteers. RSD should coordinate alternative means of volunteering and supporting RSD students and staff during Live Online Learning.</p> <p>Any essential visitors or volunteers must comply with the COVID-19 mitigation efforts.</p> <p>Virtual meetings with families will be conducted when possible.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p> <p>Lisa Hixenbaugh, Acting Special Ed. Coordinator / School Psychologist</p>

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>RSD should implement its Athletics Health and Safety Plan for sporting activities during Live Online Learning.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Stevan Waleff, Athletic Director and Student Athletics Trainer</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>RSD should limit the use of shared materials among students. When shared materials are used the materials should be cleaned before their next use.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>RSD will implement a plan for staggering the use of communal spaces and hallways that promotes social distancing.</p> <p>Directional signage for hallway traffic will be placed throughout the building as appropriate.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>



<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>RSD will adjust transportation schedules and practices to minimize student interaction that is incapable of taking place with 6 feet separation.</p> <p>Students will be instructed to maintain 6 feet of separation while waiting at bus stops.</p> <p>Bus stops may be added to decrease the number of students waiting for a bus.</p> <p>Students will be assigned seats that coordinate with their bus stop to minimize contact with their fellow students. On the way to school, students who board the bus first should be assigned seats in the rear of the vehicle. On the way home from school, Students who exit the bus first should be assigned a seat at the front of the bus.</p> <p>The first 2 seats on the driver's side of the bus and the first seat on the loading door should be unoccupied to allow our employee the 6 feet of separation.</p> <p>Upon arrival at their destination students should unload front to rear (when possible as there maybe multiple school drop offs) and practice proper social distancing when traversing the isle and steps.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>James Lumpp- Supervisor of Transportation/Child Accounting</p>
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<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>RSD will deliver Live Online Learning for the first nine-week grading period.</p> <p>If individuals are using classrooms or other learning spaces, RSD should follow the most recent guidance from the Department of Education or other appropriate governing body regarding any limitation on occupancy.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</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>The Head Start program will be required to submit a Health &amp; Safety Plan to the District that aligns with the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>John Sibeto- Superintendent</p>

**6. Monitoring Student and Staff Health**

**Summary:** Reynolds will monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness. Despite delivering instruction via Live Online Learning students and staff will still have opportunities to interact and spread the virus. The following measures should be implemented to limit the spread.

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>All employees should self-assess daily at home for signs/symptoms of COVID-19 before reporting to school.</p> <p>RSD staff will informally monitor students for symptoms during Live Online Instruction. Staff should maintain the confidentiality of student health information and communicate symptom concerns to the school nurses. School nurses should follow the most recent guidance from the local and state health department in taking any action after receiving a report.</p> <p>RSD will encourage staff and students to follow all local, state, and federal guidance if they are sick.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Casey Elder, Carisse Mirizio, School Nurses</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a</b></p>	<p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Casey Elder, Carisse Mirizio, School Nurses</p>

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<p><b>history of exposure</b></p>	<p>school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student. If the local, state or federal government provides updated guidance that conflicts with the above, the most recent guidance should be followed.</p> <p>The school nurse, or designee, will contact the Mercer County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.</p> <p>Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.</p>		
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Sick staff members or students should not return until they have met criteria to discontinue home isolation or are otherwise cleared by a licensed medical doctor.</p> <p>RSD should implement the most recent criteria to discontinue home isolation from the Mercer</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Casey Elder, Carisse Mirizio, School Nurses</p>

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
	County Health Department or other appropriate governing body.		
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>RSD will utilize its all call system and website to notify staff, families, and public of school closures and changes in safety protocols.</p> <p>Family Educational Rights and Privacy Act (FERPA) policies must be strictly adhered to, those who have been in contact with a suspected or confirmed COVID-19 case should be notified as soon as possible so they can follow quarantine procedures while maintaining confidentiality. Students or staff sharing space with a case are assumed to be contacts.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>John Sibeto, Superintendent</p>

## 7. Other Considerations for Students and Staff

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>RSD should locate and identify any individuals and staff at higher risk with complex needs and create an individualized plan to meet their needs.</p> <p>RSD should also review student IEP and §504 plans to ensure students with special needs receive an appropriate education while participating in Live Online Learning.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Lisa Hixenbaugh, Acting Special Ed. Coordinator / School Psychologist</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>RSD will follow any active order from the local, state, or federal government regarding the use of face coverings.</p> <p>In the absence of an active order requiring the use of face coverings, RSD should encourage, but not require, the use of face covering by all students and staff.</p> <p>RSD should provide structured training to all students and staff on how to safely choose, wear, care for, clean or discard, and store their masks.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>John Sibeto, Superintendent</p>

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>RSD should locate and identify any student with complex needs and create an individualized safety plan.</p> <p>Protocols will be determined on a case-by-case basis using appropriate and reasonable accommodations applicable under the law to fully support a safe teaching and learning environment.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>Lisa Hixenbaugh, Acting Special Ed. Coordinator / School Psychologist</p>
<p><b>Strategic deployment of staff</b></p>	<p>RSD will hold regular all-staff meetings on COVID-19 to evaluate control strategies.</p>	<p>No additional requirements during Live Online Learning.</p>	<p>John Sibeto, Superintendent</p>

## 8. Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>CDC guidance on cleaning and disinfecting</b>	Custodial, maintenance, and food service staff	John Covelli, Supervisor of Buildings and Grounds  Lisa Brest, Supervisor of Food Services	Document Review	<a href="#">CDC guidance on cleaning and disinfecting</a>  <a href="#">CDC Cleaning &amp; Disinfecting Your Facility</a>	August 1, 2020	August 31, 2020
<b>COVID-19 signs and symptoms</b>	Students, Employees, and Parents	Scott Shearer, Amy Leczner- Building Principals	Document Review	<a href="#">COVID-19 Symptoms Video</a>  <a href="#">COVID-19 signs and symptoms</a>	August 1, 2020	August 31, 2020
<b>Guidelines for Face Coverings</b>	Students, Employees, and Parents	Scott Shearer, Amy Leczner- Building Principals	Document Review	<a href="#">CDC Guidelines on Face Coverings</a>	August 1, 2020	August 31, 2020
<b>Live Online Learning</b>	Teachers and support staff	District Administration and teacher trainers	Virtual Training Sessions		August 1, 2020	August 31, 2020
<b>Live Online Learning Virtual Orientation</b>	Students, Employees, and Parents	District Administration and teacher trainers	Synchronous or Asynchronous Virtual Training Sessions		August 1, 2020	August 31, 2020



Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>CDC Guidance on Handwashing</b>	Students, Employees, and Parents	District Administration	Document Review	<a href="#">CDC Guidelines on Handwashing</a>	August 1, 2020	August 31, 2020

### 9. Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Reynolds Health and Safety Plan</b>	Students, Parents, & Employees	Pandemic Team	District website	August 1, 2020	Ongoing
<b>Signs and Symptoms of COVID-19</b>	Students, Parents, & Employees	District Administration	District website and signage throughout District facilities	August 1, 2020	Ongoing
<b>Face Coverings, Handwashing, and other Mitigation Efforts</b>	Students, Parents, & Employees	District Administration	District website and signage throughout District facilities	August 1, 2020	Ongoing

## 10. Additional Resources

The Pandemic Team consulted a number of sources in preparing this plan including but not limited to:

- [Governor's Phased Re-opening Information](#)
- [Pennsylvania Department of Health's Coronavirus Information](#)
- [CDC Guidance regarding Cleaning & Disinfecting Public Spaces](#)
- [CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)
- [Department of Education Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#)
- [Pennsylvania School Reopening Task Force Report](#)
- [Considerations for K-12 Schools: Readiness and Planning Tool](#)
- [Protecting Student Privacy While Using Online Educational Services](#)

To find your closest COVID-19 testing site, please visit the Pennsylvania COVID-19 Viral Testing Map by [clicking here](#).

Parents can learn more about the Google classroom platform the [Parents' Ultimate Guide To Google Classroom](#) prepared by common sense media.

**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for Reynolds School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 22, 2020.


The plan was approved by a vote of:

8 - Yes

0 - No

*1 - Absence*  
Affirmed on: *Revised Plan approved on Sept. 16, 2020.*

By:



Christopher G. Osborne, President