



**Health and Safety Plan  
Fairfield Area School District  
Phased Reopening Covid-19 Pandemic**

**2020-2021**

The Fairfield Area School District recognizes that our schools are a critical community institution. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this COVID-19 Health and Safety Plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This plan outlines Fairfield Area School District's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. It serves as a guide for the safe reopening of the schools in the Fairfield Area School District. **This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time.**

This document contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), and American Academy of Pediatrics (APA).

**The Fairfield Area School District Health and Safety Plan was created in accordance with advice provided by the Center for Disease control, Pennsylvania Department of Health, and District medical consultants.**

## **PURPOSE**

The intent of this Health and Safety Plan is to serve as the District guidelines for all reopening activities. The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption while reducing morbidity and mortality.
- Enable Fairfield Area School District to continue to operate and provide services as normally and effectively as possible with minimal academic and economic losses.
- The response of FASD will be directed by the Pennsylvania Department of Health and the Pennsylvania Department of Education's direction and guidance. This plan coordinates federal, state, and local agencies.
- Continue the essential core operations of the Fairfield Area School District in the event of increased staff/student absences.
- Establish and maintain a coordinated command system to enable effective, timely, and sensitive decision making regarding continuity of student learning needs to remain the core value and focal point.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- Prepare and provide resources for mental health/crisis service needs of the staff, students and families.

## **SCOPE**

The scope of this Health and Safety Plan covers district reopening as it pertains to COVID-19 (Coronavirus).

**COVID-19 (Coronavirus) – Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission.**

**People with these symptoms may have COVID-19:**

**Fever or chills**

**Cough**

**Shortness of breath or difficulty breathing**

**Fatigue**

**Muscle or body aches**

**Headache**

**New loss of taste or smell**

**Sore throat**

**Congestion or runny nose**

**Nausea or vomiting**

**Diarrhea**

**<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>**

## **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?**

- 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):** September 8, 2020

## Cleaning, Sanitizing, Disinfecting and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- 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:

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Increased use of PPE required (masks, gloves, face-shields)	Increased use of PPE required (masks, gloves, face-shields)	William Mooney, Supervisor of Buildings & Grounds	PPE	Y – Completed on 03/16/20
	Increase Social Distancing & Hygiene Practices	Increase Social Distancing & Hygiene Practices		CDC Website	
	The district will follow the CDC's Guidance for Cleaning & Disinfecting Schools	The district will follow the CDC's Guidance for Cleaning & Disinfecting Schools		COVID-19 Daily Cleaning Job Card	
	<a href="#"><u>CDC Guidance for Cleaning and Disinfecting Schools</u></a>	<a href="#"><u>CDC Guidance for Cleaning and Disinfecting Schools</u></a>		COVID-19 Weekly Cleaning Job Card	
	Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.	Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, sink handles, and drinking fountains.		Custodial Supervisor Inspection Form	
	Steps will be taken to limit the use of communal drinking fountains. Touchless (bottle) water fountains, toilets and sinks installed.	Steps will be taken to limit the use of communal drinking fountains. Touchless (bottle) water fountains, toilets and sinks installed.		DDC/BAS System Checklist	



allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students</p> <p>Staggered schedule to limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart.</p>	<p>having the same group of students with the same group of staff based on age and developmental level.</p> <p>Restrict interactions between groups of students</p> <p>Limit the number of individuals in a classroom or other space.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of the table, spaced apart.</p>			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve</p>	<p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited and provided to students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections.</p>	<p>Building Principals</p> <p>Lynda Comeau, Director of Food Services</p> <p>Amy Simmons, Business Manager</p>	N/A	N

	<u>CDC Wash Your Hands</u> <u>Translated Posters</u>	<u>CDC Wash Your Hands</u> <u>Translated Posters</u>		Wash Your Hands Posters  Print Shop	
<b>* Identifying and restricting non-essential visitors and volunteers</b>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>No outside individuals renting facilities under Policy 707.</p> <p>Do not schedule large group activities including, but not limited to assemblies, concerts, and theater.</p> <p>District campus will be closed with the exception of school centered and approved activities.</p>	<p>Restrict nonessential visitors, volunteers, and activities that involve other groups.</p> <p>No outside individuals renting facilities under Policy 707. (This will be re-evaluated in the future)</p> <p>Limit large group activities such as extracurricular in accordance with PIAA and PMEA Guidelines</p> <p>Ensure all large group activities including, but not limited to assemblies, concerts, and theater shows follow social distancing guidelines.</p>	<p>Mike Weaver, Director of Safety and Security</p> <p>Crystal Heller, Athletic Director</p> <p>Building Principal</p> <p>Superintendent</p>	N/A	N
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p><b>Physical Education</b></p> <p>Select and provide safe opportunities for exercise and sports events for students. Consider;</p> <ul style="list-style-type: none"> <li>Physical proximity of players</li> <li>Amount of touching of shared equipment</li> <li>Ability to engage in social distancing while not engaged in active play.</li> <li>Engagement of players at higher risk.</li> <li>Size of team.</li> </ul> <p>Train teachers, coaches, officials, and staff on all safety protocols.</p> <p><u>CDC Considerations for Youth Sports</u></p>	<p><b>Physical Education</b></p> <p>Select and provide safe opportunities for exercise and sports events for students. Consider;</p> <ul style="list-style-type: none"> <li>Physical proximity of players</li> <li>Amount of touching of shared equipment</li> <li>Ability to engage in social distancing while not engaged in active play.</li> <li>Engagement of players at higher risk.</li> <li>Size of team.</li> </ul> <p>Train teachers, coaches, officials, and staff on all safety protocols.</p>	<p>Building Principals</p> <p>Physical Education Department</p>	Playground Equipment (balls, jump ropes)	Y - PE Teachers



	<ul style="list-style-type: none"> <li>Engagement of players at higher risk.</li> <li>Size of group.</li> </ul>	<p>not engaged in active play.</p> <ul style="list-style-type: none"> <li>Engagement of players at higher risk.</li> <li>Size of group.</li> </ul>			
<b>Limiting the sharing of materials among students</b>	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> <li>Textbooks that are shared</li> <li>Technology</li> <li>Art Supplies</li> <li>PE Equipment</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</p> <ul style="list-style-type: none"> <li>Textbooks that are shared</li> <li>Technology</li> <li>Art Supplies</li> <li>PE Equipment</li> </ul> <p>Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>	<p>Building Principals</p> <p>Nathan Makar, Technology Coordinator</p> <p>Superintendent</p>	<p>Cleaning Materials</p> <p>Individual Student Spaces</p>	N
<b>Staggering the use of communal spaces and hallways</b>	<p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>Arrival</li> <li>Dismissal Lines</li> <li>Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p>	<p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>Arrival</li> <li>Dismissal Lines</li> <li>Lunch</li> </ul> <p>Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.</p>	<p>Building Principals</p> <p>William Mooney, Supervisor of Buildings and Grounds</p>	<p>Hallway Signage</p>	N



	Limit mixing between groups if possible.  Restrict interactions between groups of students.	Limit mixing between groups if possible.  Restrict interactions between groups of students.			
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	Update the FASD website with any transportation changes.	Update the FASD website with any transportation changes.	Amy Simmons, Director of Transportation  Superintendent	N/A	N
<b>Other social distancing and safety practices</b>	Installing Sneeze-Guards in Main Offices and Cafeteria P.O.S. Areas	Installing Sneeze-Guards in Main Offices and Cafeteria P.O.S. Areas	William Mooney, Supervisor of Buildings & Grounds	Purchase Sneeze-Guards  Maintenance to install	N

	<p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p> <p><u><a href="#">AAP When to Keep Your Child Home</a></u></p>	<p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The District will share resources with the school community to help families understand when to keep children home.</p> <p><u><a href="#">AAP When to Keep Your Child Home</a></u></p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</p> <p><u><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></u></p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed case while maintaining confidentiality.</p>	<p>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</p> <p><u><a href="#">What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</a></u></p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</p> <p>Notify staff and families confirmed case while maintaining confidentiality.</p>	<p>Building Principal</p> <p>Superintendent</p> <p>Kristi Ebaugh, School Nurse</p> <p>District Nurse Aide</p>	<p>Isolation Area Notification Letter</p> <p>District Training (Nurses)</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students to school</b></p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p>	<p>Building Principals</p> <p>Superintendent</p> <p>Kristi Ebaugh, School Nurse</p> <p>District Nurse Aide</p>	<p>N/A</p>	

*Quarantined*

## Other Considerations for Students and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or 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?
- 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 address staff who are ill, or who have family members who have become ill?
- 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:

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)
<b>* Protecting students and staff at higher risk for severe illness</b>	<p>Cancel all non-essential travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Limit or cancel all non-essential travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p> <p>Discourage the use of perfect attendance awards and incentives.</p>	<p>Amy Simmons, Transportation Director</p> <p>Building Principal</p> <p>Superintendent</p>		<b>N</b>
<b>* Use of face coverings (masks or face shields) by all staff</b>	<p>Face masks are required for use during times when groups of individuals pass or are in close proximity.</p>	<p>Face masks are required for use during times when groups of individuals pass or are in close proximity.</p>	<p>Superintendent</p> <p>Building Principal</p>	<p>Signage regarding expectations</p>	<b>N</b>
<b>* Use of face coverings (masks or face shields) by all students as appropriate</b>	<p>Face masks are required for use during times when groups of individuals pass or are in close proximity such as hallway transitions and during bus transport.</p>	<p>Face masks are required for use during times when groups of individuals pass or are in close proximity such as hallway transitions and during bus transport as recommended by DOH and PDE</p>	<p>Building Principal</p> <p>Superintendent</p>	<p>Signage Regarding Expectations</p>	<b>N</b>



	<p>disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students are required to wear masks while in common areas such as the hallway. Students should not to touch walls and fixtures when in hallways.</p>	<p>disinfected before and after student use. Limit students to one at a time. Students should be assisted with hand-washing.</p> <p>Students are required to wear masks while in common areas such as the hallway. Students should not to touch walls and fixtures when in hallways.</p>			
<b>Strategic deployment of staff</b>	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	<p>Superintendent</p> <p>Building Principal</p> <p>William Mooney, Supervisor of Buildings and Grounds</p>	N/A	N



Safety Protocols for Students with Complex Needs	Special Education	Dan Watkins, Supervisor of Special Education	TBA		TBA	Prior to start of 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
2020-2021 District Instructional Options	Staff Guardians Community	Superintendent	Letter, Website, District Social Media outlets		
Board of Directors COVID-19 Update	FASD Board of Directors and Community	Superintendent	Verbal reporting during school board meetings.	6/8/2020	Biweekly, Ongoing
Superintendents' Advisory Committee (SAC) Meeting	Building Staff Representatives	Superintendent Superintendent	Zoom Meeting	6/5/2020	Ongoing
Return to School Parent Survey	Guardians	Nathan Makar, Director of Technology	Online Survey	6/5/2020	6/19/2020
FASD Building Reopening Letter	Principals Staff	Superintendent	Written	7/6/2020	7/28/2020
FASD District Reopening Letter	Community	Superintendent Superintendent	Written	7/6/2020	7/28/2020
Parent/Guardian Updates	Guardians	Building Principal Superintendent	Email, Phone Message, Website	Ongoing	Ongoing
Staff Updates	Staff	Building Principal	Email, Phone Message, Website	Ongoing	Ongoing
Dept. of Health Communication	All Stakeholders	Superintendent	Phone, Email	Ongoing	Ongoing

**\* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

**\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.

Turn desks facing the same direction or have students only sit on one side of the table, spaced apart.

Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.

Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.

Meal condiments will be limited and provided to students on the serving trays.

Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.

Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods.

All staff will be trained on healthy hygiene practices so they can teach these to students.

Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

CDC - handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and [tips for families to help children develop good handwashing habits](#).

Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.

Post CDC Germs Are Everywhere and Wash Your Hands Posters in all District Cafeterias and Restrooms and other high traffic areas.

[CDC Germs are Everywhere](#)

[CDC Wash Your Hands](#)

[Translated Posters](#)

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.**

**Notify staff and families of a confirmed case(s) while maintaining confidentiality.**

**Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:**

**10 days from the onset of symptoms.**

**Resolution of fever without the use of fever-reducing medications for the previous 72 hours.**

**Improvement in respiratory symptoms (e.g., cough, shortness of breath)**

**OR**

**Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens)**

**Post Health and Safety Plan on FASD Website**

**Provide regular update information on FASD website and in parent flyers/letters.**

**Prepare parents and families for remote learning if school is temporarily dismissed.**

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

The Board of Directors/Trustees for Fairfield Area School District reviewed and approved the Phased School Reopening Health and Safety Plan on July 27, 2020.

The plan was approved by a vote of:

  9   Yes

  0   No

Affirmed on: July 27, 2020

By:



---

*(Signature of Board President)*

Marcy VanMetre

---

*(Print Name of Board President)*