



# BASD

Flexible Educational  
Options for our  
Students & Families



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## General Information:

Everyone at the Brockway Area School District hopes this letter finds you and your family well. The school district's leadership team would like to thank everyone for their patience and support throughout these challenging times. All of you have probably heard by now about the various options for what school may look like in the fall. Currently, The Pennsylvania Department of Education is requiring school districts in the Commonwealth to develop and implement a Health and Safety Plan for the return to school in the fall. The school district recently organized a pandemic team who will be responsible for formulating this plan. After attending a number of virtual meetings with the Secretary of Education, Pedro Rivera, and other state leaders, the team feels confident that three scenarios will exist for school districts to consider before school begins in the fall.

***The team feels confident one or possibly a combination of the below scenarios will exist from the state as schools open up in the fall:***

- A return to school as Normal providing personalized instruction with various health and safety recommendations and guidelines implemented.
- A return to school with a limited amount of students with recommended safety and health protocols in place. This option will follow social distancing guidelines.
- Schools remain closed with students using a virtual educational platform.

The purpose of this letter is to educate and inform our families of the district's Health and Safety Plan along with other pertinent information related to the COVID-19 pandemic. We believe that communication needs to be crystal clear for our families to decide what educational option is best for their child(ren).

The district's Health and Safety Plan has been approved during the July school board meeting and posted on the district's website. The plan outlines action steps that the district will use and implement when in the "Yellow Phase" and "Green Phase." The plan is designed to be flexible because of the possible scenario that our county may move from one color phase to another during the school year or new laws and mandates are released. However, every time that a change is made, the plan will be reapproved by our school board and resubmitted to the Department of Education.

In conclusion, the team's main objective is to best meet the needs of our students and families in a healthy and safe environment. Please take the time to review this document to better educate yourself in making the best choice(s) for your child(ren). Again, thank you for your continued support and patience throughout these challenging times.



## FLEXIBLE INSTRUCTIONAL MODELS



Recently, the school district emailed a Health and Safety Survey to all families in the district asking for their input. The survey outlined 3 models of instruction that families need to consider for their child(ren) for the start of school in the fall. We felt it was important to have various models to choose from since everyone's needs and situations are different.

### Traditional Model

If the county remains in the "Green Phase," the Face to Face instruction model will be used. Face to Face instruction means that students would attend school Monday through Friday, with various health and safety protocols in place. If the county moves to the "Yellow Phase," a variation of this scenario will exist where half of the student body will have Face to Face instruction on one day, while the other half will be using virtual learning. The following day, the two group's schedules would flip flop. This would limit the number of individuals attending school per day and help to assist with social distancing guidelines. **Groups would be according to the student's first initial in their last name. (A-L) and (M-Z).** Siblings would remain in the same group.

### Hybrid Model

This scenario exists for those students or families that may have health related issues or concerns. This model will provide students the flexibility to take classes in person here at school and through our online platform limiting the amount of time physically spent at school. For example, a student may only want to take their math and science in person and the rest of their course load through our online platform. Parents choosing this option will have to provide their own transportation outside of normal transportation times.

### BASD Cyber Model

This scenario would permit students to use our online platform for instruction. Students would complete all work from home. They will have full access to a teacher of record for support and assistance as needed. An electronic device with internet connectivity can be issued for those students who are in need.

#### The Brockway Area School District's Cyber Program can offer the following...

- Free electronic device and internet connectivity if needed.
- Students will have a teacher of record for support and assistance.
- Free tutoring is available at the HS from 3:15-4:15 PM Monday-Thursday. Elementary tutoring can be available upon request from 3-4 PM Monday-Thursday. (Parents provide transportation.)

- Upon completion of graduation requirements, a student will obtain a Brockway Area diploma
- Students will have the opportunity to attend and take part in extracurricular programs and activities.
- Students attending our district's cyber program will save the taxpayers of the district significant cost or tax dollars.
- By saving money, the district will be able to continue to offer top notch programs and experiences when your child hopefully returns to school in the future.

## Home Schooling



Traditionally when families decided to home school their child(ren) they would develop a curriculum, locate resources and classroom materials for each class. Due to our circumstances, if a family wishes to use home schooling as their educational option the district will do their best to provide textbooks and learning materials if available. Parents/Guardians would need to dis-enroll their child(ren) from the district then re-enroll upon returning.

Hopefully one of the above models will meet the needs of your child(ren). If not, please contact the administration at your child(ren) school to discuss other instructional options that may better meet the needs of your family.

A survey will be coming out shortly for you to choose one of these methods of education for each of your school age children in the Brockway Area School District. This will assist the district in their planning for the new school year. Once you choose a method, you must continue this for at least a nine-week period.



## Safety Protocols



Below is a condensed format of the district's Health and Safety Plan. The team identified the major safety protocols that will be in place for the start of school in the fall. Please understand that protocols and procedures could and will vary from time to time. This Plan will automatically occur as required by the Department of Education, Department of Health or the Commonwealth of Pennsylvania.

**State law or mandates supersedes this document, should there be any conflict between this document and Laws of the Commonwealth.**

## **Jefferson County in the**

## **“GREEN PHASE”**

**The Brockway Area School District will implement the following health and safety protocols:**

### **School Facilities:**

- 1. In-person Instruction will occur for all grades, K-12 (A Hybrid Approach or Cyber Options will exist for those who feel uncomfortable returning to regular school in the fall)**
- 2. Students will be recommended to wear mask or face protection, but will not be mandatory. Face mask or protective shields will be offered for those who request one. (As noted above, state mandates have superseded our recommendation. Until further notice, all students are required to wear a mask or shield when transitioning from class to class.)**
- 3. Parents/Guardians must conduct a health screen on their child(ren) for symptoms of COVID-19 every morning before they leave for school. At the elementary, student temperatures will be checked upon arrival.**

4. Staff will be required to wear face protection when socially distancing is not possible in the classroom. Staff will be required to wear face protection when leaving their classroom.
5. Classroom seating will be arranged to the greatest distance feasible.
6. Frequent hand-washing will be recommended and regular disinfecting of high touched surfaces will be required, this includes desktops, door handles, light switches, playground equipment, etc.
7. Ventilation and dehumidifiers will be utilized when possible.
8. Class changes will be staggered to reduce traffic when feasible. Due to the state mandate, face coverings are required in the halls during class changes.
9. Cafeteria seating will be expanded when possible and have table limits along with protective dividers when needed.
10. Second shift custodial staff will use hospital grade Suprox-D, and Q.T. Plus for cleaning and disinfecting along with electrostatic sprayers that the district purchased to properly disinfect classrooms and all high touch surfaces.
11. All classrooms will have disinfectant wipes for student and staff to use along with hand sanitizing dispensers.



### **Busing:**

1. A maximum of two students per seat will be enforced.
2. Assigned seating will be required with siblings sitting together.
3. Daily cleaning and disinfecting of all high touched surfaces. Contractors will have access to the electrostatic disinfecting sprayers after each run.
4. Face protection will be required when riding school transportation. This will help protect all riders and especially our valued bus drivers. Students may use a mask, shield, bandana, etc. The district will provide protective gear if needed.
5. Parents are encouraged to transport their children if able.

### **Parents/Visitors:**

1. Limit visitors to essential only.
2. All visitors who enter the building **MUST have a temperature check, complete a health screening questionnaire, and use a face mask or shield.**
3. Encourage all parents/guardians to only come into the building for emergencies.
4. Eliminate large group activities and field trips.
5. Restrict nonessential volunteers.
6. Require all visitors/volunteers who enter the building to sign in on a log in the event that contact tracing is required.

# Jefferson County in the

## “YELLOW PHASE”

The Brockway Area School District will implement the following health and safety protocols:

1. In person instruction will exist with the following modifications: Grades K-3 will attend every day, grades 4-12 will attend every other day. Grades 4-12 would be divided into two groups according to their last name (A-L) and (M-Z). One group will attend in person while the other group would be using virtual learning. The following day the two groups will alternate. *Siblings will be placed in the same groups so they will either attend or do virtual learning on the same day.*
2. Students will be required to wear face protection during class changes.
3. Staff will conduct daily temperature checks of students attending in-person instruction. Parents/Guardians will still be required to conduct a health screening on the mornings that their child(ren) attend in person.
4. Staff will be required to wear face protection when socially distancing is not possible in the classroom. Staff will be required to wear face protection when leaving their classroom.
5. Classroom seating will be arranged to the greatest distance feasible.
6. Frequent hand-washing will be recommended and regular disinfecting of high touched surfaces will be required, this includes desktops, door handles, light switches, playground equipment, etc.
7. Ventilation and dehumidifiers will be utilized when possible.
8. Cafeteria seating will be expanded when possible and will have table limits along with protective dividers when needed.
9. Second shift custodial staff will use hospital grade Suprox-D and Q.T. Plus for cleaning and disinfecting along with electrostatic sprayers that the district purchased to properly disinfect classrooms and all high touch surfaces.
10. All classrooms will have disinfected wipes for student and staff to use along with hand sanitizing dispensers.





**Busing:**



1. A maximum of two students per seat will be enforced. Parents/Guardians will be highly recommended to transport their child(ren) to and from school.
2. Assigned seating will be required with siblings sitting together.
3. Daily cleaning and disinfecting of all high touched surfaces. Contractors will have access to the electrostatic disinfecting sprayers after each run.
4. Face protection will be required when riding school transportation. This will help protect all riders and especially our valued bus drivers. Students may use a mask, shield, bandana, etc. The district will provide protective gear if needed.
5. Parents are encouraged to transport their children if able.

**Parents/Visitors:**

1. Limit visitors to essential only.
2. All visitors who enter the building **MUST have a temperature check, complete a health screening questionnaire, and use a face mask or shield.**
3. Encourage all parents/guardians to only come into the building for emergencies.
4. Eliminate large group activities and field trips.
5. Restrict nonessential volunteers.
6. Require all visitors/volunteers who enter the building to sign in on a log in the event that contact tracing is required.

## **Jefferson County in the**

### **“RED PHASE”**

**The Brockway Area School District will implement the following health and safety protocols:**

1. School facilities will be closed.
2. Instruction will be conducted by a virtual learning platform.
3. All extracurricular activities and programs will be canceled.



## Parent Survey & Frequently Asked Questions



The pandemic team would like to thank the nearly 300 families who took part in the district's Health and Safety Survey. Your input was extremely valuable and important as the team analyzes various educational options and safety protocols. The team is facing the daunting task of formulating a plan for the start of school with really no blueprint to build upon. For this reason, everyone's opinions and comments were carefully considered. We know that a single plan will never satisfy everyone's needs, however, if the plan offers educational options to families, meeting those requests becomes more attainable.

### Survey results:

An overwhelming majority of families would like to see in person instruction for the start of school in the fall.

Over 25% of families who currently use school transportation indicated that they will transport their child(ren) to and from school to reduce overcrowding.

The number one safety guideline that families would like to see implemented is the availability of hand sanitizer and hand soap dispensers in classrooms and hallways.

70% of the families surveyed believe face protection should be recommended opposed to required.

### Frequently asked Questions from the Health and Safety Survey from parents

Why would the school district have half of the students attend in person instruction while the other half is using virtual learning? *The reason for this approach is to reduce the number of students per day assisting with social distancing guidelines.*

Will buses be sanitized between trips? *Yes, the district has purchased electrostatic sprayers to assist the bus contractors with this protocol. Cities are using these devices on their mass transit systems to sanitize and disinfect in a quick and thorough manner.*

What happens if families travel to a destination that is considered a hot spot? *We will ask those families to obtain a written document from their physician stating that they may return to school.*

Who is sanitizing desks between classes? *This will be a team effort. The majority of the time teachers and students will use the classroom's disinfectant wipes before or after each class. Custodians may use the electrostatic sprayers when students are at lunch.*

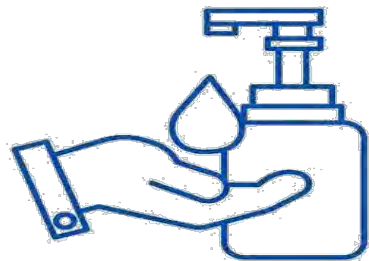
Will attendance policy change as a result of COVID-19? *The policy itself will not change, but major considerations and accommodations will be made on a case by case basis.*

How will each teacher assess student learning and growth while they are at home? *If the district had to convert to online learning for an extended period of time, we would use Planned Instruction for our students. Planned Instruction is the delivery of new content and learning objectives. Teachers will be responsible for delivering daily lessons that contain activities and formative and summative assessments.*

Will families have a choice on the type of education for their child(ren)? *Yes, as it currently stands, families will have the choice of traditional schooling, a hybrid model, a full time cyber platform or a homeschooling approach. The definition of each option is explained in this document.*

If the district moves to a blended day where only half of the students attend in person while the other half is online, will siblings be placed in the same groups? *Yes, the district recognizes the importance of keeping siblings together. We don't want to add additional stress to an already stressful time.*

Will buses have hand sanitizer available? *Yes, hand sanitizer will be available for students when exiting the bus.*





## Procedures for a Confirmed Case of COVID-19 in our District



**What is the procedure if a student or staff member tests positive for COVID-19?**

### **1. Immediate response:**

- Student(s) or Employee(s) who are experiencing COVID-19 symptoms at home (for example: fever, cough, or shortness of breath) should notify their supervisor, teacher, or certified school nurse and stay home. They should also contact their primary health care provider immediately.
- Student(s) or Employee(s) who develop symptoms upon arrival to school, or during the school day, will immediately be isolated from other students and employees. After isolation and assessment from the certified school nurse, they will be assisted out to their transportation to avoid contacting others in the hallway, and sent home. They will then need to contact their primary health care provider immediately.
- Student(s) or Employee(s) who are ill are to follow CDC recommended guidelines. Employees should not return to work until criteria to discontinue home quarantine is met, in consultation with their primary health care provider and state and local health departments.
- Student(s) or Employee(s) who are well, but who become exposed to COVID-19 from a family member at home or who have been in contact with a person with COVID-19 should notify their supervisor or certified school nurse and follow CDC recommended guidelines for quarantines.

### **2. Protection of other students and employees**

- If a student or employee has a confirmed case of COVID-19, the Brockway Area School District will inform other students, families, and employees, but it will maintain confidentiality as expected and required by the Americans with Disabilities Act, HIPAA, and FERPA.
- Students and employees should closely self-monitor for symptoms of COVID-19.
- The school district administration and nursing staff will identify and trace where the affected student or employee had classes, lunchtime, transportation, or any other time spent, as well as those persons (classmates and employees) who were in direct contact with them during the 5 days prior to when they first noticed symptoms, and up to 14 days prior to testing positive for COVID-19.
- The Brockway Area School District will promptly notify directly exposed students and employees and instruct them to contact their primary health care provider regarding exposure. They must follow the recommendations of their primary health care provider and if applicable, must self-isolate for 14 days.
- Students and employees will not return to school or work until criteria to discontinue quarantines are met.

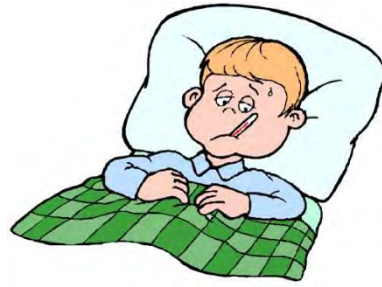
### 3. Common areas, classrooms, and workplace environment

- A short temporary closure of the affected school building (1-2 days) will take place and students and employees will shift to remote learning for that time period. Employees will work from home to their greatest ability.
- Enhanced cleaning and sanitation will take place during this short school building closure, following CDC cleaning and disinfection recommendations. This cleaning and sanitation will include worker protection policies and training will be given to cleaning staff on site, prior to sanitation task delegation. This training will include the proper use of personal protective equipment (PPE), what PPE is necessary for use, and how to properly dispose of PPE.
- Cleaning and sanitation staff will be trained on the safety of cleaning products being used in accordance with OSHA standards.

### 4. Return to school opening:

- The affected school building will be reopened as soon as proper cleaning and sanitation has been completed. In-person learning will resume and proper health monitoring according to the Brockway Area School District's Health and Safety Plan will continue.

## Sick Day Guidelines for Parents/Guardians



### Symptoms Requiring Absence

\* Active vomiting and/or diarrhea

\* Fever/chills/body aches: Temperature of 100.4 degrees or higher must stay home per CDC recommendations.

\* If an individual present with COVID-19 **symptoms** that individual must go home. Parent/Guardian should consult their physician for guidance and to determine if testing for COVID-19 is warranted UNLESS it's a medical emergency.

\* PA Department of Health and the CDC recommend the following isolation strategies.

-If exposed to someone with COVID19 the exposed person should isolate for 14 days.

-If a student or staff member test positive for COVID19, 14 days of isolation is required. A written doctors note must be provided before returning to school.

-If symptoms are still present, student/staff member should not return until symptom free for 72 hours.

\* For other illnesses strep throat, pink eye, etc.:

-24 hours of antibiotic treatments should be given prior to returning to school.

### When to Return to School

\*If diagnosed with COVID-19 (with or without positive test and/or symptoms), refer to CDC guidelines for return to school or work. Note: Consideration may be needed for household members who are positive for COVID-19, as carriers can be asymptomatic.

### Parent/Guardian Home Self-Assessment Before School

1. Temperature Check (100.4 or higher)
2. Do you have chills?
3. Do you have sweats?
4. Do you have loss of taste?
5. Do you have loss of smell?
6. Do you have a sore throat and cough?
7. Do you have an upset stomach paired with vomiting and diarrhea?



If your child is experiencing one or more symptom, please contact your primary care physician.

# Helpful COVID-19 Information for Parents/Guardians

## 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



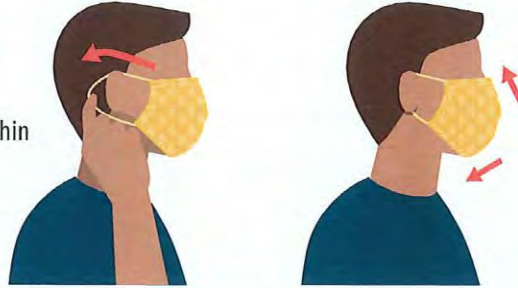
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# Thank You



for trusting The Nutrition Group to feed your children, especially during this unprecedented time. As your school's food service provider, we assure you that we have all the necessary systems and controls in place to continue to provide quality service while maintaining a safe environment for our customers and employees now and as we resume feeding in the Fall. Understanding that this pandemic has changed how we must provide service for the foreseeable future, we are providing this highlight of the controls and procedures that will be in place for the start of the 20/21 school year.

## SAFE SERVICE

- Hand sanitizers will be available at the beginning of each serving line entrance\*
- Only pre-wrapped, single use eating utensils will be provided.
- All self-service condiment stations will be eliminated. Condiments will be pre-portioned.
- Self-service fresh fruit and vegetable bars will be eliminated. These meal components will continue to be provided utilizing individual portions and served where needed.
- Menu variety may be altered based on service limitations.
- School-specific modifications will be made at points of sale to reduce touchpoints on keypads, etc.\*
- All point-of-sale service will be cashless\*
- All HACCP procedures, including proper handwashing, cleaning, sanitizing and disinfecting protocol will continue in accordance with CDC and USDA standards with increased frequency.
- All serving and seating areas will be cleaned and sanitized with increased frequency.



## STAFF TRAINING and MODIFICATIONS

- During our annual start-up training, employees will be retrained on the following:
- When to report to work and when to stay home
- Each employee will be certified in safe food handling
- Proper use of personal protective equipment, including masks and gloves
- HACCP procedures, proper handwashing, and cleaning, sanitizing and disinfecting protocol in accordance with CDC and USDA standards
- If required, employees will be monitored for fever before reporting to work.
- Employees will be in proper protective wear, including gloves and mask, at all times.
- Employees will maintain appropriate social distance from peers and customers.

## FOOD PRODUCTION

- We continue to utilize only reputable food vendors that meet the highest safety standards to ensure all food received is safe, responsibly sourced food.
- Delivery personnel will be required to follow proper safe delivery practices including hand sanitizing and limited access to the production area.
- All HACPP procedures for safe food production and storage will be maintained including no human contact of ready-to-eat foods

**\*Indicates items that will be modified in cooperation with district and building administration**

## **BASD Cleaning Products and Disinfectants**

The BASD will continue to use the cleaning products that we have used in the past to ensure the wellbeing of our students and staff. The following is a list of products most used.

- Hillyard product #832. Used in restrooms, Desks, sinks, floors, sporting equipment and other hard surfaces. 832 is a neutral pH hospital grade peroxide based disinfectant and cleaner.
  - EPA registration no. 1839-224-1658
- Hillyard product #824. A hospital grade disinfectant/detergent cleaner, sanitizer, fungicide, mildewstat, virucide, deodorizer. Cleans and controls the hazard of cross-contamination from environmental surfaces. Designed for use on walls, countertops, fixtures, restroom, sporting equipment and shower rooms and other hard surfaces where heavy duty cleaning is a must.
  - EPA registration no. 6836-77-1658
- Hillyard product #819. A one step neutral disinfectant that is effective against a broad spectrum of bacteria, is virucidal (including HIV-1, HIV-2, HBV and HCV) and inhibits the growth of mold and mildew and their odors when used as directed. Used in restrooms, on desks, shower rooms, walls, sporting equipment and other hard surfaces.
  - EPA registration no. 1839-169-1658
- Hillyard product #837. Heavy duty, highly concentrated formula contains stabilized hydrogen peroxide and natural citrus solvents that delivers effective cleaning on all surfaces other than floors.
- Hillyard product #810. A fast acting synthetic cleaner used in all areas of the district prior disinfecting.
- Hillyard product #809. Heavy duty floor cleaner.
- Hillyard product #802. Used on glass, mirrors, CRT screens, TV screens, office equipment throughout the district.

These are the most commonly used cleaning and disinfecting products used at the BASD. In addition to these products we are introducing one more disinfecting product to the district.

- Evaclean electro static sprayers to be used with Pur:One tablets. PUR:ONE Chemistry is based around NaDCC, an organic chlorine donor which releases Hypochlorous Acid (HOCl) and Monosodiumcyanurate (NaOCl) when dissolved in water. PUR:ONE has a surfactant to help kill bacteria in biofilm. This product will be applied daily in all areas that students and staff occupy.
  - EPA registration no. 71847-7-1524

Note: All SDS sheets are available upon request