



**pennsylvania**  
DEPARTMENT OF EDUCATION



## **Kutztown Area School District Phased School Reopening Health and Safety Plan**

Lead Person:  
Christian Temchatin  
Superintendent

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.



**Kutztown Area School District**  
**Health and Safety Plan**  
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Lead Person:  
Christian Temchatin  
Superintendent

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## Kutztown Area School District Health and Safety Plan Purpose of the Health and Safety Plan

Lead Person:  
Christian Temchatin  
Superintendent

The process to reopen our schools requires a measured and strategic approach enabling students and staff to return to school safely while simultaneously striving to prevent a resurgence of the virus. With the support of everyone involved, including students, their families, and district staff, this can be accomplished effectively.

In planning to return to school for in-person instruction in the fall of 2020 it is imperative that our students, parents/guardians and all Kutztown staff understand that we all share in the responsibility to protect ourselves and each other from COVID-19. The Kutztown Area School District Health and Safety Plan is designed to protect the health and safety of our school community while providing a high quality comprehensive educational program which the Kutztown community has come to expect. **This will require a commitment of every person in our District to be flexible and adaptive to the unknown challenges we face in the coming months.**

In consideration of the likelihood that COVID-19 may be with us for a long period of time, we will utilize a continuum of strategies in our effort to mitigate the spread of the virus and this can only occur as each of us understands it is our duty to protect ourselves and others. Our District is prepared to implement COVID-19 protection to the maximum extent feasible, attainable and acceptable. It is in challenging environments like this where a disciplined and structured approach will benefit all our school community and allow us to operate our District safely. Our District facilities and classrooms will be safer with the participation of every person following the right behaviors. Keeping students and staff healthy and safe remains the top priority of the Kutztown Area School District.

The Pennsylvania Department of Education (PDE) indicated that Districts work in consultation with the local health departments in development of its own "Health and Safety Plan" prior to reopening for in-person instruction. Intermediate Unit Executive Directors, District Superintendents, KASD Administrative Staff, and Career and Technical School Directors collaborated with local health departments and medical providers in the development of this Health and Safety Plan based upon medical and public health expertise in consultation with the needs and realities of school operations. This plan will be monitored, revised, and updated throughout the school year until normal operations resume.

While health and safety considerations are paramount, our planning is also rooted in our understanding and belief that social interaction and in-person instruction is essential to our children's emotional well-being, as well as their educational growth and advancement. **Our health and safety plan consists of a spectrum of interventions and strategies that, when applied consistently, work in combination to reduce the overall risk of infection spread. No single precaution, or set of precautions, will completely eradicate COVID-19 or prevent its transmission. The goal is to keep transmission as low as possible to safely continue school activities.**

The return to school presents enormous challenges necessitating a balance between health and safety practices to reduce transmission and the potential learning losses from school closure and remote learning. Research indicates that the virus presents relatively low risk to children, but schools might nonetheless be vectors of community transmission, posing larger risks to the adults with whom infected children come into contact. Evidence suggests that practices such as physical distancing, masking, ventilation, cleaning, and hygiene have the potential to mitigate the spread of COVID-19, including in school settings.

[Governor Wolf's administration](#) has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by PDE and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow or green phase. **Cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen.**

Throughout the reopening of school in the fall, and any interscholastic athletic programs starting prior to that time, our District will work collaboratively with our public health partners to navigate any changes to this situation, and to make adjustments to the plans as needed. As we strive to minimize the overall effects of COVID-19, the health and safety of the entire school community remains our priority.



## Kutztown Area School District Health and Safety Plan Type of Reopening

Lead Person:  
Christian Temchatin  
Superintendent

Reference: [PDE Phased Reopening of School](#)

The 2020-2021 school year may be unlike any other school year we have experienced in our lifetime. We want this school year to be as productive as possible. Remembering that we share in the obligation to protect ourselves and others from COVID-19, following these measures within the Kutztown Area School District Health and Safety Plan enhances the likelihood of keeping our students and staff healthier and safer.

Type of Reopening: Based on our county's current designation and local community needs, Kutztown Area School District has selected from the Pennsylvania Department of Education Guidance the following reopening option:

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).***
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning: August 31, 2020**



**Kutztown Area School District**  
**Health and Safety Plan**  
Governor Wolf's Process to Reopen Schools

Lead Person:  
Christian Temchatin  
Superintendent

All activities must be informed by Governor Wolf's Process to Reopen Pennsylvania, which broadly categorized reopening into three phases: Red, Yellow and Green.

**RED PHASE**

Substantial Virus Spread

Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms.

Provisions for student services such as meal programs should continue.

Large gatherings are prohibited.

**YELLOW PHASE**

Minimal/Moderate Virus Spread

Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

**GREEN PHASE**

Low/No Virus Spread

Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.



**Kutztown Area School District**  
**Health and Safety Plan**  
 Level of Community Spread

Lead Individual:  
 Christian Temchatin  
 Superintendent

Level of Community Spread (as determined by state and local officials)		
RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p><a href="#">Commonwealth Guidance on Pandemic Management</a></p> <p>Schools remain closed.</p> <p>Coordinate with local and state health officials.</p> <p>Participate in contact tracing to the extent feasible.</p> <p>Instructional delivery is via remote learning for all children.</p> <p>Close buildings and only allow essential staff into the buildings.</p> <p>Accommodate needs for essential employees at higher risk for severe illness.</p> <p>Additional guidance on addressing community spread:</p> <ul style="list-style-type: none"> <li>• <a href="#">Pennsylvania County Dashboard</a></li> <li>• <a href="#">CDC COVID-19</a></li> <li>• <a href="#">CDC Public Health Guidance for Community-Related Exposure</a></li> </ul> <p>No sports-related activities are allowed in counties identified as Red.</p>	<p><a href="#">Schools Subject to CDC</a> and Commonwealth Guidance</p> <p>Schools may provide in-person instruction only in accordance with Department of Education guidance.</p> <p>Coordinate with local and state health officials.</p> <p>Participate in contact tracing to the extent feasible.</p> <p>Implement enhanced social distancing measures as feasible.</p> <p>Post signage in classrooms and learning management systems utilized by students and staff communicating how to stop the spread of the virus, COVID-19 symptoms, preventative measures, and good hygiene.</p> <p>Establish and communicate protocol for students/staff who feel ill/experience symptoms when they are at work/school.</p> <p>Isolate and clean impacted classrooms and spaces.</p> <p>Consider ways to accommodate needs for persons at higher risk for severe illness.</p> <p>The District may need to close classrooms, schools or the School District and change the instructional delivery model to adapt to changing conditions as public health indicators improve or worsen.</p> <p>Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/ trustees) and posted on the school entity's publicly available website.</p>	<p>Same Guidelines as Yellow Phase</p>





**Kutztown Area School District**  
**Health and Safety Plan**  
 Pandemic Planning and Response Team

Pandemic Coordinator:  
 Christian Temchatin  
 Superintendent

The Pandemic Coordinator and Team have been responsible for facilitating our local planning process, and will continue to oversee the implementation of the Health and Safety Plan and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the 2020-21 school year. KASD engaged a group of over 80 individuals from across the district in developing the Health and Safety Plan. Three Task Force groups were established in July 2020 to consider the areas of Safety and Distancing, Facilities, and Health of Students and Staff.

- **Pandemic Team:** Individuals will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individuals will play a role in 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	Pandemic Crisis Response Team
Christian Temchatin	KASD	Pandemic Coordinator, Superintendent	X
Dr. Al Darion	KASD	Board Member	
Caecelia Holt	KASD	Board Member	
Dr. Steven Leever	KASD	Pandemic Co-Coordinator, Assistant Superintendent	X
Dr. Edward Myers	KASD	Pandemic Co-Coordinator,, Director of Educational Technology	X
Dr. Diane Quinn	KASD	Pandemic Co-Coordinator, Director of Curriculum, Instruction and Professional Development	X
Jennifer Elliker	KASD	Supervisor of Special Education	
Tiffani Kinsey	KASD	School Psychologist	

Barry Flicker	KASD	Principal, Kutztown Area High School	X
James Brown	KASD	Principal, Kutztown Area Middle School	X
Deborah Barnes	KASD	Principal, Kutztown Elementary School	X
Erin Anderson	KASD	Principal, Greenwich Elementary School	X
Richard Laubentine	KASD	Supervisor of Facilities and Operations	
Tina Schmeck	KASD	School Nurse	X
Mrs. Brenda Loeb	KASD	School Nurse	X
Carol Fairchild	KASD	School Nurse	X
Vanessa Sherrer	KASD	School Nurse	X
Edward Yapsuga	KASD	Director of Athletics and Student Activities	X
Karen A. Austin	KASD	Human Resources Specialist	
Tammy Warning	KASD	Supervisor of Transportation	X
Jeff Huffert	KASD	Teacher/KATA Representative	
Lisa Swope	KASD	Teacher	
Shawna Oswald	KASD	Teacher	
Jenna Ziegler	KASD	Teacher	
Shannon Sunday	KASD	Teacher	
Kristen Fricke	KASD	Teacher	
Hallie Schumacher	KASD	School Counselor	

Stephanie Steigerwalt	KASD	School Counselor	
Melissa Smith	KASD	School Counselor	
Michenelle Groller	KASD	Teacher	
Sallie Sandler	KASD	Teacher	
Kelly Mahoney	KASD	Teacher	
Missy Blatt	KASD	Teacher	
Adam Berrigan	KASD	Teacher	
Andrea Stern	KASD	Teacher	
Dawn Starolis	KASD	Teacher	
Beth Patten	KASD	Teacher	
Beth Stump	KASD	Teacher	
Benjamin Hoffman	KASD	Teacher	
Ian Moreland	KASD	Teacher	
Christopher Torres	KASD	Support Staff: Head Custodian	
Dale Bond	KASD	Support Staff: Head Custodian	
Keith Guiswhite	KASD	Support Staff: Head Custodian	
Michael McCorristin	KASD	Support Staff: Head Custodian	
Teresa Merkel	KASD	Support Staff: Administrative Assistant	
Leila Yob	KASD	Support Staff: Administrative Assistant	

Joanne Weidelich	KASD	Support Staff: Paraeducator	
Sherry Sexton	KASD	Support Staff: Administrative Assistant	
Josh Hoffman	KASD	Support Staff: IT Technician	
Marina Schnell	KASD	Student	
Otis Engell	KASD	Student	
Lorraine Ambrunzo	KASD	Parent	
Jed Wood	KASD	Parent	
Melissa Fegely	KASD	Parent	
Chantille Reppert-Collins	KASD	Parent	
Melissa Nolte	KASD	Support: Adm Assistant/Parent	
Louise Devall	KASD	Parent	
Susan Angelisanti	KASD	Parent	
Dan Aruscavage	KASD	Parent	
Michelle Yearick	KASD	Parent	
Katrina Danenhower	KASD	Parent	
Tonya Salkowski	KASD	Parent	
Colleen Lichenwalner	KASD	Parent/Food Services	
Dr. Mary Fabian		Health Professional	X



## Kutztown Area School District Health and Safety Plan Face Coverings

Lead Individuals:  
Building Principals  
Erin Anderson, Deb Barnes, James Brown,  
Barry Flicker

PDE Requirements: Use of face coverings by all staff, use of face coverings (mask or shield) by students, as appropriate.

Level of Community Spread (as determined by state and local officials)		
RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Order Requiring Universal Face Coverings announced July 1, 2020 by Governor Wolf and the Secretary of the Pennsylvania Department of Health, Dr. Levine.</p> <p>All individuals ages 2 and up, including school students, are required to wear face coverings while indoors unless they are six feet apart or unable to do so for health reasons.</p> <p>All essential employees will be required to wear a face covering to enter and work in any District facility.</p> <p>If you do not have a face covering, one will be made available for essential employees and visitors at the designated point of entrance.</p> <p>Staff are encouraged to wear their own face coverings as appropriate.</p>	<p>Order Requiring Universal Face Coverings announced July 1, 2020 by Governor Wolf and the Secretary of the Pennsylvania Department of Health, Dr. Levine.</p> <p><b>All individuals ages 2 and up, including school students, are required to wear face coverings while indoors unless they are six feet apart or unable to do so for health reasons or documented disability.</b></p> <p>Staff and students outside the building on school property may remove face coverings, while remaining socially distant (6 feet) from other individuals.</p> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>Students are required to wear their own face coverings, which must comply with district dress code policy.</li> <li>Students are encouraged to have a backup face covering available.</li> <li>Schools will have disposable masks available for students, when needed.</li> </ul> <p><b>All students K-12 will wear a face covering</b></p> <ul style="list-style-type: none"> <li>at the bus stop if unable to maintain social distancing (6 feet);</li> <li>on the school bus;</li> <li>when entering and exiting the building;</li> <li>when passing classes;</li> <li>during any movement through building;</li> <li>in the cafeteria. Once seated 6 feet apart to eat, the face covering may be removed until the student finishes eating.</li> <li>Under Section 504 of the Rehabilitation Act of 1973, school districts have a "child find" responsibility to identify all students with disabilities. If a student comes to school unmasked, claiming a medical condition, that student will be immediately referred for a Section 504 evaluation to determine the extent of the student's medical condition and whether the student qualifies for Section 504 accommodations.</li> </ul> <p>K-5 students will receive face covering breaks throughout the school day (as scheduled in each building), maintaining 6 ft. social distancing during breaks.</p>	<p>Same Guidelines as Yellow Phase</p> <p><a href="#">Secretary of Department of Health Order for Face Coverings</a></p>



## Kutztown Area School District Health and Safety Plan Face Coverings

Lead Individuals:  
Building Principals  
Erin Anderson, Deb Barnes, James Brown,  
Barry Flicker

PDE Requirements: Use of face coverings by all staff, use of face coverings (mask or shield) by students, as appropriate.

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<b>Resources</b> <ul style="list-style-type: none"> <li>• <a href="#">How to wear a mask</a></li> <li>• <a href="#">PA DOH Universal Face Coverings FAQ</a></li> <li>• <a href="#">PA DOH Order Requiring Universal Face Coverings</a></li> <li>• <a href="#">PA DOH Help Stop the Spread: Wear a Mask in Public</a></li> <li>• <a href="#">CDC Considerations for Wearing Face Cloth Coverings</a></li> </ul>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Staff are required to wear face coverings, which must comply with district dress code policy.</li> <li>• Staff are encouraged to provide face coverings from home.</li> <li>• Face shields will be provided to all teachers, substitute teachers, and support staff that work directly with students.</li> </ul> <b>Visitors/Volunteers</b> <ul style="list-style-type: none"> <li>• Face coverings will be required for all visitors/volunteers entering the building and while visiting the building.</li> <li>• The District will provide disposable masks to all staff, students and authorized visitors as needed.</li> </ul> <b>Resources</b> <ul style="list-style-type: none"> <li>• <a href="#">How to wear a mask</a></li> <li>• <a href="#">PA DOH Universal Face Coverings FAQ</a></li> <li>• <a href="#">PA DOH Order Requiring Universal Face Coverings</a></li> <li>• <a href="#">PA DOH Help Stop the Spread: Wear a Mask in Public</a></li> <li>• <a href="#">CDC Considerations for Wearing Face Cloth Coverings</a></li> </ul>	Same Guidelines as Yellow Phase



**Kutztown Area School District**  
**Health and Safety Plan**  
**KASD Virtual Learning Model**

Lead Individuals:  
 Dr. Diane Quinn - Director of Curriculum,  
 Instruction and Staff Development,  
 Dr. Edward Myers - Director of  
 Educational Technology

<p align="center"><b>RED PHASE</b> Substantial Virus Spread</p>	<p align="center"><b>YELLOW PHASE</b> Minimal/Moderate Virus Spread</p>	<p align="center"><b>GREEN PHASE</b> Low/No Virus Spread</p>
<p><b>Schools remain closed for in-person instruction.</b></p> <p><b>Instruction delivered by virtual learning for all children.</b></p> <p><b>The Kutztown Virtual Learning plan is explained in the Yellow Phase.</b></p>	<p><b>Face-to-face Instruction (School Building Learning):</b> Face-to-face instructional plans for the elementary, middle school, and high school are based on the needs of each school building. Due to classroom capacity limits in relation to our social distancing guidelines, a hybrid schedule will be implemented at Kutztown Area High School, with students rotating between virtual and face-to-face instruction.</p> <p><b>Learning Management Systems &amp; Online Applications:</b> Secondary school buildings (i.e. middle school &amp; high school) will utilize the Canvas Learning Management System, for the purpose of organizing, displaying, and assessing student work. The Canvas system will provide opportunities for students and teachers to collaborate, communicate, and engage in the teaching / learning process. Elementary schools will utilize Google Classroom for the same purpose. These two learning management systems will house instructional links, applications, learning materials, and communication devices. Additional digital applications will be used for instructional purposes, all of which will be approved by KASD in accordance to privacy and board approved policies. Google Suite will be used K-12, which will provide various learning and communication tools.</p> <p><b>Kutztown Virtual Learning:</b> Traditionally, the Kutztown Virtual Academy (KVA) has been used to offer 100% virtual instruction for students throughout the school year. Students selecting this option are enrolled in virtual learning courses through Edgenuity at the secondary level, and elementary students are provided curriculum through Lincoln Interactive. With the advent of our community health crisis, additional opportunities and a more flexible plan for virtual learning have been developed.</p> <ul style="list-style-type: none"> <li>• The option of full virtual instruction for those students who choose to participate in that manner will be offered.</li> <li>• Students selecting virtual instruction for the entire school year may choose to enroll in KVA.</li> <li>• Students selecting virtual instruction to begin the school year and wish to be instructed by Kutztown Area School District teachers, with the option of returning to the campus setting at some point this year, will be enrolled in regular courses and will engage through their respective Learning Management System. Live lessons will stream from secondary classrooms.</li> </ul> <p><b>Virtual Learning Centers (VLC)</b> - With 6-foot social distancing rules and set-ups in effect, there will be supervised "Virtual Learning Centers" for students to learn virtually while supervised on-site. A VLC will be available for online students at all grade levels. Students will have the option of learning virtually from home or at the designated VLC.</p>	<p>Same Guidelines as Yellow Phase</p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**KASD Virtual Learning Model**

Lead Individuals:  
 Dr. Diane Quinn - Director of Curriculum,  
 Instruction and Staff Development,  
 Dr. Edward Myers - Director of  
 Educational Technology

<p align="center"><b>RED PHASE</b> Substantial Virus Spread</p>	<p align="center"><b>YELLOW PHASE</b> Minimal/Moderate Virus Spread</p>	<p align="center"><b>GREEN PHASE</b> Low/No Virus Spread</p>
	<p><b>Special Accommodations:</b> Individualized decisions regarding online and in-person educational programming for students with disabilities will be made in accordance with 504 and IDEA Requirements. Certified special education teachers and paraprofessionals will be available in both our virtual learning and face-to-face formats.</p> <p><b>Virtual Instruction Decisions:</b> Should the level of community spread of the virus require an alternative instructional model, Kutztown Area School District learners will move to 100% virtual learning, which will involve Kutztown Area School District teachers, our learning management systems, and synchronous instructional delivery, along with asynchronous learning activities. Our virtual learning model will include more structure and rigor, more live instruction, and more stringent attendance expectations than this past spring.</p> <p><b>Kutztown Virtual Academy (KVA):</b> Our traditional KVA learning program will be offered to families and students. KVA operates as a 100% virtual option, with Edgenuity courses being delivered at the secondary level and Lincoln Interactive Curriculum being offered at the elementary levels. Students selecting this option will maintain access to school district electronic devices, administrative / guidance counselor contact, and extra-curricular and co-curricular programming. In addition to the 100% virtual option, a flexible component is built into our KVA program, with hybrid options available, where students and their counselors create a hybrid cyber / face-to-face learning plan. Generally, KVA courses will not involve Kutztown Area School District teachers. Instead, curriculum and instruction will be delivered through Edgenuity and Lincoln Interactive, at the respective levels.</p>	<p>Same Guidelines as Yellow Phase</p>





## Kutztown Area School District Health and Safety Plan Social Distancing and Other Safety Protocols

Lead Individual:  
Dr. Edward Myers - Director of  
Educational Technology

**PDE Requirements:** Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible; Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms; Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Schools remain closed for in-person instruction.</p> <p>Instruction delivered via remote learning for all children.</p> <p><b>Essential staff</b></p> <ul style="list-style-type: none"> <li>Must adhere to social distancing guidelines. Adjusted shifts and staggered schedules may be applied.</li> </ul> <p>Resources: <a href="#">CDC Social Distancing</a> <a href="#">American Academy of Pediatrics: Guidance for school re-entry.</a></p> <p><b>Building Level Plans</b> Elementary Building Plans Secondary Building Plans</p>	<p>Students will return to school with heightened safety procedures to provide protection against the spread of COVID-19. Some of these considerations include schedule modifications, PPE, and limited transitions. This may include the use of virtual or remote learning options combined with in-person instruction.</p> <p>Elementary and middle school students receive in-person instruction daily utilizing social distancing when feasible, and masks or face coverings.</p> <p>High school students will receive a hybrid schedule or the option to attend virtually. Students will engage in both synchronous and asynchronous learning. KASD may transition back to full, in-person instruction based on DOH/CDC guidance.</p> <p>Food Service:</p> <ul style="list-style-type: none"> <li>In cafeterias and other areas used to serve lunch, individuals will be seated in a manner best designed to minimize transmission of illness. Individuals will be required to sanitize or wash their hands prior to, and after, eating.</li> <li>Elementary: Meals will be served in classrooms or grab and go.</li> <li>MS and HS: Cafeterias will be in use with strict social distancing.</li> <li>Protocols will be examined to minimize physical contact by students with the payment terminal, use of pre-packaged food and disposable utensils.</li> </ul> <p>Entry:</p> <ul style="list-style-type: none"> <li>Buildings will utilize multiple entrances to support distancing. When feasible, stagger dismissal of students.</li> <li>Early entry to buildings will not be permitted.</li> </ul> <p>Transitions:</p> <ul style="list-style-type: none"> <li>Student lockers will not be in use grades 6-12.</li> <li>When feasible, students will remain in a classroom and teachers will travel to them.</li> <li>Hallway traffic will be guided to maximize social distancing.</li> </ul> <p>Classroom:</p> <ul style="list-style-type: none"> <li>Maintain social distancing practice to the maximum extent feasible and appropriate. <a href="#">CDC Social Distancing</a></li> <li>Limit interactions between students to the maximum extent feasible and appropriate.</li> <li>Limit the sharing of supplies/materials to the maximum extent feasible and appropriate.</li> <li>Provide additional supplies to the classroom to minimize sharing of supplies.</li> <li>No field trips and large group assemblies.</li> <li>Organized with desks all facing the same direction as feasible.</li> <li>3-6 feet between desks to the maximum extent feasible and appropriate</li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p>With the following exception(s):</p> <ul style="list-style-type: none"> <li>Large group assemblies are postponed until social distancing restrictions allow participation without accommodations.</li> </ul> <p>Resources: <a href="#">CDC Social Distancing</a> <a href="#">American Academy of Pediatrics: Guidance for school re-entry.</a></p>



## Kutztown Area School District Health and Safety Plan Social Distancing and Other Safety Protocols

Lead Individual:  
Dr. Edward Myers  
Director of Educational Technology

**PDE Requirements:** Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible; Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms; Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Schools remain closed for in-person instruction.</p> <p>Instruction delivered via remote learning for all children.</p> <p>Resources: <a href="#">CDC Social Distancing</a> <a href="#">American Academy of Pediatrics: Guidance for school re-entry.</a></p>	<p>Office and Other Spaces:</p> <ul style="list-style-type: none"> <li>• Social distancing practices will be adhered to the maximum extent feasible and appropriate.</li> <li>• Protective barriers and floor markings to instruct staff and visitors of proper social distancing.</li> <li>• Limit unnecessary congregations of students and staff</li> <li>• Discourage the congregation of students in parking lots and common areas</li> <li>• Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing</li> </ul> <p>Substitute and Professional Support Staff:</p> <ul style="list-style-type: none"> <li>• Must adhere to the same standard of notification and screening as a staff.               <ul style="list-style-type: none"> <li>◦ County or Local Officials (e.g., Police, Children &amp; Youth, Probation Officers)</li> <li>◦ Agency representatives (e.g., Behavior Specialists (BSC, Therapeutic Support Staff, TSS))</li> </ul> </li> </ul> <p>Visitors/Volunteers:</p> <ul style="list-style-type: none"> <li>• There will be no authorized visitors/volunteers while the county is in the yellow or green phases for the Fall of 2020.</li> <li>• Once authorized visitors/volunteers are allowed in the buildings, they must indicate at sign-in that they are following self-screening procedures prior to being allowed entry.</li> <li>• Once authorized visitors/volunteers are allowed in the buildings, limited exposure within the building is recommended for all visitors.</li> </ul> <p>Safety Drill Plans and Response:</p> <ul style="list-style-type: none"> <li>• Safety drill plans and responses will be modified to the extent possible to address large group gathering restrictions.</li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p>Resources: <a href="#">CDC Social Distancing</a> <a href="#">American Academy of Pediatrics: Guidance for school re-entry.</a>  <a href="#">PublicHealth Guidance for School Communities</a></p>



**Kutztown Area School District**  
**Health and Safety Plan**  
 Protecting Vulnerable Populations

Lead Individual:  
 Dr. Steven Leever  
 Assistant Superintendent

PDE Requirements: Protecting students and staff at higher risk for severe illness

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>Schools remain closed for in-person instruction.</p> <p>Instruction delivered via remote learning for all children.</p> <p><a href="#">PublicHealth Guidance for School Communities</a></p> <p><b>Crisis Contacts</b>  <b>Crisis Text Line</b> by texting PA to 741-741.  <a href="#">CDC's Coping with Stress</a>  <a href="#">PA Mental Health Resources</a></p>	<p>Isolation rooms exist in each building to separate anyone from the general population who may be exhibiting COVID Symptoms.</p> <p>Staff and students will be identified who are considered a higher risk for severe illness due to underlying medical conditions during this COVID-19 pandemic.</p> <p>Staff members needing additional accommodations due to COVID-19 will be considered on a case by case basis and should contact Human Resources.</p> <p>Students needing additional accommodations due to COVID-19 will be considered on a case by case basis.</p> <p>Social/Emotional Needs</p> <ul style="list-style-type: none"> <li>• Availability of counseling services on site for staff experiencing trauma/anxiety.</li> <li>• Counselor led class discussion pertaining to mental health and well-being.</li> <li>• Weekly Class discussions during the first month of school to develop connectedness, classroom routines, stamina, and attention.</li> <li>• During the first week of school, core teams review student crisis data that occurred throughout the school closure. Counselors will meet individually with the students who were identified and communicate with parents.</li> <li>• Students in need of support may seek out a counselor and/ or be referred for counseling services.</li> </ul>	<p>Same Guidelines as Yellow Phase</p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Food Service**

Lead Individual:  
 Wanda Herring  
 Supervisor of Food Services

PDE Requirement: Procedures for restricting the use of cafeterias and serving meals in classrooms

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>Schools remain closed for in-person instruction.</p> <p>Weekly distribution of food boxes will be coordinated by the Supervisor of Food Service.</p> <p><a href="#">PublicHealth Guidance for School Communities</a></p>	<p>Menu choices will be reduced.</p> <p>All menu items will be wrapped, prepackaged, boxed, or bagged for distribution.</p> <p>All items will be disposable.</p> <p>Points of Contact Sales:</p> <ul style="list-style-type: none"> <li>• No cash accepted at school buildings.</li> <li>• Deposits are accepted in cafeterias and school offices.</li> <li>• Checks made payable to KASD Cafeteria will be accepted at each school.</li> </ul> <p>Shared Items</p> <ul style="list-style-type: none"> <li>• No salad bars.</li> <li>• No self-serve bars.</li> <li>• Silverware, napkins, and condiments will be distributed on serving lines and/or at cashier stations.</li> <li>• Limited a la carte - all prepackaged.</li> </ul>	<p>Same Guidelines as Yellow Phase</p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Food Service (Cont')**

Lead Individual:  
 Wanda Herring  
 Supervisor of Food Services

PDE Requirement: Procedures for restricting the use of cafeterias and serving meals in classrooms

<p align="center"><b>RED PHASE</b></p> <p align="center">Substantial Virus Spread</p>	<p align="center"><b>YELLOW PHASE</b></p> <p align="center">Minimal/Moderate Virus Spread</p>	<p align="center"><b>GREEN PHASE</b></p> <p align="center">Low/No Virus Spread</p>
<p>Schools remain closed for in-person instruction.</p> <p>Weekly distribution of food boxes will be coordinated by the Supervisor of Food Service.</p>	<p>Elementary</p> <ul style="list-style-type: none"> <li>• Students will pre-order lunch in the morning.</li> <li>• Cashiers will use class rosters to enter student lunch selections into the system.</li> <li>• Cafeteria staff will deliver the packaged lunches to classrooms.</li> <li>• Breakfast will be served in the classroom or cafeteria. Breakfast will be pre-packaged.</li> <li>• When the cafeteria is in use, students will maintain social distancing.</li> </ul> <p>Middle School and High School</p> <ul style="list-style-type: none"> <li>• Students will maintain social distancing when entering the serving line.</li> <li>• Self service items will be prepackaged.</li> <li>• Cafeteria staff will serve menu options directly to students.</li> <li>• Remove pin pads at cashier stations and replace with scanners.</li> <li>• Student's ID cards are barcoded with the student ID number.</li> <li>• Student scans ID card at cashier station and exits the serving line.</li> </ul> <p>Additional Services</p> <ul style="list-style-type: none"> <li>• Meals to go will be available for students for days they will not be in school.</li> <li>• Pickup schedules will be posted weekly in the cafeteria.</li> </ul> <p>Catering</p> <ul style="list-style-type: none"> <li>• No catering.</li> <li>• No outside food or treats may be brought into schools.</li> </ul>	<p>Same Guidelines as Yellow Phase with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Limited catering as determined by the administration.</li> </ul>



**Kutztown Area School District**  
**Health and Safety Plan**  
 Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Lead Individual:  
 Richard Laubenstein  
 Supervisor of Facilities and Operations

PDE Requirements: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students  
 (restrooms, drinking fountains, hallways, and transportation)

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>School buildings are closed for in person instruction. Instruction will be delivered through remote learning for all children.</p> <p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p><a href="#">CDC Disinfecting Your Facility</a></p> <p>Buildings are cleaned and disinfected.</p> <p>Daily cleaning and disinfection of all utilized spaces by essential employees.</p> <p>Continue cleaning excessively touched areas throughout the day, including areas used by essential employees.</p> <p>Areas not being used or occupied for 7 days or longer only need routine cleaning when reopening.</p>	<p>Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p>Sanitization Requirements</p> <ul style="list-style-type: none"> <li>• Clean and sanitize each classroom, restroom, hallway and touch points per CDC requirements throughout the course of the school day.</li> <li>• Staff may clean their own personal contact areas and electronics. Cleaning products will be provided by the district.</li> </ul> <p>Restrooms</p> <ul style="list-style-type: none"> <li>• The restrooms will be cleaned and sanitized when the students arrive for school. Additionally, the restrooms will be cleaned and/or sanitized a minimum of one time between the start of school and lunch and once after lunch.</li> </ul> <p>Hallways</p> <ul style="list-style-type: none"> <li>• Routinely sanitize door knobs, handrails and touch points in hallways throughout the course of the day.</li> <li>• Install water bottle filling stations as needed.</li> <li>• Students/staff will be encouraged to use individual water bottles from home or disposable plastic bottles.</li> </ul> <p>Transportation</p> <ul style="list-style-type: none"> <li>• Sanitize buses with sprayer using disinfectant solution after the morning runs and following the end of the day runs.</li> </ul> <p>Touch Points</p> <ul style="list-style-type: none"> <li>• Daily touch points cleaning of desks, door knobs, and handrails.</li> <li>• Staff/students may disinfect highly touched surfaces within the classroom as deemed appropriate by the classroom teacher.</li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p><a href="#">CDC Disinfecting Your Facility</a></p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation (Cont'd)**

Lead Individual:  
 Richard Laubenstein  
 Supervisor of Facilities and Operations

PDE Requirements: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students  
 (restrooms, drinking fountains, hallways, and transportation)

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>School buildings are closed for in person instruction. Instruction will be delivered through remote learning for all children.</p> <p>Buildings are cleaned and disinfected.</p> <p>Daily cleaning and disinfection of all utilized spaces by essential employees.</p> <p><a href="#">CDC Disinfecting Your Facility</a></p>	<p>Nursing Suites/Isolation Room</p> <ul style="list-style-type: none"> <li>Daily use of the sanitizing machines.</li> </ul> <p>Exposure Incident</p> <ul style="list-style-type: none"> <li>In the event of an exposure the district will follow the current CDC recommendations which may include any of the following.</li> <li>Close off and ventilate areas visited by that individual.</li> <li>Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.</li> <li>Clean and disinfect all spaces, especially commonly used rooms and any shared electronic equipment.</li> <li>Identify and notify employees who were in close contact with that individual (within about 6 feet for about 15 minutes); and</li> <li>Confirm that the district facility has enough employees to perform these protocols effectively and immediately.</li> </ul> <p>Playground Equipment</p> <ul style="list-style-type: none"> <li>Per CDC guidelines, cleaning of playground equipment will be done routinely.</li> </ul> <p>Ventilation Systems</p> <ul style="list-style-type: none"> <li>Work with environmental engineers to optimize HVAC systems.</li> <li>Provide filter changes to exceed normal operating guidelines to ensure that all ventilation systems are operating at maximum capacity.</li> <li>Facilities staff will work to balance air exchanges to recommended levels across all buildings.</li> </ul> <p>Kitchens/Cafeteria</p> <ul style="list-style-type: none"> <li>Kitchens will undergo additional cleaning routinely.</li> <li>Food Services staff will clean and sanitize kitchen equipment, surfaces, hand washing stations, and all other frequently touched surfaces throughout their work day.</li> <li>Serving lines will be sanitized after breakfast and each grade or lunch period.</li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p><a href="#">CDC Disinfecting Your Facility</a></p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation (Cont'd)**

Lead Individual:  
 Richard Laubenstein  
 Supervisor of Facilities and Operations

PDE Requirements: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students  
 (restrooms, drinking fountains, hallways, and transportation)

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>All non-district activities (facility rentals) will be prohibited during the pandemic, in Red, Yellow or Green Phases.</p> <p><a href="#">CDC Disinfecting Your Facility</a></p>	<p>Custodial/Maintenance Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> <li>• PPE will be worn as required to perform daily tasks</li> <li>• Staff will receive professional development on when and how to properly apply and remove PPE</li> <li>• Gloves will be changed frequently throughout the work day</li> <li>• Areas or surfaces should first be cleaned with soap and water</li> <li>• Disinfection will follow cleaning</li> </ul> <p>Electrostatic disinfectant cleaning once a day on a rotating basis throughout the building</p> <p>All non-district activities (facility rentals) will be prohibited during the pandemic, in Red, Yellow or Green Phases.</p> <p>We will maximize fresh air intake into buildings through the use of our HVAC systems.</p> <p>Custodial staff will utilize cleaning checklists following standard operating procedures.</p> <p>Library books will not recirculate for 3 days following return.</p> <p>Families will be responsible to sanitize personal effects daily.</p> <p>Elementary buildings will establish a routine schedule to clean carpet in classrooms.</p>	<p>Same Guidelines as Yellow Phase</p> <p><a href="#">CDC Disinfecting Your Facility</a></p> <p>Resources:  <a href="#">CDC Hand Hygiene</a>  <a href="#">CDC Disinfecting Your Facility</a>  <a href="#">CDC Protect Yourself</a>  <a href="#">CDC Symptoms</a>  <a href="#">CDC COVID-19 and Children</a>  <a href="#">CDC Communication Resources</a></p>





**Kutztown Area School District**  
**Health and Safety Plan**  
**Transporting of Students**

Lead Individual:  
 Tammy Warning  
 Transportation Coordinator

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>School buildings are closed with no public, private, charter or parochial transportation services provided, and there will be no in-person instruction.</p> <p>Buses utilized for essential business/emergency functions only as authorized by District Administration.</p>	<p>No Field Trips.</p> <p>Buses may operate with a maximum of two students per seat. Limit number of students transported to 75% capacity when possible.</p> <p>Members of the same household will sit together on the bus.</p> <p>Secondary school buses will be loaded from back to front.</p> <p>Elementary School buses will be loaded back to front with the exception of kindergarten and first grade students who will sit in the front of the bus.</p> <p>Morning bus run - students will disembark from front to back.</p> <p>Afternoon bus run - students will disembark by bus stop.</p> <p>Sanitize buses with sprayer using disinfectant solution after the morning runs and following the end of the day runs.</p> <p>Practice social distancing while disembarking the bus and while waiting at bus stops.</p> <p>When possible, bus windows and air hatches will be opened to allow additional ventilation.</p> <p>If a student is diagnosed with a case of COVID-19, the bus/van would be removed from service for cleaning and disinfecting.</p> <p><a href="#">CDC What Bus Operators Need to Know about COVID-19</a></p>	<p>Same Guidelines as Yellow Phase</p>



## Kutztown Area School District Health and Safety Plan Monitoring of Student and Staff Health

Lead Individual:  
Dr. Steven Leever  
Assistant Superintendent

PDE Requirements: 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

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Schools are closed and instructional delivery is via remote learning.</p> <p><b>Monitoring students and staff for symptoms and history of exposure:</b></p> <p>Essential employee prescreening continues.</p> <p>An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the district concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</p> <p><b>Travel Advisories:</b>  <a href="#">PA Department of Health COVID-19 Information for Travelers</a>   <a href="#">CDC Considerations for Travelers-Coronavirus in the US</a></p>	<p><b>Monitoring students and staff for symptoms and history of exposure</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Daily symptom screening</a> for each child will be completed by all parents/guardians at home prior to boarding the school bus or entering a District building.</li> <li>• An employee, by entering the work site, acknowledges that s/he has complied with the <a href="#">screening and protocols</a> issued by the district concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</li> <li>• No children with COVID-19 symptoms will be sent on a bus or brought to school.</li> <li>• Current CDC and PA DOH guidelines will be utilized in assessing potential cases and exposure.</li> <li>• Students and staff should remain at home if feeling ill or answering “Yes” to any of the prescreening questions.</li> <li>• Students and staff will report to the nursing suite if feeling symptomatic.</li> <li>• Nursing staff will wear PPE during the school day.</li> <li>• Suspected cases will be masked and placed in the building's isolation rooms to await departure.</li> <li>• The Assistant Superintendent or designee will be in communication with the PA DOH with suspected cases of COVID-19.</li> <li>• Self reported positive cases will be confirmed by the PA DOH prior to notifications.</li> </ul> <p><a href="#">Employee Wellness Form</a>- Only implemented as cases rise and if further tracking becomes necessary.  <a href="#">Employee Wellness Guidelines-Yellow</a></p> <p><b>Travel Advisories:</b>  <a href="#">PA Department of Health COVID-19 Information for Travelers</a>  <a href="#">CDC Considerations for Travelers-Coronavirus in the US</a></p>	<p>Same Guidelines as Yellow Phase</p> <p>With the following exception(s):  <a href="#">Employee Wellness Form</a>  <a href="#">Employee Wellness Guidelines-Red</a>  <a href="#">Employee Wellness Guidelines-Yellow</a>  <a href="#">Employee Wellness Guidelines-Green</a>  <a href="#">KASD Daily Health Screening</a></p> <p>Resource:  <a href="#">Public Health Guidance for School Communities</a></p>



## Kutztown Area School District Health and Safety Plan Monitoring Student and Staff Health (Cont'd)

Lead Individual:  
Dr. Steven Leever  
Assistant Superintendent

PDE Requirements: 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

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p><b>When an Employee/Student becomes ill or demonstrates a history of exposure:</b> <b>Employee</b> *Mandatory report to health care provider for additional advice including recommendations on isolations, quarantine and testing. *Employees should be referred to the Supervisor of Health &amp; Wellness or the Director of Human Resources for COVID-19 procedures including return to work procedures and use of benefitted time for absence. <b>Return to School or Work (after COVID-19 diagnosis)</b> Return to school post COVID-19 diagnosis with mild symptoms (not hospitalized): *When 2 negative COVID tests 24 hours apart are obtained and/or public health clearance and/or *Individual has improvement in respiratory symptoms (e.g., cough, shortness of breath) *At least ten days have passed since symptoms first appeared *Symptoms have resolved: no fever (&gt;100.4F) for 72 hours without fever reducing medications and improvement of respiratory symptoms (cough, shortness of breath). *Individuals should be evaluated and provided a return to work/school note from a medical provider (MD, DO, NP, PA, DOH). *Individuals without a medical provider can contact the local public health agency.</p>	<p><b>When an Employee/Student becomes ill or demonstrates a history of exposure:</b></p> <ul style="list-style-type: none"> <li>Isolation rooms exist in each building to separate anyone from the general population who may be exhibiting COVID-19 symptoms.</li> <li>Decision Flow Charts for return to work/school and any necessary quarantine/isolation will be used by the school nurses based on the latest guidance from the DOH.</li> <li>Reports to the Department of Health will be made by the school nurse, Assistant Superintendent or designee..</li> <li>Increased cleaning and sanitizing of exposed classrooms and buses will be based on CDC guidance.</li> <li>Notification of close contacts will occur once a positive confirmation is obtained from the PA DOH to the school.</li> <li>All persons who have been exposed (less than 6 feet of distance, for 15 minutes or more), in the previous 48 hours to a confirmed, diagnosed individual, should begin to quarantine and be excluded from in-person school/work <a href="#">for up to 14 days</a> until the individual has met the PA DOH criteria to discontinue quarantine.</li> <li>Classroom instruction for quarantine students will move to 100% virtual learning.</li> <li>If a healthcare provider states there is an alternative diagnosis to COVID, and feels the individual can return to school/work, the Individual must be fever free for 24 hours, without the aid of fever reducing medication, in order to return to work/school. A doctor's note is required in these situations.</li> </ul> <p><b>Returning isolated or quarantined staff, students, or visitors to school.</b> Return to work/school will be permitted in accordance with the current CDC and PA DOH guidelines. A doctor's note is required.</p> <p><b>Return to School/ Work (after COVID-19 diagnosis)</b></p> <ul style="list-style-type: none"> <li>Return to school/work post COVID-19 diagnosis with mild symptoms (not hospitalized).</li> <li>The District will follow the most recent recommendations provided by the Pennsylvania Department of Health for return to school/work.</li> <li>Employees should reach out to Human Resources or the Supervisor of Health and Wellness to determine this timeline.</li> <li>Students should reach out to their building school nurse to determine the timeline to return to school.</li> <li>Students/staff should be evaluated and provide a return to school/work note from a medical provider (MD, DO, NP, PA, DOH).</li> <li>Individuals without a medical provider can contact one of the following local public health agencies               <ul style="list-style-type: none"> <li>Lehigh Valley Health Network: <a href="#">E-Visits for coronavirus (COVID-19) exposure</a></li> <li>St. Luke's University Health Network: Hotline for Coronavirus COVID 19 Inquiries 1-866-STLUKES (785-8537), option 7 OR <a href="mailto:coronavirus@sluhn.org">coronavirus@sluhn.org</a></li> </ul> </li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p>With the following exception(s): <a href="#">Employee Wellness Form</a> <a href="#">Employee Wellness Guidelines-Red</a> <a href="#">Employee Wellness Guidelines-Yellow</a> <a href="#">Employee Wellness Guidelines-Green</a></p> <p><b>Resource:</b> <a href="#">CDC Public Health Guidance for Community-Related Exposure</a></p> <p><a href="#">KASD COVID Student Referral Form</a></p>



## Kutztown Area School District Health and Safety Plan Preventive Measures

Lead Individual:  
Dr. Steven Leever  
Assistant Superintendent

PDE Requirements: Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practice.

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Schools remain closed for in-person instruction. Instruction delivered via remote learning for all children. Visit our <a href="#">District Homepage for COVID-19 Information</a> and District Education Plan for the latest COVID-19 information.</p> <p><b>Resources</b>  <a href="#">CDC How to Protect Yourself and Others</a>  <a href="#">How to use gloves</a>  <a href="#">CDC Symptoms of Coronavirus</a>  <a href="#">CDC Keeping Children Healthy during the COVID-19 Outbreak</a>  <a href="#">CDC Communication Toolkit</a>  <a href="#">PA Department of Health Coronavirus (COVID-19)</a>  <a href="#">CDC Coronavirus Symptoms and Testing</a>  <a href="#">CDC Symptoms of Coronavirus</a></p> <p><b>Pennsylvania's Public Health Emergency</b> 1-877-PA-HEALTH (1-877-724-3258)</p> <p><b>Crisis Contacts</b>  <b>Crisis Text Line</b> by texting PA to 741-741.  <a href="#">CDC's Coping with Stress</a>  <a href="#">PA Mental Health Resources</a></p>	<p>Visit our <a href="#">District Homepage for COVID-19 Information</a> and District Education Plan and the latest COVID-19 information.</p> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>Parents/Students must <a href="#">perform a daily screening</a> prior to reporting to the bus stop/school. Students should stay home if they are ill and if they respond "Yes" to any of the questions of the Wellness Form.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Employees must <a href="#">perform a daily screening</a> prior to reporting to work daily and review the <a href="#">Employee Wellness Guidelines</a>.</li> </ul> <p><b>Mitigation</b></p> <ul style="list-style-type: none"> <li>Stay up-to-date with good hygiene measures such as handwashing, covering coughs, and face coverings by visiting <a href="#">An Ounce of Prevention</a>.</li> <li>Handwashing signs are posted in highly visible areas that promote everyday proactive practices throughout our buildings.</li> <li>Hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, and frequently trafficked areas are throughout our buildings.</li> <li>Staff and Students are encouraged to bring their own PPE and hand sanitizer if they feel more comfortable.</li> <li>Varying levels of PPE will be available for staff.</li> </ul> <p><b>Water Fountains/Hydration Stations/ Water Coolers</b></p> <ul style="list-style-type: none"> <li>Water fountains are not in use.</li> <li>Touchless bottle filler use will be available.</li> <li>Staff and Students are encouraged to bring their own water bottle.</li> </ul> <p><b>Student Lockers</b></p> <ul style="list-style-type: none"> <li>Use of student lockers is prohibited unless authorized due to medical necessity.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Water coolers in faculty rooms/offices will not be permitted.</li> </ul>	<p>Same Guidelines as Yellow Phase</p> <p>With the following exception(s):</p> <p><b>Students:</b> Students must <a href="#">perform a daily screening</a> prior to reporting to the bus stop/school. Students should stay home if they are ill and if they respond "Yes" to any of the questions of the Wellness Form.</p> <p><b>Staff</b>  <a href="#">Employee Wellness Form</a>  <a href="#">Employee Wellness Guidelines-Red</a>  <a href="#">Employee Wellness Guidelines-Yellow</a>  <a href="#">Employee Wellness Guidelines-Green</a></p> <p><b>Resource:</b>  <a href="#">CDC Public Health Guidance for Community-Related Exposure</a></p> <p><a href="#">KASD COVID Student Referral Form</a></p>



## Kutztown Area School District Health and Safety Plan Preventive Measures (Cont'd)

Lead Individual:  
Dr. Steven Leever  
Assistant Superintendent

PDE Requirements: Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practice.

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
<p>Schools remain closed for in-person instruction. Instruction delivered via remote learning for all children. Visit our <a href="#">District Homepage for COVID-19 Information</a> and District Education Plan for the latest COVID-19 information.</p>	<p><b>Hand Washing</b></p> <p><b>Elementary</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing will be encouraged with students and staff at a minimum of 4 times per day including upon entry to the building, before and after lunch and gym class.</li> <li>Hand sanitizing stations will be available throughout the buildings.</li> </ul> <p><b>Middle School/High School</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing will be encouraged with students and staff at a minimum of 4 times per day including upon entry to the building, before and after lunch and gym class.</li> <li>Hand sanitizing stations will be available throughout the buildings.</li> </ul> <p><b>Resources</b></p> <p><a href="#">CDC How to Protect Yourself and Others</a>  <a href="#">How to use gloves</a>  <a href="#">CDC Symptoms of Coronavirus</a>  <a href="#">CDC Keeping Children Healthy during the COVID-19 Outbreak</a>  <a href="#">CDC Communication Toolkit</a>  <a href="#">PA Department of Health Coronavirus (COVID-19)</a>  <a href="#">CDC Coronavirus Symptoms and Testing</a>  <a href="#">CDC Symptoms of Coronavirus</a></p> <p><b>Pennsylvania's Public Health Emergency</b>            1-877-PA-HEALTH (1-877-724-3258)</p> <p><b>Crisis Contacts</b>  <b>Crisis Text Line</b> by texting PA to 741-741.  <a href="#">CDC's Coping with Stress</a>  <a href="#">PA Mental Health Resources</a></p>	<p>Same Guidelines as Yellow Phase</p> <p>With the following exception(s):</p> <p><b>Students:</b>            Students must complete the Student Wellness Form daily prior to reporting to the bus stop/school. Students should stay home if they are ill and if they respond "Yes" to any of the questions of the Wellness Form.</p> <p><b>Staff</b>  <a href="#">Employee Wellness Form</a>  <a href="#">Employee Wellness Guidelines-Red</a>  <a href="#">Employee Wellness Guidelines-Yellow</a>  <a href="#">Employee Wellness Guidelines-Green</a></p> <p><b>Resource:</b>  <a href="#">CDC Public Health Guidance for Community-Related Exposure</a>   <a href="#">KASD COVID Student Referral Form</a></p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Families and Communication**

Lead Individual:  
 Dr. Steven Leever  
 Assistant Superintendent

RED PHASE Substantial Virus Spread	YELLOW PHASE Minimal/Moderate Virus Spread	GREEN PHASE Low/No Virus Spread
Same Guidelines as Yellow Phase  <b>Travel Advisories:</b> <a href="#">PA Department of Health COVID-19 Information for Travelers</a>  <a href="#">CDC Considerations for Travelers-Coronavirus in the US</a>	KASD will use the following forms of communication to engage with families as well as inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols. <ul style="list-style-type: none"> <li>Blackboard Connect Rapid Notification System (email, voicemail and text messaging)</li> <li>Signage in facilities</li> <li>Canvas and Google Classroom (KASD's Learning Management Systems)</li> <li>District Website including the KASD Coronavirus Updates page that will keep all communication archived and for easy access</li> <li>Social Media including Facebook and YouTube</li> <li>Media Relations</li> <li>Cougar Prints</li> <li>Parent provided email accounts</li> </ul>	Same Guidelines as Yellow Phase



**Kutztown Area School District**  
**Health and Safety Plan**  
 Arts, Athletics, and Extracurriculars

Lead Individual:  
 Edward Yapsuga  
 Director of Athletics, Student  
 Activities and Community  
 Relations

PDE Requirements: Handling sporting activities for recess and physical education classes consistent with CDC Considerations for Youth Sports

<b>RED PHASE</b> Substantial Virus Spread	<b>YELLOW PHASE</b> Minimal/Moderate Virus Spread	<b>GREEN PHASE</b> Low/No Virus Spread
<p>Schools remain closed for in-person instruction. Instruction delivered via remote learning for all children.</p> <p>District sports fields and playgrounds are closed for public use.</p>	<p><b>Recess &amp; Gym Class</b>            Recommendations consistent with CDC Considerations for Youth Sports. <a href="#">CDC GUIDANCE FOR YOUTH SPORTS</a></p> <p>Outdoor activities whenever feasible.</p> <p>No team sports at recess or during physical education class.</p> <p>No sharing of gym equipment.</p> <p>Discourage any unnecessary contact, create distance between players whenever possible, with social distancing to the maximum extent feasible.</p> <p>Focus on strength, individual skills, conditioning, agility, or technique/strategy only.</p> <p>Locker rooms will be available to secure valuables and for handwashing.</p> <p><b>Athletics</b>  <a href="#">Return to Sport COVID-19 Health &amp; Safety Plan</a>  <a href="#">PIAA Return To Play Plan</a>            District sports fields and playgrounds are closed for public use.</p> <p><b>Arts</b>  <a href="#">KAHS Marching Band Resocialization Guidelines</a></p>	<p><b>SAME GUIDELINES AS YELLOW PHASE</b></p> <p><b>WITH FOLLOWING EXCEPTION(S):</b>  <b>Recess &amp; Gym Class</b>            Select team sports are introduced with exchange of equipment (balls/rackets) with sanitizing hands of each participant and equipment before and after Gym class and recess.</p> <p><b>Athletics</b>  <a href="#">Return to Sport COVID-19 Health &amp; Safety Plan</a></p> <p>District sports fields and playgrounds are open for public use.</p>



**Kutztown Area School District**  
**Health and Safety Plan**  
**Visitors and Volunteers**

Lead Individual:  
 Dr. Steven Leever  
 Assistant Superintendent

PDE Requirements: Identifying and restricting non-essential visitors and volunteers.

<p align="center"><b>RED PHASE</b> Substantial Virus Spread</p>	<p align="center"><b>YELLOW PHASE</b> Minimal/Moderate Virus Spread</p>	<p align="center"><b>GREEN PHASE</b> Low/No Virus Spread</p>
<p><b>Staff</b>            Staff are to utilize virtual meeting tools (Zoom, Google Meet, etc.) to attend meetings with visitors to the greatest extent feasible. Examples include, but are not limited to parent/guardian meetings, IEP meetings, and college visits.</p> <p><b>Visitors/Volunteers</b>            Visitors are by appointment only and with the authorization of administration. No volunteers permitted.            All authorized visitors must complete the <a href="#">Visitor/Volunteer Wellness Form</a>.</p> <p><b>Travel Advisories:</b>  <a href="#">PA Department of Health COVID-19 Information for Travelers</a>   <a href="#">CDC Considerations for Travelers-Coronavirus in the US</a></p>	<p><b>Staff</b>            Staff are to utilize virtual meeting tools (Zoom, Google Meet, etc.) to attend meetings with visitors to the greatest extent feasible. Examples include, but are not limited to parent/guardian meetings, IEP meetings, and college visits.</p> <p><b>Visitors/Volunteers</b></p> <ul style="list-style-type: none"> <li>• There will be no authorized visitors/volunteers while the county is in the yellow or green phases for the Fall of 2020.</li> <li>• Once authorized visitors/volunteers are allowed in the buildings, they must indicate at sign-in that they are following self-screening procedures prior to being allowed entry.</li> <li>• Volunteers must adhere to the same standard of notification and <a href="#">prescreening</a> as an employee.</li> <li>• Once authorized visitors/volunteers are allowed in the buildings, limited exposure within the building is recommended for all visitors.</li> <li>• All authorized visitors must complete the <a href="#">Visitor/Volunteer Wellness Form</a>.</li> </ul>	<p>Same Guidelines as Yellow Phase</p>





## Kutztown Area School District Health and Safety Plan Definitions

Lead Individual:  
Christian Temchatin  
Superintendent

Asynchronous Instruction	Indicates that the instruction is recorded and is not happening at the same time it is being delivered. E.g. The teacher pre-records instruction and posts the recording in Schoology. Students view the instruction and participate in an online discussion or assignment aligned to the instruction. Students can work on asynchronous instruction at a time that works best for them.	
Cleaning and Disinfecting	Ensuring safe and correct application of disinfectants and keeping out of the reach of children.	<a href="#">CDC Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions</a>
Close Contact	Having close (within 6 ft) and prolonged (generally $\geq 15$ minutes) contact with the COVID-19 patient. Contacts at lower risk are persons who had some interactions with the COVID-19 patient for shorter periods of time.	<a href="#">CDC Public Health Guidance for Community-Related Exposure</a>
Coronavirus (COVID-19)	A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.	<a href="#">CDC Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions</a>
Face Coverings	Means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering includes a plastic face shield that covers the nose and mouth. Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings. Information is provided to staff, students, and families on the proper use, removal, and washing of cloth face coverings. Our requirements regarding face coverings are sensitive to the needs of students and staff with medical issues that make wearing of a face covering inadvisable. Wearing face masks has also been supported by emerging evidence as an effective strategy to reduce transmission.	<a href="#">PO DOH Universal Face Coverings Order FAQ</a> <a href="#">CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19</a> <a href="#">CDC How to Wear Cloth Face Coverings</a>
Hand Hygiene	Hand sanitizer should contain at least 60% alcohol and is only used with	<a href="#">CDC Hand Hygiene Recommendations</a>

	staff and children who can safely use hand sanitizer. Hand soap may be used.	
Isolation	Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).	<a href="#">CDC Quarantine and Isolation</a>
Quarantine	Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.	<a href="#">CDC Quarantine and Isolation</a>
Social Distancing	Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).	<a href="#">CDC Social Distancing</a>
Synchronous Instruction	Indicates that the instruction is happening at the same time it is being delivered. E.g. The teacher and the students are on Google Meet at the same time and instruction is taking place live.	
Vulnerable Populations	Elderly individuals and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Students with low-incidence/high-need disabilities.	<a href="#">CDC People Who Are at Increased Risk for Severe Illness</a>
Virtual Learning Centers	Virtual Learning Centers are locations in our school buildings for students who have connectivity challenges at home, or need additional support and or structure in the virtual learning environment. Students who are quarantining or who are under a doctors or DOH order, may not attend Virtual Learning Centers.	



## Kutztown Area School District Health and Safety Plan Resources

Lead Individual:  
Christian Temchatin  
Superintendent

### RESOURCES:

CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>  
CDC the Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>  
CDC the Interim Guidance for Schools and Day Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>  
Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>  
CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>  
CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>  
CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>  
PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of staff and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>  
DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>  
CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>  
Guidance on Homemade Masks During COVID-19: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>  
PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>  
CDC How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>  
County of Bucks: Guidance for Bucks County Schools Reopenings - DAVID C. DAMSKER, M.D., M.P.H. (June 15, 2020)  
Special Thanks to:  
Nazareth Area School District - [Health and Safety Plan](#)  
Wilson School District - Health and Safety Plan  
Phoenixville Area School District - Health and Safety Plan  
Parkland School District - Health and Safety Plan

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*



**Kutztown Area School District**  
**Health and Safety Plan**  
**Professional Development Plan**

Lead Individual:  
 Dr. Diane Quinn - Director of  
 Curriculum, Instruction and Staff  
 Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. Professional learning plans is documented with the following components listed in the table below:

<b>Hand Washing and Mask Education</b>	All Staff and Students	Building CSNs	Posters, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
<b>Health Room Guidelines, Student Visit Guidelines</b>	All Staff	Building CSNs	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
<b>Health Room Guidelines</b>	Health Room Nurses	Building CSNs	Electronic communications, virtual, in person when allowable	August 2020	Ongoing
<b>Classroom Safety</b>	Teachers and Support Staff	Building Principals	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
<b>Student Health and Safety</b>	Teachers and Support Staff	Building CSNs	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
<b>Common Areas Safety</b>	Teachers and Support	Building Principals	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing

	Staff				
<b>Building Safety</b>	Custodial Staff	Maintenance Administrators	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing
<b>Bus Safety</b>	Transportation Staff	Administrators	Written, electronic communications, virtual, in person when allowable,	August 2020	Ongoing



**Kutztown Area School District**  
**Health and Safety Plan**  
**Governing Body Affirmation Statement**

Lead Individual:  
Christian Temchatin  
Superintendent

The Board of Directors/Trustees for **Kutztown Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

The plan was approved by a vote of:

  8   Yes

  0   No

Affirmed on: **August 3, 2020**

By:

A handwritten signature in black ink, appearing to read "Karl H. Nolte", written over a thick horizontal line.

*(Signature of Board President)*

*Karl H. Nolte*



**Kutztown Area School District**  
**Health and Safety Plan**  
**Governing Body Affirmation Statement**

Lead Individual:  
Christian Temchatin  
Superintendent

The Board of Directors/Trustees for **Kutztown Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **August 3, 2020**

By:

\_\_\_\_\_  
(Signature of Board President)

\_\_\_\_\_  
(Karl H. Nolte)