

Plan Requirement	Implementations
Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning	<ul style="list-style-type: none"> • Identify a staff member to serve in the role as the pandemic coordinator. • Identify members of staff to serve on a pandemic team to lead preparedness and response planning. • Define the roles and responsibilities of all members of the team.
Steps to protect students and staff at higher risk for severe illness	<ul style="list-style-type: none"> • Establish and maintain communication with local and state authorities to determine current mitigation levels. • Adopt flexible attendance policies for students and staff. • Determine additional considerations and supports needed for students with disabilities with complex medical needs to ensure the safety of these students and the individuals providing services to these students.

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Processes for monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • Check for signs and symptoms of students and employees daily upon arrival. • Conduct routine, daily health checks (e.g., temperature and symptom screening) which include checks for history of exposure. • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. • Adopt flexible attendance policies for students and staff.
Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school	<ul style="list-style-type: none"> • Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 like symptoms. • Establish procedures for safely transporting sick individuals home. • Close off areas used by a sick person and do not use before cleaning and disinfection. • Notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality.

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<p>Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices</p> <p>Guidelines on the use of face masks and shields by all staff</p> <p>Guidelines on the use of face masks and shields for students as appropriate</p>	<ul style="list-style-type: none"> • Teach and reinforce washing hands and covering coughs and sneezes among students and staff. • Face masks are required to be worn at all times with the exceptions of when eating or drinking at least six feet apart, when masks create an unsafe environment to operate equipment or execute a task, during “breaks” lasting no longer than 10 minutes if students are at least six feet apart, or if exempt for any reason determined by a doctor. • Provide protective face masks and shields to adults and students, including visiting adults if needed. • Post signs on how to stop the spread of COVID-19, such as properly washing hands, promote everyday protective measures, and properly wear a face covering. • Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).

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<p>Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation)</p>	<ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, sink handles, and drinking fountains. • Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. • Take steps to limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.

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<p>Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess, and physical education classes (guidance for organized school sports will be published separately)</p>	<ul style="list-style-type: none"> • Select and provide safe opportunities for exercise and sports events for students. • Physical proximity of players, and the length of time that players are close to each other or to staff. • Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles). • Ability to engage in social distancing while not actively engaged in play.

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<p>Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible</p>	<ul style="list-style-type: none"> • Establish distances (CDC recommends 6 feet) between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate. • Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. • Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart.
<p>Procedures for restricting the use of the cafeteria and serving meals</p>	<ul style="list-style-type: none"> • Serve individually plated meals/boxed lunches in cafeteria or bring bagged lunch from home. • Avoid sharing of food and utensils.

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<p>Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • Stagger classes of students in hallways to limit numbers in hallways at any time. • Create one-way traffic pattern in hallways by walking to the right and hallways will be marked to show proper direction. • Students will not have lockers side-by-side one another. • Lockers will be distanced.
<p>Procedures to limit the sharing of materials among students</p>	<ul style="list-style-type: none"> • Clean and disinfect shared items between uses. • Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas. • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, art supplies, equipment etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. For devices and materials that must be shared, ensure cleaning and disinfecting between uses.
<p>Processes for identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Scheduling activities such as field trips, inter-group events, and extracurricular activities with maintaining 6 feet social distancing. • Restrict nonessential visitors, volunteers, and activities.
<p>Protocols for entering the building and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Temperature checks upon entry at both bus door and parent drop off door. • <i>Parent Drop-Off:</i> Parents or guardians cannot leave until their child's temperate has been checked. • <i>Parent Drop-Off:</i> The parent or guardian must walk their child to the building. If the child's temperature check shows a fever, they must return home. • <i>Students Coming to School on Bus:</i> If the child rides a bus and their temperature check shows a fever, the parent or guardian will be called and must come to the school to pick up their child.

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<p>System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home</p>	<ul style="list-style-type: none"> • Post Health and Safety Plan on school website. • Provide regular update information on school website and in parent flyers/letters. • Encourage caregivers and families to practice and reinforce good prevention habits at home and within their families. • Remind parents to keep child at home if sick with any illness. • Prepare parents and families for remote learning if school is temporarily dismissed. • Provide training to prepare parents/guardians for digital and remote learning. • Discourage students and families from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.