



Annville-Cleona School District

Instructional Plan

**Submitted for approval to the Annville-Cleona School District
Board of Education on August 10, 2020**

Table of Contents

ACSD Reopening Plan Overview

- Reopening Plan Guiding Principles
- Reopening Plan Leadership Team and School Team Leaders
- Reopening Plan Framework
- Note on Governor Wolf's Plan to reopen Pennsylvania

Teaching and Learning

- Green Phase Instructional Options
- Yellow Phase instructional Options
- Red Phase Instructional Plan
- Physical Education and Recess
- Supplemental Guidance for Athletic and Marching Band
- Coordination with Local Childcare Agencies
- ACDC

Health and Welfare

- School Infection Control and Mitigation Guidelines
- Student Health Plan
- Staff Health Plan

Operations

- Operations
- Space Utilization Plan
- Custodial Services Plan
- Food Service Plan
- Transportation Plan
- Visitor & Volunteer Management Plan

Communications

- Pre-Entry Communication Plan
- Post-Entry Communication Plan
- Training Plan

ACSD Reopening Plan Overview

Reopening Plan Guiding Principles

The Annville-Cleona School District’s Administrative Team formed a School Reopening Committee to plan for reopening schools in the fall under these health and safety guidelines.

The ACSD Reopening Plan is guided by these principles and priorities:

- The health and safety of our students and staff is priority.
- Meeting the social and emotional needs of our students will be a focus.
- We will utilize and focus on instructional best practices within the health and safety guidelines.

Reopening Plan Pandemic Team

At the Annville-Cleona School District (ACSD), the School Reopening Committee, also known as the Pandemic Team is composed of cabinet team and administrative team and professional staff members listed in the chart below.

The School Reopening Committee is responsible for the following:

- Overseeing the development and implementation of the School Reopening Plan by the district and school level teams;
- Monitoring county and state health data and key performance indicators related to the plan;
- Recommending the final plan to the ACSD School Board for approval;
- Within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Krista Antonis	Superintendent	Pandemic Coordinator
Josh Keene	Assistant Superintendent	Plan Development and Response Team
Steve Ritter	Director of Business	Plan Development and Response Team
Danielle Heisler	Director of Special Education	Plan Development and Response Team
Jason Hill	Director of Buildings and Grounds	Plan Development and Response Team
Tianna Jackson	Assistant Business Manager	Plan Development and Response Team
Keith Kemmerling	Network Administrator	Plan Development and Response Team
Laurie Bowersox	Secondary Principal	Plan Development and Response Team
Kevin Brindle	Secondary Assistant Principal	Plan Development and Response Team
Tommy Long	Athletic Director, Secondary Assistant Principal, Community Relations	Plan Development and Response Team

Ross Hopple	Annville Elementary Principal	Plan Development and Response Team
Angie Love	Cleona Elementary Principal	Plan Development and Response Team
Dr. David Heeter	District Physician	Plan Development
Brian Boland, Esq.	District Solicitor	Plan Development
District Families (survey and select committees)	Students and Families	Plan Development
District Staff	Staff	Plan Development

Reopening Plan Framework

Throughout the Summer Annville Cleona School District drafted an initial framework for the school reopening plan. The framework included scenarios that created options for parents/students aligned to Governor Wolf’s Process to Reopen Pennsylvania pandemic color scale of red, yellow and green phases. Depending upon communication from the State, the color codes may not fully align and ACS D will defer to the guidance the State communicates to school districts.

Teaching and Learning

Under this framework, the implementation is driven by the color designation that Lebanon County is designated. The following will be the various options available to parents/students based on the respective color phase.

Regardless of the color phase that Lebanon County is designated, Monday, August 31, 2020 through Wednesday, September 9, 2020, ACS D will follow the Phased Reopening Plan Schedule outlined below. Families with different last names will follow the schedule of the last name of the oldest student in the family so families can attend school on the same days.

- **Monday, August 31** - Hybrid A Schedule - half of the students attending in person
 - Students with the last name beginning in A-L will attend in person
 - CARES students with the last name beginning in A-L will participate online, synchronously
 - Students with the last name beginning in M-Z will not be required to do anything
 - CARES students with the last name beginning in M-Z will not be required to do anything
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will have the option to stay in-person all day and attend classes as scheduled or to get a ride home to participate in CARES
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - All ACDC students will attend online, asynchronously
- **Tuesday, September 1** - Hybrid B Schedule - half of the students attending in person

- Students with the last name beginning in M-Z will attend in person
 - CARES students with the last name beginning in M-Z will participate online, synchronously
 - Students with the last name beginning in A-L will not be required to do anything
 - CARES students with the last name beginning in A-L will not be required to do anything
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will have the option to stay in-person all day and attend classes as scheduled or to get a ride home to participate in CARES
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - All ACDC students will attend online, asynchronously
- **Wednesday, September 2 - Fully Online**
 - All students will be online, synchronously for entire day
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will need to arrange a ride home from A-C to participate in online, synchronous classes
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - All ACDC students will attend online, asynchronously
 - **Thursday, September 3 - Hybrid A Schedule - half of the students attending in person**
 - Students with the last name beginning in A-L will attend in person
 - CARES students with the last name beginning in A-L will participate online, synchronously
 - Students with the last name beginning in M-Z will participate online, synchronously
 - CARES students with the last name beginning in M-Z will participate online, synchronously
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will have the option to stay in-person all day and attend classes as scheduled or to get a ride home to participate in CARES
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - All ACDC students will attend online, asynchronously
 - **Friday, September 4 through Monday, September 7 - Labor Day Holiday, No School**
 - **Tuesday, September 8 - Hybrid B Schedule - half of the students attending in person**
 - Students with the last name beginning in M-Z will attend in person
 - CARES students with the last name beginning in M-Z will participate online, synchronously
 - Students with the last name beginning in A-L will participate online, synchronously
 - CARES students with the last name beginning in A-L will participate online, synchronously

- All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will have the option to stay in-person all day and attend classes as scheduled or to get a ride home to participate in CARES
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - All ACDC students will attend online, asynchronously
- **Wednesday, September 9 - Fully Online**
 - All students will be online, synchronously for entire day
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will need to arrange a ride home from A-C to participate in online, synchronous classes
 - Low Incidence Students (vulnerable population) can attend in person
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)
 - **Thursday, September 10 - Fully In Person or CARES or ACDC**
 - All students will attend school in person if that is their preferred option
 - All CARES students will attend online, synchronously
 - All ACDC students will attend online, asynchronously
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will attend school in person if that is their preferred option or if CARES is their preferred option, students will need to arrange a ride home from A-C to participate in online, synchronous classes
 - **Friday, September 11 - Fully In Person or CARES or ACDC**
 - All students will attend school in person if that is their preferred option
 - All CARES students will attend online, synchronously
 - All ACDC students will attend online, asynchronously
 - All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will attend school in person if that is their preferred option or if CARES is their preferred option, students will need to arrange a ride home from A-C to participate in online, synchronous classes

Beginning on September 10, 2020 the ACSD would begin to follow the Green phase option as Lebanon County is currently designated as being in the Green Phase. Again, this portion of the instructional program is dependent on the color phase that Lebanon County would be currently designated.

Green Phase Instructional Options

Traditional (In-Person):

- In person instruction of the ACSD academic, behavioral, and social emotional learning curricula delivered by ACSD teachers in the students' home buildings
- Access to supports and enrichment from a ACSD instructional specialist, counselor and/or gifted support teacher
- Delivery of Special Education services outlined in IEP
- Follow ACSD Attendance and Grading Policies
- Teachers and students use Schoology as a resource throughout the day/year

- K-8 students will be in cohorts and will remain in the same classroom with the same peers as much as feasible.

- K-8 teachers will transition to the classrooms instead of students moving in the hallways.

Or

ACSD CARES (Curriculum Aligned Remote Education Synchronously)

All Levels:

- Instruction will be provided through Schoology
- Access to supports and enrichment from a ACSD instructional specialist, counselor and/or gifted support teacher
- Delivery of Special Education services outlined in IEP to the maximum extent feasible
- Same grading policies apply as traditional/brick and mortar school
- Attendance will be monitored
- Students may participate in extracurricular activities
- Elementary and Middle School:
 - Live instruction of the academic, behavioral, and social emotional learning curricula will be delivered by a ACSD teacher daily via online and print material in a synchronous format
 - Synchronous lessons of the ACSD curriculum from an ACSD teacher and/or online content will be available for viewing in a synchronous format
 - Students will interact online with grade level peers
 - Students may participate in instrumental lessons with a ACSD teacher via Zoom
 - If there is a school closure, students will remain with virtual class/teacher
- High School:
 - Synchronous lessons of the ACSD curriculum from a ACSD teacher and/or online content will be available for viewing in a synchronous format
 - Instructional support and assistance will be available from a ACSD teacher during office hours
 - High School student grades will count towards ACSD class rank and GPA

Or

A-C D-C (Annville-Cleona Digital Community)

- Program facilitated by ACSD in conjunction with the Lancaster-Lebanon Intermediate Unit (IU13)
- Student-paced program instruction with tutoring assistance available from the online teacher from the outside curriculum provider
- Courses are aligned to the PA standards, but not to the ACSD curriculum sequence of instruction
- Students will have supports from an ACSD advisor and administrator
- Expected to complete 30 lessons per week (5 lessons per course, with 6.5 maximum courses)
- Completion of work counts as attendance
- Grading is based on assignments, quizzes and assessments
- Grades are reflected on ACSD Report Cards
- High School student's grades count towards ACSD class rank and GPA
- Students will stay enrolled in the Annville-Cleona School District
- Students may participate in extracurricular activities

Yellow Phase Instructional Options

Hybrid Instructional Model

- Students will be split into two groups to attend in-person instruction.
 - Group A will be students with the last names beginning with A-L
 - Group A will attend in-person on Monday and Thursday.
 - Group B will be students with the last names beginning with M-Z
 - Group B will attend in-person on Tuesday and Friday.
 - Families with different last names will follow the schedule of the last name of the oldest student in the family so families can attend school on the same days.
- Students will attend school two (2) full days per week, Monday/Thursday or Tuesday/Friday.
 - Students with the last name beginning with A-L will attend in-person on Monday and Thursday.
 - Students with the last name beginning with M-Z will attend online, synchronously on Monday and Thursday.
 - Students with the last name beginning with M-Z will attend in-person on Tuesday and Friday.
 - Students with the last name beginning with A-L will attend online, synchronously on Tuesday and Friday.
 - Students will be assigned school days based on each class attending at 50% capacity. 50% of a class will represent a cohort of 10-18 students.
 - Arrival, breakfast, lunch, dismissal, and hallway movement is scheduled by cohort. Specific traffic patterns will be marked on the hallway floors to direct students. Hall monitors will address congregation areas.
- Buildings will be closed for students on Wednesdays, but staff will report to school.
- Staff will teach all students remotely on Wednesdays.
 - Every building will operate on a 2-hour delay schedule.
 - During these 2 hours, students will learn asynchronously.
 - During these 2 hours, teachers will collaborate with their colleagues and reach out to families.

- After the initial 2 hours of asynchronous learning, teachers will begin to teach students synchronously again.
- Students will engage in synchronous and asynchronous learning throughout the week.
- All CTC students will attend CTC in person at CTC
 - Half-Day CTC students will have the option to stay in-person all day and attend classes as scheduled or to get a ride home to participate in CARES
- Low Incidence Students (vulnerable population) can attend in person every day of the week
 - Autistic Support (Cleona and Annville)
 - Life Skills Support (Secondary)
 - Life Skills IU (Annville)

Or

ACSD CARES (Curriculum Aligned Remote Education Synchronously)

All Levels:

- Instruction will be provided through Schoology
- Access to supports and enrichment from a ACSD instructional specialist, counselor and/or gifted support teacher
- Delivery of Special Education services outlined in IEP to the maximum extent feasible
- Same grading policies apply as traditional/brick and mortar school
- Attendance will be monitored
- Students may participate in extracurricular activities
- Elementary and Middle School:
 - Live instruction of the academic, behavioral, and social emotional learning curricula will be delivered by a ACSD teacher daily via online and print material in a synchronous format
 - Synchronous lessons of the ACSD curriculum from an ACSD teacher and/or online content will be available for viewing in a synchronous format
 - Students will interact online with grade level peers
 - Students may participate in instrumental lessons with a ACSD teacher via Zoom
 - If there is a school closure, students will remain with virtual class/teacher
- High School:
 - Synchronous lessons of the ACSD curriculum from a ACSD teacher and/or online content will be available for viewing in a synchronous format
 - Instructional support and assistance will be available from a ACSD teacher during office hours
 - High School student grades will count towards ACSD class rank and GPA

Or

A-C D-C (Annville-Cleona Digital-Community):

- Program facilitated by ACSD in conjunction with the Lancaster-Lebanon Intermediate Unit (IU13)
- Student-paced program instruction with tutoring assistance available from the online teacher from the outside curriculum provider
- Courses are aligned to the PA standards, but not to the ACSD curriculum sequence of instruction
- Students will have supports from an ACSD advisor and administrator
- Expected to complete 30 lessons per week (5 lessons per course, with 6.5 maximum courses)

- Completion of work counts as attendance
- Grading is based on assignments, quizzes and assessments
- Grades are reflected on ACSD Report Cards
- High School student's grades count towards ACSD class rank and GPA
- Students will stay enrolled in the Annville-Cleona School District
- Students may participate in extracurricular activities

Red Phase Instructional Plan

School Closure-Upgraded Virtual Learning for all students:

- Occurs if a school and/or district is closed
- Classroom teachers will provide instruction through Schoology
- Live instruction of the ACSD academic, behavioral and social emotional learning curricula will be delivered by the student's teacher via online and print materials in a synchronous format
- Recorded lessons of the ACSD curriculum from a ACSD teacher and/or online content will be available for viewing in a synchronous format
- Instructional support and assistance will be available from the ACSD teacher
- Delivery of Special Education services to the maximum extent feasible
- Access to supports and enrichment from a ACSD instructional specialist, counselor and/or gifted support teacher
- Same grading policies apply as traditional/brick and mortar school
- Attendance will be monitored

Physical Education & Recess

Based on guidelines by the Center for Disease Control (CDC), the district must ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses. This applies to both physical education and recess, as well as other unified arts. Guidelines for physical education and recess are as follows:

Physical Education

- Limit to one cohort of students, following social distancing guidelines.
- Limit physical education to open spaces.
- Ensure adequate equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one cohort of students at a time and disinfect between uses.
- Review curriculum to identify essential standards and necessary equipment.
- Purchase multiple sets of equipment.
- Limit team sports and group games following social distancing guidelines.

Recess

- Limit to one cohort of students, following social distancing guidelines.
- Greatly restrict or eliminate use of playground structures.
- Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one cohort of students at a time and disinfect between uses.
 - Purchase multiple sets of equipment.

- Create recess stations.
- Mark pavement with waiting areas.
- Limit team sports and group games following social distancing guidelines.

Supplemental Guidance for Marching Band, Extracurriculars, & Athletics

Approval of the Supplemental Guidance for Marching Band, Extracurriculars, and the Supplemental Guidance for Athletics will occur at the August 3rd board meeting.

Coordination with Local Childcare Agencies

Open lines of communication will be established to collaborate and ensure coordination between local childcare facilities to provide full access for students to the daily prescribed instructional time(s).

Health and Welfare

Note on Governor Wolf's Process to Reopen Pennsylvania

As of the drafting of this plan, Lebanon County has officially moved to the Green Phase of Governor Wolf's Process to Reopen Pennsylvania. In order to provide maximum flexibility for ACSD to adjust between different phases, this plan has been developed in alignment with the requirements outlined by the Pennsylvania Department of Education in the Yellow Phase. Throughout this plan, there are items, indicated with a 🚫 that may be revised or removed if Lebanon County remains in the Green Phase at the start of the 20-21 school year.

School Infection Control and Mitigation Guidelines

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms
- Staggering the use of communal spaces and hallways 🚫
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students 🚫
- Strategic deployment of staff 🚫
- Hygiene practices for students and staff including the manner and frequency of hand washing and other best practices 🚫
- Use of face coverings (masks or face shields) by all staff 🚫
- Use of face coverings (masks or face shields) by older students (as appropriate) 🚫
- Limiting the sharing of materials among students 🚫
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students 🚫

General Requirements

1. **Face Coverings:** All district staff will be required to wear face coverings (either a face mask or face shield) at all times. For students, the district will follow the Governor's Executive Order on face coverings. If there is no Executive Order in place, secondary students will be strongly encouraged, but not required, to wear face coverings. All students of all levels will be required to wear face coverings on school busses, regardless of their grade level. Exemptions will be made in accordance with the Governor's Executive Order or as otherwise required by law.
2. **Hand Washing:** Students and staff in schools will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and in classrooms where sinks for hand washing are not available. Students and staff will wash hands or use hand sanitizer at minimum - before and after eating, before and after playground or congregate room use, and after entering and before leaving the classroom.

Classroom Recommendations

1. **Classroom Layout:** Six (6) feet between classroom seats is not required for classroom layout. A shorter distance is acceptable if six (6) feet is not achievable to meet the needs of students. There must be a minimum spacing of three (3) feet, the social distancing metric recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infection via droplet spread from coughs and sneezes. Classroom configurations should be altered for maximal social distancing as feasible. For example: Staggered rows of desks all facing the same direction, arrangement of desks in a U shape, with limitations on face-to-face seating. In classrooms with round desks, teachers should create a seating chart.
2. **Desk Cleaning:** Students at all levels, when developmentally appropriate will wipe their desks and/or equipment prior to leaving the space. Students arriving at a desk and/or equipment will have the option to wipe it down with disinfecting wipes or other cleaning supplies.

Hallway & Transition Recommendations

1. **Restrooms:** Buildings should plan for the use of restrooms, in accordance with the occupancy limits determined by each building and posted on the outside of each restroom.
2. **Traffic Flow & Signage:** When possible, one-way traffic patterns will be used in hallways. Buildings can place marks on floors to increase awareness of spacing of students.
3. **Transition Monitoring:** During transitions, staff members will be posted at assigned common congregate areas such as stairwell and hallway crossroads to ensure the flow of traffic and social distancing.

Cafeteria Recommendations

1. **Assigned Seating:** Buildings should consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.
2. **Cashier:** Plexiglass barrier will be available at the checkout area and cash transactions will be discouraged in lieu of School Bucks virtual payments using the student's ID that they swipe.
3. **Cleaning Supplies:** The district's food service providers will ensure the most effective and safe products to sanitize tables and other areas are available.
4. **Hand Washing:** Individuals will be required to sanitize or wash their hands prior to and after eating.

5. Lunch Lines: Buildings should encourage social distancing when in queue lines and encourage individuals to remain seated as much as possible when in the cafeteria. There will be markings on the floors to promote social distancing.
6. Scheduling: Schedules will be developed to create small groups and to minimize cross grouping.
7. Seating Layout: When feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating.
8. Traffic Flow & Signage: Cafeterias will have six (6)-foot markings and traffic flow signs. Procedures for cleaning and sanitizing the cafeteria and/or classrooms will be clearly posted.
9. Additional tables can be provided, where feasible, to accommodate larger lunch shifts and social distancing when necessary.
10. Buildings that have multipurpose rooms, such as gym/cafeterias or cafeteria/auditoriums can expand their seating area throughout the entire space to accommodate larger lunch shifts.

Arrival and Dismissal Recommendations

Traditional transportation schedules will continue to be provided daily to all students with updated procedures in place for the possibility of an increase in student drop-off and pick-up if parents choose not to access District transportation. Building specific drop off and pick up procedures will be developed and communicated to parents.

1. Traditional daily transportation schedules will continue to be provided to all students. Students will be strongly encouraged to wear a mask while on the bus, as social distancing may not be possible.
2. Parents will be provided the option to drive their child to and from school each day.
3. Procedures will be established if necessary, to accommodate an increased number of car riders at each building.
4. Each building will establish arrival and dismissal procedures/schedule to allow for social distancing
5. Cohorts of students will be assigned to doors for arrival and dismissal at their respective buildings
6. During arrival and dismissal, buildings will use the maximum number of entry points to reduce potential congregate behavior by groups such as walkers, bus riders and students being dropped off by parents

Shared and Classroom Materials Recommendations

1. Buildings will create procedures to limit the sharing of materials among students
2. Online textbooks and novels should be used if possible
3. Library books will be placed in quarantine when returned to the library for a period of 3 days, before returning to circulation
4. Student's belongings should be separated from others' and in individually labeled containers, cubbies, lockers, or other areas. Having adequate supplies will minimize sharing of high-touch materials to the extent possible.
5. Cleaning procedures or item quarantine procedures will be put in place for items such as iPads, chromebooks, utensils, books, classroom libraries, manipulatives, science kit materials, special area items, and toys.
6. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. Bottles of water will be provided when/as needed.

Office Recommendations

1. Buildings will develop and post visitor procedures to ensure social distancing expectations
2. Employees and guests must prioritize social distancing with six (6) feet between people in all directions. If six (6) feet is not feasible, then three (3) feet is acceptable.
3. All district staff will be required to wear face coverings (either a face mask or face shield) at all times. For visitors, the district will follow the Governor's Executive Order on face coverings. Building leaders should ensure that masks are available for individuals that do not have access prior to entering the building. Exemptions will be made in accordance with the Governor's Executive Order or as otherwise required by law.
4. Front office areas will have plexiglass barriers installed as an additional precaution.
5. Special attention will be paid to areas where people may form lines or congregate. Areas will be marked off designating waiting areas (chairs, etc.)
6. Staff should wash or sanitize their hands frequently and before and after touching shared items and before and after eating.

Other Room Recommendations

1. Locker room usage will be limited.
2. Band and Chorus Rooms will not be used at full capacity, but rather the auditorium will be utilized for these large group gatherings when outside is not available due to inclement weather. These courses will be instructed in the large group areas or outside when weather permits.

Student Health Plan

PDE plan requirements addressed in this section include:

- ***Monitoring students and staff for symptoms and history of exposure*** 🔄
- ***Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure***
- ***Returning isolated or quarantined staff, students, or visitors to school***
- ***Protecting students and staff at higher risk for severe illness***
- ***Unique safety protocols for students with complex needs or other vulnerable individuals***

Information about signs and symptoms will be provided to parents and/or guardians through a variety of sources (ex: newsletter, District website, etc.). The school nurses, in consultation with the Department of Health, School Physician, and administration will be responsible for making decisions regarding quarantine or isolation of students and/or staff. Training for staff and students on protocols for monitoring health will be established and communicated. Consistent evaluation of the implementation of protocols will be completed and protocols may be adjusted as appropriate.

Monitoring Student Health

1. Each building's leadership team will monitor the following daily:
 - a. Students sent home with fever >100 F
 - b. Total number of students absent
2. Parents/guardians will be asked to monitor their children's temperature and any symptoms of illness on a daily basis.
3. Symptom screenings to include temperature checks will be completed at home by parent(s)/guardian(s) before school on a daily basis.
4. Students exhibiting signs/symptoms or those that have been exposed to COVID-19 must not be sent on a District bus or brought to school.

5. If a student has any symptoms of illness or fever >100F they should stay home.

Responding to an Infected Student

1. Students who are ill or demonstrating signs/symptoms during the school day will be sent to the nurse's office and the health services protocol will be followed to provide care for the student.
2. If it is known that any student within a school community becomes ill or has been exposed to an individual confirmed positive for COVID-19, they will be immediately isolated and/or sent home and required to quarantine as appropriate.
3. Students with symptoms of communicable disease will be isolated to the extent possible and excluded from school in accordance with the PA Department of Health guidelines.
4. Families will be notified of a confirmed student or staff illness aligned with state and federal laws and guidelines.

Returning an Infected Student to School

1. Conditions in which a student or staff member can return to school/work will be established through consultation with the School Physician, local health care professionals, and state or federal guidelines.
2. Students who were displaying symptoms may return to school with a clearance note from a health care provider OR after at least ten (10) days have passed since symptoms first appeared which includes being fever free for at least 24 hours without fever-reducing medication.
3. Students should be seen by a school nurse upon return to school.

Protecting Vulnerable Students

1. Students deemed medically fragile will have an appropriate team meeting, IEP meeting, or 504 team meeting to determine appropriate supports and services prior to their return to school.
2. Accommodations will be made in accordance with district policy and PA Department of Education guidelines, for any student or staff who has written documentation regarding the need for accommodations related to COVID-19.

Staff Health Plan

Monitoring Staff Health

1. Staff are encouraged to stay home if they are not feeling well. Staff should contact their supervising administrator and appropriately report their absence.
2. Prior to coming into work every day, all staff will need to complete a symptom screening:
 - a. Take your temperature.
 - i. If the staff member's temperature is under 100, report to work.
 - ii. If staff members' temperature is 100 or higher, they will not report to work and will contact their Supervising Administrator for next steps.
 - b. Staff member will review symptoms they have been demonstrating in the last 7 days, if they have at least 2 of these new symptoms: cough or shortness of breath or difficulty breathing, fever, shaking with chills, muscle pain, headaches, sore throat, loss of taste or smell, or diarrhea they should not report to work and contact their supervising administrator
3. Employees traveling to hot spots, as identified from time to time by the PA Department of Health, should talk to their supervisor 48 hours prior to traveling to an identified hot spot.

4. Staff that become ill during the school day will be sent home immediately
5. Employees are encouraged to self-report any symptoms to their supervising administrator
6. Each building's leadership team will monitor the following daily:
 - a. Number of staff sent home with fever of 100.4 F or greater
 - b. Total number of staff absences

Responding to an Infected Staff Member

Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor to return.

A variety of leave options are available to employees including: Families First Coronavirus Response Act (FFCRA), Family Medical Leave Act (FMLA), paid illness leave, sabbatical leave, and optional leaves of absences. Employees are encouraged to discuss their leave options with the Assistant Business Manager. Employees will receive education on steps to take to minimize risk.

Steps that should be taken in response to an infected staff member:

1. Send the employee home immediately, if they become sick during the work day
2. Ensure that the building/department leader is aware of the probable or confirmed case
3. Close off any area visited by the employee who is a probable or confirmed case of COVID-19 for a minimum of twenty-four (24) hours prior to cleaning. Windows and doors should be opened when possible.
4. Identify employees and students who were in close contact, defined as within six (6) feet for more than fifteen (15) minutes, with the person who is a probable or confirmed case of COVID-19 from a period of forty-eight (48) hours before symptoms to the time they were isolated.
5. Building/department leader should contact the Office of the Superintendent with the following information:
 - a. Name of employee
 - b. Start date of symptoms
 - c. Names of all staff members identified in Step 4
6. Office of the Superintendent will document the information in a tracking system
 - a. Health services will notify the Leadership Team and will initiate the process with the Assistant Business Manager
7. Building/department leader should contact the Director of Buildings and Grounds with the following information:
 - a. Buildings visited
 - b. Rooms visited
 - c. Timeline of the onset of symptoms, starting 48 hours prior to onset of symptoms
8. Building/department leader or employee should contact health services with the following information:
 - a. Symptoms
 - b. Start date/time of symptoms
9. If employees were exposed according to step 4, they may return immediately with the following precautions:
 - a. Begin temperature screening per the CDC guidelines. Screening should take place before employees enter the workplace and prior to the start of their shift
 - i. Ensure social distancing while waiting to have temperature taken
 - b. Send employees home with a temperature of 100.4 or greater

- c. If employees show symptoms of COVID-19, send them home and start again with step 1 above

Returning and Infected Staff Member to Work

An infected staff member may return to work when **all** three (3) criteria are met:

1. At least one (1) day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);
2. At least ten (10) days have passed since symptoms first appeared;
3. The staff member has been cleared by a healthcare provider.

Protecting Vulnerable Staff Members

1. Staff will be expected to attend work in accordance with up-to-date attendance guidelines and policies. Qualified disabilities covered under the American Disabilities Act (ADA) will be reviewed. Employees may be eligible for leave according to FMLA, FFCRA, or district leave policies.
2. Accommodations will be made in accordance with district policy and PDE guidelines, for any student or staff who has written documentation regarding the need for accommodations related to COVID-19.

Operations

Space Utilization Plan

PDE plan requirements addressed in this section include:

- *Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms*
- *Staggering the use of communal spaces and hallways* ☞
- *Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students* ☞
- *Strategic deployment of staff* ☞
- *Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students* ☞

All classrooms and learning spaces throughout the District will be evaluated and reorganized, to the maximum extent feasible, to provide students and staff with the maximum social distancing to mitigate the spread of COVID-19. Building schedules and routines (student movement within a building, change of classes, recess, lunch schedules, etc.) will be assessed to minimize contact between individuals throughout the school day.

1. All District classrooms/learning spaces will be evaluated based on the number of students assigned to each location.
2. Classrooms/learning spaces will be redesigned as appropriate to ensure to the maximum extent feasible social distancing among students and staff throughout the day.

3. Group learning spaces will be minimized or removed to provide additional space if needed for social distancing.
4. To the extent possible, safety shields and/or masks will be required of staff and students for one-on-one conferencing with students.
5. Learning areas used for academic support will also be evaluated based on the number of students assigned and redesigned to the extent feasible to ensure separation of students and staff.

The use of communal spaces will be evaluated, and safe and appropriate usage will be communicated based on the current color stage of the county. Staff will be encouraged to utilize outdoor space for learning activities when possible and appropriate for increased engagement as well as social distancing. Playground schedules will be evaluated to minimize the number of students outside at one time and activities will be assessed to minimize student contact.

All social distancing and safety protocols will be evaluated at each building and will be designed to appropriately meet the age group of the students in attendance. All staff and students will be provided training on social distancing and other safety protocols. Training will be provided through the most effective process available at the time (online, small group, individual, etc.) Parents and the community will be made aware of these protocols. Safety protocols will be continuously evaluated by staff to ensure fidelity of implementation. As procedures aligned with the appropriate age/development of each building are finalized, appropriate signs, in highly visible locations (halls, classrooms, digital boards, etc.) will be displayed. Procedures will also be posted on each building/district webpage. Social distancing signs will be placed in high traffic areas and decals will also be placed on cafeteria tables to identify where students may sit.

Custodial Service Plan

PDE plan requirements addressed in this section include:

- *Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) ☞*
- *Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms*
- *Staggering the use of communal spaces and hallways ☞*
- *Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☞*
- *Strategic deployment of staff ☞*
- *Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☞*

The main focus of this plan is to provide the highest level of disinfecting/sanitizing of high touch areas throughout each school building every day classes are in session, given the limited custodial staff in each building. High-touch areas include but are not limited to: door knobs, panic bars, handrails, counters, desk tops, chairs, computer equipment, pens used for visitor or student sign in, restroom fixtures, drinking fountains, and food service lines.

Assistance from cafeteria staff, building assistants, hall monitors, other support staff, as well as building leadership is required to keep the buildings disinfected/sanitized to the extent practical and possible throughout the day. In order to achieve this, overtime for custodial staff will be approved as required.

Additional support from the Director of Buildings and Grounds will keep building custodians focused on cleaning/disinfecting and sanitizing by having the custodial staff log the cleaning/disinfecting and sanitizing they do daily. The Director of Buildings and Grounds will also assume responsibility for minor maintenance items such as light bulbs, filters, etc.

The Director of Buildings and Grounds has identified the critical times of the day that disinfecting and sanitizing need to take place. These critical times include:

1. After student arrival (all buildings): All handrails, door knobs, push bars/panic bars, and drinking fountains will be disinfected/sanitized.
2. All handrails, door knobs, push bars/panic bars, drinking fountains, desktops, and chairs will be disinfected/sanitized multiple times a day, to the greatest extent possible.
3. After dismissal for the day: The entire building will undergo a typical top to bottom cleaning with an emphasis on disinfecting/sanitizing of high touch areas:
 - a. All buildings will be cleaned with an approved sanitizing cleaner.
 - b. Outside air dampers in occupied areas of the building will be opened to a maximum level to bring in fresh air while still being able maintain a comfortable temperature. Weather conditions will be a factor.
 - c. Classrooms will be systematically treated using an electrostatic sprayer when feasible.
 - d. Classrooms will be systematically cleaned daily with a sanitizer.
 - e. Hallways, restrooms, main and guidance offices will be treated with an electrostatic sprayer when feasible.
 - f. Hallways, restrooms, main and guidance offices will be systematically cleaned daily with a sanitizer.
 - g. Water fountains will be turned off and there will be bottle fillers for students and staff to use.
 - h. Partitions will be installed between urinals and sinks.
 - i. Hand sanitizer will be available in all instructional spaces, common areas, and office areas.
 - j. Transportation (buses and vans) will be disinfected/sanitized between all AM and PM runs.

More frequent restroom checks, ensuring an adequate supply of soap and paper towels, will also be a priority throughout the day.

Adequate supplies have been procured and will be distributed to all buildings. These include:

1. Sanitizing Wipes
2. Ready to Use Disinfectant/Sanitizer
3. Spray Bottles for Disinfectant/Sanitizer
4. Hand Sanitizer
5. Face Masks/Face Shields

The Director of Buildings and Grounds also procured sheets of polycarbonate materials and is fabricating social distancing barriers for all reception areas.

Food Service Plan

All students will be offered breakfast and lunch within our buildings, in the same fashion as a typical school day, on the days they attend class in a district building.

1. Within the Green and Yellow Phase, cafeterias and other congregate settings may be used to the extent possible.
2. District cafeterias and other congregate settings will be evaluated and scheduled based on student numbers that can provide appropriate social distancing to the extent possible.
3. New seating plans will be developed to ensure appropriate student/staff distancing.
4. Schedules will be evaluated to alleviate multiple groups of students/staff from moving through cafeteria food lines at the same time.
5. Schedules will be evaluated to alleviate multiple groups of students entering and exiting cafeterias and other congregate spaces at the same time.
6. A reduced number of food options will be provided as well as opportunities for condiments and other items that would require additional student movement.

Transportation Plan

PDE plan requirements addressed in this section include:

- *Adjusting transportation schedules and practices to create social distance between students* 🔄

ACSD and DB Fisher Transportation will work together to provide:

1. Efficient schedules that will provide safe and timely transportation to and from all buildings in accordance with the adopted reopening attendance schedule
2. Letters will be sent to all parents informing them of the inability to provide adequate numbers of buses for social distancing and the need for their children to wear face coverings
3. Masks and hand sanitizer will be available on buses for all public and private school students boarding
4. Buses will be sanitized between each run and at the end of each day.

Visitor and Volunteer Management Plan

PDE plan requirements addressed in this section include:

- *Identifying and restricting non-essential visitors and volunteers* 🔄

ACSD will limit non-essential visitors to each of our buildings to mitigate the spread of COVID-19. ACSD will restrict the use of school buildings by outside organizations deemed to be non-essential. Non-essential persons, to include guest speakers and presenters, volunteers, and visitors, will be restricted from entering district buildings. Entry points and exit points will be established for each building, controlling the flow of traffic.

Where practical, the district will limit in person meetings, such as for IEPs, parent/teacher conferences, and staff meetings. Use of teleconferencing or video conferencing will be used to the greatest extent possible.

The district will utilize an electronic visitor management system, capable of creating a log of all visitors to district buildings. Appropriate health screening questions will be incorporated into the visitor check in process to deter entry of individuals experiencing COVID-19 related symptoms.

Communications

Pre-entry Communications Plan

PDE plan requirements addressed in this section include:

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

The goal of the Pre-Entry Communication Plan is to communicate all new protocols to reduce transmission of the disease before students and staff enter school buildings. In order to ensure effective communication of information related to new protocols, the district will communicate with students, staff, parents, and community members in a variety of ways.

Throughout the summer, the ACSD Administrative Team will send relevant newsletter emails to staff and send relevant email blasts to community members and families. The Administrative will support the announcement of this reopening plan on August 4, including releasing relevant information to the media via a press release, web news story, and social media. In order to respond to questions and concerns from parents and the community, the Office of the Superintendent will host several Parent/Community meetings with both parents and community members.

To best prepare students, staff, and families for the start of school, the Administrative Team will send emails to all district families, providing an overview of the communications tools that will be used to provide information on the reopening plan. In order to ensure that all families receive this information, a robocall/text will be sent to supplement the communications overview email.

In addition to posting this plan on the district website, the Administrative Team will develop a reopening plan section of the district website, including FAQs. This will enable the district to add additional detail to the plan as the district moves into the training and implementation phase.

Post Entry Communications Plan

PDE plan requirements addressed in this section include:

- *Notifying staff, families, and the public of school closures and within school year changes in safety protocols*

The goal of the Post-Entry Communication Plan is to continually reinforce safety protocols and to ensure that staff, families, and the public are notified of school closures and within school year changes in safety protocols. ACSD will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: the District webpage, School Messenger (phone, text, and e-mail messaging), social media, and letters.

Training Plan

PDE plan requirements addressed in this section include:

- *Schedules for training all faculty and staff on the implementation of the Health and Safety Plans before providing services to students*

Upon approval of this plan by the ACSD School Board, a comprehensive training module will be developed by a group of Administrative Team members and will be customized for use by buildings and departments. Staff will receive training the week prior to students returning to buildings. To the greatest extent possible, the training will be delivered online to ensure compliance with the School Infection Control & Mitigation Guidelines outlined above.

Instructional Plan School Board of Directors Affirmation Statement

The Board of Directors for Annville-Cleona School District reviewed and approved the Instructional Plan on August 10, 2020.

The plan was approved by a vote of:

Yes
 No

Affirmed on:

By:

(Signature of Board President)

(Print Name of Board President)