

## **School Operational Plan Options**

- Full time F2F
- Hybrid schedule with group A Monday and Tuesday and group B Thursday and Friday with Wednesday complete online for all students. Students will be participating online on the days they are not F2F
- Full online

At this time, Northern Bedford will be implementing the Hybrid Plan. The board approves the superintendent to make adjustments to the schedule based upon the changes to guidelines from the Governor and/or health organizations such as the CDC, PaDOH, and WHO and/or the direct impact of COVID-19 to the Northern Bedford County Community. The board will be notified within 24 hours of the decision to make a change to the schedule. For example, due to our late start date due to construction, if neighboring schools that are returning to school full F2F experience limited COVID issues, NBC will consider modification of the hybrid schedule accordingly. The district also has an operational plan designed to provide more specific guidance from the information provided by the Health and Safety Plan.

## **General Health and Safety Guidelines**

The following strategies have been implemented with to encourage (student and staff) behaviors that reduce the spread of COVID-19:

- Avoid close contact with people who are sick
- Check temperature at home before school/work, if possible
- Stay home when ill—See NBC Operational Plan for CDC criteria
- Cover cough or sneeze into elbow or tissue followed by hand hygiene
- Maintain social distancing, when feasible
- Use of face masks or coverings, as desired or required
- Ensure vaccines are up-to-date
- Continue regular cleaning, sanitizing, disinfecting, and disposal protocols

## **Specific Guidelines per Department/Program**

### Administration

- Coordinate with local health officials
- Post Health and Safety Plan on district website
- Provide updated information to parent/guardian on district website and flyers/letters
  - Ensure communications are in common language spoken at school and easily understandable for children and adults
- Encourage home/self-screening for students and staff and reporting to appropriate personnel

## NBCSD COVID-19 Return to School Plan

As of August 11, 2020

- Broadcast regular announcements on reducing the spread of COVID-19
- Limit or cancel all non-essential field trips, based on current conditions
- Monitor absenteeism of students and staff
- Consider ways to accommodate needs of students and staff who are identified as high risk, as needed
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, if possible
- Restrict attendance of non-essential visitors, volunteers, and activities by groups from higher transmission areas
- Discourage buffet style and “salad” bars luncheons where utensils are touched by multiple people
- Conduct staff training re’ Health and Safety Plan
  - Consider online training or stagger in-person training to limit the size of gatherings, if possible
  - Disseminate and update training documents as a reference for staff
- Create enlarged pool of trained, reliable substitutes so staff can feel confident staying home when ill, if possible
- Review and update health and safety plan, as needed
- Test communication plan for use with the school community

### Office Staff

- Wear face coverings when social distancing cannot be maintained
- Sanitize work area and frequently touched areas regularly
- Communicate with visitors through the call button limiting the need for parents/visitors to enter the building
- Walking students out as necessary and/or retrieve items and meeting visitors at the door

### Cafeteria

- Clean & disinfect frequently touched surfaces between lunch periods
- Avoid sharing of food items & utensils
- Individualize serving portions of condiments in small cups or packets
- Serve only individually plated food items
- Use of face mask & gloves by those serving food, as required by PaDOH
- Sanitize key pad at least after each class/period
- Encourage use of hand sanitizer before and after food line

### Classroom

- Promote non-contact methods of greetings
- Incorporate handwashing into daily routine

## NBCSD COVID-19 Return to School Plan

As of August 11, 2020

- Upon entry into room; after blowing nose, coughing, or sneezing; after using the restroom; before eating or preparing food; after contact with animals or pets or playing outside, etc.
- Wash hands w/soap and water for at least 20 seconds
- Use hand sanitizer that contains at least 60% (ethanol) alcohol or 70% (isopropanol) alcohol, if soap and water not readily available
- Display handwashing posters next to classroom sink
- Reinforce respiratory hygiene regularly
- Use of face coverings by students and staff permitted, as desired unless required
  - Parent/guardian and staff responsible for providing
  - Use of face coverings will be enforced in required areas of the school and school bus
- Encourage students to avoid touching their eyes, nose, and mouth as much as possible
- Keep students' belongings separated from others', when possible
- Turn desks facing one direction, when possible
- Clean & disinfect high touch areas/surfaces (i.e., desks, chairs, tables, light switch, sink faucet/handles, etc.) at least twice daily
- Discourage sharing of electronic devices, lap top, mouse, etc., if possible
  - Disinfect equipment after use
- Minimize sharing of high-touch materials (i.e., textbooks, art supplies, equipment etc.)
  - For devices and materials that must be shared, ensure cleaning and disinfecting between uses
- Avoid water fountains, when possible
  - Encourage students to bring their own bottled water
- Utilize first aid supplies in classroom or consider telehealth support so only those with valid health issues are sent to Nurse's Office for additional treatment
  - Contact the School Nurse, prior to sending students if uncertain or need guidance about student care
- Limit personal items from home
- Increase ventilation by keeping windows open, if possible
- Serve pre-packaged, individualized snacks during classroom celebrations, etc.
- Limit or no non-essential visitors/volunteers
  - Visitation scheduled in advance, when possible
  - Administrator approval
  - Encourage routine handwashing between activities or classes
- Declutter classroom
- Eliminate "communal-style" hall pass system
- Establish distances, per CDC recommendation, between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate
  - Consider unique needs of music program with potential increased risk of droplet transmission making physical distancing a priority for wind instruments
- Clean and disinfect playground equipment after use

# NBCSD COVID-19 Return to School Plan

As of August 11, 2020

## School Counselors

- Coordinate plans to address social/emotional issues with returning students
- Prepare lessons specific to the COVID issue
- Prepare talking points for teachers and staff to use daily with students
- Work to ease anxiety by providing information as appropriate

## Custodial/Environmental

- Continue established cleaning, sanitizing, disinfecting, and disposal protocols
  - Use EPA-registered disinfectant against COVID-19
- Clean and disinfect frequently touched surfaces and objects (i.e., door handles, sink handles, etc.) within the school at least daily
  - Use of PPE's (i.e., face mask or covering, gloves, etc.) appropriate for cleaners and disinfectants
- Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors, when possible
- Check HVAC systems and ensure filters are routinely changed according to manufacturer's guidelines
- Monitor inventory of soap, hand sanitizer w/60% alcohol, paper towels, tissues, no-touch trash cans, etc. to support healthy hygiene behavior
- Purchase above supplies, as needed
- Monitor inventory & purchase PPE's, as appropriate
- Post age-appropriate signs to stop spread of COVID-19

## Library

- Encourage use of PPE's in handling book returns
- Place returned books in plastic bags and clearly label when received
- Store books in designated quarantine area for minimum of 3 days, prior to placing back in circulation
- Encourage handwashing after removal of PPE's
- Clean & disinfect high touch areas/surfaces between classes

## Nurse's Office

- Conduct temperature, pulse oximetry, and symptom screening, as well as history of exposure, on students and staff who report illness
  - Use non-contact thermometer
- Designate area for students and/or staff who are symptomatic separate from those who routinely visit Nurse's Office
- Provide face masks to febrile students and staff while awaiting departure
- Direct parents & students to nearest exit upon departure, if symptomatic and/or febrile

## NBCSD COVID-19 Return to School Plan

As of August 11, 2020

- Encourage parents to keep sick children home and staff to stay home if ill
- Reinforce handwashing technique and cough hygiene protocol 1:1
- Provide PPE's, upon request
- Continue cleaning & disinfecting of equipment, cots, etc. with each use
- Avoid nebulizer medication delivery system to prevent Aerosolized Transmittable Diseases (ATD) of COVID-19
  - Contact student's PCP to convert medication to inhaler with spacer, if possible
- Follow PaDOH's Guidance on Home Isolation or Quarantine decision tree model
- Post signs in highly visible locations (i.e., school entrance, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs
- Publish article in district newsletter that promote everyday protective measures and describe how to stop the spread of germs
- Monitor for trends
- Notify local health officials, staff, and families of exposure or confirmed case(s) while maintaining confidentiality

### School Bus

- Use of face coverings are required
- Clean & disinfect frequently touched surfaces between routes
- Make hand sanitizer readily available
- Increase ventilation by keeping windows open, if possible
- Prioritize seating by family units, if possible

### After School (ELEM)/After Three (MS/HS) Program

- Hold activities in gym, auditorium, cafeteria, or other large spaces to promote social distancing
- Limit the number of individuals in classrooms, when feasible
  - CDC recommends no more than 25 individuals including staff or current CDC recommendations
- Reinforce appropriate handwashing technique and respiratory etiquette
- Limit or no non-essential visitors/volunteers
  - Visitation scheduled in advance, when possible
  - Administrator approval
  - Encourage routine handwashing between activities or classes
- Serve pre-packaged, individualized snacks or individually plated snacks, whenever possible
- Ensure adequate supplies to minimize sharing of high-touch materials (i.e., textbooks, art supplies, equipment etc.)
  - For devices and materials that must be shared, ensure cleaning and disinfecting between uses

### Athletics

## NBCSD COVID-19 Return to School Plan

As of August 11, 2020

- Encourage social distancing, when possible
  - Hold small group practice in gymnasium, auxiliary gym, outdoors, etc., when possible
  - Decrease length of time players are close to each other or to staff during skill building activities
- Incorporate hand hygiene and respiratory etiquette into daily routine
- Consider limiting staff to essential personnel
- Clean & disinfect athletic facilities after each event, as required
- Discourage unnecessary contact (i.e., high fives, fist bumps, etc.) that does not relate to practice or competition
- Limit sharing of gear, when possible
- Clean & disinfect equipment between each individual use
- Discourage sharing of hydration container
  - Each athlete responsible for providing own hydration container
- Limit full contact between players to game days
- Withhold ill athletes from play no matter the circumstance
- Encourage student and staff self-reporting to coaching personnel if sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case

### Weight Room

- Incorporate handwashing into daily routine
  - Before and after use of equipment
- Clean & disinfect equipment after use
- Increase circulation of outdoor air by opening doors, if possible

The Certified School Nurse has been approved as the Pandemic Coordinator

CDC, PaDOH, WHO, and other medical information is used as resources for school district decisions and planning