Health and Safety Plan Summary: GREATER LATROBE SCHOOL DISTRICT

Anticipated Launch Date: JULY 1, 2020 (First Revision Date July 21, 2020)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

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<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
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| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | Custodial operations will have concluded their annual summer cleaning program for all District Buildings prior to the beginning of the 2020-2021 school year. Enhanced procedures were implemented to ensure surfaces remained clean and disinfected after maintenance work, furniture arrangement modifications, and other custodial operations performed. The District's preventative maintenance program assured the schools' HVAC systems are operating properly, meet indoor air quality recommendations, and comply with all applicable regulations for proper ventilation levels. Additionally, spaces where people intentionally congregate have been modified to limit exposure and maintain healthy environments. The District will continue its routine cleaning, disinfection, and monitoring process to combat contaminated surfaces. This process is to daily clean and disinfect with a U.S. Environmental Protection Agency (EPA)-registered disinfectant to prevent the spread of bacteria and viruses. The custodial department cleans and disinfects restrooms, drinking fountains, and surfaces in all occupied spaces. Additionally, the department will expand and sharpen its focus on high-frequency touch surfaces, such as door handles/push bars, handrails, stall doors, faucets, and towel dispensers throughout the school day. With remote instructional days mid-week, unoccupied classrooms will have additional spot cleaning, detail floor work, and another round of surface clean and disinfect. Spaces that are to be utilized for extracurricular activities will receive routine cleaning and disinfecting. Frequent handwashing is preferred as the best defense against germs and viruses. Handwashing before eating, after using the bathroom, after recess, and anytime they are dirty will be required and monitored. When there is no access to a sink, hand sanitizing stations containing an alcohol-based (at least 60% alcohol, dye-free and fragrance-free) hand sanitizer or alcohol-based sanitizer wipes will be
available. All need to be involved in efforts to improve handwashing and other behavioral strategies to reduce the risk of spread. All efforts will be made to minimize sharing of objects in the classroom. Teachers and staff will have access to a district-provided basic cleaner, to be used with microfiber cloths or disinfectant/sanitizing wipes.

The risk of contamination from public-use restrooms require members of the District to be more vigilant in practicing healthy hygiene habits. Restrooms present challenges with social distancing and possibility of contact with contaminated surfaces. The implementation of increased frequency of cleaning and disinfecting by custodial staff; limitations on building occupants; limiting the number of students in a restroom at one time; utilizing multiple restrooms throughout the building, thus limiting the number of students in one area; increase the rate of HVAC exhaust to provide more air changes; increase signage for more hand washing hygiene; and providing hands-free door hardware are all strategies that are to be incorporated to reduce the risk.

In schools, disinfecting is the responsibility of the school custodial staff, preferably when students are not present. They are trained to use disinfectants in a safe and effective manner. Overuse does not provide any additional protection and can expose students and staff to harmful chemicals. Students should never be directed to use disinfectant wipes or other chemicals in school. Disinfectant wipes should not be used to clean hands. All staff will be trained in the protocols required to safely open instructional spaces; know the difference between cleaning, sanitizing, and disinfecting; and the proper use for the task. Further, all will be trained in regard to the Greater Latrobe School District School Reopening Health and Safety Plan.

The Superintendent and Administrative team will review, lead, and participate in associated training. Preparedness will be based upon observable data gathered by the Superintendent and Administrative Team, recommendations from the Department of Health, the Centers for Disease Control and Prevention (CDC), School Physician, Exela Health Medical Group, and any other relevant mandates or guidelines from the Pennsylvania Department of Education, State or Federal Government.
### Social Distancing and Other Safety Protocols

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<tr>
<th>Requirement(s)</th>
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<tr>
<td>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</td>
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<td>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</td>
<td>The Greater Latrobe School District reserves the right to move to more restrictive action at any time, should local circumstances dictate the need to do so.</td>
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<td>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</td>
<td><strong>GREEN AND YELLOW PHASES</strong></td>
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<td>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</td>
<td>Greater Latrobe School District students will return to the brick and mortar setting for a regular instructional schedule. Social distancing guidelines will be followed to the maximum extent possible. Schedules may be adjusted within the school day to limit the number of students in large gathering areas, such as cafeterias and hallways. Families will have the option to provide transportation for their students in order to limit the number of students on buses. <strong>Household groups will be seated together on buses in order to maintain social distancing among different groups of students.</strong> All cleaning, disinfecting and sanitizing procedures will be followed to support the health and safety of all students. Families who choose not to send their students back to the brick and mortar school will have the option of participating in a full Online Instruction educational experience, using Google Classroom, synchronous and asynchronous instruction.</td>
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<td>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</td>
<td><strong>YELLOW PHASE HYBRID MODEL (if dictated by severe local circumstances)</strong></td>
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<td>Limiting the sharing of materials among students</td>
<td>Greater Latrobe School District will split the student population into two groups of students. Household groups will maintain the same schedule in order to provide consistency and ease of scheduling for families. Half of the students will be in the school buildings during any given time, while the other half of the students participate in online instruction. Greater Latrobe has created a hybrid schedule where half of the students will report to the school buildings for face-to-face instruction on Monday and Tuesday. All students will participate in online instruction on Wednesday to allow for the custodial/maintenance staff to conduct a deep cleaning of all facilities. The second half of the students will report to the school buildings on Thursdays and Fridays, while the first half of the students participate in online instruction. When students are not in the physical school buildings, a full virtual learning environment will be provided through both synchronous and asynchronous instruction. All students have been given the opportunity to obtain Chromebooks and MiFi devices (as needed), so students will be required to participate in online instruction during the days they are not physically at school.</td>
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<td>Staggering the use of communal spaces and hallways</td>
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<tr>
<td>Adjusting transportation schedules and practices to create social distance between students</td>
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<td>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</td>
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<td>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</td>
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<tr>
<td>Other social distancing and safety practices</td>
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Students who attend the Eastern Westmoreland Career and Technology Center will have the opportunity to physically attend this program on a daily basis, with the exception of Wednesdays. Greater Latrobe recognizes the importance of hands-on instruction and learning that is crucial to a Career and Technology Center, as well as the required hours of instruction/ supervision for a number of programs at the EWCTC.

Students with exceptional learning needs will have the opportunity to physically attend school on a daily basis, with the exception of Wednesdays, based on IEP team discussions and revisions. The Director of Pupil Services shall also provide input toward this decision.

Students who participate in English as a Second Language programs will have the opportunity to attend school on a daily basis, if determined by a team meeting. Participants in the meeting may include the student, parents, school counselors, teachers (including ESL teacher), building principal, Director of Pupil Services.

Students with other needs, including but not limited to 504 Plans, Gifted Education or Individual Health Plans, may consult with the school counselor, building principal, and/or Director of Pupil Services in order to determine an appropriate plan for their educational schedule.

Students who choose to remain at home and not physically attend school at all will participate in Greater Latrobe’s Online Instructional program, provided through Google Classroom, synchronous and asynchronous instruction. Attendance will be closely monitored to ensure that these students are gaining meaningful educational benefit from Online Instruction.

Through this hybrid model of instruction, class sizes will be approximately reduced by half. This will further allow the recommended social distancing guidelines to be followed in all instructional and common spaces, including cafeterias and hallways. When possible, instruction may occur outdoors. This is particularly important for physical education and recess periods, which are important to the social and emotional well-being of all students.

Regular hand hygiene protocols have been established. These include, but are not limited to, students sanitizing hands upon boarding any district-operated transportation, students and staff sanitizing hands upon entry into the building, hand hygiene being conducted on a regular basis, when entering/exiting a classroom, when sneezing or coughing, when face touching occurs, or at any other time as directed by a staff member.
Greater Latrobe will transport students by household groups to allow for maximum social distance between family groups. This procedure will also help to reduce the number of students on each bus by approximately half. When possible, parents will be encouraged to consider providing transportation for their students. However, this will not be required.

No visitors will be allowed to enter the school buildings. This includes outside groups, programs, or organizations that would typically provide enrichment activities to supplement the curriculum.

Monitoring Student and Staff Health

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<td>* Monitoring students and staff for symptoms and history of exposure</td>
<td>Guardians shall take their child’s temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, the child may not attend school. All Greater Latrobe employees, including independently paid contractors, therapists, or educational providers, shall take their temperatures before reporting to a school building each day. If the employee has a temperature of 100.4 or higher, he/she may not report to work. Additionally, any student or employee who exhibits the following symptoms may not report to the school building: fever, coughing, shortness of breath, chills, repeated shaking with chills, new loss of taste or smell, muscle pain (not associated with an injury or workout program), or headache. Students and employees who experience symptoms while at one of the school buildings will be isolated and sent home immediately. Return to the school building may only occur when a clearance note has been obtained from a medical provider.</td>
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<td>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</td>
<td>To prevent potential exposure and spread of infection, Greater Latrobe School District will be utilizing a “Sick” Health Room (nurse’s office) and a “Well” Health Room (nurse’s office) in each building, in conjunction with best practice nursing protocols. The protocol will be followed by both staff and students.</td>
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<td>* Returning isolated or quarantined staff, students, or visitors to school</td>
<td>Sick Health Room Procedures:</td>
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| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | - Staff calls the Health Room to notify the school nurse that a student or staff member appears to be sick  
- The potentially infectious person will be immediately assessed and isolated, if necessary  
- The school nurse will provide direction on how to proceed; the nurse may come to the classroom or may instruct the staff member to send the student to the Sick Health Room |
- Reasons to call the nurse for a suspected sick child include: suspected fever, shortness of
  breath, severe coughing, apparent respiratory distress, decreased level of consciousness,
  confusion, or similar life threatening conditions

Well Health Room Procedures:

- Students may not report to the Well Health Room unless absolutely necessary. The school
  nurse will provide Professional Development to all students and staff about what types of
  conditions and/or medical needs may be managed within the classroom setting.

- Students shall not report to the Well Health Room with the following conditions:
  a. Paper cuts, small abrasions, picked scabs, etc. Students will wash the affected
     area with soap and water and apply a bandaid, if necessary
  b. Minor headaches and/or fatigue. The student will be directed to get a small
     snack or drink of water and put his/her head down for at least 20 minutes. If
     symptoms do not subside, the staff member will call the school nurse. Students
     will NOT be permitted to report to either Health Room for naps.
  c. Mild stomach ache and/or nausea. The student will be directed to use the
     restroom, get a drink of water, and/or a small snack and put his/her head down
     for at least 20 minutes. If symptoms do not subside, the staff member will call
     the school nurse. Students will NOT be permitted to report to either Health
     Room to rest.
  d. Localized bug bites - if the student has no history of allergies and the bite has
     not spread over a large area of skin, the student will be directed to apply a cool,
     wet paper towel to the area to prevent scratching. The staff member will assist
     the student in self-monitoring for symptoms of a potential allergic reaction,
     including swelling, shortness of breath, spreading rash, difficulty swallowing, or
     other symptoms of anaphylaxis. If this occurs, the school nurse will be called
     immediately.
  e. Anxiety/Stress/Social-Emotional Needs - if the student’s symptoms are not
     affecting breathing or physical health, the student should be encouraged to
     practice self-calming strategies, including deep breathing, muscle relaxation,
     positive self-talk, or talking a 5-10 minute break within the classroom setting.
     The school counselor may also be consulted for additional support, but the
     student should not be sent directly to the school counseling office until various
     other strategies have been tried within the classroom. The staff member shall
call the school counselor to report to the classroom, rather than send the student to the office.

f. Overall guidelines: if the medical need is not life-threatening, but cannot be addressed within the classroom, the student may report to the Well Health Room.

g. Diabetes Management: a staff member shall call the Well Health Room prior to sending a student for routine Diabetes Management care. When possible, students should be encouraged to monitor their own diabetic symptoms within the classroom. The school nurse shall consult with each student with diabetes, guardian, and teachers in order to determine the best plan of care.

h. Medication Management: students who require routine medication during the school day will be called to the Well Health Room at the appropriate time(s) of day. As always, guardians are encouraged to administer medication at home. Required medications shall follow the current guidelines for Administration of Medication During the School Day procedures, which are available from each school nurse.

Return to Work/School Procedures for Employees and Students, per the Centers for Disease Control

This guidance is based on current available information about COVID-19 and is subject to change as additional information becomes available. The decision to discontinue isolation shall be made in conjunction with an individual's personal physician and under the context of local circumstances (i.e. testing availability, community spread, underlying personal health issues, etc.). Written clearance from a physician must be submitted to the Greater Latrobe School District prior to returning to work/school.

A. Persons with laboratory-confirmed COVID-19 who have symptoms and are directed to care for themselves at home may discontinue isolation under the following conditions:

- Symptom-based strategy. Exclude from work/school until:
  - At least 10 days have passed since symptoms first appeared.
  - At least 3 days (72 hours) have 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) AND
  - Written clearance from the individual's physician

- Test-based strategy. Exclude from work/school until:
  - Resolution of fever without the use of fever-reducing medications AND
○ Improvement in respiratory symptoms (e.g. cough, shortness of breath), AND
○ Written clearance from the individual’s physician

B. Persons with laboratory-confirmed COVID-19 who have not had any symptoms:

- Time-based strategy. Exclude from work/school until:
  ○ 10 days have passed since the date of the first COVID-19 diagnostic test, assuming the person has not subsequently developed symptoms since the positive test
  ○ If an individual develops symptoms, then the symptom-based or test-based strategy should be used. Note: because symptoms cannot be used to gauge where individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after the first positive test.

- Test-based strategy. Exclude from work/school until:
  ○ Resolution of fever without the use of fever-reducing medications AND
  ○ Improvement in respiratory symptoms (e.g. cough, shortness of breath) AND
  ○ Written clearance from the individual’s physician
  ○ For three (3) days following discontinuation of isolation, these individuals should continue to limit contact by social distancing (at least six feet away from others) and limit potential dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present.

The Greater Latrobe School District has conducted a survey, which was electronically sent to every family in the District with at least one parent/guardian who has an email address on file. The purpose of the survey was to evaluate the family’s intentions at the current time regarding their child(ren) returning to the brick and mortar setting in the fall, participation in a hybrid model, participation in a full online instruction model, or the family’s intention at the current time to seek alternative educational options outside of the District. Families who are not comfortable with their child(ren) returning to the brick and mortar setting will have the option of enrolling their child(ren) in Greater Latrobe’s online instructional model, using Google Classroom, synchronous and asynchronous learning.

As the current situation continues to evolve, Greater Latrobe Administrators will disseminate information to the entire community. All stakeholders will be informed of the safety expectations for all students and staff. This information will signify the District’s preparedness for the schools to reopen as safely as is possible, considering the ever-changing circumstances.
# Other Considerations for Students and Staff

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<th>Requirement(s)</th>
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<tr>
<td>* Protecting students and staff at higher risk for severe illness</td>
<td>All staff members will be required to wear face coverings throughout the school day, as well as follow social distancing procedures.</td>
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<tr>
<td>* Use of face coverings (masks or face shields) by all staff</td>
<td>All students will be required to wear a face covering on the school bus, in the hallways, and other gatherings when unable to social distance 6 feet from others. All students may remove face coverings when eating, drinking and being outdoors while maintaining social distancing.</td>
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<tr>
<td>* Use of face coverings (masks or face shields) by older students (as appropriate)</td>
<td>Upon entering the elementary classrooms and being seated for instruction, elementary students may remove their face coverings. However, if working in small groups and unable to social distance, face coverings must be worn.</td>
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<td>Unique safety protocols for students with complex needs or other vulnerable individuals</td>
<td>Medical research has shown that adolescents (junior and senior high students) have an increased risk of contracting and transmitting the virus to others. Additionally, secondary students will be moving throughout the building frequently and be in contact with several groups of students and teachers throughout the day. Therefore, more strict face covering guidelines for secondary students will be imposed while in the classroom setting. Secondary students will wear face coverings during classroom instruction but will be provided with &quot;mask free intervals&quot; throughout the day. These &quot;mask free intervals&quot; may include times when students are working independently, in large group areas and able to social distance 6 feet from others.</td>
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<td>Strategic deployment of staff</td>
<td>In the future, face coverings may be allowed to be removed for secondary students after the district can be reassured that students, while in the classroom can maintain social distancing of 6 feet and the incidence of COVID in the school population does not rise after school starts. Faculty and staff members who cannot maintain social distancing of 6 feet and/or are required to be in close proximity to students for instruction, therapy or treatment must wear a face covering to limit exposure.</td>
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<td>All food services personnel will be required to wear face coverings.</td>
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Face coverings may be required in certain situations, at the discretion of District Administrators, if the health and safety of any individuals is at risk. A student may be required to don a face covering if he/she is exhibiting symptoms commonly associated with COVID-19, or is otherwise not practicing proper health/hygiene protocols (i.e. coughing/sneezing without controlling fluid).

During the 2020-2021 school year, students and staff members will be provided with alternative options for education and employment, due to the COVID-19 pandemic.

- Students who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus will be provided with the option of a full online instructional experience throughout the entire school year. This experience will include both synchronous and asynchronous instruction, Google Classroom resources, live-streaming instruction, or other personalized learning experiences. District Administration will collaborate with the student and his/her family to provide all necessary accommodations and related services to meet the needs of the student.
- Teachers who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus may be offered the opportunity to work remotely for the duration of the 2020-2021 school year. Medical documentation must be submitted and may be reviewed by the District Solicitor. Greater Latrobe will provide both synchronous and asynchronous instructional opportunities for all students, so teachers who are not able to be physically present may continue to provide instruction through an online environment.
- Other staff members will be provided alternatives according to current government regulations/legislation.

Instructional and support staff will be assigned accordingly to meet student needs. Students who require individualized learning plans due to academic or medical considerations may have teams of individuals meet to develop individual plans. These students may include students with disabilities, medical conditions, limited English proficiency, attendance concerns, or other needs as determined by the Director of Pupil Services. All decisions made regarding a student’s educational plan for the 2020-2021 school year will be made through a documented team decision. Team members may include, but are not limited to: the student (if appropriate), guardians, building principal, teachers, school counselor, school nurse, personal physician, and/or the Director of Pupil Services.
Resources that would be available to any student under typical circumstances will also be available to all students during the Phased School Reopening plan. Availability of these resources is not dependent on a student’s choice to participate in any of the District’s educational models. These resources may include, but are not limited to: Student Assistance Program, Academic Resource Team, Truancy Elimination Planning, Multi-Disciplinary Evaluation, Mental Health Referral, Drug/Alcohol Referral, assistance with food/clothing allocation, social-emotional support, tutoring, or any other service necessary to reduce barriers to education.
Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for GREATER LATROBE SCHOOL DISTRICT reviewed and approved the Phased School Reopening Health and Safety Plan on **JULY 21, 2020**.

The plan was approved by a vote of:

- [ ] Yes
- [ ] No

Affirmed on: **JULY 21, 2020**.

By:

(Signature* of Board President)

[Signature]

(Print Name of Board President)

Steven J. Casco

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.