



Phased School Reopening Health and Safety Plan Template

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.

Updates to the 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.

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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team.....	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation.....	9
Social Distancing and Other Safety Protocols	12
Monitoring Student and Staff Health.....	20
Other Considerations for Students and Staff	24
Health and Safety Plan Professional Development.....	28
Health and Safety Plan Communications.....	31
Health and Safety Plan Summary	33
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	33
Social Distancing and Other Safety Protocols.....	33
Monitoring Student and Staff Health	34
Other Considerations for Students and Staff	35
Health and Safety Plan Governing Body Affirmation Statement	37

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: **(BROCKWAY AREA 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? (SELECT ONE BOX BELOW)

- 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 26,2020)

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)
Jeff Vizza	Administration	Decision-making and coordination of reopening process, development of health and safety plan, management of team and assignment of roles and responsibilities, direction of all areas of daily processes
Brian Mulhollan	Administration	Frequent communication between staff and support staff regarding reopening process, support to staff and students in maintaining health and safety plan, coordination of

		communication between parents/guardians regarding phased reopening
Candace Patricelli	Administration	Frequent communication between staff and support staff regarding reopening process, support to staff and students in maintaining health and safety plan, coordination of communication between parents/guardians regarding phased reopening.
Lesley Martini, RN CSN	Nursing	Development of health and safety plan, development of “return to school plan” close monitoring of students and staff for signs of illness, monitoring of social distancing, and follow up on all cases of illness in the school setting, educating staff and members of pandemic team.
Mark Dippold	Administration	Frequent communication between staff and support staff regarding reopening process, support to staff and students in maintaining health and safety plan, coordination of communication between parents/guardians regarding phased reopening.
Jessie Zamoski	Special Education	Coordination of communication between parents/guardians of special education students and maintaining care in meeting needs in-person and by way of online learning
Donald Allenbaugh	PSEA Leader/Staff	Communication between staff and PSEA regarding reopening process, education to staff and students regarding health and safety plan.
Jeff Rakvin	Maintenance/Custodial Supervisor	Leading staff in the daily cleaning, sanitizing, and safety measures needed to promote a healthy environment, coordination of custodial services, development and involvement in day to day classroom and building health and safety measures
Jessi Donlin Heather Anderson Kristen Sholes	Guidance	Planning for mental health services upon return to school; monitoring mental health of students and communication with parents if red phase is enforced and online learning resumes if needed.
Mary Beth Yahner	Parent/Staff/Department Head	Communication between department heads regarding reopening process and health and safety plan, education to students regarding health and safety plan.

Leah Donahue, LPN	Nursing	Close monitoring of students and staff for signs of illness, monitoring of social distancing, and follow-up on all cases of illness in the school setting, assisting CSN with any needs that include planning in the school setting.
Peter Horm	Director of Technology	Communication and coordination technology related services to ensure educational delivery.
Dan Pinchock	Head of Cafeteria Operations/Parent	Leading cafeteria staff on safe measures to ensure delivery and distribution of food according to guidelines as outlined in the health and safety plan.
Peter Grecco	Transportation Director	Communication and coordination with transportation staff and contractors to ensure adherence to health and safety plan.
Lauren Judge	School Psychologist	Coordination of communication between parents/guardians of special education students and maintaining care in meeting needs in-person and by way of online learning; planning for mental health services upon return to school.

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: The district will clean and disinfect frequently touched surfaces and objects routinely throughout the school day at both school buildings. Custodians will be supplied walkie talkies to ensure immediate response to any urgent need for rapid cleaning and disinfecting. Currently the district is working on installing 145 new PH balanced antimicrobial foam soap stations. The district is also trying to purchase electrostatic sprayers to assist with the disinfecting process. This includes sink handles, door handles, and desks and tables. Drinking fountains will not be used but individual water bottles will be encouraged to use with our new non- touch water dispensers. Clean and disinfect touch surfaces on buses daily. Appropriate PPE will be worn while cleaning school buildings (face shields, gloves, gowns) by custodial staff. Open windows and doors as much as possible to increase air circulation. Ventilation systems will be routinely checked. Dehumidification of classrooms using individual units.

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)
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<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>-Clean and disinfect frequently touched surfaces and objects routinely throughout the school day at both school buildings. -Custodians will be supplied with walkie talkies to ensure immediate response to any urgent need for rapid cleaning and disinfecting. Currently the district is working on installing 145 new PH balanced antimicrobial foam soap stations. The district is also trying to purchase electrostatic sprayers to assist with the disinfecting process. This includes sink handles, door handles, and desks and tables. Drinking fountains will not be used but individual water bottles will be encouraged. The district is purchasing non-touch water dispensers for water bottles. Clean and disinfect touch surfaces on buses daily. - Appropriate PPE will be worn while cleaning school buildings (face shields, gloves, gowns) by custodial staff. - Open windows and doors as much as possible to increase air circulation. -Ventilation systems will be routinely checked. -Dehumidification of classrooms using individual units -Ensure safe and correct storage of cleaning and disinfection products.</p>	<p><i>Same as yellow</i></p>	<p>Jeff Rakvin and custodial and maintenance staff</p>	<p>-PPE including gloves, face shields, and gowns. -Adequate amount of cleaning products including bleach, wipes, and sprays. -Increased custodial staff to work after students are out of the building to allow for thorough cleaning. -Ventilation testing and confirmation of working systems.</p>	<p>No</p>
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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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> -Wall hand sanitizing stations in classrooms for students and staff. -Place a hand sanitizing station beside doorways and other high traffic areas -Place signs above stations in hallways that state “please sanitize before entering and when exiting” -Elementary building will have a hand sanitizing station in each specific grade level hallway that students and staff will visit -Dispensers will be placed near exits and water fountains. 	<i>Same as yellow</i>	Jeff Rakvin and custodial and maintenance staff	<ul style="list-style-type: none"> -Wall hand sanitizing stations -Signage 	No

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: Maintain social distancing to the maximum extent feasible. Restrict interactions and visitation between groups of students. Stagger schedules if possible, to limit students in classrooms and in the cafeteria. Turn desks to face the same direction and only sit on one side of tables to limit face to face contact. This includes band and chorus practices. Where this isn't feasible, sectioning dividers will be used. Assemblies will not exceed a capacity of 250 people. Serve meals in classrooms or other large spaces as a substitute to the cafeteria if needed. Individually pack meals and boxed lunches (avoid buffet style). Avoid sharing of food and utensils. Teach and reinforce with students and staff the importance of hand washing and covering coughs and sneezes. Drinking fountains are prohibited however, the district is trying to purchase non-touch water dispensers. Handwashing prior to and after recess times. Post signs where possible to educate staff and students and as reminders. Limit visitors to essential only and screen them for COVID-19 symptoms/exposure prior to coming into the building. Communicate with community and students' families regarding necessary reasons to enter the buildings. Limit scheduling group activities such as field trips. Restrict nonessential volunteers. In physical education classes and sports consider: The physical proximity of players and students. Avoid the amount of unnecessary touching of shared equipment. Consider length of time that players are close to each other or to staff/coaches. Cleaning and sanitizing of equipment after every physical education class. Locker rooms will be CLOSED, students will wear appropriate footwear (sneakers, shoes with tied laces). Students using the playground will wash hands before exiting the building and after re-entering the building.

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>* 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>-Maintain social distancing to the maximum extent feasible. -Restrict interactions and visitation between groups of students -Stagger schedules if possible to limit students in classrooms. -Turn desks to face the same direction and only sit on one side of tables to limit face to face contact. Recommend using rows with all students facing the same direction. This includes band and chorus practices. Where this isn't feasible, sectioning dividers will be used and/or face shields. Recommend no less than 3 feet, to the maximum extent feasible. Note: one-meter social distancing is recommended by the WHO. -Assemblies will not exceed a capacity of 250 people.</p>	<p><i>Same as yellow</i></p>	<p>Jeff Vizza, Superintendent; Candace Patricelli, Elementary Principal; Brian Mulhollan, Elementary Principal, Jessie Zamoski, Director of Special Education, Lesley Martini, School Nurse, Leah Donahue, Health Aide</p>	<p>-Alternate days for half of student body (Yellow Phase) -Clear barriers between students in science classrooms and other designated areas.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>-Serve meals in classrooms or other large spaces as a substitute to the cafeteria on a staggered schedule. -Individually pack meals and boxed lunches (avoid buffet style) -Avoid sharing of food and utensils. -Portion controlled condiments and wrapped, disposable utensils will be provided and served directly to students. -Cashless and touchless systems will be put in place for the cashier/point-of-sale stations. Parents will be encouraged to pay online or to mail payments to the food service office. You can reach the food office at 265-2333</p>	<p>-Serve meals in the cafeteria allowing for students to be socially distant, opening up both areas of the Elementary cafeteria to create a larger space. Social distancing as feasible in cafeteria food lines. -Portion controlled condiments and wrapped, disposable utensils will be provided and served directly to students. -Cashless and touchless systems will be put in place for the cashier/point-of-sale stations. Parents will be encouraged to pay online or to mail payments to the food service office. You can reach the food office at 265-2333</p>	<p>Mary Beth Yahner, Teaching staff/parent/dept. head Candace Patricelli, Elementary Principal Brian Mulhollan and Mark Dippold, Jr/Sr. High School Principals, Dan Pinchock Cafeteria Director/Parent</p>	<p>-PPE (gloves, face shields, hair nets) for cafeteria staff -Individual lunch bags/boxes during yellow phase -Measures to keep food warm prior to serving individual lunches during yellow phase</p>	<p>No</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>-Teach and reinforce with students and staff hand washing and covering coughs and sneezes -Drinking fountains are prohibited and water bottles are encouraged. -Handwashing prior to and after recess times</p>	<p><i>Same as yellow</i></p>	<p>Jessie Zamoski, Director of Special Education, Lesley Martini, School Nurse, Leah Donahue, Health Aide</p>	<p>-Frequent breaks to have students wash hands in the classroom and before and after eating, at end of school day -Bottled water for students and staff each day</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post signs where possible to educate staff and students and use them as reminders</p>	<p><i>Same as yellow</i></p>	<p>Lesley Martini, School Nurse Leah Donahue, Health Aide</p>	<p>-Signage printed or ordered, enough to cover hallways, restrooms, classrooms, and office in both buildings</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>-Limit visitors to essential only and screen them for COVID-19 symptoms/exposure prior to coming into the building -Essential visitors will be required to wear face coverings. -Communicate with community and students' families regarding necessary reasons to enter the buildings -Limit scheduling group activities such as field trips -Restrict nonessential volunteers -Require all visitors/volunteers to sign in a log located in the main office in the event that contact tracing is required. -Utilize virtual meetings as much as possible (IEP, 504, Conferences,etc.)</p>	<p><i>Same as yellow</i></p>	<p>Candace Patricelli, Elementary Principal & Brian Mulhollan</p>	<p>-Thermometers and PPE (gloves, face shields) for staff to screen visitors prior to entrance into buildings/events</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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> -In physical education classes and sports, consider the physical proximity of players and students. -Avoid the amount of unnecessary touching of shared equipment. -Consider length of time that players are close to each other or to staff/coaches. -Cleaning and sanitizing of equipment after <u>every</u> physical education class. -Locker rooms will be CLOSED. -Students will wear appropriate footwear (sneakers, shoes with tied laces) - Students using the playground will wash hands before exiting the building and after re-entering the building. -Refrain from bringing in personal belongings. Use school provided materials. 	<p><i>Same as yellow</i></p>	<p>Jeff Vizza, Superintendent along with AD and all Principals, Candace Patricelli, Brian Mulhollan, Mark Dippold</p>	<ul style="list-style-type: none"> -Provide additional equipment for the school year/sports seasons -Cleaning materials and hand sanitizer for players and staff to use -PPE (gloves, face shields, gowns) for trainers, coaches, volunteer staff 	<p>No</p>
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> -Avoid sharing books, writing utensils, and supplies. -When having separate materials is not feasible, clean and disinfect shared materials between use -Allow all students to have a separate cubby/locker/space to keep belongings in 	<p><i>Same as yellow</i></p>	<p>All staff, led by Principals, Brian Mulhollan, Mark Dippold, Candace Patricelli</p>	<ul style="list-style-type: none"> -Adequate supply of writing utensils and learning materials including textbooks, art supplies, lab equipment -Appropriate cleaning supplies to disinfect shared materials between use and daily 	<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)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> -Limit use of restroom, office, nurse's office to one student at a time -Teacher will call the nurse / office prior to sending any student to the nurse or office -Create one-way traffic pattern in hallways where feasible -Stagger class period changes as needed 	<p><i>Same as yellow</i></p>	<p>All staff, led by Principal, Brian Mulhollan, Mark Dippold, Candace Patricelli</p>	<p>-Additional hallway monitors and staff to assure traffic flow is appropriate and spaced well</p>	<p>No</p>
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> -Survey emailed to parents/guardians before the start of the school year to plan for the number of students requiring busing -Communicate with bus contractors regarding spacing during bus rides, <i>limit 1-2 students per seat when feasible</i>, siblings sitting together -Stagger student drop-off times and arrival times -Parents will be encouraged to voluntarily self-transport their child(ren) -Recommend educating bus students the importance of facing forward. (no sideways or backwards seating) -Require seating charts for all buses and traveling runs. -Provide bus drivers with surgical masks, shields, or gloves. -Provide signage for buses 	<ul style="list-style-type: none"> -Survey emailed to parents before the start of the school year to plan for the number of students requiring busing -Communicate with bus contractors regarding spacing students, <i>two students per seat when feasible</i>, siblings sitting together -Parents will be encouraged to voluntarily self-transport their child(ren) -Recommend educating bus students the importance of facing forward. (no sideways or backwards seating) -Require seating charts for all buses and traveling runs. -Provide signage for buses 	<p>Jeff Vizza, Superintendent Candace Patricelli, Elementary Principal Brian Mulhollan, Mark Dippold- Jr./Sr. High School Principals, Peter Grecco - Transportation Director</p>	<p>-Surveys</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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> -Desks and learning spaces will be positioned within a safe distance of each other in classrooms, computer labs, libraries, gymnasiums, cafeterias, and art rooms -If not feasible, staggered or diagonal seating at shared tables will be recommended to avoid “across the table” seating. - Require assigned seating charts for all classes. 	<i>Same as yellow</i>	Candace Patricelli, Elementary Principal Brian Mulhollan, Mark Dippold Jr./Sr. High School Principals	N/A	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	N/A

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)
Other social distancing and safety practices	<ul style="list-style-type: none"> - Provide regular update information on school website and weekly/bi-weekly emails to parents and guardians. -Provide educational pamphlets -Encourage families and caregivers to practice and reinforce good prevention habits -Prepare parents and families for remote learning if school is temporarily dismissed -Discourage students and families from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community -Post Health and Safety Plan on the school district's website upon school board approval -Encourage families to notify the school immediately if their child is traveling out of Pennsylvania or to highly affected areas where COVID-19 is more prevalent 	<i>Same as yellow</i>	Lesley Martini, School Nurse Leah Donahue, Health Aide; Kristen Sholes, Heather Anderson, and Jessi Donlin, School Counselors: Lauren Judge, School Psychologist	<ul style="list-style-type: none"> -Website updates -Pamphlets and handouts -Emails from nurses 	No

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: Conduct daily *visitor* health screenings (temperature and symptom screenings) that include history of exposure and temperature checks upon entrance into school buildings. Encourage staff to stay at home if they are ill and encourage parents to keep ill children at home, educate parents about the time period a student must be “fever-free” before returning to school, without the use of fever reducing medication aides, educate staff and families about home/self-screening and reporting, establish a process for confidentiality concerns and the possible stigma with monitoring and confirmed exposure or positive cases. Close off areas used by an ill staff member or student and clean and disinfect before reuse, safely transport ill students or staff members home per established procedures that are also relayed to parents/guardians, notify local health department, families, and staff of exposure or confirmed case while maintaining confidentiality. Maintain open communication while the isolated person is at home, refer to CDC guidelines for returning a person to school whether exposed, confirmed positive, or unknown, require written permission from a health care provider for ill person to return to school. Establish a swift and simple way to notify about changes and closures, educate families, staff, and the community on ways to keep up to date on school communication procedures. The school nurse and health aide will ensure protocols are established to monitor student and staff health. Training will occur prior to reopening and on an ongoing basis.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> -Encourage home/self-screening for students and staff. Staff and students will be screened daily with temperature checks. -Encourage staff to stay at home if they are ill and encourage parents to keep ill children at home as well. -Educate parents about the time period a student must be “fever-free” before returning to school, without the use of fever reducing medication aides (this will be determined by a case by case basis) -Educate staff about home/self-screening and reporting -Establish a process for confidentiality concerns and the possible stigma with monitoring and confirmed exposure or positive cases 	<ul style="list-style-type: none"> -Encourage home/self-screening for students and staff. -Encourage staff to stay at home if they are ill and encourage parents to keep ill children at home as well. -Educate parents about the time period a student must be “fever-free” before returning to school, without the use of fever reducing medication aides -Educate staff about home/self-screening and reporting -Establish a process for confidentiality concerns and the possible stigma with monitoring and confirmed exposure or positive cases 	<p>Lesley Martini, School Nurse; Leah Donahue, Health Aide</p>	<ul style="list-style-type: none"> -Non-contact Thermometers -PPE (gloves, face shields) -Extra staff in the mornings 	<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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> -Close off areas used by an ill staff member or student and clean and disinfect before reuse -Assist in the process of safely transport ill students or staff members home per established procedures that are also relayed to parents/guardians -Require individuals who become sick in school to wear a mask until picked up by a parent/guardian if feasible. -Notify local health department, families, and staff of exposure or confirmed case while maintaining confidentiality -Require any individual who is sent home with multiple symptoms to secure a negative COVID19 test and/or written medical clearance prior to returning. 	<p><i>Same as yellow</i></p>	<p>Lesley Martini, School Nurse; Leah Donahue, Health Aide</p>	<ul style="list-style-type: none"> -Establishing an "isolation room or area" in each building, with proper ventilation -Maintaining a clear hallway and route to the main door from the isolation room, for any isolated student or staff member who is going home 	<p>No</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> -Maintain open communication while the isolated person is at home -Refer to CDC guidelines for returning a person to school whether exposed, confirmed positive, or unknown -Require written permission from a health care provider for ill person to return to school and/or a negative COVID19 test. 	<p><i>Same as yellow</i></p>	<p>Lesley Martini, School Nurse; Leah Donahue, Health Aide</p>	<p>N/A</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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	-Establish a swift and simple way to notify about changes and closures -Educate families, staff, and the community on ways to keep up-to-date on school communication procedures	<i>Same as yellow</i>	Jeff Vizza, Superintendent; Lesley Martini, School Nurse Candace Patricelli &, Brian Mulhollan Elementary Principal and Jessie Zamoski, Director of Special Education	-Ensure working communication (email, telephone, automated call system)	No
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

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: Determine supplementary considerations and support needed for students with disabilities with complex medical needs to ensure their safety, communicate with local and state authorities to determine mitigation levels in our community, reinforce and promote the use of face shields among all staff, provide a face shield to visiting adults, teach the use of face coverings (masks or face shields) for older students, recommend all students to wear a face mask or face shield during the school day unless contraindicated by their physician, close communication with parents and families of students regarding outbreaks of illness, accommodate alternative learning, Health aide and school nurse will complete temperature checks as needed, staff will ensure social distancing guidelines are adhered to within the classroom setting. Will oversee the proper disinfection of classroom materials 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>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> -Implement flexible attendance policies for students -Offer different duties to higher risk individuals who may come in contact with others -Address truancy risks involving vulnerable students (homeless and at-risk groups) -Determine supplementary considerations and support needed for students with disabilities with complex medical needs to ensure their safety -Communicate with local and state authorities to determine mitigation levels in our community 	<p><i>Same as yellow</i></p>	<p>Lesley Martini, School Nurse Leah Donahue, Health Aide; Jessie Zamoski, Director of Special Education; Kristen Sholes, Heather Anderson, Jessi Donlin, School Counselors; Lauren Judge, School Psychologist</p>	<ul style="list-style-type: none"> -Surveys -Online meetings with appropriate school staff and families 	<p>No</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> -Staff will wear protective face gear when in close proximity with their students, other staff or visitors. Staff will wear protective face protection during parent conferences and when leaving their classroom. - Require and provide face shield or mask to visiting adults. 	<ul style="list-style-type: none"> -Staff will wear face shields when in close proximity with students, other staff or visitors. Staff will wear protective face protection during parent conferences. -Staff will also wear face protection when leaving their classroom. - Require and provide face shield or mask to visiting adults. 	<p>Lesley Martini, School Nurse Leah Donahue, Health Aide; Candace Petricelli, Brian Mulhollan, Mark Dippold; Principals</p>	<ul style="list-style-type: none"> -Purchase adequate supplies to provide for school year 	<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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> -Teach the use of face coverings (masks or face shields) for older students. -Require all students to wear a face mask or face shield during transitioning times unless contraindicated by their physician -Where social distancing is not feasible (specials, labs, shops, etc.), students will be required to wear a face covering. 	<ul style="list-style-type: none"> -It will be <i>recommended</i> and encouraged that all students will wear face masks or face shields during the school day especially during transition times. -Where social distancing is not feasible (specials, labs, shops, etc.), students will be required to wear a face covering. 	Lesley Martini, School Nurse; Leah Donahue, Health Aide	-Purchase adequate supplies for students who do not have a personal face covering	No
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> -Keep close communication with parents and families of students regarding outbreaks of illness -Accommodate alternative learning options or develop a student specific plan that facilitates his/her safe return to school using increased social distancing strategies, when and where feasible. 	<i>Same as Yellow</i>	Lesley Martini, School Nurse Leah Donahue, Health Aide, Jessie Zamoski, Director of Special Education; Lauren Judge, School Psychologist	N/A	N/A
Strategic deployment of staff	<ul style="list-style-type: none"> -Staff will be used for temperature checks of students. -Staff will monitor traffic flow between classes. -Staff will ensure social distancing guidelines are adhered to within the classroom setting to the best of their ability. -Staff will oversee the proper disinfection of classroom materials as needed. 	<i>Same as Yellow</i>	Lesley Martini, School Nurse Leah Donahue, Health Aide, Candace Patricelli, Brian Mulhollan, Mark Dippold, Principals	N/A	N/A

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
Health and safety survey	All parents and/or guardians in the Brockway Area School District	Jeff Vizza, Superintendent	Email or by mail if email is not available for some families	N/A	June 15 th , 2020	N/A
Staff Education on health and safety measures for school reopening	All Staff	Jeff Vizza, Superintendent; Jessie Zamoski, Director of Special Education Lesley Martini, School Nurse Leah Donahue, Health Aide; Candace Petricelli, Brian Mulhollan, Mark Dippold; Principals	Verbally discussed with paper handouts on first two days of In-Service and in first faculty meeting	N/A	August 24, 2020	August 25, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Parent and/or guardian education on health and safety measures for school reopening	All parents and/or guardians in the Brockway Area School District	Jeff Vizza, Superintendent; Jessie Zamoski, Director of Special Education Lesley Martini, School Nurse Leah Donahue, Health Aide; Candace Petricelli, Brian Mulhollan, Mark Dippold; Principals	Email or by mail if email is not available for some families; Open House; Kindergarten “meet the teacher day”	N/A	Starting July 1, 2020 and continuing throughout the first semester with weekly updates	Last day of 2020-2021 school year
Student education on health and safety measures for school reopening	All students K-12	Lesley Martini, School Nurse Leah Donahue, Health Aide, Kristen Sholes, Heather Anderson, Jessi Donlin, School Counselors	In- person instruction	N/A	Starting August 26, 2020 and continuing throughout the school year, daily	Last day of 2020-2021 school year

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Facilitate education on health and safety measures to any high risk or immunocompromised students and their families	All high risk or immunocompromised students and parents and/or guardian	Jessie Zamoski, Director of Special Education; Lesley Martini, School Nurse; Leah Donahue, Health Aide	By phone, e-mail, in-person meetings	N/A	Starting August 26, 2020 and continuing throughout the school year and on an as-needed basis for some students and families	Last day of the 2020-2021 school year

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
Health and safety survey	All parents and/or guardians in the Brockway Area School District	Jeff Vizza, Superintendent	Email or by mail if email is not available for some families	June 15 th , 2020	N/A
Staff Education on health and safety measures for school reopening	The entire district staff	Lesley Martini, School Nurse Leah Donahue, Health Aide	Verbally discussed updated information in regards to COVID 19. Videos for staff to view	August 24,2020	Ongoing
Parent and/or guardian education on health and safety measures for school reopening	All parents and/or guardians of the district	Jeff Vizza, Superintendent; Jessie Zamoski, Director of Special Education Lesley Martini, School Nurse Leah Donahue, Health Aide	By phone, mailing or weekly emails	Starting July 1 st	Ongoing
Student education on health and safety measures for school reopening	All students	Jeff Vizza, Superintendent; Jessie Zamoski, Director of Special Education Lesley Martini, School Nurse Leah Donahue, Health Aide	In- person instruction	Starting August 26,2020	Ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Facilitate education on health and safety measures to any high risk or immunocompromised students and their families	All high risk or immunocompromised students and parents and/or guardian	Jessie Zamoski, Director of Special Education; Lesley Martini, School Nurse; Leah Donahue, Health Aide	By phone, e-mail, in-person meetings	Starting August 1,2020	Ongoing
Health and safety survey	All parents and/or guardians in the Brockway Area School District	Jeff Vizza, Superintendent	Email or by mail if email is not available for some families	June 15 th , 2020	Ongoing
Staff Education on health and safety measures for school reopening	All staff members	Jeff Vizza, Superintendent; Jessie Zamoski, Director of Special Education Lesley Martini, School Nurse Leah Donahue, Health Aide	Verbally discussed prior to the school year	August 24,2020	Ongoing

Health and Safety Plan Summary: (BROCKWAY AREA SCHOOL DISTRICT)

Anticipated Launch Date: (August 26, 2020)

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
<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>The district will clean and disinfect frequently touched surfaces and objects routinely throughout the school day at both school buildings. Custodians will be supplied walkie talkies to ensure immediate response to any urgent need for rapid cleaning and disinfecting. Currently the district is working on installing 145 new PH balanced antimicrobial foam soap stations. The district is also trying to purchase electrostatic sprayers to assist with the disinfecting process. This includes sink handles, door handles, and desks and tables. Drinking fountains will not be used but individual water bottles will be encouraged. Clean and disinfect touch surfaces on buses daily. Appropriate PPE will be worn while cleaning school buildings (face shields, gloves, gowns) by custodial staff. Open windows and doors as much as possible to increase air circulation. Ventilation systems will be routinely checked. Dehumidification of classrooms using individual units. The custodial staff will be trained on proper cleaning techniques by the Custodial Supervisor prior to the start of ESY.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Maintain social distancing to the maximum extent feasible. Restrict interactions and visitation between groups of students. Stagger schedules if possible, to limit students in classrooms. Turn desks to face the same direction and only sit on one side of tables to limit face to face contact. This includes band and chorus practices. Where this isn't feasible, sectioning dividers will be used. Assemblies will not exceed a capacity of 250 people. Serve meals in classrooms or other</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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>Other social distancing and safety practices</p>	<p>large spaces as a substitute to the cafeteria. Individually pack meals and boxed lunches (avoid buffet style). Avoid sharing of food and utensils. Individually packed snacks will be provided. Teach and reinforce with students and staff hand washing and covering coughs and sneezes. Drinking fountains are prohibited and provide water when possible. Handwashing prior to and after recess times. Post signs where possible to educate staff and students and as reminders. Limit visitors to essential only and screen them for COVID-19 symptoms/exposure prior to coming into the building. Communicate with community and students' families regarding necessary reasons to enter the buildings. Limit scheduling group activities such as field trips. Restrict nonessential volunteers. In physical education classes and sports consider: The physical proximity of players and students. Avoid the amount of unnecessary touching of shared equipment. Consider length of time that players are close to each other or to staff/coaches. Cleaning and sanitizing of equipment after <u>every</u> physical education class. Locker rooms will be CLOSED, students will wear appropriate footwear (sneakers, shoes with tied laces). Students using the playground will wash hands before exiting the building and after re-entering the building. The training will occur prior to ESY beginning via in-person and/or phone calls.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Conduct daily <i>visitor</i> health screenings (temperature and symptom screenings) upon entrance into school buildings, encourage staff to stay at home if they are ill and encourage parents to keep ill children at home, educate parents about the time period a student must be “fever-free” before returning to school, without the use of fever reducing medication aides, educate staff and families about home/self-screening and reporting, establish a process for confidentiality concerns and the possible stigma with monitoring and confirmed exposure or positive cases. Close off areas used by an ill staff member or student and clean and disinfect before reuse, safely transport ill students or staff members home per established procedures that are also relayed to parents/guardians, notify local health department, families, and staff of exposure or confirmed case while maintaining confidentiality. Maintain open communication while the isolated person is at home, refer to CDC guidelines for returning a person to school whether exposed, confirmed positive, or unknown, require written permission from a health care provider for ill person to return to school. Establish a swift and simple way to notify about changes and closures, educate families, staff, and the community on ways to keep up to date on school communication procedures. The school nurse and health aide will ensure protocols are established to monitor student and staff health. Training will occur prior to reopening and on an ongoing basis.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Determine supplementary considerations and support needed for students with disabilities with complex medical needs to ensure their safety, communicate with local and state authorities to determine mitigation levels in our community, reinforce and promote the use of face shields among all staff, provide a face shield to visiting adults, teach the use of face coverings (masks or face shields) for older students, recommend all students to wear a face mask or face shield during the school day unless contraindicated by their physician, close communication with parents and families of students regarding outbreaks of illness, accommodate alternative learning, Health aide will complete temperature checks of students, staff will ensure social</p>

Requirement(s)	Strategies, Policies and Procedures
Strategic deployment of staff	distancing guidelines are adhered to within the classroom setting. Will oversee the proper disinfection of classroom materials as needed.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(BROCKWAY AREA SCHOOL DISTRICT)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(July 14, 2020)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(July 14, 2020)**

By:

(Signature of Board President)*

(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.