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### 2020-2021 Health and Safety Plan

The Methacton School District's Reopening Plan is being developed by district administration and members of the [pandemic team](#). The plan embodies the latest guidance and recommendations and outlines our intended actions to reopen our schools on August 31, 2020.

While the district plans for school to resume as close to normal as possible when it starts in August, we recognize that remaining in an On Premises school program will be challenging given the uncertainty around COVID-19 and the coming flu season. The overall plan addresses these concerns by providing initial options for students/families to start the school year On Premises or to start the school year in Methacton Online. If we are forced at some point in the school year to close On Premises, all students will move to Methacton Online.

**The rest of this message is specific to the On Premises plan**, taking the health and safety of our students and staff as top priority while addressing these 5 core matters:

- **Symptom screening** health checklist will be provided and communicated regularly requiring students/parents/visitors and staff to confirm daily before boarding a school bus or entering a school building. Our message is -> **if ill, stay home**.
- **Social distancing** is required for health and safety of all students and staff. Notice: while some health organizations recommend 6' distance for grades K -12, it may not be practical for students 100% of the school day.
- **Face coverings** are required (masks) when indoors and unable to maintain social distancing standards outlined within this plan.
- **Cleaning/sanitation/disinfection** are all part of enhanced personal and building routines.
- **Communications** to students, parents/guardians and staff on frequent basis is critical to the long term compliance with plan and the health and safety of our community.

Everyone should remain 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 and to safely continue school activities.

Based on available guidance and the Governor's order, it is clear that the two of the most important actions in reducing virus spread is to leverage a combination of face mask and social distancing. Please find the proposed plan on these two areas -> Face Coverings and Distancing. The other three areas will come in a subsequent communication.

## FACE COVERINGS

ALL STUDENTS AND STAFF ARE REQUIRED TO WEAR A FACE MASK

### Students and staff are required to wear a face mask when:

- Boarding a school bus and riding the school bus
- Entering a school building
- When entering and traveling in the hallways within a school building
- When entering and leaving a room
- When instructed by a teacher to perform an educational activity
- When traveling to and from and while in restrooms when possible
- When in the cafeteria other than eating or drinking

**Students and staff are REQUIRED to wear a face mask at all times.**

### Students and staff are permitted to remove their face mask:

- If they are outdoors and able to maintain a distant of 6 feet from individuals
- Eating and drinking when spaced 6 feet apart
- When in a classroom/space/office where it is singularly occupied

Please recognize that there may be students in a school building who may have a lawful reason to not be required to wear a face mask or face covering. The district will work with these students and families by offering face shields or other alternative options where appropriate. However, it is important that all parents recognize that while we have a face mask requirement, there may be exemptions to this requirement on a limited case by case basis. All exemptions will be documented in the building main office. Where appropriate, we will make arrangements with face mask/covering exemptions to limit their interaction with others where face masks are required where and when feasible.

Each student and staff member is required to supply their own face mask.

The district will make available to students and staff disposable face masks on buses, when entering the school buildings (car line) and other locations designated throughout each building in the instance that the student or staff member forgets/damages their own face covering.

The district will provide to staff face masks that provide a clear protective vision to the mouth area and shields for student/staff use to be worn in combination with a mask in designated educational spaces where developmentally and educationally appropriate.

Disposable face masks will be made available for student and staff as needed.

It is critical that all students and staff have on their person at least 1 disposable or reusable face mask in the instance that their primary face mask is compromised, becomes unusable, or is required at the direction of the school nurse.

The district highly encourages students and staff to choose a mask for themselves (or by the parent/guardian of a student). It is however extremely important that all face masks, must be properly worn. Methacton

students and staff will be trained in the proper use and application of masks. Teachers are given the authority to instruct and direct students in the proper wearing of masks. Students will be encouraged the use the face mask as developmentally appropriate. Disposable and reusable masks that cover the nose and mouth that are secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face are acceptable. The district recommends that any face mask conforms to standards established by the [CDC](#) and that they conform to [district policy for grooming and dress standards](#).

#### Guidance from Montgomery County Department of Health on Face Coverings:

- *Face Mask plus Face Shield:* Provides the ultimate protection is primarily recommended for health care works who have direct exposure to individuals with COVID-19.
- *Face Mask Only:* Strongly encouraged by CDC. Face masks protect the nose and mouth, and is near-complete barrier on the sides of the wearer’s face
- *Face Shields Only:* May be the most well-suited facial protection option for certain school situations, as these devices do not obstruct the mouth.
- Face shields are easier to disinfect than cloth masks
- It is easier to breathe then wearing a mask
- Prevent the wearer from touching much if not all of their face, while a cloth mask only covers the nose, cheeks, and mouth.



The district will provide training to staff, students and a communication to parents on the expectations of proper fit of face masks. The district will use the [CDC recommendations](#) to as the basis for this training and formal adherence to proper fit and protection.



Parents should begin seeking out face mask that will fit and are comfortable for their child(ren). *If determining the use of a reusable mask, parents should consider the proper care and quantity needed to ensure compliance with CDC recommendations.* There are a number of resources on the Internet from which to

base your determination on. We suggest you do this as soon as possible so that you can have your child practice wearing the face mask prior to the first day of school.

**All students in grades 5 through 12 will be REQUIRED to wear a district-issued lanyard with district identification** attached. The lanyard is required to be visible and can be worn around the neck or be affixed to a backpack, but must be in plain sight when boarding the bus and while in school at all times. Lanyards can be removed and stored on person as directed by a teacher in the event that the class/activity and wearing of lanyard presents a safety issue.

Teachers will reinforce good hygiene measures, such as handwashing, covering coughs, and using face masks. Information on the proper use, removal and cleaning of face masks will be provided to all staff, students, and families. District will supply systems, materials, and supplies to address face masks that are supplied by the district.

The significance of face covering use is paramount to the health and safety of all students and staff. Our building Principals will be consistent in the enforcement of these requirements with the failure to comply with face covering requirements, as outlined within, will result in disciplinary action.

#### **DISTANCING**

Our schools will follow guidance from the national health organizations and the County Department of Health regarding distancing within our environment whenever reasonably possible. Please know that the district will be providing a building by building specific opening document inclusive of classroom pictures and renderings to illustrate how classrooms will be organized.

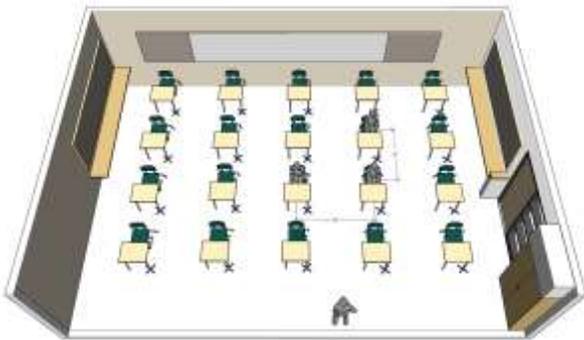
#### Classrooms/Learning Space Related Matters

- At all levels, outdoor spaces such as playgrounds and fields will be utilized for instruction, recess and physical education when practicable.
- The district is finalizing the maximum number of seats for each educational space based on current distancing guidelines with the removal of non-essential furniture, carpets, and supplies being removed to maximize physical space. Student spacing reduces the maximum number of students per section/class in many spaces. Therefore, class size limits have been adjusted and are less than district Board policy. The district has determined the ventilation needs of educational spaces and will be providing specific instruction to teachers by building.
- Every attempt will be made to provide a teacher's desk and student desks that are spaced at 6' X 5' foot distancing - placed 6' apart from center (Left to Right) and 5' apart from center (Front to Back). A designated area for the teacher to deliver instruction will be targeted at 6' on center apart from the first row of student desks whenever feasible. It is important to note that our classroom designs will be traditional in nature (rows/columns of desks and chairs) and facing the same direction and will use staggered or diagonal seating at shared tables to limit face-to-face seating in order to accommodate current social distancing guidelines. We anticipate having all class sizes and configurations concluded by July 23, 2020.
- Elementary students (grades K-6) will remain in their homeroom for the majority of the school day with limited interactions with other classrooms of students. Our professional teaching staff will transition between classrooms as needed. Special area teachers, where practicable, will provide instruction in the homeroom environment rather than using their designated area based on the space available in a particular school, scheduling, and disinfection protocols.
- Based on the schedule and program offerings at the secondary level (grades 7-12), students will travel from class-to-class; however, a staggered transition and additional time will be allotted to allow for reduced volume of students to pass between classes in the hallway.
- At the secondary level, fields will be used for physical education classes whenever possible. Modifications to Physical Education classes and spaces will allow for safe operation of the Physical Education program. Students will not change for Physical Education class and locker rooms will not be utilized for changing in grades 7-12.
- The final plan will include visuals, dimensions, and counts for each building room in order to help parents best understand what the changes in the environment will look like.
- Music instruction in K-6 occurs in homerooms and in 7-12 students will transition to classes as per schedule with shared materials being cleaned according best practices.
- Music lessons in K-6 will be grouped by homeroom (so no "cross-over" by students in classes) with focus on content/musical theory/explanation on site with students play, record and submit to teacher from home. Teachers will build time into schedule to review and comment on playing submissions

along with use of other support areas. In the 7-12 grades, lesson groups continue to pull-out to designated classrooms and will account for social distancing and disinfection protocols.

- Based on the need to limit large gatherings and restrict public or visitor access, the district will organize musical and vocal performances in ensemble formats which in turn allows for the department to focus instruction towards individual and small group performances. In K-4, smaller groupings and any in-person rehearsals follow health/safety plan during before school rehearsals with grades 5-6 leveraging rehearsal time before, during and after school.
- Ensembles in Grades 7-8 will assemble in smaller groupings for rehearsals limited to the established social distancing capacity of the teacher's classroom both during and after the school day and in addition to rehearsals before school in addition to time allotted in 8th period.

### **SAMPLE CLASSROOM**



[Methacton High School](#)

[Arcola Intermediate School](#)

[Skyview Upper Elementary School](#)

[Arrowhead](#)

[Eagleville](#)

[Woodland](#)

[Worcester](#)

### Food Services Related Matters

- Buildings will use outdoor areas for additional seating during designated lunch periods and other internal spaces will be converted into additional student eating areas to accommodate social distancing guidelines when needed.
- All students will eat breakfast (when applicable) in their home room/first period. Students in grades 1-4 will eat lunch in their homeroom. Specific procedures for food ordering, distribution, cleaning and disinfection will be communicated in advance of the start of school.
- Cafeterias will be used for lunches in buildings housing grades 5 through 12. Large school spaces will be converted to eating areas in order to accommodate the number of students per lunch period and provide for social distancing. All spaces will be supervised and require students and staff to adhere to the face mask requirements. Students will be placed at a single desk/table or staggered in group tables so as to meet the distancing guides during lunch.
- Aramark has developed procedures for distribution of breakfast and lunch foods to allow for the distancing requirements. Those specifics will be included in the overall plan and be shared with students/families in advance of school start in a separate communication.
- There will be modifications to the breakfast and lunch service where building applicable (mostly Arcola and HS):
  - No more condiment pumps/stations – individual packet portions
  - Eliminating of any menu offerings to “build” their own meal (nachos, hamburger bar)

- Cutlery will be individually wrapped, available for students to take on their own
- Menu options taken by the student - not served will be pre packaged
- Pre-order forms to be expanded
- Deli will remain as a take n' go station
- Hot items where applicable will be pre-packaged or will be served in modified packaging (heat-safe bags, clamshells)
- All whole fruit with the exception of oranges & bananas will be wrapped or in a pre-packaged container
- Arcola & Skyview will utilize breakfast carts with the same social distancing guidelines
- Elementary will have no hot meals, food will be preordered and delivered to the rooms
- Students will take trays to the drop-off location upon dismissal following all guidance including social distancing and face masks
- Serving line capacity and line up procedures per school have been determined and students will be instructed by staff of these procedures.

**Building Cafeteria Diagrams can be found below:**

[Methacton High School](#)

[Arcola Intermediate School](#)

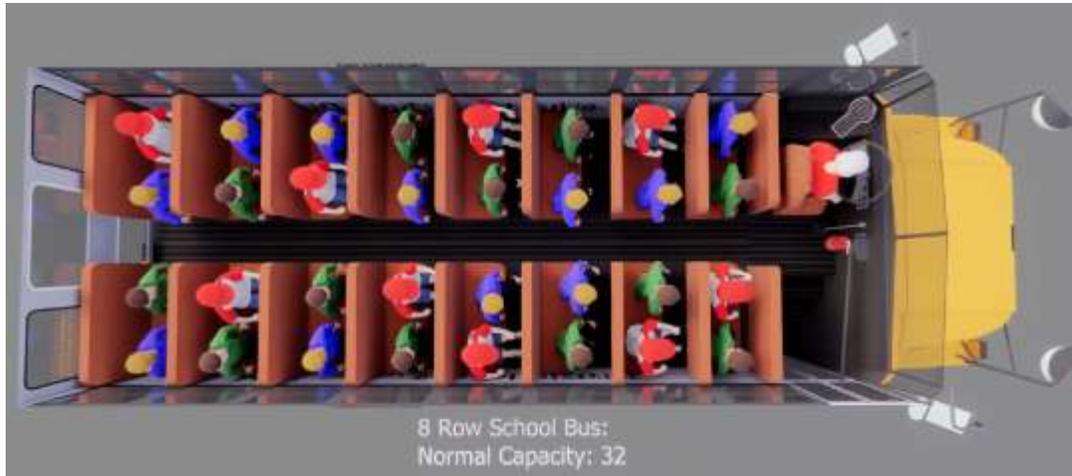
[Skyview Upper Elementary School](#)

Arrowhead, Eagleville, Woodland, Worcester (students will eat breakfast and lunch in classroom)

Transportation Related Matters

- Drivers are required to wear a face covering at all times when students are boarding and on board a bus, van or other vehicle that serves the purpose of transporting students.
- Students are required to wear a face covering in order to board and ride the bus. Bus drivers will issue disposable masks in the instance students forget their mask. Hand sanitizer will be made available as students enter the bus.
- It is highly recommended that students and parents/guardians wear a face covering at bus stops and that all individuals cooperate with social distancing.
- Methacton School buses are generally 72 passenger and 48 passenger rated buses. Based on CDC and county department of health guidelines, Methacton will transport students based on 2 students per seat with some households potentially sitting 3 per seat where level/size appropriate. We do not anticipate needing additional drivers or buses since our normal average ridership falls well within the new allowable limit and where we are likely to see an increase in parental transport (car line) on each campus.
- School buses and vans will be limited to two (2) students to a seat. Students in same household are encouraged to sit together. Students will board bus back to front reducing the crossing of paths on the bus and exit from front to back.
- Students will be required to have on their person in plain sight a district issued lanyard and student ID prior to boarding the bus (around neck or affixed to backpack).
- Students and drivers will be educated on the importance of passengers facing forward (not sideways or backwards).

- Students and parents/guardians are encouraged to wear a face mask at bus stops and to maintain distance of 6 feet whenever possible.
- Bus windows will be lowered by drivers each day when reasonable and cabin fans will run at all times to increase ventilation.
- Students in K-4 will have assigned seats on bus.
- School buses will be disinfected following the AM pick up and following the PM drop off using CDC approved disinfecting spray.
- Pictured below is a general reference as to seating on a standard 48 passenger bus (3 per seat for total of 48) COVID-19 capacity will be 32 students with 2 per seat.



### Arrival/Dismissal Related Matters

- Each school building will deploy staggered arrival and departure procedures in order to reduce the number of students in hallways and corralling through doorways. Specific plans for the arrival will be communicated to families in advance of the school start.
- Modifications to procedures at entrances and exits for parent pick-up/drop-off, bus pick up and drop off, and student drivers may occur as part of arrival and dismissal plans.
- Each school building will provide supervised early car rider drop off services in the AM. This new service will allow students to be dropped off as early as 30 minutes prior to the normal car line/bus drop off time frame for each campus/school. This is being provided as a means to encourage parents to commit to driving their child to school while providing a large enough time gap to limit to a degree, the traffic congestion on campuses. In summary, each school will have early car rider drop off, regular car rider drop off, bus drop off and student driving at the HS. Parents will need to register weekly for the limited availability at each school site. Students will be supervised by support and or professional staff.

### Scheduling Related Matters

- Each principal will review the bell and master schedule to determine the best means to limit students and staff transition, interaction among classrooms etc. In the event that students do travel, PPE supplies and procedures will be in place to support these measures. Principals will limit the number of transitions throughout the school day where feasible in relationship to schedule.
- Additional time will be provided to students for staggered transitions from class-to-class in grades 7-12.

- Principals will limit unnecessary congregations of students and staff including assemblies, large group and study halls.
- Exceptions to distancing may be required to support students with special circumstances and special needs. These matters will be addressed with students and families on a case-by-case basis with considerations for the health and safety of all.
- In order to continue to provide related and support services while On Premises, some services will be provided in a shared online learning environment during the school day.

#### Athletic and Activity Related Matters

- The district is addressing athletic and activity matters in a separate plan. However, the following items are added here as per our PDE requirements.
- Everyone must wear a face mask. Coaches, athletes and spectators must wear face masks unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face masks while actively engaged in workouts and competition that prevent the wearing of face masks, but must wear a face mask when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible.
- The district will be considering on an event by event basis the postponement non-critical gatherings and events. We will ensure students and parents have a clear understanding of all upcoming gatherings and large events for our school community (e.g., assemblies, field days, spirit nights, athletic events).
- The district will consider all non-essential travel and limit the scheduling large group activities such as field trips, inter-group events, and extracurricular activities.
- Outdoor events over 250 people are prohibited.

#### Other Areas/Matters

- Where practicable and based on school configuration, hallways and stairwells will have directional or traffic lanes marked.
- Playground equipment use will be available, but modifications may occur to maintain consistency with the expert guidance and County Department of Health.
- We will cohort students and limit the size of groups using the playground at any one time.
- We will encourage activities that reinforce physical distancing during playground play.
- Students and staff will wash their hands or use hand-sanitizer before and after being on the playground.
- There will be no use of student lockers.
- Each elementary homeroom will be assigned a designated area outside so students can engage in physical fitness activities with their teacher and/or a recess aide.
- The district will limit student field trips, and in person group activities, extracurricular activities.
- Community Education activities will move to on-line only.
- The district will temporarily postpone in building volunteers at the beginning of the school term (September) in order to evaluate the best and safest opportunities for students, staff and volunteers to make contributions to students and programs.
- Staff and students will be made aware during the first day of school how to address emergencies and associated drills in tandem with social distancing policy/procedure.

- The district will provide listing of resources that will be recommended to parents/guardians to assist with the crucial conversations on the return to school.

**SYMPTOM SCREENING**

**DAILY SYMPTOM SCREENING IS REQUIRED FOR ALL STUDENTS AND STAFF**

The Methacton School District will issue a Symptoms Check List to each family prior to the start of the school year. The symptom check list is recommended to be placed on the refrigerator or easily observable location within the household so that parents/guardians, student and staff alike can be reminded and be mindful to check themselves daily before leaving their home in the AM against the below list:

<ul style="list-style-type: none"> <li>• Headache</li> <li>• Fatigue</li> <li>• New loss of taste or smell</li> <li>• Fever (100.4) or chills</li> </ul>	<ul style="list-style-type: none"> <li>• Congestion or runny nose</li> <li>• Muscle or body aches</li> <li>• Cough</li> <li>• Nausea or vomiting</li> </ul>	<ul style="list-style-type: none"> <li>• Shortness of breath or difficulty breathing</li> <li>• Diarrhea</li> <li>• Sore throat</li> </ul>
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Everyone should recognize that the symptoms listed above can be a result of a number of medical or other matters that are in no way related to COVID-19. Considering that a test administered by a medical professional is generally the only means to confirm that the symptoms are a result of COVID-19 and that these symptoms may appear between 2-14 days after exposure to the virus.

**We ask that parents, students, and staff contribute to the health and safety of everyone by remembering this phrase – “if I feel ill- STAY HOME”.**

If a student, staff member or essential visitor **tests positive for COVID-19** after being on campus, they should advise the school nurse immediately. That individual will be sent home and be required to secure a COVID 19 test or medical clearance prior to returning to school/work.

If a student, staff member or essential visitor **presents at school with flu-like or COVID-19 like symptoms**, he/she will be sent home and be required to secure a COVID 19 test or medical clearance prior to returning to school/work.

**ACTIONS REQUIRED:** When anyone who becomes sick in school:

- 1) Symptomatic student **MUST** place on self, a **FACE MASK** immediately.
- 2) Symptomatic student **MUST** report immediately to the School Nurse for assessment.
- 3) Based on School Nurses’ assessment, the School Nurse will coordinate with building administration to place symptomatic student into school building isolation area.
- 4) Any student placed in school isolation area will be monitored.
- 5) School will notify the parent/guardian and require Symptomatic student to be picked up within one hour.
- 6) Symptomatic staff members should contact their supervisor and report to the School Nurse for an assessment.
- 7) School Nurse will contact staff supervisor in the event the assessment requires staff member to be sent home.
- 8) School nurse will notify District Nursing Department Coordinator daily of COVID-19 student and staff assessments.

- 9) District Nursing Department Coordinator will notify Pandemic Response Team Coordinator (Superintendent) of assessments on a weekly basis and immediately of confirmed cases.
- 10) All Confirmed cases will be reported to the County Department of Health
- 11) District will cooperate with County Department of Health and communicate where and when appropriate.

**District will follow the [Montgomery County Department of Health Exclusion Guide](#)**

Each school building has designated an isolation space for the purpose of isolating persons who become sick in school to await parent/guardian for pick up. This space is NOT in the School Nurses Office, but is located close by the school nurses office in an adjacent room. The school nurse will monitor this space and not allow more students in the space than acceptable by distancing standards. The building isolation space will be separated from the nurse's office and will be well-ventilated and easy to disinfect.

The school nurse may evaluate any individual who presents with symptoms, but it is the recommendation of the district for the parent/guardian of child or employee to contact their primary physician for appropriate measures immediately. The school nurse will take the temperatures for only those individuals who present with symptoms.

The district will provide appropriate PPE to staff and students in the nurse's suite and isolation space and to those interacting directly with a symptomatic individual.

Custodial staff will be directed to disinfect classrooms or spaces occupied by symptomatic individuals prior to reentry by students and staff. This may displace students and staff temporarily during the school day.

Students impacted by isolation/quarantine will be provided a continuity of education plan coordinated between the school counselor and the family with services being provided through the Methacton Online program or other appropriate arrangements.

Students and staff who are high risk and most vulnerable to SARS-CoV-2 morbidity, are encouraged to wear face mask, while on school property and engaging in school related activities at all times.

Each building will monitor absenteeism to identify any trends in student and staff absences due to illness.

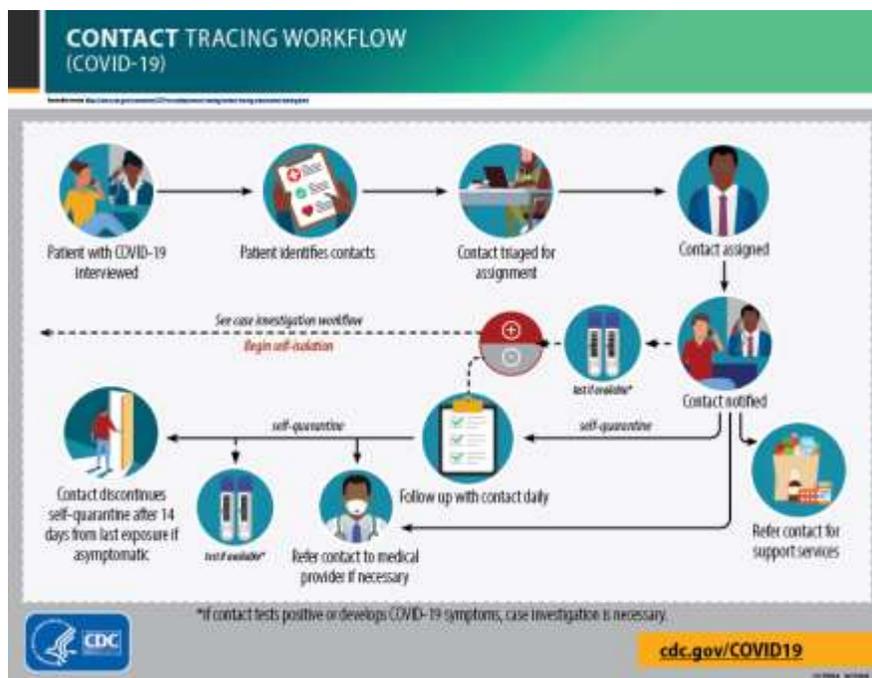
The district will issue guidelines for staff to follow with respect to the importance of staying home if symptomatic.

The district will adopt flexible attendance policies for students and staff that that are applicable to this plan.

**Contact Tracing Action Steps**

1. The district will conduct all contract tracing procedures and actions as directed by the Montgomery County Department of Health and in accordance with the then current time [CDC guidance](#).
2. Once notified, the district will immediately contact and provide relevant information to the Montgomery County Department of Health based on all close contact persons within 6 feet of the infected person for at least 15 minutes from the date determine by the interview between the County Department of Health and the patient.

3. Parents/Students/Employees will be notified if they are considered close contacts and procedures/actions once determined by the County Department of Health will be communicated in terms of need to get tested/self-quarantine/isolate and for what length of time.
4. Close contacts who test positive (symptomatic or asymptomatic) will be managed as a confirmed COVID-19 cases and are subject to medical documentation prior to returning to school/work.
5. Classrooms and other identified areas where potential exposure was likely will be evacuated and disinfected using EPA approved COVID-19 products.
6. Students/employees will be provided accommodations appropriate to continue work or continuity of education on a case by case basis.
7. The district will maintain records associated with each incident and use that data to communicate in aggregate to the public.
8. District will assume the following workflow parameters will be conducted in a timely and appropriate manner:



## CLEANING/SANITATION/DISINFECTION

Resuming in-person instruction is a high priority, but we must do so in a safe and responsible manner that minimizes the risk of exposure to the coronavirus. Given this, the district has developed cleaning, sanitizing, disinfecting and ventilation protocols, procedures and checklists to ensure that all of our buildings are thoroughly maintained in accordance with the guidelines from national health organizations in partnership with local and state public health officials.

The district has applied for the PCCD's COVID-19 School Safety and Security Grant to procure adequate supplies of cleaning, sanitation and disinfecting materials that meet OSHA and CDC criteria. Furthermore, the district has allocated funds (\$325,000) in the 2020-2021 budget for COVID-19 purchases that may be required during the school year.

Our custodial and maintenance staff will be trained on the implementation of these protocols and procedures and will use the appropriate PPE.

In addition, district administration and custodial/maintenance supervisors will conduct compliance checks to ensure that the protocols/procedures are being implemented properly and to make sure areas are being addressed as required throughout the day. Our second shift custodial and maintenance staff will be performing rigorous cleaning, sanitizing and disinfecting measures to ready all areas for the return of our staff and students daily. We will employ additional cleaning staff for each shift in order to maintain the level of care for students and staff.

All students are required to provide a water bottle bearing a label with the student's name. All water fountains will be made in-operable with the exception of water bottle fillers. The district will assist students with economic need in accessing a water bottle and alternative options will be available for misplaced or forgotten bottles. The Principal and teachers will coordinate water breaks throughout the day in order to provide reasonable access to water while limiting gathering around water bottle fillers. Bottled water will be provided to supplement buildings/classrooms as needed.

Playground equipment use will be available, but modifications may occur to maintain consistency with the expert guidance and County Department of Health.

School districts are mandated to perform all of the necessary safety drills during the 2020-2021 school year. Methacton is currently working with our consultants in Cardinal Point as well as state and local officials to determine best practices for conducting these drills without jeopardizing the safety of our students and staff members. The specifics of these drills will not be shared in a public document in an effort to protect the safety and security of our students and staff members. Training on any modifications will be provided to staff and student where and when appropriate.

Enhanced disinfection and sanitizing procedures will be employed throughout the school day and at night. Custodians will be trained in disinfecting high touch points and restrooms during class periods, utilizing hand-held electrostatic and backpack sprayers with a disinfectant approved by the EPA for the control of COVID-19. The disinfectant has a kill/dwell time of one minute. The sprayer puts out a 40 micron spray mist that wraps around surfaces, due to the electrostatic properties. The application in a typical classroom takes 3-5 minutes depending on the density of furniture in the class and will take 7 minutes to dry.

Sanitizing will also take place in office spaces, cafeterias, and classrooms. Spray bottles with disinfectant, cloths and pre-treated wipes will be provided for use by faculty and staff.

Custodial employee's shifts will be arranged to allow for additional coverage during the day before, during, and after lunch to assist with the additional disinfection/sanitizing procedures/routines. Additional casual staff will be scheduled where necessary for coverage within the schools.

Once areas have been cleaned in the evening, each class, restroom and common spaces will be disinfected by the use of the backpack disinfectant sprayer.

### **Elementary (K-6):**

Principals and teachers will organize procedures/routines in coordination with building custodial staff and Aramark staff to address health and safety measures while eating in classrooms along with the proper disposal, general upkeep and organization of classrooms.

Kindergarten classrooms will be cleaned/disinfected between AM and PM sessions.

All Elementary classrooms will be equipped with disinfecting spray and wipes in order to accommodate additional and incidental disinfecting needs. Principals will coordinate disinfection protocols with instructional staff and custodial staff for additional/incidental disinfection routines to ensure staff and student safety.

Restrooms will be cleaned/disinfected multiple times throughout the school day based on planned use schedule.

Classrooms, large group areas, offices and hallways will be thoroughly cleaned/disinfected every evening.

### **Secondary (7-12):**

Each classroom will be equipped with disinfecting wipes, gloves, and spray in order to accommodate the transition of students throughout the day and for additional and incidental disinfecting needs. Teachers will establish routines to ensure that the use of disinfection spray is applied to desks, chair arms, seats and related surfaces used by students prior to those surfaces being used by another student.

Staff will be instructed by the building custodian on options available for increasing classroom ventilation during the day and where and when feasible.

Cafeteria serving lines and all tables used for eating purposes will be cleaned/disinfected following each lunch period at all levels using a combination of the electrostatic disinfection sprayers and bottled disinfecting spray.

Gymnasium equipment used during a physical education class will be cleaned/disinfected prior to it being reused. Physical Education modifications of curriculum will limit the use of equipment used/shared and make available hand sanitizer and hand washing routines for all levels.

In the instance that the district is subject to the **Yellow** phase, the district will cease use of cafeterias and other congregate settings with all meals being served in classrooms at all levels.

Routines will be encouraged daily through teacher led discussion/demonstration, building posted signs/posters, and classroom audio announcements at each level to help encourage all individuals to sanitize/wash hands before and after eating, when entering and leaving classrooms, and as prescribed within this plan. COVID-19 Stop the Spread Posters will be prominently displayed throughout all of our schools to assist with reminder of safety, sanitation, and distancing practices. All individuals will sanitize/wash hands before and after eating. Teachers will reinforce good hygiene measures, such as handwashing, covering coughs, using face masks, blowing your nose, sneezing and touching your face.

Aramark will provide training in COVID-19 best practices for preparation and distribution of food and food safety along with enhanced disinfecting and cleaning protocols for all schools.

At the **elementary level (K-6)** standard daily routine requires students use of hand sanitizer or washing of hands when: coming onto the bus; coming into the classroom from bus; after morning bathroom break (if applicable); before and after breakfast and lunch; before they leave for recess or PE (rest of specials are in room); re-entering the room from PE or recess; at end of the day before getting on the bus; and any transition activities where they will leave or re-enter the classroom.

At the **secondary level (7-12)**, students will have access to hand sanitizer in all classrooms, special areas, fields, cafeteria, hallways and offices and will be encouraged to use sanitizer each time they leave and enter a space. Frequent handwashing/hand sanitization will be promoted and strongly encouraged.

While in the **GREEN** phase, the district will continue with recess activities when practical as long as those activities limit physical contact and touching and use of equipment. If the district is subjected to the **YELLOW** phase, modified and or limited recess may occur.

The district will issue to each student in grades K-6 a materials box that will include necessary learning materials, tools and resources including pencils, ruler, pens, erasers, colored pencils, post-it notes, crayons, scissors, whiteboard, tape, marker, highlighter, glue sticks, etc. in order to limit the sharing of supplies throughout the day.

The district used COVID-19 grant funds to purchase additional technology to allow for a Chromebook for grades 3 through 6. This then provides a Chromebook for each student in grades 3 through 12 districtwide and limits the need for students to share technology devices.

Teachers and Principals will limit the sharing of high-touch materials to the extent possible including art supplies, science equipment, etc. OR will limit the use of supplies and equipment to one group of students at a time prior to reuse. Classrooms will be equipped with clean/dirty bin for those items that were shared and need to be sanitized before being reused.

## **COMMUNICATIONS**

The district will consult with the Montgomery County Health Department on any decision related to the closure of classrooms, schools, or the district.

The district will notify families and staff if the closing of a classroom, school or district is recommended by the Montgomery County Health Department, the reasons so determined and the responsive actions of the district to such recommendation. The district will provide notice on important matters including classroom, school and district closures via email, web site, phone calls, and social media where and when appropriate.

The district will continue to review health guidance from national, state, and county organizations and will update the Health and Safety protocols as necessary and will communicate those changes to parents and students via email, web site, phone calls, and social media.

A program of education on signs and symptoms of COVIDS-19 will be provided to all employees, students, and parents/guardians as well as the practices recommended at home before reporting to work or returning children to school.

The district will provide posters for home and include details in all building communications to the home as we work to remind families of the ongoing diligence and importance of keeping symptomatic children home from school. A daily reminder of the signs and symptoms of COVID-19 and the immediate actions if feeling symptomatic will be provided every day by way of announcement by homeroom or first period teacher.

District will be providing approved plans to on-site before/after care providers and will require them to follow same standards as adopted by district.

Notify childcare facilities of any transportation, student health or calendar changes as soon as possible where applicable and necessary for the health and safety of students and staff.

The district will communicate with before and after care programs and the Pre-K Count program to ensure that staff and students associated with such programs are informed of the protocols required.

The district will communicate with third party groups that rent space from the district to advise them that we will be strictly limiting the use of facilities to outside groups in order to best manage the building environment due to challenges with cleaning/sanitation/disinfection needs, procedures, and staffing.

A Quick Reference Guide of the plan will be developed from the approved plan and distributed to parents and will be placed on the district website and be communicated via other media forms.

### **Professional Development and Training/Communications Activities**

The district recognizes the importance of communicating specific rules, procedures, and information to students, staff, and parents to strengthen the adherence and compliance to the Health and Safety plan. Below is listing of items that the district believes will be critical in our success. More items may need to be developed as the planning progresses.

Activity	Target Group	Responsibility	Delivery Period
Coronavirus- Managing Stress/Anxiety	Students/Parents/Staff	Tara Ricci – Supervisor of Professional Learning	August/September/October
Cleaning and Disinfecting your workplace	All Staff	Tim Barbagallo/Peifer/Ricci/Principals	August
Personal Health, Hygiene and Safety	All Staff and Students	Tara Ricci – Supervisor of Professional Learning	August/September/October
Cleaning Protocols and PPE	Custodial Staff	Tim Barbagallo- Custodial Supervisor	August
Face Coverings and Distancing Protocols	All Staff	Ricci/Building Principals/School Nurse	August/September/October
What you need to know about return to school	Parents	Tara Ricci – Supervisor of Professional Learning	August
Families Supporting Students Safety	Parents	Tara Ricci – Supervisor of Professional Learning	August/September/October
Signs and Symptoms of COVIDS-19	Students/Parents/Staff	Tara Ricci – Supervisor of Professional Learning	August/September/October
Food Services - What to expect for breakfast and lunch	Students/Parents/Staff	Aramark/Bricker/Zerbe	August
What to expect when riding a bus	Students/Parents/Drivers	First Student/Bricker/Zerbe	August
Early Student Drop Off - What to expect	Parents	Building Principals/Zerbe	August
Teacher and Classroom Routines	Teachers and Support Staff	Tara Ricci – Supervisor of Professional Learning	August
Methacton Online- What students and parents need to know	Students/Teachers	Tara Ricci – Supervisor of Professional Learning	August
Safety Drills - Updated Procedures	Students/Teachers	Tara Ricci – Supervisor of Professional Learning	August/September
A Positive Case is determined - What parents should expect	Parents	Zerbe/Angstadt/Peifer	August
A Positive Case is determined - What teachers should expect	Teachers	Zerbe/Angstadt/Peifer	August
Hallway Management - Secondary Staff	Secondary Staff	Secondary Building Administration	August
Methacton Online - What staff need to know -Preparation for the 1st month	Online Teachers	Tara Ricci – Supervisor of Professional Learning	August
Monthly Meetings Zoom Webinar with Parents	Community	Zerbe	August/September/October
Special Education & Related Services - Online	Teachers and Support Staff	Angstadt/Special Education Supervisors/Harmer	August
Special Education & Related Services - On Premises	Teachers and Support Staff	Angstadt/Special Education Supervisors	August
Special Education & Related Services - Online	Parents/Guardians	Angstadt/Special Education Supervisors/Harmer	August
Special Educator & Related Services - On Premises	Parents/Guardians	Angstadt/Special Education Supervisors	August
Progress Monitoring & Reporting	Teachers	Angstadt/Special Education Supervisors	August
Virtual IEP Meetings & Revisions	Teachers	Angstadt/Special Education Supervisors	September
Participating in Virtual IEP Meetings	Parents/Guardians	Angstadt/Special Education Supervisors	September
ELD Services and Supports	Teachers/Support Staff	Angstadt/ELD Coordinators	August
ELD Services and Supports	Parents/Guardians	Angstadt/ELD Coordinators	August
Gifted Education Services	Teachers	Angstadt/Gifted Coordinators	August
Psychoeducational Testing - Evaluations & Reevaluations	Psychologists & Pupil Services	Angstadt/Special Education Supervisors	August

### **Pandemic Team**

The district has formed a Pandemic Response Team to plan, review, and communicate the district’s plan to reopen schools to all district stakeholders. Furthermore the team is responsible for advising and assisting the Pandemic Coordinator as information regarding the pandemic evolves so that the plan remains congruent with current practice and expert recommendations.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
David Zerbe (Coordinator)	District Administration	Plan Development and Response Team
Susan Angstadt	Pupil Services	Plan Development and Response Team
Che Regina	Human Resources/Safety Coordinator	Plan Development and Response Team
Tara Ricci	Professional Development	Plan Development and Response Team
Robert Jones	District Facilities	Plan Development and Response Team

Kim Aubrey-Larcinese	School Board President	Plan Development and Response Team
Sandy Katz	Students	Plan Development and Response Team
Colleen Heidel-Butler	Support Employees	Plan Development and Response Team
Christopher Lloyd	Professional Employees	Plan Development and Response Team
Derick DeNardo	Teamsters Employees	Plan Development and Response Team
Katie Shireman	Home and School	Plan Development and Response Team
Cheryl Peiffer	School Nursing Health Services (Sec)	Plan Development and Response Team
Annette Cramer	School Nursing Health Services (Elm)	Plan Development and Response Team
Kelley Harmer	Elementary Staff and Students	Plan Development and Response Team
John Smink	Secondary Staff and Students	Plan Development and Response Team

## Health and Safety Plan Summary: Methacton School District

**Anticipated Launch Date:** August 31, 2020

LEAs are required to post their plan on their website.

### [Health and Safety Plan Governing Body Affirmation Statement](#)

The Board of Directors for the Methacton School District reviewed and approved the School Reopening Health and Safety Plan on July 28, 2020.

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on:

By:

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*(Signature\* of Board President)*

Kim Aubrey-Larcinese

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*(Print Name of Board President)*