

Reynolds School District Health and Safety Plan 2020-2021
Revised November 18, 2020

1. Introduction

1.1 Return to In-Person Instruction

The Reynolds School District is excited for the return of students. This plan returns to a traditional 5-day schedule where all students attend school for in-person instruction. Families that wish to continue with full-virtual instruction will continue to have this option.

A return to in-person instruction for 2020-2021 school year must come with some 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 must familiarize themselves with this plan and CDC guidance to minimize the spread of COVID-19 and ensure a successful return to in-person instruction.

Reynolds may also need to alter its mode of instruction to respond to the challenges presented by the pandemic. Regardless of the mode of instruction, the District shall implement this Health and Safety Plan. The following plan represents Reynolds's best efforts to mitigate the spread of COVID-19 given the current research and recommendations. The Board of Directors will edit this plan if the Pennsylvania Department of Education, Pennsylvania Department of Health, or other appropriate governing body develops new recommendations or guidance that impact the Reynolds school community.

1.2 The Coronavirus and its impact on Reopening Schools

The 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 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

RSD will return students to the classroom for 5-days a week starting on November 2, 2020.

Families that wish to remain in a full virtual environment will continue to have the option to do so. Virtual education students will continue to log into Google classrooms for recorded lessons and assignments. Each days recorded lessons will be available by 4:00 p.m. and must be watched by 4:00 p.m. the next day. If the lesson is not watched the student will be marked absent.

The Board of Directors will review the reopening method and this Health and Safety Plan on or before the end of each nine-week grading period.

3. Pandemic Team

Plan Development: Individual will play a role in drafting this 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 Lumpp	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
Brian Buchman	Director of Systems/Educational Technology	Plan Development and Response Team
Casey Elder	School Nurse	Plan Development and Response Team
Carisse Mirizio	School Nurse	Plan Development and Response Team
John Tofani	Head Teacher	Plan Development and Response Team
Jane Coburn	Parent	Plan Development
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: RSD maintenance and custodial staff will clean and sanitize all RSD facilities in accordance with CDC guidelines provided in [Guidance for Cleaning and Disinfecting](#). To protect the health and safety of our staff, RSD will alter the guidance to allow for disinfecting before cleaning. The CDC has reviewed and approved this change. Checklists to confirm each cleaning task should be developed for each District facility. All maintenance and custodial staff will be trained regarding RSD’s cleaning and disinfecting protocol and the CDC guidelines before students return to in-person instruction.

Requirements	Action Steps under Green Phase	Action Steps under Yellow Phase	Lead Individual and Position
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>RSD maintenance and custodial staff 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>Indoor spaces will be ventilated with additional circulation of outdoor air when possible; using windows, doors, and/or fans to the maximum extent appropriate.</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>RSD maintenance and custodial staff will continue to implement its cleaning schedules.</p> <p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>John Covelli Supervisor of Buildings and Grounds</p>

5. Social Distancing and Other Safety Protocols

Summary:

RSD will 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
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>RSD will encourage social distancing to the greatest extent possible by enforcing occupancy limits. Gatherings, events, and extracurricular activities will be limited to those that maintain physical distancing and occupancy guidelines established by the Pennsylvania Department of Education and/or other governing body.</p> <p>Furniture will be organized to provide the greatest distance between individuals possible while still permitting an effective learning environment.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>RSD will continue to provide food services for its students participating in virtual learning. In doing so, RSD should comply with all appropriate guidance from the CDC, Department of Education and/or other governing body.</p> <p>RSD will adopt alternative plans for use of cafeterias and other congregate settings that permit appropriate social distancing, and time for cleaning and disinfecting</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p> <p>Lisa Brest- Supervisor of Food Services</p>

	<p>between uses.</p> <p>RSD’s food services will prepare limited options for students that enable a “grab and go” lunch to minimize wait time and reduce close contact for students who attend in-person instruction.</p>		
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</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</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>

	washing hands is not possible		
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>RSD will display appropriate signs prepared by the CDC throughout all District facilities to promote protective measures.</p> <p>School-based websites and Facebook account will include information that promotes everyday protective measures and how to stop the spread of germs.</p>	If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.	<p>John Covelli Supervisor of Buildings and Grounds</p> <p>Brian Buchman, Director of Systems /Educational Technology</p>
* Identifying and restricting non-essential visitors and volunteers	<p>RSD will restrict all non-essential visitors and volunteers. RSD should coordinate alternative means of volunteering and supporting RSD students and staff.</p> <p>Any essential visitors or volunteers must comply with the COVID-19 mitigation efforts in this plan or as directed by District administration.</p> <p>Virtual meetings with families will be conducted when possible.</p>	If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.	<p>Scott Shearer, Amy Leczner- Building Principals</p> <p>Lisa Hixenbaugh, Special Ed. Coordinator / School Psychologist</p>

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>RSD will implement its Athletics Health and Safety Plan for sporting activities.</p> <p>Recess and physical education classes will follow the guidelines contained in this plan. When possible, these activities should take place outside and provide an opportunity for a mask break. Students must comply with the face covering order when participating in recess or physical education classes. While these activities present an opportunity for a mask break, all appropriate procedures for a mask break must be followed. Students may remove face coverings when students are at least 6 feet apart and for no longer than 10 minutes.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Stevan Waleff, Athletic Director and Student Athletics Trainer</p> <p>Scott Shearer, Amy Leczner- Building Principals</p>
<p>Limiting the sharing of materials among students</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>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>

<p>Staggering the use of communal spaces and hallways</p>	<p>Directional signage for hallway traffic will be placed throughout the building to limit the use of hallways.</p> <p>Building administration will limit the number of assemblies happening during the school day.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Driver and passengers are required to wear a face covering in accordance with the Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings and Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools.</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>The District will adopt specific bus loading procedures to minimize contact with their fellow students.</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>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>James Lumpp- Supervisor of Transportation/Child Accounting</p>

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>RSD will limit the interactions between groups of students at the elementary building by having teachers travel to classrooms instead of students.</p> <p>All non-essential visitors will not be permitted in classrooms or other learning spaces.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Scott Shearer, Amy Leczner- Building Principals</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>The Head Start program will be required to follow the guidelines set forth in this plan.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All employees should self-assess daily at home for signs/symptoms of COVID-19 before reporting to school.</p> <p>Students and employees should stay home when sick.</p> <p>RSD staff will monitor students for symptoms. 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>Parents must complete a home health screening before sending</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</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>their child to school each morning. If a student arrives at school with COVID-19 symptoms they will be quarantined until a parent can pick them up. RSD will provide parents with a home health screening tool.</p> <p>Students and Staff must report any history of exposure to COVID-19. If the individual fits the criteria for close contact with the virus they must follow appropriate quarantine and/or isolation guidelines before returning to in-person instruction.</p> <p>Travel: Students and Staff who travel to a state that meets Pennsylvania’s travel advisory criteria, excluding Ohio, must stay at home for 14 days upon return to Pennsylvania. Students should participate in virtual instruction during this 14-day period.</p>		
<p>* Isolating or quarantining students, staff, or visitors if</p>	<p>Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance</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>they become sick or demonstrate a history of exposure</p>	<p>building, and/or be placed into an isolation room, and/or be immediately removed from the 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 conflict with the above, the most recent guidance should be followed.</p> <p>The school nurse, or designee, will coordinate with the Superintendent's office to contact the Pennsylvania Department of Health to, 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>will be reviewed and revised.</p>	
<p>* Returning isolated or quarantined</p>	<p>Sick staff members or students should not return until they have met criteria to discontinue home</p>	<p>If Mercer County returns to the yellow reopening phase, this</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>staff, students, or visitors to school</p>	<p>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 Pennsylvania Department of Health or other appropriate governing body.</p>	<p>plan and guidance will be reviewed and revised.</p>	
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>RSD will utilize it's 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 followed. Those that 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>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</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>* Protecting students and staff at higher risk for severe illness</p>	<p>RSD will continue to offer a full virtual program for students that have safety and health concerns about returning to school.</p> <p>RSD should locate and identify any students with complex needs and create an individualized plan to meet their needs.</p> <p>RSD should also review student IEPs and §504 plans to ensure students with special needs receive an appropriate education during the pandemic.</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>Lisa Hixenbaugh, Special Ed. Coordinator / School Psychologist</p>
<p>* Use of face coverings (masks or face shields) by all staff</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</p>	<p>If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.</p>	<p>John Sibeto, Superintendent</p>

	their face covering.		
Unique safety protocols for students with complex needs or other vulnerable individuals	<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>	If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.	Lisa Hixenbaugh, Special Ed. Coordinator / School Psychologist
Strategic deployment of staff	RSD will hold regular all-staff meetings on COVID-19 to evaluate control strategies.	If Mercer County returns to the yellow reopening phase, this plan and guidance will be reviewed and revised.	John Sibeto, Superintendent

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
CDC guidance on cleaning and disinfecting	Custodial, maintenance, and food service staff	John Covelli, Supervisor of Buildings and Grounds	Document Review	CDC guidance on cleaning and disinfecting	October 22, 2020	October 30, 2020
		Lisa Brest, Supervisor of Food Services		CDC Cleaning & Disinfecting Your Facility		
COVID-19 signs and symptoms	Students, Employees, and Parents	Scott Shearer, Amy Leczner-Building Principals	Document Review	COVID-19 Symptoms Video COVID-19 signs and symptoms	October 22, 2020	October 30, 2020
Guidelines for Face Coverings	Students, Employees, and Parents	Scott Shearer, Amy Leczner-Building Principals	Document Review	CDC Guidelines on Face Coverings	October 22, 2020	August 31, 2020
CDC Guidance on Handwashing	Students, Employees, and Parents	District Administration	Document Review	CDC Guidelines on Handwashing	October 22, 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
Reynolds Health and Safety Plan	Students, Parents, & Employees	Pandemic Team	District website	August 1, 2020	Ongoing
Signs and Symptoms of COVID-19	Students, Parents, & Employees	District Administration	District website and signage throughout District facilities	August 1, 2020	Ongoing
Face Coverings, Handwashing, and other Mitigation Efforts	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](#).

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 November 18, 2020.

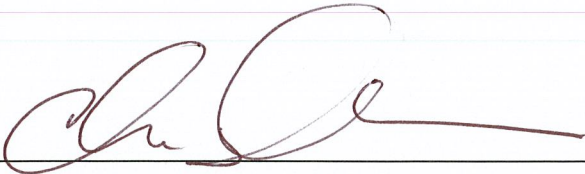
The plan was approved by a vote of:

Yes 9-0

No

Affirmed on:

By:



Christopher G. Osborne, President