

**Muncy School District's Health and Safety Plan for the Reopening of Ward  
L. Myers Elementary School and Muncy Jr. / Sr. High School**



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*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*

## **Guidance**

**The following guidance for developing Health and Safety Plans has been released to date:**

1. [Preliminary Guidance for Phased Re-opening of Pre-K to 12 Schools](#) – Released June 3, 2020
2. [Health and Safety Plan Template for School District](#) – Released June, 5 2020
3. [Preliminary Guidance for Phased Re-opening of High School Athletics](#) – Released June 16, 2020
4. [Athletics Health and Safety Plan Template](#) - Released July 16, 2020
5. [Pennsylvania School Reopening Task Force](#) – Released June 18, 2020
6. [Considerations for Reopening PA Schools conducted by REL Mid Atlantic / Mathematica for the Pennsylvania Department of Education](#) – Released, June 24, 2020
7. [Updated health guidance for school leaders](#) – Released July 16, 2020
8. [Determining Instructional Models During the COVID 19 Pandemic](#) - Released August 10, 2020
9. [Recommendations for Pre-K-12 Schools Following Identification of Case\(s\) of COVID 19](#) – Released August 13, 2020
10. [Updated Face Covering Guidance](#) – Released August 17, 2020

## **Face Covering Requirement**

All students will be required to wear face coverings at all times while in school even when spaced six (6) feet apart. As part of the new requirement released by the Department of Health (DOH), all school health and safety plans are required to reflect this change. Limited exceptions to the requirement include:

- (a) eating or drinking when spaced at least 6 feet apart;
- (b) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task;
- (c) at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
- (d) a medical or mental health condition or disability, in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school.

Please visit [DOH Answers to FAQs on Face Coverings/Masks webpage for more information](#).

### **Distance Learning Time**

Friday, September 18<sup>th</sup> will now be a distance learning day for all students.

Planned distance learning days, delays or dismissals may continue be added to the school calendar in the future to help assist our teachers with planning and implementation efforts. We will work to provide advanced notification for students and families to properly plan for any changes to the school calendar. The Board will evaluate the need for further calendar changes at the Monday, September 21<sup>st</sup> board meeting.

## **TRIBE**

**Our TRIBE is a supportive community that helps each other experience success.**

We look forward to working with everyone during the 2020-2021 school year to provide continuous learning opportunities for all of our students. By working together and everyone doing their part we can all help mitigate the spread of COVID-19 in our schools and our community. Your support and feedback continue to be critical in helping us all move forward together.

## **Plan Development**

**This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time. This plan applies to the reopening of Muncy School District's academic and extracurricular activities.**

In accordance with the Pennsylvania Department of Education (PDE), Muncy School District identified a pandemic team to develop the preliminary reopening plan for the school district using PDE's template. Different members of the pandemic team were assigned to review all of the different considerations provided in PDE's [Preliminary Guidance for Phased Re-opening of Pre-K to 12 Schools](#). Upon review of the different considerations, members of the pandemic team provided concrete action steps for inclusion in Muncy School District's preliminary reopening plan. The pandemic team worked diligently to develop a preliminary plan for Muncy School District's July 20<sup>th</sup>, 2020 board meeting in an effort to ensure all stakeholders have sufficient time to review the preliminary reopening plan and to provide feedback for any potential revisions of the plan to be made at Muncy School District's August 17<sup>th</sup>, 2020 board meeting. Muncy School District anticipates this plan will require constant revision based on updated guidance and changing conditions within our schools and our community. As changes are made to the plan throughout the course of the school year, updates to the plan will be approved at future board meetings.

## **Flexible Framework**

**The results of our 'Return to School Survey' indicated the need to provide several different options to meet the needs of our students and families. Additionally, the dynamic nature of the pandemic requires the ability for the school district to seamlessly transition between different approaches that may be required based on the changing conditions within our schools and our community.**

The four different options Muncy School District is making available to all students and families for the 2020-2021 school year are as follows:

1. **In-person Instruction with Health and Safety Rules** – Currently, PDE allows school districts to offer in-person instruction in both the green phase and the yellow phase. Muncy School District intends on providing in-person instruction to all students and families who select this option. This Health and Safety Plan document identifies the health and safety rules the school district will incorporate throughout the school day to help mitigate the spread of COVID-19. If necessary, based on changing conditions within our schools and our community, Muncy School District Board of Directors may choose to reduce the number of students attending in-person instruction each day from all students attending in-person instruction each day to approximately one half (1/2) of the student population attending in-person instruction on a set, two day schedule as listed below.

<b>50% - Hybrid Schedule</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Group A: In-School/ In-Person  <b>Student Last Names: A----- through King-----</b>	Group B: In-School/ In-Person  <b>Student Last Names: Kih----- to Z-----</b>	Groups A & B – Distance Learning	Group A: In-School/ In-Person  <b>Student Last Names: A----- through King-----</b>	Group B: In-School/ In-Person  <b>Student Last Names: Kih----- to Z-----</b>
Group B: Distance Learning	Group A: Distance Learning		Group B: Distance Learning	Group A: Distance Learning

Note: Wednesdays will be a distance learning day for all students if the district were to move to a hybrid schedule.

If necessary to move to the reduced in-person instructional model to mitigate the spread of COVID-19 in our schools and in our community, students would participate in 'real time' distance learning from home (option #2) on days they are not physically in attendance.

The Board will make instructional model decisions based on metrics within our local contexts. More specifically, the Board will monitor '17756 Zip Code Data' from the Pennsylvania Department of Health to make instructional model decisions.

PCR Percent Positivity	Recommended Instructional Models
<5%	Full in-person Model
5% to <10%	Hybrid Learning Model
≥10%	Full Distance Learning Model

The corresponding threshold may change week-by-week as positivity rates rise and fall. In order to confirm stability of transmission, when a the corresponding threshold changes, school entities should wait to see the results from the next 7-day reporting period before considering a change to their instructional models.

2. **'Real-Time' Distance Learning from Home (Synchronous)** – Students and families who select this option will follow their school schedule from home by using technology (e.g., Google Classroom / Zoom) to connect to their classroom(s) to complete activities and receive instruction from Muncy School District Teachers.
  
3. **Muncy's Online Learning Academy (Asynchronous Distance Learning from Home)** – Students and families who select this option will use Muncy's Online Learning Academy to select coursework and receive instruction through [EQUIP](#) and work with highly qualified teachers employed through [EQUIP](#). Please contact the high school office or elementary school office if you would like more information related to this option.

4. **Homeschooling** – Student and families who select this option will participate in homeschooling in accordance with Muncy School District’s policies and procedures ([Muncy School District’s Home Education Policy](#)). Please contact the school district office if you would like more information related to this option.

Students and families will be asked to identify which educational approach they will use for the 2020-2021 school year. Students and families will be asked to notify the school district if they wish to change their educational selection at the end of each marking period.

Muncy School District will use the following DOH and PDE released recommendations on procedures to follow when responding to COVID-19 cases in the school setting. Schools will transition to “Real Time Distance Learning from Home’ model for the duration of any school closures.

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a 14-day period: 1 student or 1 staff	Number of Cases of COVID-19 Within a 14-day period: 2-4 students/staff in same school building	Number of Cases of COVID-19 Within a 14-day period: 5+ students/staff in same school building
<b>Low</b>	<ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>	<ul style="list-style-type: none"> <li>Close school(s) for 3-5 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>	<ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>	<ul style="list-style-type: none"> <li>Close school(s) for 5-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>	<ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>

<b>Substantial</b>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>
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*\*When an entire school is recommended to close, lengths of closure time will vary by level of community transmission and number of cases. This allows public health staff the necessary time to complete case investigations and contact tracing, and to provide schools with other appropriate public health advice like cleaning and disinfecting.*

Please note we are currently not allowed to provide in-person instruction during the red phase. Since we are currently only allowed to provide distance learning opportunities in the red phase, we have worked diligently to incorporate your feedback to provide improved distance learning experiences for all. As a result of your feedback, we have incorporated the following for the 2020-2021 school year:

1. **One-to-One Technology** – The school district will distribute Chromebooks to all students at the beginning of the 2020 – 2021 school year.
2. **Universal Platforms for K-12** – The school district will use the following platforms in all grades K-12 .
  - a. **Google Classroom** – Google Classroom will be the district’s learning management system for all grades K-12. All information for all classes will be made available through Google Classroom so parents and students have one location to access all classroom information. Other commonly used applications (e.g. SeeSaw, Zoom) may also be integrated into the Google Classroom to help facilitate their use.
  - b. **Remind** – Remind will be used by all grades K-12 to help facilitate two-way communication (e.g. text messages, phone calls, Remind phone app) between parents and teachers and students and teachers.
  - c. **Zoom** – Zoom will be used by all grades K-12 as the district’s communication platform for connecting virtually with our students and families.
3. **Schedule** – Student’s will follow their typical schedule for all distance learning experiences unless otherwise communicated by the classroom teacher.

## **Attendance**

**The importance of at home screenings (Temperature, Exposure, Symptoms and Travel) to help mitigate the spread of COVID-19 will require flexible attendance procedures.**

Students who stay home to help mitigate the spread of illness due to being ill or due to at home screenings may participate in 'Real-Time' Distance Learning From Home (Option #2) on days they are not able to physically attend school.

## **Mental Health Considerations:**

**Realizing that students and families have experienced the effects of the pandemic and quarantine in unique ways, it will be important to identify and support the mental health of students upon reentry into school.**

Our guidance counseling team has developed the following action plan for the start of the 2020-2021 school year:

- School Counselors will email district parents prior to the start of school to determine if students have any specific concerns about reentry.
- Counselors will continually screen students to gain insight into student concerns.
- There will be a referral system to school supports for students, parents, and teachers that is easy to access (referrals to counselors, SAP, Child Study Team).
- School staff will initiate check-ins with students and/or families based on referrals and data (survey/screener results, attendance, work completion, excessive requests to leave the classroom, etc.).
- Available community resources will be publicized.
- Parents and teachers will be informed to signs of stress/trauma to be watchful for in students.
- Students will be given the chance to express and process their feelings in regards to the pandemic and new school procedures through discussions with teachers, school counselors, and other school staff.
- Attendance and cases of school refusal will be monitored closely to be able to quickly make the necessary referrals to school supports.
- School counselors will continue to provide resources and supports to parents and students in regards to coping skills, self-care and stress management as needed.

### **Ward L. Myers Elementary School Schedule**

Due to the self-contained nature of most of the classes at Ward L. Myers Elementary School, schedules will be as static as possible by having the same group of students with the same group of staff based on age and developmental level.

### **Muncy Jr. / Sr. High School Schedule**

In order to maintain the diversity of courses at the high school level, schedules will continue to have students change classes throughout the school day.

### **Schedules for Programs in Other School Districts**

Students attending programs in other school districts will follow the Health and Safety Plans related to that particular school district.



## **Phased School Reopening Health and Safety Plan Template**

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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.

## Health and Safety Plan: **MUNCY SCHOOL DISTRICT**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The 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.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- 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 (i.e., start of blended, scaffolded, or total reopening): August 31, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local 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 school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual 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; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Mr. Erik Berthold	Teacher – High School Guidance Counselor (Grades 10-12)	Health and Safety Plan Development
Mr. Michael Buck	Teacher – K-12 Music Band Director Parent	Health and Safety Plan Development
Mr. Curt Chilson	Athletic Director Athletic Pandemic Coordinator	Both

<b>Mrs. Jean Daniels</b>	<b>Teacher – Elementary School Guidance Counselor (Grades K-6)</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Jay Drumheller</b>	<b>Teacher – K-12 School Nurse Pandemic Coordinator</b>	<b>Both</b>
<b>Mrs. April Farrell</b>	<b>Administrator – Coordinator of Special Education</b>	<b>Both</b>
<b>Mr. Dustin Gehr</b>	<b>School Outreach Partner</b>	<b>Health and Safety Plan Development</b>
<b>Mrs. Billie Jo Grohol</b>	<b>Administrator – Principal of Ward L. Myers Elementary School</b>	<b>Both</b>
<b>Mr. Steve Haddon</b>	<b>Teacher – K-12 Instructional Coach Muncy Education Association (MEA) President</b>	<b>Both</b>
<b>Dr. Kim Hamilton</b>	<b>Administrator – Assistant to the Superintendent for Curriculum and Instruction</b>	<b>Both</b>
<b>Mr. Cam Kephart</b>	<b>Transportation Contractor Representative (Susquehanna Transit)</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Jerry Knier</b>	<b>Administrator – Buildings and Grounds Supervisor</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Mark Kreisher</b>	<b>Teacher – High School Technology Education (Grades 7-12) Safety Committee Chairperson Parent</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Tom Kuntz</b>	<b>Administrator – Food Service Coordinator</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Dan Picarella</b>	<b>Athletic Trainer</b>	<b>Both</b>
<b>Mrs. Jeanne Rogan</b>	<b>Teacher – High School Guidance Counselor (Grades 7-9)</b>	<b>Health and Safety Plan Development</b>
<b>Mr. Andrew Seese</b>	<b>Administrator – Business Administrator</b>	<b>Both</b>
<b>Dr. Craig Skaluba</b>	<b>Administrator – Superintendent Parent</b>	<b>Both</b>

Mr. Tim Welliver	Administrator – Muncy Jr./Sr. High School Principal	Both
Mr. Dave Williams	School Resource Officer	Health and Safety Plan Development
Consultant	UPMC	Consultant
Consultant	School Physician – FPC Muncy	Consultant

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Muncy School District will continue to follow CDC Guidance for Cleaning and Disinfecting Schools to ensure the building is cleaned and ready to safely welcome staff and students. We already have an inventory of disinfection supplies on-hand for meeting the requirements related to COVID-19 and will continue to procure additional supplies on an as needed basis. The district will complete a deep cleaning and full sanitizing and disinfecting of our buildings prior to the start of school. The district will provide daily cleaning, sanitizing, disinfecting and ventilation protocols throughout the school year and additional deep cleanings as necessary. All buildings and grounds staff were previous trained on cleaning, sanitizing, disinfecting and ventilation protocols and will participate in periodic re-training sessions throughout the course of the year.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports	PD Required
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>District will follow the CDC’s Guidance for Cleaning &amp; Disinfecting Schools</b></p> <p><b>Clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, sink handles, drinking fountains, and student desks</b></p> <p><b>Steps will be taken to discourage the use of communal drinking fountains and provide water bottle filling stations when possible</b></p> <p><b>Increased use of face coverings &amp; gloves</b></p> <p><b>Increase Social Distancing &amp; Hygiene Practices</b></p> <p><b>Create and Implement new cleaning guidelines/rotations to address COVID-19 concerns</b></p> <p><b>Ventilation rates and outdoor air percentage will be set at HVAC consultant recommendations</b></p> <p><b>Buses will be disinfected with electrostatic sprayer after each run including morning route, afternoon route, and athletic runs</b></p>	<p><b>District will follow the CDC’s Guidance for Cleaning &amp; Disinfecting Schools</b></p> <p><b>Clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, sink handles, drinking fountains, and student desks</b></p> <p><b>Steps will be taken to discourage the use of communal drinking fountains and provide water bottle filling stations when possible</b></p> <p><b>Increased use of face coverings &amp; gloves</b></p> <p><b>Increase Social Distancing &amp; Hygiene Practices</b></p> <p><b>Create and Implement new cleaning guidelines/rotations to address COVID-19 concerns</b></p> <p><b>Ventilation rates and outdoor air percentage will be set at HVAC consultant recommendations</b></p> <p><b>Buses will be disinfected with electrostatic sprayer after each run including morning route, afternoon route, and athletic runs</b></p>	<p><b>Jerry Knier Building &amp; Grounds Supervisor</b></p> <p><b>Mark Schneider Lead Custodian</b></p> <p><b>Cam Kephart Susquehanna Transit Supervisor</b></p>	<p><b>PPE</b></p> <p><a href="#"><u>CDC Guidance for Cleaning and Disinfecting Schools</u></a></p>	<p><b>Y</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports	PD Required
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Increased routine use of Clorox 360 electrostatic sprayer</p> <p>Classroom and common areas will be ventilated with additional circulation of outdoor air when possible (windows, open doors and/or fans)</p> <p>Sanitizing supplies will be made available for use by all throughout the school day.</p>	<p>Increased routine use of Clorox 360 electrostatic sprayer</p> <p>Classroom and common areas will be ventilated with additional circulation of outdoor air when possible (windows, open doors and/or fans)</p> <p>Sanitizing supplies will be made available for use by all throughout the school day.</p>	<p>Jerry Knier Building &amp; Grounds Supervisor</p> <p>Mark Schneider Lead Custodian</p>	<p>PPE</p> <p><a href="#">CDC Guidance for Cleaning and Disinfecting Schools</a></p>	Y

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** All classrooms/learning spaces will be physically organized to gain the most amount of space between individuals as possible. To the best extent possible, we will attempt to limit the total number of individuals to 25 individuals or less. Outdoor spaces and larger learning spaces may be used to offset larger class sizes. Due to the self-contained nature of most of the classes at Ward L. Myers Elementary School, schedules will be as static as possible by having the same group of students with the same group of staff based on age and developmental level. In order to maintain the diversity of courses at the high school level, schedules will continue to have students change classes throughout the school day. Students attending programs in other school districts will follow the Health and Safety Plan related to that particular school district. Social distancing and masking protocols will govern the use of other communal spaces within the school building. All hygiene practices emphasized by the Center for Disease Control and the Pennsylvania Department of Health will be promoted in various ways throughout the school day. Masking protocols for all students and social distancing protocols to the maximum extent possible will be applicable to student transportation. The school district will limit school visitors and school volunteers to those necessary for providing essential educational and related services. All visitors and volunteers will be required to comply with all aspects of the Health and Safety Plan. We will continue to communicate and inform all stakeholders on a regular basis about the district's Health and Safety Plan.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>All desks to face in the same direction in rows.</p> <p>Students to sit on only one side of a table.</p> <p>Students to sit as far apart from one another as possible in each individual class.</p> <p>All non-essential furniture to be removed from classrooms to maximize square footage for student use.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p> <p>Maintain a distance of at least 6 feet from others to the maximum extent feasible when not disruptive to the educational process.</p> <p>Hold group meetings such as parent-teacher conferences, staff meetings, and curriculum planning virtually.</p>	<p>All desks to face in the same direction in rows.</p> <p>Students to sit on only one side of a table.</p> <p>Students to sit as far apart from one another as possible in each individual class.</p> <p>All non-essential furniture to be removed from classrooms to maximize square footage for student use.</p> <p>Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible.</p> <p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p> <p>Maintain a distance of at least 6 feet from others to the maximum extent feasible when not disruptive to the educational process.</p> <p>Hold group meetings such as parent-teacher conferences, staff meetings, and curriculum planning virtually.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p> <p>Classroom Teachers</p>	<p>Building Level Schedules</p>	<p>Y</p>

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Parents/Guardians will be encouraged to deposit funds using the online payment option to reduce the handling of cash and checks in the cafeteria.</p> <p>Staff will serve meal components to achieve contactless service whenever possible.</p> <p>There will be no buffet style meal service.</p> <p>Alternative tables &amp; chairs will be available in additional dining areas to achieve physical distancing to avoid across the table seating.</p> <p>In accordance with the DOH requirements, face coverings are required when walking to and from the cafeteria as well as when getting their food.</p> <p>Student dining &amp; serving areas will be thoroughly cleaned between lunch periods.</p> <p>Use of prepackaged/disposable items when possible, including meal condiments.</p> <p>Students will be encouraged to use hand sanitizer before and after consuming food or drink items.</p>	<p>Parents/Guardians will be encouraged to deposit funds using the online payment option to reduce the handling of cash and checks in the cafeteria.</p> <p>Staff will serve meal components to achieve contactless service whenever possible.</p> <p>There will be no buffet style meal service.</p> <p>Alternative tables &amp; chairs will be available in additional dining areas to achieve physical distancing to avoid across the table seating.</p> <p>In accordance with the DOH requirements, face coverings are required when walking to and from the cafeteria as well as when getting their food.</p> <p>Student dining &amp; serving areas will be thoroughly cleaned between lunch periods.</p> <p>Use of prepackaged/disposable items when possible, including meal condiments.</p> <p>Students will be encouraged to use hand sanitizer before and after consuming food or drink items.</p>	<p>Mr. Tom Kuntz Food Service Director</p>	<p>N/A</p>	<p>N</p>
<p><b>* Restricting the use of cafeterias and other</b></p>	<p>Avoid sharing of food and utensils.</p>	<p>Avoid sharing of food and utensils.</p>	<p>Mr. Tom Kuntz</p>	<p>N/A</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Increase use of face coverings &amp; gloves.</p> <p>Use of One-way Directional serving lines when possible.</p> <p>Allow students to go outside after eating lunch provided adequate supervision.</p> <p>Utilize outdoor space, if possible.</p>	<p>Increase use of face coverings &amp; gloves.</p> <p>Use of One-way Directional serving lines when possible.</p> <p>Allow students to go outside after eating lunch provided adequate supervision.</p> <p>Utilize outdoor space, if possible.</p>	<p>Food Service Director</p>		
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>All staff will be trained on healthy hygiene practices so they can teach and model these practices to students and families.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>All staff will be trained on healthy hygiene practices so they can teach and model these practices to students and families.</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p>Soap</p> <p>Alcohol Based Hand Sanitizer</p> <p>Training</p> <p><a href="#">How to Protect Yourself &amp; Others</a></p> <p><a href="#">Health Promotion materials.</a></p> <p><a href="#">Proper Handwashing Technique</a></p> <p><a href="#">Tips for families to help children develop good handwashing habits.</a></p> <p><a href="#">CDC Handsanitizer Use</a></p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post CDC COVID-19 posters in all high traffic areas in all buildings.</p> <p>Work with local health departments and health care systems to disseminate hygiene and disinfection strategies for infection prevention at home.</p>	<p>Post CDC COVID-19 posters in all high traffic areas in all buildings.</p> <p>Work with local health departments and health care systems to disseminate hygiene and disinfection strategies for infection prevention at home.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p> <p>Mr. Andrew Seese Business Administrator</p>	<p><a href="#">What You Should Know to Protect Yourself and Others</a></p> <p><a href="#">Slow the Spread</a></p> <p><a href="#">Prevent the Spread of COVID-19 If You are Sick</a></p> <p><a href="#">Face Coverings</a></p> <p><a href="#">Higher Risk Precautions</a></p>	<p><b>N</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p><b>Access to the building will only be provided to essential personnel providing essential educational and related services.</b></p> <p><b>Temporarily restrict building access to all non-essential visitors and volunteers.</b></p> <p><b>Facility use requests by all outside organizations and individuals for outside facilities will be approved by administration while inside requests will be approved by the Board (Policy 707).</b></p> <p><b>All within organization facility use requests must comply with all aspects of this plan.</b></p> <p><b>Do not schedule large group activities including but not limited to assemblies, concerts and theater.</b></p> <p><b>Face coverings, such as masks or face shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.</b></p>	<p><b>Access to the building will only be provided to essential personnel providing essential educational and related services.</b></p> <p><b>Temporarily restrict building access to all non-essential visitors and volunteers.</b></p> <p><b>Facility use requests by all outside organizations and individuals for outside facilities will be approved by administration while inside facilities will be approved by the Board (Policy 707).</b></p> <p><b>All within organization facility use requests must comply with all aspects of this plan.</b></p> <p><b>Do not schedule large group activities including but not limited to assemblies, concerts and theater.</b></p> <p><b>Face coverings, such as masks or face shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.</b></p>	<p><b>Mr. Tim Welliver High School Principal</b></p> <p><b>Mrs. Billie Jo Grohol Elementary Principal</b></p> <p><b>Mr. Andrew Seese Business Administrator</b></p>	<p><b>N/A</b></p>	<p><b>N</b></p>

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p><b>Physical Education</b> Minimize team activities and physical contact in physical education classes focusing on individual skill building.</p> <p>Limit the sharing of equipment in physical education class unless cleaning and disinfecting can be done between use by different students.</p> <p>Number equipment to maintain individual student use throughout the course.</p> <p>Assign lockers in the locker room to maximize social distancing in the locker room.</p> <p>Locker room benches will be disinfected after each period by the physical education teachers.</p> <p><b>Recess</b></p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Limit team sports and group games following social distancing guidelines.</p>	<p><b>Physical Education</b> Minimize team activities and physical contact in physical education classes focusing on individual skill building.</p> <p>Limit the sharing of equipment in physical education class unless cleaning and disinfecting can be done between use by different students.</p> <p>Number equipment to maintain individual student use throughout the course.</p> <p>Assign lockers in the locker room to maximize social distancing in the locker room.</p> <p>Locker room benches will be disinfected after each period by the physical education teachers.</p> <p><b>Recess</b></p> <p>Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses.</p> <p>Limit team sports and group games following social distancing guidelines.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p>N/A</p>	<p>N</p>
<p>* Handling sporting activities for</p>	<p>Clean and disinfect plastic and metal playground equipment,</p>	<p>Clean and disinfect plastic and metal playground equipment,</p>	<p>Mr. Tim Welliver</p>	<p>N/A</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>particularly high-touch surfaces such as railings, handles, etc., frequently and routinely over the course of each day.</p> <p>Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds.</p> <p>Reinforce physical distancing of at least 6 feet during playground play.</p> <p>Limit the size of groups using the playground at any one time.</p> <p>Consider providing access to hand washing/sanitizing stations on the playground</p> <p>Consider limiting recess areas to open spaces to eliminate use of playground structures.</p>	<p>particularly high-touch surfaces such as railings, handles, etc., frequently and routinely over the course of each day.</p> <p>Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds.</p> <p>Reinforce physical distancing of at least 6 feet during playground play.</p> <p>Limit the size of groups using the playground at any one time.</p> <p>Consider providing access to hand washing/sanitizing stations on the playground</p> <p>Consider limiting recess areas to open spaces to eliminate use of playground structures.</p>	<p>High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Limiting the sharing of materials among students</b></p>	<p><b>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</b></p> <ul style="list-style-type: none"> <li>• Shared Textbooks</li> <li>• Technology</li> <li>• Art Supplies</li> <li>• PE Equipment</li> </ul> <p><b>Numbering of items for individual student use in laboratory and group work settings.</b></p> <p><b>Clean and disinfect shared items between uses.</b></p> <p><b>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</b></p> <p><b>Avoid using other students' supplies and materials. Clean and disinfect them before and after use.</b></p>	<p><b>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use.</b></p> <ul style="list-style-type: none"> <li>• Shared Textbooks</li> <li>• Technology</li> <li>• Art Supplies</li> <li>• PE Equipment</li> </ul> <p><b>Numbering of items for individual student use in laboratory and group work settings.</b></p> <p><b>Clean and disinfect shared items between uses.</b></p> <p><b>Keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas.</b></p> <p><b>Avoid using other students' supplies and materials. Clean and disinfect them before and after use.</b></p>	<p><b>Mr. Tim Welliver High School Principal</b></p> <p><b>Mrs. Billie Jo Grohol Elementary Principal</b></p> <p><b>Classroom Teachers</b></p>	<p><b>N/A</b></p>	<p><b>N</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	<p>Students report directly to individual classrooms upon arrival or after finishing breakfast.</p> <p>If possible, create one-way traffic patterns in hallways.</p> <p>If possible, place physical guides on floors or sidewalks</p> <p>If possible, stagger class times to limit the number of students in hallways at any time.</p> <p>Consider eliminating the use of lockers</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>In accordance with DOH requirements, face coverings must be worn at all times while in school even when able to maintain 6 feet of social distance <a href="#">with limited exceptions.</a></p>	<p>Students report directly to individual classrooms upon arrival or after finishing breakfast.</p> <p>If possible, create one-way traffic patterns in hallways.</p> <p>If possible, place physical guides on floors or sidewalks</p> <p>If possible, stagger class times to limit the number of students in hallways at any time.</p> <p>Consider eliminating the use of lockers</p> <p>Separate students within common areas.</p> <ul style="list-style-type: none"> <li>● Arrival</li> <li>● Dismissal Lines</li> <li>● Lunch</li> </ul> <p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions.</a></p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p> <p>Classroom Teachers</p>	<p><b>Signage</b></p>	<p><b>N</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Routes will be monitored to balance student ridership when possible.</p> <p>Alternative loading techniques will be utilized to maximize social distancing wherever possible.</p> <p>Windows and/or roof hatches will be opened as weather permits to improve ventilation.</p> <p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p>Routes will be monitored to balance student ridership when possible.</p> <p>Alternative loading techniques will be utilized to maximize social distancing wherever possible.</p> <p>Windows and/or roof hatches will be opened as weather permits to improve ventilation.</p> <p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p><b>Andrew Seese Business Administrator</b></p>	<p><b>Contractor Supplies</b></p>	<p><b>N</b></p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>No assemblies larger than currently established limits for indoor gatherings.</p> <p>Assemblies in the will maintain social distancing.</p> <p>Seats will be marked for non-use to maintain 6 foot social distancing.</p>	<p>No assemblies larger than currently established limits for indoor gatherings.</p> <p>Assemblies will maintain social distancing.</p> <p>Seats will be marked for non-use to maintain 6 foot social distancing.</p>	<p><b>Mr. Tim Welliver High School Principal</b></p> <p><b>Mrs. Billie Jo Grohol Elementary Principal</b></p> <p><b>Classroom Teachers</b></p>	<p><b>N/A</b></p>	<p><b>N</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Coordinate communication with necessary organizations.</p>	<p>Coordinate communication with necessary organizations.</p>	<p>District Communications</p>	<p>N/A</p>	<p>N</p>
<p>Other social distancing and safety practices</p>	<p>Limit gatherings, events, and extracurricular activities to those that can maintain physical distancing.</p> <p>Consider canceling field trips at the start of the school year and rescheduling when there is good viral control.</p> <p>To the greatest extent possible, use virtual group events, gatherings, or meetings, and promote distancing of at least 6 feet between people if events are held. Outdoor events over 250 people are prohibited.</p> <p>Installation of plexiglass barriers where deemed applicable.</p>	<p>Limit gatherings, events, and extracurricular activities to those that can maintain physical distancing.</p> <p>Consider canceling field trips at the start of the school year and rescheduling when there is good viral control.</p> <p>To the greatest extent possible, use virtual group events, gatherings, or meetings, and promote distancing of at least 6 feet between people if events are held. Outdoor events over 250 people are prohibited.</p> <p>Installation of plexiglass barriers where deemed applicable.</p>	<p>Jerry Knier Buildings and Grounds Supervisor</p>	<p>N/A</p>	<p>N</p>

<p><b>Handling Music Activities and Classes</b></p>	<p><b>Follow Covid-19 Instrument Cleaning Policies. Teachers will provide students instruction on these cleaning policies prior to resuming instrumental music lessons or classes.</b></p> <p><a href="#">Covid-19 Instrument Cleaning Guidelines</a></p> <p><b>Select and provide safe opportunities for music instruction for students using <a href="#">Muncy School District's Music Curricular and Extra-curricular Pandemic Response 2020 Guide.</a></b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>● <b>Physical proximity of students.</b></li> <li>● <b>Use of appropriate facilities to accommodate social distancing.</b></li> <li>● <b>Amount of touching of shared equipment.</b></li> <li>● <b>Ability to engage in social distancing while not engaged in active play.</b></li> <li>● <b>Engagement of players at higher risk.</b></li> <li>● <b>Size of group.</b></li> </ul>	<p><b>Follow Covid-19 Instrument Cleaning Policies. Teachers will provide students instruction on these cleaning policies prior to resuming instrumental music lessons or classes.</b></p> <p><a href="#">Covid-19 Instrument Cleaning Guidelines</a></p> <p><b>Select and provide safe opportunities for music instruction for students using <a href="#">Muncy School District's Music Curricular and Extra-curricular Pandemic Response 2020 Guide.</a></b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>● <b>Physical proximity of students.</b></li> <li>● <b>Use of appropriate facilities to accommodate social distancing.</b></li> <li>● <b>Amount of touching of shared equipment.</b></li> <li>● <b>Ability to engage in social distancing while not engaged in active play.</b></li> <li>● <b>Engagement of players at higher risk.</b></li> <li>● <b>Size of group.</b></li> </ul>	<p><b>Mr. Buck</b></p> <p><b>Mrs. Doebler</b></p> <p><b>Mr. Tim Welliver</b> <b>High School</b> <b>Principal</b></p> <p><b>Mrs. Billie Jo Grohol</b> <b>Elementary</b> <b>Principal</b></p>	<p><b>Instrument Cleaning Policies</b></p>	<p><b>N</b></p>
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## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Muncy School District will ask all students and staff to conduct at home screenings before getting on the school bus or before coming to school in the morning if not using district transportation. Additionally, Muncy School District will check temperatures of students and staff prior to entering the building each day. Individuals whose temperature exceeds the threshold will be sent to the nurse's office to have their temperature rechecked before contacting home. Our school nurses, in conjunction with administration and the Pennsylvania Department of Health will be responsible for making decisions regarding quarantine or isolation. Muncy School District will follow the steps provided in Public Health Guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education as listed below.**

# Example School Symptom Screening Tool

*\*May be utilized as a screening tool for both at home and on-site screening practices.*

Complete Daily Prior to School/Work\*

Employee or Student Name:

Assigned Class/Group:

Temperature:

Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

Are you/is the student experiencing any of the following?

<b>Group A 1 or more symptoms</b>	<b>Group B 2 or more symptoms</b>
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

**Stay home if, you or the student:**

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

Please notify school officials if you become sick with [COVID-19 Symptoms](#), test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19 or you recently traveled to recommended areas for self-quarantine.

**Pre-K to 12 schools should communicate to everyone in the education community that staff and children should not come to school and to notify school officials if they become sick with [COVID-19 Symptoms](#), test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.**

Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.

Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).

Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until [release from isolation criteria](#) has been met.

A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire quarantine period must be completed. See CDC guidance on [Quarantine if You Might be Sick](#).

**[DOH or county and municipal health departments](#) (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.**

**Schools should take every measure to maintain the confidentiality of the affected individual.**

**It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.**

**Pre-K to 12 schools are reminded to contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide**

guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.

- If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).
  - Establish procedures for safely transporting home sick individuals.
- Contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.
- The entire building does not need to be evacuated.
- Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.
- Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow [CDC Guidance on Cleaning and Disinfecting](#) protocols.
- Create a communication system to self-report symptoms and for notifying staff and families of exposures and closures. Schools should, however, take every measure to maintain the confidentiality of the affected individual.

The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation strategy.

Current quarantine guidance for close contacts of persons with COVID-19 may present attendance challenges for students who are quarantined because of a household contact with a case. A "close contact" is defined as either being within approximately 6 feet of a COVID-19 case for 15 or more minutes (close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). See the [Department of Health Case versus Contact](#) for more information on these distinctions.

- Schools should be prepared to refer symptomatic individuals or those who have a known exposure to a confirmed case to an appropriate health care provider or testing site. Refer to DOH information on [Coronavirus Symptoms and Testing](#) for details on current testing locations throughout the Commonwealth.
- Schools should support students who are quarantined by allowing for leniency in absenteeism from in-person instruction and extra-curricular activities and transitioning to remote learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Parents / Guardians will be asked to complete symptom screenings at home each morning before boarding district transportation or arriving at school. Children with symptoms should stay home and if feeling well enough participate in Real Time Distance Learning From Home (Synchronous).</p> <p>All district staff will be asked to complete a symptom screening on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screenings will be required upon entrance to school for students, staff and others.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p>	<p>Parents / Guardians will be asked to complete symptom screenings at home each morning before boarding district transportation or arriving at school. Children with symptoms should stay home and if feeling well enough participate in Real Time Distance Learning From Home (Synchronous).</p> <p>All district staff will be asked to complete a symptom screening on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screenings will be required upon entrance to school for students, staff and others.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p> <p>Students and staff will go to the nurse immediately if feeling symptomatic.</p>	<p>Mr. Jay Drumheller School Nurse</p> <p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p><b>Thermometers</b></p> <p><a href="#">AAP When to Keep Your Child Home</a></p> <p><a href="#">See Symptom Screening Tool.</a></p>	<p><b>Y</b></p>

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p><b>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</b></p> <p><b>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</b></p> <p><b>Close off the area(s) used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</b></p>	<p><b>Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms.</b></p> <p><b>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.</b></p> <p><b>Close off the area(s) used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.</b></p>	<p><b>Mr. Jay Drumheller School Nurse</b></p> <p><b>Mr. Tim Welliver High School Principal</b></p> <p><b>Mrs. Billie Jo Grohol Elementary Principal</b></p>	<p>Isolation Area</p> <p>Notification Letter</p> <p>District Physician Training (Nurses)</p> <p><a href="#"><u>Standard and Transmission-Based Precautions</u></a></p> <p><a href="#"><u>What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.</u></a></p>	<p><b>Y</b></p>
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<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</p> <p>Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).</p> <p>Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until <a href="#">release from isolation criteria</a> has been met.</p> <p>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire</p>	<p>Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</p> <p>Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).</p> <p>Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until <a href="#">release from isolation criteria</a> has been met.</p> <p>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire</p>	<p>Mr. Jay Drumheller School Nurse</p> <p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p>N/A</p>	<p>N</p>
<p>* Returning isolated or quarantined</p>	<p>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire</p>	<p>A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by DOH or the appropriate CMHD. A negative test obtained prior to the end of quarantine does not clear an individual for return. The entire</p>	<p>Mr. Jay Drumheller School Nurse</p>	<p>N/A</p>	<p>N</p>

<p>staff, students, or visitors to school</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>quarantine period must be completed. See CDC guidance on <a href="#">Quarantine if You Might be Sick</a>.</p> <p>Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Symptoms Based):</p> <ul style="list-style-type: none"> <li>• At least 1 days (24 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,</li> <li>• At least 10 days have passed <i>since symptoms first appeared</i>.</li> <li>• A written release to return to school from their medical provider.</li> </ul> <p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Test Based):</p> <ul style="list-style-type: none"> <li>• Resolution of fever without the use of fever-reducing medications and</li> </ul>	<p>quarantine period must be completed. See CDC guidance on <a href="#">Quarantine if You Might be Sick</a>.</p> <p>Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Symptoms Based):</p> <ul style="list-style-type: none"> <li>• At least 1 days (24 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,</li> <li>• At least 10 days have passed <i>since symptoms first appeared</i>.</li> <li>• A written release to return to school from their medical provider.</li> </ul> <p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions (Test Based):</p> <ul style="list-style-type: none"> <li>• Resolution of fever without the use of</li> </ul>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p> <p>Mr. Jay Drumheller School Nurse</p> <p>Mr. Tim Welliver</p>	<p>N/A</p>	<p>N</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>specimens collected <math>\geq 24</math> hours apart (total of two negative specimens)*. See <a href="#">Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19)</a>. Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.</p> <ul style="list-style-type: none"> <li>A written release to return to school from their medical provider.</li> </ul>	<p>2 RNA from at least two consecutive respiratory specimens collected <math>\geq 24</math> hours apart (total of two negative specimens)*. See <a href="#">Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19)</a>. Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.</p> <ul style="list-style-type: none"> <li>A written release to return to school from their medical provider.</li> </ul>	<p>Mrs. Billie Jo Grohol Elementary Principal</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p><b>Post Health and Safety Plan on MSD Website</b></p> <p>Provide regular updates on MSD website and through other regular methods of districtwide communications (E-mail, One Call Now).</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed or if quarantines impact the ability to learn at school.</p>	<p><b>Post Health and Safety Plan on MSD Website</b></p> <p>Provide regular update information on MSD website and through other regular methods of districtwide communications.</p> <p>Prepare parents and families for remote learning if school is temporarily dismissed or staff is quarantined.</p>	<p><b>District Office</b></p>	<p><b>Communication Platforms</b></p>	<p><b>N</b></p>

<p>Other monitoring and screening practices</p>	<p>Please notify school officials if you become sick with <a href="#">COVID-19 Symptoms</a>, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19 or you traveled to areas recommended for self-quarantine.</p> <p>Schools should call DOH at 1-877-PA Health (1-877-724-3258); before acting in response to a known or suspected communicable disease. DOH will provide guidance regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <p>If the person is present on school property when DOH staff notifies the school of positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</p> <p>Establish procedures for safely transporting home sick individuals.</p>	<p>Please notify school officials if you become sick with <a href="#">COVID-19 Symptoms</a>, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.</p> <p>Schools should call DOH at 1-877-PA Health (1-877-724-3258); before acting in response to a known or suspected communicable disease. DOH will provide guidance regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <p>If the person is present on school property when DOH staff notifies the school of positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</p> <p>Establish procedures for safely transporting home sick individuals.</p> <p>Close off areas used by the sick person and do not use again</p>	<p>Mr. Jay Drumheller School Nurse</p> <p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p> <p>Mr. Jay Drumheller School Nurse</p>	<p>N/A</p> <p>N/A</p>	<p>N</p> <p>N</p>
<p>Other monitoring and screening practices</p>					

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow <a href="#">CDC Guidance on Cleaning and Disinfecting</a> protocols.</p> <p>Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.</p> <p>Take every measure to maintain the confidentiality of the affected individual.</p>	<p>before cleaning and disinfecting. Follow <a href="#">CDC Guidance on Cleaning and Disinfecting</a> protocols.</p> <p>Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.</p> <p>Take every measure to maintain the confidentiality of the affected individual.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>		

**Other Considerations for Students and Staff**

## Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: On July 1, 2020, the [Secretary of Health issued an Order requiring all individuals to wear a face covering](#) when they leave their homes. The order outlines situations when a face covering must be worn and includes limited exceptions (see Section 3 of the Order). The Secretary issued this Order to continue to protect all in the Commonwealth from the spread of COVID-19, mindful of the need to slow the increase in the number of cases as the Commonwealth reopens and in order to avoid the resurgence that is overwhelming the health care systems and public health systems in other states that have been less successful in reopening than the Commonwealth.**

**This Order applies to any individual aged two and older whenever outside the home, including while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers, and intermediate units; educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; Private Academic Nursery Schools and locally-funded prekindergarten activities.**

**The Order was effective July 1, 2020 and will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool.**

**"Face covering" 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" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the Order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.**

As you know, the health and safety of Pennsylvania’s school communities is top priority, and the guidance we release to support and maintain the health and safety of school communities is rooted in science, data, and research. As more data and research becomes available, the information that becomes guidance must evolve – something we’ve shared with you since we began releasing reopening guidance.

Last week, the [American Academy of Pediatrics \(AAP\) released an update to their guidance](#) strongly recommending children age two and older should wear face coverings at all times to help mitigate the spread of the COVID-19 virus. Prior guidance we released in collaboration with the Pennsylvania Department of Health (DOH) stated students in schools could remove their face coverings as long as six feet of social distancing could be maintained. Given this recent change from the AAP, and consistent with the [Secretary of Health’s Face Covering Order issued on July 1, 2020](#), DOH is requiring **students wear face coverings at all times while in school**, even when six feet of social distancing can be achieved. There are limited exceptions (Released August 17<sup>th</sup>, 2020).

[Visit our Answers to FAQs on Face Coverings/Masks webpage for more information.](#)

**Schools may allow students to remove face coverings when students are:**

- (a) eating or drinking when spaced at least 6 feet apart;
- (b) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task;
- (c) at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
- (d) a medical or mental health condition or disability, in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school.

The school district will collaborate with students and families and staff at higher risk for severe illness to determine how to meet their needs safely.

The school district will collaborate with our contracted substitute service (ESS) to help fill our substitute needs. ESS continues to hold marketing and hiring events to secure substitutes for the school district. Additionally, the school district will look to secure at least one building based substitute in each building prior to the start of the school year.

**Our elementary and high school guidance counseling staff will work with our instructional and non-instructional staff to ensure all students have access to quality learning opportunities as well as supports for social emotional wellness at school and at home.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p><b>Cancel all non-essential travel</b></p> <p><b>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</b></p> <p><b>Eliminate the use of perfect attendance awards and incentives.</b></p> <p><b>Collaborate with staff at higher risk for severe illness to determine how to meet needs safely.</b></p> <p><b>Collaborate with students and families at higher risk for severe illness to determine how to meet needs safely.</b></p>	<p><b>Cancel all non-essential travel</b></p> <p><b>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</b></p> <p><b>Eliminate the use of perfect attendance awards and incentives.</b></p> <p><b>Collaborate with staff at higher risk for severe illness to determine how to meet needs safely.</b></p> <p><b>Collaborate with students and families at higher risk for severe illness to determine how to meet needs safely.</b></p>	<p><b>Mr. Tim Welliver High School Principal</b></p> <p><b>Mrs. Billie Jo Grohol Elementary Principal</b></p> <p><b>Mrs. April Farrell Coordinator of Special Education</b></p> <p><b>Mr. Andrew Seese Business Administrator</b></p> <p><b>Mr. Jay Drumheller School Nurse</b></p> <p><b>Faculty / Staff</b></p>	<p><b>N/A</b></p>	<p><b>Y</b></p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (face coverings or face shields) by all staff</p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p>Mask and Face Shields</p> <p>Signage regarding expectations</p>	<p>Y</p>
<p>* Use of face coverings (face coverings or face shields) by older students (as appropriate)</p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions</a>.</p>	<p>Mr. Tim Welliver High School Principal</p> <p>Mrs. Billie Jo Grohol Elementary Principal</p>	<p>Mask and Face Shields</p> <p>Signage regarding expectations</p>	<p>Y</p>

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Extra precautions in low incidence programs (AS, MDS, LSS).</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with communication, students requiring assistance with feeding or toileting.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <ul style="list-style-type: none"> <li>• Related service providers working with students will be required to follow all district, host district, and intermediate unit Health and Safety Plans</li> <li>• A plan for services due to an ill service provider will be determined on an individual basis.</li> <li>• Specialized equipment utilized by multiple students will be sanitized between use</li> </ul>	<p>Extra precautions in low incidence programs (AS, MDS, LSS).</p> <p>Servicing students in low incidence programs can be problematic due to, but not limited to, students with medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with communication, students requiring assistance with feeding or toileting.</p> <p>For these reasons, extra precautions will be implemented. These precautions include:</p> <ul style="list-style-type: none"> <li>• Related service providers working with students will be required to follow all district, host district, and intermediate unit Health and Safety Plans</li> <li>• A plan for services due to an ill service provider will be determined on an individual basis.</li> <li>• Specialized equipment utilized by multiple students will be sanitized between use</li> </ul>	<p>Mrs. Farrell Coordinator of Special Education</p> <p>Mr. Jay Drumheller School Nurse</p>	<p>PPE</p>	<p>N</p>
<p>Unique safety protocols for students with</p>			<p>Mrs. Farrell</p>	<p>PPE</p>	<p>N</p>

<p>complex needs or other vulnerable individuals</p>	<p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects when possible for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>Personal student devices should be disinfected each time a student enters or exits the classroom.</p> <p>Student specific feeding protocols should be followed when feeding students. Staff should wear gloves when feeding students.</p> <p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with appropriate hygiene practices.</p>	<p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</p> <p>Avoid the use of communal objects when possible for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>Personal student devices should be disinfected each time a student enters or exits the classroom.</p> <p>Student specific feeding protocols should be followed when feeding students. Staff should wear gloves when feeding students.</p> <p>Bathrooms and changing tables should be disinfected before and after student use. Limit students to one at a time. Students should be assisted with appropriate hygiene practices.</p>	<p>Coordinator of Special Education</p> <p>Mr. Jay Drumheller School Nurse</p>		
<p>Unique safety protocols for students with complex needs or</p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions.</a></p>	<p>In accordance with DOH requirements, face coverings must be worn while in school at all times even when able to maintain 6 feet of social distance <a href="#">with limited exceptions.</a></p>	<p>Mrs. Farrell Coordinator of Special Education</p>	<p>PPE</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>other vulnerable individuals</b></p>	<p>Students should be encouraged not to touch walls and fixtures when in hallways.</p> <p>Unique safety protocols may include:</p> <ul style="list-style-type: none"> <li>• Student instruction and assistance with hygiene practices and social distancing</li> <li>• Prompts and reminders for students related to personal protective equipment and safety procedures</li> <li>• Alternate personal protective gear will be considered based on student specific health and learning needs, including students who are unable to wear a mask or independently remove a mask</li> <li>• Staff working with students requiring close contact to meet mobility, medical, social/emotional, and hygiene needs will be provided with personal protective gear</li> </ul>	<p>Students should be encouraged not to touch walls and fixtures when in hallways.</p> <p>Unique safety protocols may include:</p> <ul style="list-style-type: none"> <li>• Student instruction and assistance with hygiene practices and social distancing</li> <li>• Prompts and reminders for students related to personal protective equipment and safety procedures</li> <li>• Alternate personal protective gear will be considered based on student specific health and learning needs, including students who are unable to wear a mask or independently remove a mask</li> <li>• Staff working with students requiring close contact to meet mobility, medical, social/emotional, and hygiene needs will be provided with personal protective gear</li> </ul>	<p><b>Mr. Jay Drumheller School Nurse</b></p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	<b>Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.</b>	<b>Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.</b>	<b>Mr. Tim Welliver High School Principal</b>  <b>Mrs. Billie Jo Grohol Elementary Principal</b>  <b>Mrs. April Farrell Coordinator of Special Education</b>  <b>Mr. Andrew Seese Business Administrator</b>	<b>N/A</b>	

## Health and Safety Plan Professional 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. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Mode of Communication	Start Date	Completion Date
<b>Digital Classroom Applications and Strategies</b>	Faculty	Dr. Kim Hamilton Asst. to Super C/I  Mr. Steve Haddon K-12 Instructional Coach  Faculty Technology Team	Virtual Workshops	June 15, 2020	Ongoing
<b>Various Organizational Updates (Governor Wolf; PA Dept. of Health; PDE; BLaST IU 17; PASA etc.)</b>	Administration	Governor Wolf Secretary Levine Secretary Rivera Dr. Christina Steinbach Reed Dr. Mark DiRocco	Virtual Briefings	March 13, 2020	Ongoing
<b>Pandemic Team Correspondence</b>	Pandemic Team	Dr. Craig Skaluba Mr. Jay Drumheller	E-mail	June 24, 2020	Ongoing

Topic	Audience	Lead Person and Position	Mode of Communication	Start Date	Completion Date
<p><b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students</b></p> <p><b>CDC Guidance for Cleaning and Disinfecting Schools</b></p>	Buildings and Grounds Staff	<p>Jerry Knier, Supervisor of Buildings and Grounds</p> <p>Mark Schneider Head Custodian</p>	Staff Meetings	March 2020	<p>Ongoing</p> <p>Training Scheduled for August 4, 2020</p>
<b>In-Service</b>	Faculty / Staff	Administration	Health and Safety Plan Professional Development	August 24, 2020	August 28, 2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>School Community Weekly Correspondence</b>	School Board Parents Students Faculty Staff	Dr. Craig Skaluba Superintendent	E-mail One Call Now School District App Notifications Posted on Website	March 3, 2020	Ongoing
<b>Return to School Survey</b>	Parents / Guardians	Administrative Team	Online Survey	June 18, 2020	July 3, 2020
<b>Pandemic Team Correspondence</b>	Pandemic Team	Dr. Craig Skaluba Mr. Jay Drumheller	E-mail	June 24, 2020	Ongoing
<b>Faculty Update</b>	Faculty	Dr. Skaluba Superintendent	Virtual Update Related to District's Health and Safety Plan	July 21, 2020	July 21, 2020
<b>Faculty / Staff Updates</b>	Faculty / Staff	Administration	E-mail; Zoom	March, 2020	Ongoing
<b>School Board Updates</b>	School Board	Dr. Skaluba Superintendent	E-mail; Board Meetings	March, 2020	Ongoing

## Health and Safety Plan Summary: Muncy School District

Anticipated Launch Date: **August 31, 2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<b>Muncy School District will continue to follow CDC Guidance for Cleaning and Disinfecting Schools to ensure the building is cleaned and ready to safely welcome staff and students. We already have an inventory of disinfection supplies on-hand for meeting the requirements related to COVID-19 and will continue to procure additional supplies on an as needed basis. The district will complete a deep cleaning and full sanitizing and disinfecting of our buildings prior to the start of school. The district will provide daily cleaning, sanitizing, disinfecting and ventilation protocols throughout the school year and additional deep cleanings as necessary. All buildings and grounds staff were previous trained on cleaning, sanitizing, disinfecting and ventilation protocols and will participate in periodic re-training sessions throughout the course of the year.</b>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<b>All classrooms/learning spaces will be physically organized to gain the most amount of space between individuals as possible. To the best extent possible, we will attempt to limit the total number of individuals to 25 individuals or less. Outdoor spaces and larger learning</b>

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>spaces may be used to offset larger class sizes. Due to the self-contained nature of most of the classes at Ward L. Myers Elementary School, schedules will be as static as possible by having the same group of students with the same group of staff based on age and developmental level. In order to maintain the diversity of courses at the high school level, schedules will continue to have students change classes throughout the school day. Students attending programs in other school districts will follow the Health and Safety Plan related to that particular school district. Social distancing and masking protocols will govern the use of other communal spaces within the school building. All hygiene practices emphasized by the Center for Disease Control and the Pennsylvania Department of Health will be promoted in various ways throughout the school day. Masking protocols for all students and social distancing protocols to the maximum extent possible will be applicable to student transportation. The school district will limit school visitors and school volunteers to those necessary for providing essential educational and related services. All visitors and volunteers will be required to comply with all aspects of the Health and Safety Plan. We will continue to communicate and inform all stakeholders on a regular basis about the district's Health and Safety Plan.</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Monitoring students and staff for symptoms and history of exposure</li> <li>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> <li>* Returning isolated or quarantined staff, students, or visitors to school</li> </ul> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Muncy School District will ask all students and staff to conduct at home screenings before getting on the school bus or before coming to school in the morning if not using district transportation. Additionally, Muncy School District will check temperatures of students and staff prior to entering the building each day. Individuals whose temperature exceeds the threshold will be sent to the nurse’s office to have their temperature rechecked before contacting home. Our school nurses, in conjunction with administration and the Pennsylvania Department of Health will be responsible for making decisions regarding quarantine or isolation. Muncy School District will follow the steps provided in Public Health Guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Protecting students and staff at higher risk for severe illness</li> <li>* Use of face coverings (face coverings or face shields) by all staff</li> <li>* Use of face coverings (face coverings or face shields) by older students (as appropriate)</li> </ul> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>: On July 1, 2020, the <a href="#">Secretary of Health issued an Order requiring all individuals to wear a face covering</a> when they leave their homes. The order outlines situations when a face covering must be worn and includes limited exceptions (see Section 3 of the Order). The Secretary issued this Order to continue to protect all in the Commonwealth from the spread of COVID-19, mindful of the need to slow the increase in the number of cases as the Commonwealth reopens and in order to avoid the resurgence that is overwhelming the health care systems and public health systems in other states that have been less successful in reopening than the Commonwealth. This Order applies to any individual aged two and older whenever outside the home, including while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, private and parochial schools,</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>career and technical centers, and intermediate units; educational programming for students in non-educational placements such as residential settings (boarding schools), residential facilities, detention centers, and hospital settings; PA Pre-K Counts, Head Start Programs and Preschool Early Intervention programs; Private Academic Nursery Schools and locally-funded prekindergarten activities.</p> <p>The Order was effective July 1, 2020 and will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool.</p> <p>"Face covering" 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" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the Order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.</p> <p>As you know, the health and safety of Pennsylvania's school communities is top priority, and the guidance we release to support and maintain the health and safety of school communities is rooted in science, data, and research. As more data and research becomes available, the information that becomes guidance must evolve –</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>something we've shared with you since we began releasing reopening guidance.</p> <p>Last week, the <a href="#">American Academy of Pediatrics (AAP) released an update to their guidance</a> strongly recommending children age two and older should wear face coverings at all times to help mitigate the spread of the COVID-19 virus. Prior guidance we released in collaboration with the Pennsylvania Department of Health (DOH) stated students in schools could remove their face coverings as long as six feet of social distancing could be maintained.</p> <p>Given this recent change from the AAP, and consistent with the <a href="#">Secretary of Health's Face Covering Order issued on July 1, 2020</a>, DOH is requiring students wear face coverings at all times while in school, even when six feet of social distancing can be achieved. There are limited exceptions (Released August 17<sup>th</sup>, 2020).</p> <p><a href="#">Visit our Answers to FAQs on Face Coverings/Masks webpage for more information.</a></p> <p>Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> <li>(a) eating or drinking when spaced at least 6 feet apart;</li> <li>(b) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task;</li> <li>(c) at least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.</li> <li>(d) a medical or mental health condition or disability, in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<p>The school district will collaborate with students and families and staff at higher risk for severe illness to determine how to meet their needs safely.</p> <p>The school district will collaborate with our contracted substitute service (ESS) to help fill our substitute needs. ESS continues to hold marketing and hiring events to secure substitutes for the school district. Additionally, the school district will look to secure at least one building based substitute in each building prior to the start of the school year.</p> <p>Our elementary and high school guidance counseling staff will work with our instructional and non-instructional staff to ensure all students have access to quality learning opportunities as well as supports for social emotional wellness at school and at home.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **MUNCY SCHOOL DISTRICT** reviewed and approved the Phased School Reopening Health and Safety Plan on **JULY 20, 2020**.

The plan was approved by a vote of:

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

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

Affirmed on: **July 20, 2020**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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

# Muncy School District Music Curricular and Extracurricular Pandemic Response Guide 2020

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## **NAFME fall 2020 guidance for music education/ NFHS Guidance for a Return to High School Marching Band**

It is my belief that an appropriate response for music education in our schools should follow a set of guidelines that deal directly to the health and safety of our students as it pertains to both curricular and extra-curricular music ensembles and music classroom instruction. NAFME or National Association for Music Education has developed curricular guidance for how and when to return to the process of music education. NFHS or National Federation of State High School Associations Music Committee with SMAC or Sports Medicine Advisory Committee has created guidance on when and how to return to extracurricular Marching Band. Below are recommendations from both guidelines:

### **NAFME FALL 2020 GUIDANCE FOR MUSIC EDUCATION**

#### ***(Curricular)***

#### **Key takeaways:**

1. CBDNA, NFHS, NAFME, the NAMM Foundation and over 100 performing arts organizations are supporting a scientific study to learn how COVID-19 may spread in the course of music activities. The study is examining possible mitigation techniques to prevent or lessen aerosol distribution during singing and playing of wind instruments. The results of this research will inform our understanding and, subsequently, the development of effective mitigation strategies for music education. We are advised by the researchers that results may be forthcoming by early July (July 10<sup>th</sup> for wind instruments and July 25<sup>th</sup> for vocal).
2. As we await the results of the scientific study, the following safety guidance is suggested:
  - a. No indoor group or ensemble singing, until tested mitigation techniques are proven effective.

- b. Practice social distancing in music classrooms. This may mean each class will be smaller than traditional large ensembles unless facility space is available to support the social distancing of large groups of students. a. If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.
3. Music Education encompasses more than just musical performance, as outlined in the 2014 Music Standards, on which most state music standards are based. Face to face music education may focus on the other musical processes – responding, creating and connecting. Students can continue to work on musical performance skills at home.
4. There are many scheduling models being developed across the nation (e.g., block scheduling, flipped classrooms, small group pull-outs, and staggered scheduling). Music education can and should occur in all scheduling models. Examples are provided for various models later in this document.
5. If a school district allows students at high-risk to opt out of in-person attendance, and virtual learning is provided for those students, music should be part of the well-rounded education provided to those students.
6. High quality, content-valid music assessments can be conducted virtually, allowing music educators and administrators to determine the progress of students in meeting state music standards, regardless of how instruction is delivered this school year.
7. If school performances are permitted, they may be streamed online without live audiences. However, the school must have a proper public performance license. Social distancing protocols, as directed by local and state health departments, should be followed for student performers and good instrument hygiene practiced.

### **RETURNING TO FACE TO FACE MUSIC INSTRUCTION**

Social Distancing and Music Instruction Social distancing will most likely be a part of the return to school across all grade levels and content areas. This will have an impact on music classes that are often much larger than a typical class. This may mean each class will be smaller than traditional large ensembles unless facility space is available to support the social distancing of large groups of students.

If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.

Transportation will present challenges for every school district. School staff will need to accommodate social distancing while transporting students to school, field trips, and other events.

Audition, contest, festival, and All-State event organizers will need to be cognizant of all current social distancing safety measures in planning for events. Online auditions and/or events may need to be utilized for the sake of safety.

General Safety Guidelines for Face to Face Music Instruction The following general safety guidelines are suggested for all music educators.

**Instrument Hygiene:**

- Instruments should not be shared.
  - However, if shared, proper and thorough cleaning should occur between each use.
- Percussion students must not share mallets without properly disinfecting them--or students can wear gloves.
- If teaching recorder, each student must have their own instrument. Recorders must not be kept in a common storage area in the classroom.
  - Students should not play recorders in school until the results of the COVID-19 aerosol study are complete
- General music teachers should consider providing each student with a personal music kit that includes common classroom instruments (rhythm sticks, mallets, etc.).
- Training and proper PPE must be provided to those who are responsible for cleaning.

**Music Classroom/Ensemble Classroom:**

- Measure classrooms to determine the best setup for each class to adhere to social distancing requirements. Straight rows may allow for more space between students than the traditional arch shape.
- Consider use of larger facilities as available, and measure and pre-set these spaces as well.
- Create a template of the desired length that will meet CDC, state and local guidelines for social distancing, and mark spaces on your floor where chairs and stands will be placed.
- Prepare for how students enter and exit the classroom, along with how materials such as instruments, sheet music, and stands are used. Proper planning can help reduce person to person contact outside of the recommend social distancing.

**Equipment and supplies may need to be expanded:**

- Students must not share music stands.

- Students must not share sheet music. Additional sheet music may need to be purchased to ensure all students have their own copies.

#### **School Performances:**

- If school performances are permitted, they may be streamed online without live audiences.
  - The school must have a proper public performance license. In most cases, a performance license held by the school is sufficient to allow for streamed online performances, so long as the video is only streamed live and is unavailable for viewing after the conclusion of the live performance.
- Social distancing protocols, as directed by local and state health departments, should be followed for student performers and good instrument hygiene practiced.

#### **Hydration:**

- Water bottles must not be shared. Students shall bring their own water bottle.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

### **NFHS GUIDANCE FOR A RETURN TO HIGH SCHOOL MARCHING BAND**

#### ***(EXTRACURRICULAR)***

#### **Key takeaways:**

##### ***Phase 2***

#### **Pre-Rehearsal/Contest Screening:**

- All directors and students should be screened for signs/symptoms of COVID-19 prior to a rehearsal. Screening includes a temperature check.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19, with appropriate attention being given to privacy and confidentiality, (see Appendix I for sample Monitoring Form).
- Any person with positive symptoms reported should not be allowed to take part in rehearsals and should contact his or her primary care provider or other appropriate health-care professional.

- Vulnerable individuals should not oversee or participate in any rehearsals during phase 2.

#### **Limitations on Gatherings:**

- No gathering of more than 10 people at a time inside. Up to 50 individuals may gather outdoors for rehearsal.
- Rehearsals should be conducted in “pods” of students with the same 5-10 students always working together.
- Directors must create a plan for getting instruments from the band room to the practice facility that allows for social distancing and sanitation.
- Social distancing should be observed when music is being taught. Students should learn the music standing still, spaced at a minimum of 6-foot intervals. If teachers need to move within the 6-foot area to correct a student’s playing position, embouchure, posture, etc. they should do so briefly and then move back away.
- Students should be spaced at a minimum of 3 step intervals (22.5” per step) for all drill and on field formations.
- Rehearsals should take place outdoors. If weather prevents outdoor rehearsals, rehearsals may be allowed indoors as long as a minimum of 10 feet between each individual can be achieved. Drastically reducing the number of students in an indoor setting will be likely.

#### **Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all facilities used to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture, storage rooms, instrumental equipment, bathrooms, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in rehearsals.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Shared musical equipment should be wiped down thoroughly before and after an individual’s use of equipment.
- Appropriate clothing/shoes should be worn at all times.
- Students must be encouraged to shower and wash their rehearsal clothing immediately upon returning to home. Hydration:
- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

#### ***Phase 3***

#### **Pre- Rehearsal/Contest Screening:**

- Any person who has had a fever or cold symptoms in the previous 24 hours should not be allowed to take part in rehearsals and should contact his or her primary care provider or other appropriate healthcare professional.
- A record should be kept of all individuals present.
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed. Limitations on Gatherings:
- Gathering sizes of up to 50 individuals, indoors or outdoors.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 6 feet between each individual. Consider using tape or paint as a guide for students and directors.

### **Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all facilities used to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture, storage rooms, instrumental equipment, bathrooms, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in rehearsals.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Shared musical equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times.
- Students must be encouraged to shower and wash their rehearsal clothing immediately upon returning to home.

### **Hydration:**

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) may be utilized but must be cleaned after every practice/contest.