ARP ESSER Health and Safety Plan
Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a Safe Return to In-Person Instruction and Continuity of Services Plan, hereinafter referred to as a Health and Safety Plan.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;

2. How the LEA will ensure continuity of services, including but not limited to services to address the students’ academic needs, and students’ and staff members’ social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

   a. Universal and correct wearing of masks per the approved Health and Safety Plan or subject to Pennsylvania state mandates;

   b. Modifying facilities to allow for physical distancing where possible and appropriate based on activity. (e.g., use of cohorts/podding);

   c. Handwashing and respiratory etiquette;

   d. Cleaning and maintaining healthy facilities, including improving ventilation;

   e. Contact tracing in combination with isolation and quarantine, in collaboration with State and local health departments;

   f. Provide information related to Diagnostic and screening testing;

   g. Efforts to provide information related to COVID-19 vaccinations to school communities;

   h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and

   i. Coordination with state and local health officials.

The LEA’s Health and Safety Plan must be approved by its governing body and posted on the LEA’s publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA’s publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA’s ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.
LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

**Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Guidance](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Thorough an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)
Health and Safety Plan Summary: Kutztown Area School District

Initial Effective Date: June 29, 2021

The Kutztown Area School District has committed to reviewing all guidance from the Pennsylvania Department of Education (PDE), Pennsylvania Department of Health (PA DoH), and Center of Disease Control (CDC) in development of and approval a final Health and Safety Plan on August 16, 2021 for the beginning of the 2021-2022 school year. Our experience throughout the past 18 months is that guidance changes rapidly and that current guidance in consideration of local context is best applied closer to the date of operation. The KASD is prepared to implement layered mitigation strategies as necessary based on the current local context.

Date of Last Review: August 16, 2021

Date of Last Revision: December 20, 2021

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The District will stay current with Centers for Disease Control (CDC), and the Pennsylvania Department of Health (PaDOH). The district will implement layered prevention and mitigation strategies, policies, and procedures as outlined in Question #2 and 3 of this Health and Safety Plan.

Mitigation Strategies - Kutztown Area School District will maintain social distancing to the extent possible. In the summer of 2021, the KASD upgraded HVAC systems in buildings with aging systems. This along with Bipolar Ionization that was implemented in August of 2020 will provide optimal air quality for all. KASD buildings will continue utilizing disinfecting products, provide access to hand sanitizer, and encourage and model proper personal hygiene for all students and staff during the 2021-2022 school year. KASD may cohort students at the elementary level. KASD will support masking as a mitigation strategy and implement responsive masking strategies based on local and school based data.

Criteria/Data Considered for Additional Mitigation Strategies:

- Confirmed Covid-19 cases in KASD schools
- Current 7 Day Incident Rates in the state, county and KASD attendance zip codes
- KASD contact tracing
- KASD attendance rates
- PCR positivity rates
- Data and strategies implemented by adjoining school districts
2. How will the LEA ensure continuity of services, including but not limited to services to address the students’ academic needs, and students’ and staff members’ social, emotional, mental health, and other needs, which may include student health and food services?

KASD will continue to provide developmentally appropriate devices to all students in grades K-12. KASD has increased staffing in the following areas to support programs for learning and the social and emotional needs of students; ESL teachers to support students with language development needs. 0.5 Behavioral Specialist to support students and teachers. Partnering with contracted service providers to provide support for students and families in the areas of social, emotional, and motivational challenges.

For the 2021-2022 school year, the Superintendent, in conjunction with the Board of Directors, shall develop a Health and Safety Plan in forms and manners prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and cyber learning as the District, from time to time during this pandemic and Section 520.1 emergency, deems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education.

KASD plans to offer in-person instruction to all students for the 2021-2022 school year. For the purposes of quarantining students K-12, we will provide a temporary asynchronous educational option including support with teachers live through zoom. The support varies by grade level. KASD teachers. Families interested in full virtual options while in-person learning is available, will work with KASD Administration to find the best solution including partnerships.

Masks and Face Coverings in Schools

Masking will be determined per discussion at December 20, 2021 Board Meeting

Definitions-

Masking Optional - Students, staff and visitors are required per CDC order to wear masks on KASD buses. In all other school settings, masking will be at the discretion of the family in consideration of the health and safety of students, staff, and community. Students and staff will also be required to wear a mask when entering the health room. Masks will be available at the door.

Universal Masking- When in effect, students, staff, and visitors are required to wear masks in all setting school settings with the exceptions listed below.

- When outside and able to maintain 3ft distance
• While eating
• At times designated as mask breaks by staff

Contact Tracing and Quarantine

When a positive case of COVID-19 has been in a KASD building, potential close contacts will be contacted.

Asymptomatic (Fully Vaccinated or Unvaccinated): If a known exposure to a positive case occurs, an individual should be tested 2-5 days after the known contact, and wear a mask in public for 14 days or until they receive a negative test result. No quarantine necessary.

Symptomatic (Fully Vaccinated or Unvaccinated): Any individuals experiencing symptoms consistent with COVID-19 should isolate and consult their medical provider for evaluation and testing.

Household Contact - Unvaccinated: Individuals living in a household with a known positive case should quarantine for 10 days

Students that need to quarantine or that are COVID positive will receive continuity of services using the following protocols:

Secondary Protocol

• Students will be able to access a google meet live stream of the days classroom activities.
• Asynchronous work will be provided for COVID-19 Quarantine or COVID-19 illness.
• The school nurse should verify the need for a student/staff to quarantine.
• Teachers may need at least one day of lag time to prepare for a student who will be absent from class.
• Assessments would not be allowed remotely and will be completed when the student returns to in-person instruction.
• Work will be provided for a determined length of time depending on the type of quarantine or for up to 10 days for a COVID positive diagnosis.
• Students who are healthy but quarantined will be expected to submit their work daily or in accordance with the teacher’s expectations for their assignments.
• Students with COVID-19, who are sick, will have up to the number of days missed to complete and turn in all assignments for the time period they were out sick.
• Students will be held accountable for work that is missed while they are out.

Elementary Protocol

• Asynchronous work will be provided for COVID-19 Quarantine or COVID-19 illness.
• One hour of synchronous support will be offered virtually, each school day.
• The school nurse should verify the need for a student/staff to quarantine.
• Teachers may need a one-day lag time to prepare student work in Google Classroom and/or through physical materials to be picked-up/sent home (packets, worksheets, manipulatives, etc.).
• Work will be provided for a determined length of time depending on the type of quarantine or for up to 10 days for a COVID positive diagnosis.
• Students who are healthy but quarantine will be expected to submit their work daily or in accordance with the teacher's expectations for their assignments.
• Students with COVID-19 will have up to the number of days missed to complete and turn in all assignments for the time period they were out sick.
• Students will be held accountable for work that is missed while they are out.
• Questions regarding assignments should be sent through Google Classroom or directly to the teacher's KASD email account. The teacher will respond within 24 hours.

Staff/Student Social/Emotional Health

• A comprehensive and robust student activities and athletics program will provide opportunities for all students to get involved in the school and make connections with peers.
• Ongoing data collection including attendance, grades, social work referrals, and risk screenings.
• Re-entry activities will occur in each building for students and staff to reconnect with the school and each other.

Student/Staff Physical Health

• School nurses will follow CDC/DoH guidance related to communicable diseases including COVID-19.
• Students and staff should report any exposures to COVID-19 or positive test results to the school nursing staff and/or to the coaching/athletic staff.
• Encourage staff and students who are sick to stay home.
• The school district will maintain adequate personal protective equipment for use by staff and students.
• Routine cleaning of any utilized spaces will be performed each evening. Additional cleaning and disinfection of high touch spaces will be implemented on an as needed basis.
• HVAC systems includes pinpoint Bipolar Ionization in all rooms
• HVAC systems are programmed to completely cycle fresh air into rooms 7-8 times per hour.
• HVAC systems are programmed to run continually to refresh air before arrival, and purge air at the end of the day.
• Hand sanitizer stations will be maintained in each entrance area, and students
and staff will be encouraged to use them before entering the buildings.

- Touch-free wall mounted hand sanitizer dispensers will be maintained throughout the buildings and in classrooms.
- Water filling stations will be available.

**Food Services**

All students will have the opportunity to receive a free school breakfast and lunch through the continuation of the Continuing Appropriations Act 2021 and Other Extensions Act. Lunch periods will be scheduled into the instructional day as usual.

Students will be seated in cohorts by class at the elementary school and with 3ft distance to the extent possible across all buildings.

In the event that we have to modify lunch due to CDC/PaDOH guidance, we will consider implementing the following interventions:

- Social distancing
- Grab and go and/or curbside delivery options
- Eating outdoors
- Modified lunch schedules
- Eliminating lunch through modified instructional schedules

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

<table>
<thead>
<tr>
<th>ARP ESSER Requirement</th>
<th>Strategies, Policies, and Procedures</th>
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</table>
| a. Universal and correct wearing of **masks**; | Masks will be considered as a mitigation strategy, per school board approved Health and Safety Plan and most recent board action.

It is important to note that under a Federal order issued in January 2021, the CDC requires face coverings, regardless of vaccination status, when on public transportation - this includes on school buses operated by public and private school systems. However, a driver does not need to wear a face covering if they are the only person on the bus. |

| b. Modifying facilities to allow for **physical distancing** (e.g., | We will consider current recommendations from the Centers for Disease Control (CDC) and |

Revised December 20, 2021
| use of cohorts/podding); | Pennsylvania Department of Health (PaDOH) guidance for schools.  
Students will be seated at least 3 ft away from each other to the maximum extent possible.  
Refrain from physical contact with colleagues (handshakes, high fives, hugs).  
Be respectful of your students or colleagues’ personal space.  
When gathering in common, shared spaces, maintain physical distancing to the maximum extent possible from one another.  
Refrain from sharing items that are difficult to clean, sanitize, or disinfect.  
In the event that we decide to implement physical distancing in schools, we may exercise the following layered options:  
- Set up classrooms and workspaces to ensure there is a minimum of 3 feet of distance between students and staff.  
- Provide for 3-6 feet of distancing during lunch when possible.  
- Minimize student movement in the halls and provide for one-way traffic.  
- Assign seats in school settings to aid in contact tracing and to reduce the number of students that need to quarantine.  
- Students in the elementary schools will be cohorted across settings.  
- Cohorting of elementary classes at recess  
- Teachers would maintain 3 feet of distance from students, to the extent possible  
- Parents would be encouraged to drive students to school when possible, to help reduce the volume of students on school buses.  
The above stipulations can be further modified and changed based on local conditions and/or guidance from the Centers for Disease Control (CDC) and Pennsylvania Department of Health (PaDOH). |
<table>
<thead>
<tr>
<th><strong>c. Handwashing and respiratory etiquette:</strong></th>
<th>We will consider current recommendations from the Centers for Disease Control (CDC) and Pennsylvania Department of Health (PaDOH) guidance for schools.</th>
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</thead>
<tbody>
<tr>
<td>Wash your hands often with soap and water for at least 20 seconds.</td>
<td>If soap and water are not available, use hand sanitizer that contains at least 60% alcohol (for staff and older children who can safely use hand sanitizer).</td>
</tr>
<tr>
<td>Avoid touching your eyes, nose, and mouth.</td>
<td>Cover coughs and sneezes with a tissue or cough or sneeze into your elbow. Used tissues should be thrown in the trash can and hands should be washed immediately with soap and water for at least 20 seconds. Again, hand sanitizer may be used if soap and water are not available.</td>
</tr>
<tr>
<td>Increase monitoring to ensure adherence among students.</td>
<td></td>
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<tr>
<th><strong>d. Cleaning and maintaining healthy facilities, including improving ventilation:</strong></th>
<th>We will consider current recommendations from the Centers for Disease Control (CDC) and Pennsylvania Department of Health (PaDOH) guidance for schools.</th>
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</thead>
<tbody>
<tr>
<td>Routine cleaning of any utilized spaces and high touch areas will be performed each evening. Additional cleaning and disinfecting will be implemented on an as needed basis.</td>
<td>School buses would be disinfected once daily in between bus routes.</td>
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<td>HVAC systems are programmed to cycle fresh air into rooms 7-8 times per hour.</td>
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<td>HVAC systems are programmed to run continually to refresh air before arrival, throughout the day, and purge air at the end of the day.</td>
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</table>
Ensure your desk / workspace is clean and clear of files / folders to allow for cleaning of surface areas by the custodial staff.

Clean your telephone, computer keyboard, and office door knob / switches, if applicable, at the end of each workday.

Share in the cleaning and disinfecting of shared equipment and / or furniture / items within your office / shared work area, i.e., copier / printer, file cabinet handles, doorknobs, light switches, etc.

Follow additional cleaning and disinfecting measures / protocols required within your program.

Adhere to appropriate personal protective equipment guidelines.

e. **Contact tracing in combination with isolation and quarantine**, in collaboration with the State and local health departments;

We will consider current recommendations from the Centers for Disease Control (CDC) and Pennsylvania Department of Health (PaDOH) guidance for schools.

The Pennsylvania DOH considers COVID-19 a communicable disease. As such, it is among DOH's listing of reportable diseases.

When a positive case of COVID-19 potential close contacts will be contacted.

Asymptomatic (Fully Vaccinated or Unvaccinated): If a known exposure to a positive case occurs, an individual should be tested 2-5 days after the known contact, and wear a mask in public for 14 days or until they receive a negative test result. No quarantine necessary.

Symptomatic (Fully Vaccinated or Unvaccinated): Any individuals experiencing symptoms consistent with COVID-19 should isolate and consult their medical provider for evaluation and testing.
All staff and students are required to immediately report a suspected or known case of COVID-19 to the school nurse or their supervisor.

School nurses will provide each individual who is isolated or quarantined with the appropriate information and timeline for isolation/quarantine by the PA Dept. of Health.

Follow the recommendation of the attending physician and report the absence in accordance with standard procedures.

Isolated or quarantined individuals may be required to provide medical notes to return to sports or school.

Individuals returning to school after isolation or quarantine should notify the school prior to return.

Pandemic Coordinator / Superintendent will communicate changes to safety protocols and school closures on the school website and via electronic communications.

<table>
<thead>
<tr>
<th>f. <strong>Diagnostic and screening testing;</strong></th>
<th>We will consider current recommendations from the Centers for Disease Control (CDC) and Pennsylvania Department of Health (PaDOH) guidance for schools.</th>
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<tbody>
<tr>
<td></td>
<td>Stay informed about COVID-19 symptoms and monitor your health prior to reporting to and while at the workplace / school.</td>
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<td></td>
<td>If you are not feeling well, exhibiting COVID-19 symptoms (one or more symptoms from Group A or two or more from Group B), or taking fever-reducing medication, stay home and / or seek medical attention following the usual procedures for reporting off of work.</td>
</tr>
<tr>
<td></td>
<td>If you exhibit COVID-19 symptoms while at work / school, please return home and / or seek medical attention following the usual procedures for reporting off of work.</td>
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<tr>
<td></td>
<td>If you test positive for COVID-19 or have been exposed to individuals who have tested positive for</td>
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</tbody>
</table>
COVID-19, follow the guidance provided by your health care provider or DOH related to isolation / quarantine, contact tracing, and returning to work.

Follow KASD processes and procedures for reporting communicable diseases to report exposure or positive COVID-19 test results to your supervisor immediately. Adhere to the KASD’s absence and leave of absence procedures and protocols.

Contact the Office of Human Resources for additional guidance.

g. **Efforts to provide vaccinations to school communities;**

KASD will communicate local opportunities for vaccination with all stakeholders.

h. **Appropriate accommodations for students with disabilities with respect to health and safety policies; and**

Individualized decisions regarding programming for students with disabilities will be made in accordance with 504 and IDEA requirements

Additional accommodations for staff at high-risk for severe illness for COVID-19 will be considered on a case by case basis.

i. **Coordination with state and local health officials.**

Adhere to CDC’s guidance relative to travel and how to protect yourself when using public transportation.

Stay especially vigilant with self-monitoring relative to COVID-19 symptoms for 14 days after travel.

Monitor and comply with state guidelines regarding travel advisories or orders.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Kutztown Area School District reviewed and approved the Health and Safety Plan on August 16, 2021.

**Revised December 20, 2021**

The plan was approved by a vote of:
The Plan was revised on December 20, 2021.

Yes

No

The plan was approved by a vote of:

Affirmed on:

By:

______________________________
(Signature* of Board President)

______________________________
(Print Name of Board President)

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

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

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