



# **Methacton School District**

## **2020-2021 Health and Safety Plan**

APPROVED 7/28/2020

REVISED 10/20/2020

REVISED 12/7/2020

REVISED 2/23/2021

REVISED 4/27/2021 (for Implementation in 2021-2022 SY)

## INDEX

### THE HEALTH AND SAFETY PLAN ADDRESSES THESE 13 CORE MATTERS

Face Masks	Page 4
Social Distancing	Page 6
Healthcare Response	Page 10
Travel Exclusion	Page 13
Food Services	Page 13
Transportation	Page 15
Safety and Security	Page 18
Athletics and Activities	Page 18
Cleaning/Sanitation/Disinfection	Page 19
Implementation Timeline	Page 25
Communications	Page 25
Professional Development	Page 26
Pandemic Team	Page 27

---

The Methacton School District's Instructional Plan was developed by district administration and approved by the Board of School Directors on April 27, 2021 for the 2021-2022 School Year. The default instructional plan is in person instruction grades K-12 (5 days per week) in the traditional sense (pre COVID-19) with an alternative option for parents/students of online instruction. See 2021-2022 Instructional Plan Summary for greater details.

This Health and Safety Plan will accompany the Instructional Plan and is designed to support students and staff from a health and safety perspective. This plan will embody the latest guidance and specificity needed to inform students and parents/guardians and staff for a safe return to school. This plan may be modified by Board action, from time to time, to address guidance from the Montgomery County Department of Public Health, the CDC, and the Pennsylvania Department of Education.

The Board of School Directors have adopted the [updated PDE](#) recommendations issued on March 30, 2021. The Board of school directors authorized the Board President and Superintendent to complete, sign and submit the Attestation Ensuring Implementation of Mitigation Efforts form with the purpose of complying with PDE requirements as necessary.

The Board of School Directors adopt the following:

- The district will use guidance from the Montgomery County Department of Health for determining district wide closures.
- The district will adopt the "Recommendations for Small/Medium/Large School Buildings Following Identification of a Case(s) of COVID-19.
- Provide continuous reinforcement in all of our communication to parents about the need to report positive cases and close contacts.
- The district will provide and update the district [data dashboard](#).
- The district will provide parents who opted for in-person instruction for their child(ren) the ability to remain virtual with proper notification to school.

# FACE MASK

Responsibility: David Zerbe – Superintendent and Principals

Support: All district staff and 3rd Party contract managers

**STUDENTS AND STAFF ARE  
REQUIRED TO WEAR A FACE MASK AT ALL TIMES**

## STUDENTS AND STAFF ARE PERMITTED TO REMOVE THEIR FACE MASK

- When outdoors and able to maintain a distant of 3 feet from other individuals
- Eating and drinking when spaced 6 feet apart (or when eating/drinking separated by appropriate barrier)
- When in a classroom/space/office where it is singularly occupied
- Consideration for students at outdoor recess/physical education will be addressed prior to the start of school

## OTHER FACE MASK SPECIFICS

- It is important to recognize that while we have a face mask requirement, there may be an exemption for certain students with individualized education plans. All such circumstances will be documented in the building main office and appropriate staff will be informed. Where appropriate, we will make arrangements with face mask exemptions to limit their interaction with others where face masks are required where and when feasible. The district will provide language guidance to staff in an effort to limit confusion by staff and students with these exceptions as well as maintaining confidentiality.
- Each student and staff member is required to supply their own face mask.
- The district will make available to students and staff disposable face masks on buses, when entering the school buildings (car line) and other locations designated throughout each building in the instance that the student or staff member forgets/damages their own face mask.



- It is critical that all students and staff have on their person at least 1 disposable or reusable face mask in the instance that their primary face mask is compromised, becomes unusable, or is required at the direction of the school nurse.
- The district highly encourages students and staff to choose a mask for themselves (or by the parent/guardian

of a student). It is however extremely important that all face masks, must be properly worn. Methacton students and staff will be trained in the proper use and application of masks.

- Teachers are given the authority to instruct students in the proper wearing of masks and may direct students to wear a mask. Similar to other school rules, teachers, as part of their classroom management strategies, shall manage and address students compliance with masking and seek assistance from their supervisor where and when appropriate.
- Students are encouraged to use the face mask secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face are acceptable. The district recommends that any face mask conforms to standards established by the [CDC](#) and that they conform to [district policy for grooming and dress standards \(Policy 221\)](#).
- The district will provide training to staff, students and a communication to parents on the expectations of proper fit of face masks. The district will use the [CDC recommendations](#) to as the basis for this training and formal adherence to proper fit and protection.
- Parents should begin seeking out face mask that will fit and are comfortable for their child(ren). If determining the use of a reusable mask, parents should consider the proper care and quantity needed to ensure compliance with CDC recommendations. There are a number of resources on the Internet from which to base your determination on. We suggest you do this as soon as feasible so that you can have your child practice wearing the face mask prior to the first day of school.
- The significance of face mask use is paramount to the health and safety of all students and staff. Our Building Principals will be consistent in the enforcement of these requirements with the failure to comply with face mask requirements, as outlined within, will result in disciplinary action.
- The district will encourage staff at the K-6 levels to plan student mask breaks throughout day. Teachers will coordinate these breaks with the Building Principal where appropriate. These breaks can be held outdoors or in locations that allow for 6' or greater from other persons and should be for 10 minutes or less.
- All students in grades 5 through 12 will be **REQUIRED** to wear a district-issued lanyard with district identification attached. The lanyard is required to be visible. It can be worn around the neck or be affixed to a backpack, however, when in school, it should be worn around the neck in plain sight. Lanyards can be removed and stored on person as directed by a teacher in the event that the class/activity and wearing of lanyard presents a safety issue.

#### **GUIDANCE FROM MONTGOMERY COUNTY DEPARTMENT OF HEALTH ON FACE MASK**

- *Face Mask plus Face Shield*: Provides the ultimate protection is primarily recommended for health care workers who have direct exposure to individuals with COVID-19.

- *Face Mask Only:* Strongly encouraged by CDC. Face masks protect the nose and mouth, and is near complete barrier on the sides of the wearer's face.
- *Face Shield:* Prevent the wearer from touching much if not all of their face, while a cloth mask only covers the nose, cheeks, and mouth.

## SOCIAL DISTANCING

**Responsibility:** Robert Jones – Director of Facilities and Building Principals

**Support:** All district staff

Our schools will follow guidance from the national health organizations and the County Department of Health regarding distancing whenever reasonably feasible. Exceptions to distancing may be required to support students with special circumstances and special needs. These matters will be addressed with students and families on a case-by-case basis with considerations for the health and safety of all.

### **CLASSROOMS/LEARNING SPACES**

- Every attempt will be made to provide a teacher's desk and student desks that are spaced no less than 3' X 3' foot distancing - spaced 3' apart from center (Left to Right) and 3' apart from center (Front to Back). A designated area for the teacher to deliver instruction will be targeted at 8' on center apart from the first row of student desks whenever feasible. It is important to note that our classroom designs will be a combination of traditional and cohort/group based maintaining masking and distancing as outlined within and will use staggered or diagonal seating at shared tables to limit face-to-face seating in order to accommodate social distancing guidelines.
- The district has determined the maximum number of seats for each classroom and learning space based on current distancing guidelines with non-essential furniture, carpets, and supplies being removed to maximize physical space. Student spacing may be increased as a result of a lesser amount of students. Principals and teachers will coordinate those changes following the final determination of classes based on parent/student choice of instructional option (in person or all online). Class size limits as outlined in Board policy may need modifications from time to time in order to properly accommodate parent/student option and to maintain efficient use of resources.
- Outdoor spaces such as playgrounds and fields will be utilized for instruction, recess and physical education when practicable. Building Principals will be responsible for assisting teachers in establishing locations and times to take advantage of outdoor spaces.
- Students in all grades (K-12) will follow their schedule and change classes as necessary/scheduled.
- Special area and student services personnel will push in or pull students out for services where and when appropriate keeping for instruction.

- Assigned seating in every class at every level will be documented in case of need for contact tracing.
- Student transition will occur on a bell schedule or as determined by staff with students to pass between classes in the hallway.
- Students will change for Physical Education class. Lockers will not be assigned at Arcola. Students will carry their belongings. High Locker may be assigned as needed.
- Locker rooms may be used to store student belongings not needed for Physical Education classes. Physical Education Teachers will limit the locker room capacity in order to maintain 3 feet distancing.
- All classrooms will be equipped with hand sanitizer, sanitizing spray and microfiber cloths, and disinfecting wipes, and gloves in order to accommodate additional and incidental disinfecting needs.

### **CLASSROOM PROTOCOL**

- Teachers will reinforce good hygiene measures, such as handwashing, covering coughs, and face masks.
- Teachers will establish daily/period based hygiene and disinfecting/sanitization routines based on their level and transition of students.
- Teachers will establish daily routine requiring student use of hand sanitizer or washing of hands prior to leaving a classroom for dismissal, changing of classes, going to lunch or any time that the student is to leave the classroom AND on each occasion that a student enters a classroom including at arrival in AM; after morning bathroom break; before and after breakfast and lunch; before they leave for recess or PE.
- COVID-19 Stop the Spread Posters will be prominently displayed throughout all of our schools to assist with reminder of safety, sanitation, and distancing practices. All individuals will sanitize/wash hands before and after eating.
- All water fountains have been made inoperable with the exception of water bottle fillers. The district will be making a number of modifications to fountains to allow for bottle filling. As such, students are encouraged to provide a water bottle bearing a label with the student's name. The district will assist students with economic need in accessing a water bottle or safe container disposable cup that can be discarded after individual use.
- Students in grades 7-12 can bring their own disinfecting wipes for personal use only. Teachers will maintain a class seating chart for every class period and students may only sit in their assigned seats.
- Use of restrooms and passing in hallways at times other than transition between classes will be controlled through SmartPass contactless electronic system.
- Teachers are encouraged to use disinfection wipes to wipe down desk/table tops as students leave the classroom and before new class arrives OR B) Using district issued disinfecting spray on desk/table tops as students leave the classroom and before new class arrives or when and where the teacher believes is appropriate.

## **SHARED MATERIALS**

- Teachers will require students to disinfect their hands before and after the sharing of high-touch materials to the extent feasible including art supplies, science equipment, etc. or will limit the use of supplies and equipment to one group of students at a time prior to reuse. Classroom teachers/Principal will coordinate with custodial staff the need for disinfecting certain materials/equipment each evening. Teachers at all levels will create routines that require students to wash hands or apply hand sanitizer prior to accessing/touching materials.

### **Elementary (K-4)**

Students in the elementary (K-4) schools will be provided with general supplies including items such as pens, pencils, crayons, colored pencils. Schools will inform families what they will provide for students as well as let families know that they may choose to provide their own items if they are more comfortable doing so. These items will be for individual student use only.

### **Skyview (5-6)**

Students will be advised to bring certain school supplies to school including items such as: headphones, pens, pencils, erasers, highlighter, crayons and colored pencils. A specific list will be provided to families via the Principal's newsletter. Families will have the opportunity to request supplies if needed. These items will be for individual student use only.

### **Arcola and High School (7-12)**

Teachers will inform students of supplies required for classes. In general, students are responsible for general supplies for their personal use including headphones, pens, pencils, erasers, notebooks, highlighter, crayons and colored pencils.

### **All Students/All Grades**

All families are reminded that water bottles will be used at school – standard drinking fountains will not be available; bottle filling stations will be available. Ensure that your water bottle is labeled with the child's name.

All students have been issued a district technology device. The device is generally required to be transported to and from school daily unless otherwise instructed by your teacher/principal. Parents of younger children should take time to organize book bags with their child in an effort to accommodate this transport daily.

## PLAYGROUND/RECESS

- The district will continue recess on the playground and other areas designed by the Principal for recess on each of the elementary and upper elementary campuses.
- Outdoor recess: Masks requirement at recess will be determined prior to the start of the school year.. Students should practice distancing of 3 feet or greater distance for outdoor activities.
- Indoor recess: Masks and social distancing are required.
- Activities that reinforce physical distancing during playground play will be encouraged.
- Students and staff will wash their hands or use hand-sanitizer before and after being on the playground.

## MUSICAL PERFORMANCES/PLAYS/BAND

- **NOTE: Musical performances/plays/band may be subject to revisions prior to the start of the school term.**
- Based on the need to limit large gatherings and restrict public or visitor access in accordance with Montgomery County Department of Health and other associated recommendations/laws, the district will:
  - Organize musical and vocal performances in ensemble formats which in turn allows for the department to focus instruction towards individual and small group performances.
  - Music instruction in K-4 will occur similar to other specials or in homerooms when reasonable. Students in 5-12 will be able to transition to classes as per schedule with shared materials being cleaned as per best practices.
  - Music lessons in K-6 will be grouped by homeroom in an effort to limit cross-over by students with focus on content/musical theory/explanation on site where students play, record, and submit to teacher their work from home. Teachers will build time into schedule to review and comment on playing submissions.
  - In K-6, smaller groupings and any in-person rehearsals will follow health/safety plan for before and after school rehearsals.
  - Ensembles in Grades 7-8 will assemble in smaller groupings for rehearsals limited to the established social distancing capacity of the teacher's classroom both during and after the school day and in addition to rehearsals before school to time allotted in 8th period.



# HEALTHCARE RESPONSE

Responsibility: School Nurses and Building Principals

Support: All district staff

## Student/Parent and Employee Symptom Screening

We ask that parents, students, and staff, volunteers, and 3rd party providers to contribute to the health and safety of everyone by remembering this phrase – “If I feel ill- **STAY HOME**”.

All individuals, prior to entering a district facility will be required to complete the self-screening health check located here: [Staff](#) and here [Students](#)

## Student/Staff Self-Screening Checklist

Review checklist **BEFORE** leaving the home to report to school on premises

1. In the past 24 hours, have you experienced any of the following:

<b>Two of the following symptoms:</b>			<b>One of the following symptoms:</b>	
Fever (above 100.4 °F)	Sore throat			Cough
Chills	Congestion	← OR →		Shortness of breath
Fatigue	Nausea			Difficulty breathing
Myalgia	Vomiting			New loss of taste or smell
Headache	Diarrhea			

2. In the past 24 hours, have you been exposed to anyone who has tested positive for COVID-19?

**Actions associated with these three questions are outlined and updated regularly and will be reflected in the daily self-screening health check.**

## ILLNESS RESPONSE PROTOCOL

**ACTIONS REQUIRED:** When anyone who becomes sick in school:

### STUDENTS

- Symptomatic student **MUST** notify teacher assigned and report immediately to the School Nurse for assessment.
- Teacher may direct a student who appears symptomatic to report to the School Nurse for assessment.
- Based on School Nurse’s assessment, the School Nurse will coordinate with building administration to place symptomatic student into school building isolation area.
- Any student placed in school isolation area will be monitored.
- School will notify the parent/guardian and require symptomatic student to be picked up within one hour.

## **STAFF**

- ✓ Symptomatic staff member should contact their supervisor and report to the School Nurse for an assessment.
- ✓ School Nurse will contact staff supervisor in the event the assessment requires staff member to be sent home.

## **ACTIONS FOR EITHER STUDENTS OR STAFF**

- ✓ School nurse will notify District Nursing Department Coordinator daily of COVID-19 student and staff assessments.
- ✓ District Nursing Department Coordinator will notify Pandemic Response Team Coordinator (Superintendent) of assessments on a weekly basis and immediately of confirmed cases.
- ✓ All confirmed cases will be reported to the County Department of Health.
- ✓ District will cooperate with County Department of Health and communicate where and when appropriate.
- ✓ The school nurse may evaluate any individual who presents with symptoms, but it is the recommendation of the district for the parent/guardian of child or employee to contact their primary physician for appropriate measures immediately. The school nurse will take the temperatures for only those individuals who present with symptoms.
- ✓ Each building will monitor absenteeism to identify any trends in student and staff absences due to illness.

## **EXCLUSIONS AND RETURN TO SCHOOL PROCEDURES**

District will follow the Montgomery County Department of Health Exclusion Guide

<https://www.methacton.org/cms/lib/PA50000637/Centricity/Domain/64/COVID-19%20School%20Exclusion%20Guide%20March%202021.pdf>

## **ISOLATION ROOMS AND PROCEDURES**

- ✓ Each school building has designated an isolation space for the purpose of isolating persons who become sick in school to await parent/guardian for pick up. This space is NOT in the School Nurse's Office, but is located close by the school nurse's office in an adjacent room. The space will be monitored when occupied by a designated adult determined by the Principal and under the direction of the school nurse. The isolation room and school nurse's office will have mobile HEPPA rated air filtration system. These spaces will be occupied by 2-3 students based on size of room and ability to provide acceptable distancing. The building isolation spaces are listed below and are separate spaces from the nurse's office.
- ✓ The district will provide appropriate PPE to staff and students in the nurse's suite and isolation space and to those interacting directly with a symptomatic individual.

- Custodial staff will be directed to disinfect classrooms or spaces occupied by symptomatic individuals prior to reentry by students and staff. This may displace students and staff temporarily during the school day. The school nurse and Building Principal will be responsible for organizing the temporary space and supervision of students during this time while primary classroom is being disinfected.
- Students impacted by isolation/quarantine will be provided a continuity of education plan coordinated between the teacher(s), school counselor when necessary, and the family with services being provided through the Google Classroom or other appropriate arrangements.
- The district will address each teacher on a case by case basis in the instance that the teacher needs to remain at home given the self-screening or otherwise isolation/quarantining directive from the County Health Department. Staff members finding themselves impacted shall contact their Principal for further direction.
- In the instance that an additional isolation room is required, the school nurse will confirm location with building principal and the principal will arrange for supervision of that space.
- The district has adopted a flexible attendance procedure whereby allowing students and staff to adhere to this plan while providing alternative learning/work opportunities.

#### **ISOLATION ROOM PROCEDURES**

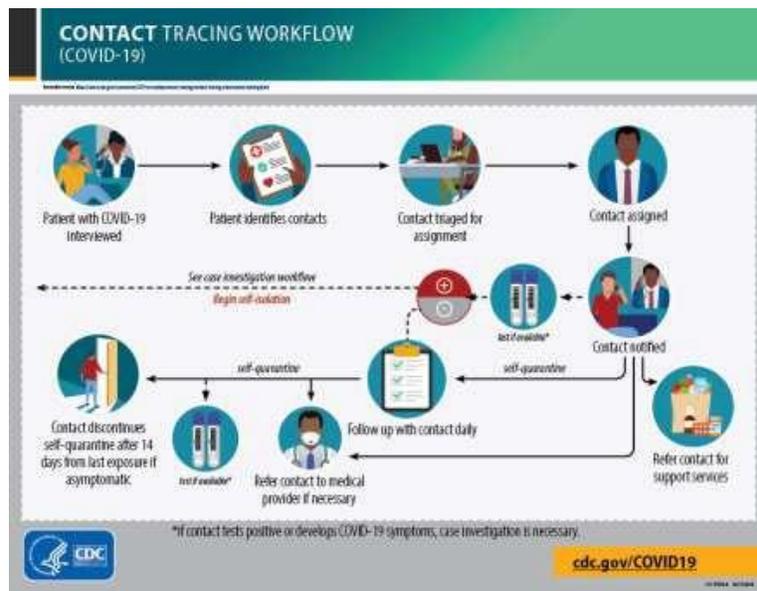
- Monitor student from doorway at all times
- Constant visual monitoring from hallway/doorway
- Do not enter room
- Should you need to enter the room apply face mask and maintain social distancing
- Contact building nurse for any change in the student status
- Escort student to designated pick up door and release to the care of parent/guardian
- Notify building nurse when student leaves the building

#### **CONTACT TRACING ACTION STEPS**

- The district will conduct all contact tracing procedures and actions as directed by the Montgomery County Department of Health.
- Parents/Students/Employees will be notified if they are considered close contacts and procedures/actions once determined by the County Department of Health will be communicated in terms of need to get tested/self-quarantine/isolate and for what length of time.
- Close contacts who test positive (symptomatic or asymptomatic) will be managed as a confirmed case.
- COVID-19 cases are subject to medical documentation prior to returning to school/work
- Classrooms and other identified areas where potential exposure was likely will be evacuated and disinfected using EPA approved COVID-19 products.

- Students/employees will be provided accommodations appropriate to continue work or continuity of education on a case by case basis.
- The district will maintain records associated with each incident and use that data to communicate in aggregate to the public (See [Data Dashboard](#)).

**District will assume the following workflow parameters which will be conducted in a timely and appropriate manner:**



## TRAVEL EXCLUSION

Responsibility: Building Principals

- The district will address travel exclusions for students and staff where and when appropriate based on CDC and Montgomery County guidance.

## FOOD SERVICES

Responsibility: Timothy Bricker – Director of Business Services and Zach Lindeman – Aramark Site Manager

Support: Building Principals

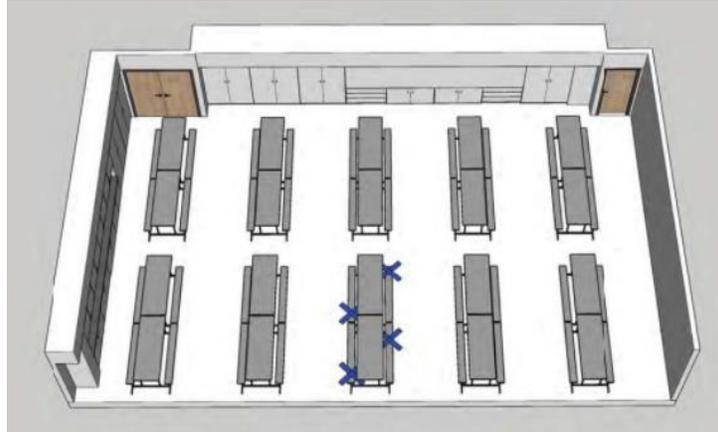
- Cafeterias will be used in each building to serve breakfast and lunch in every building. Seating will be marked at 6' distances. Seating will include lunch tables and student desks arranged to provide a safe environment. Schools may adjust their schedules or add additional large spaces to accommodate lunch services for students in the hybrid environment.

- Students and staff are permitted to remove their face mask when they are eating and drinking when spaced 6 feet apart or are separated by an appropriate barrier (Plexiglas). Students will be supervised in the cafeteria and will be reminded that masks are to be worn at all times with the exception of eating and drinking. Cafeteria supervisors will remind students regularly of this protocol.
- Aramark has developed procedures for the distribution of breakfast and lunch foods and have trained their employees accordingly. Those specifics will be included in the overall plan and be shared with students/families in advance of school start in a separate communication.

Modifications to the breakfast and lunch service:

- Condiment pumps/stations will be available
- “Build your own” stations will be offered with items that will be pre-packaged
- Example: get packaged nachos, pick 3 additional cups of vegetable toppings
- Cutlery will be individually wrapped, available for students to take on their own
- Deli will be all pre-made grab n’ go sandwiches
- All schools will have hot meals offered
- All whole fruit with the exception of oranges & bananas will be wrapped or in a pre-packaged container
- Arcola & Skyview will utilize breakfast carts with the same social distancing guidelines
- Students will take trays to the drop-off location upon dismissal following all guidance including social distancing and face masks
- Serving line capacity and line up procedures per school have been determined and students will be instructed by staff of these procedures upon returning/entering the cafeteria
- Assigned seating will occur in grades K-4 with grades 5-12 being required to select a table/seat which will then become their assigned seat
- Cafeteria supervisory staff will then document the assigned seats
- Buildings will utilize their cafeteria and adjoining spaces to provide proper spacing for student lunch
- Rectangular tables as well as student desk may be used to provide for safe eating experience
- Students should place mask on face when not eating or drinking during lunch time

A sample diagram outlining how cafeterias will be organized and how students will be assigned seats in the cafeteria so as to provide for proper distancing can be found below:



## TRANSPORTATION

Responsibility: Timothy Bricker – Director of Business Services

Support: Karen Mossop and Building Principals

### Face Masks - Transportation

- Students and staff are **required** to wear a face mask when boarding a school bus and riding the school bus.
- Drivers are required to wear a face mask at all times when students are boarding and are on board a bus, van or other vehicle that serves the purpose of transporting students. This includes contracted employees from First Student and other third party transport providers.
- Drivers will issue disposable masks in the instance students forget their mask.

### Boarding Bus

- Symptom screening health checklist is required to be completed by students/employees/contractors daily prior to boarding a school bus.
- All students in grades 5 through 12 will be **REQUIRED** to wear a district-issued lanyard that is visible and can be worn around the neck or be affixed to a backpack, but must be in plain sight when boarding the bus and while in school at all times. Students who separate themselves from their backpack must place lanyard around neck or have it in a place that is in plain sight.
- In order to maintain social distancing when boarding the bus, students should wait until the student in front of them is on the first step of the bus before approaching to board the bus.

- Methacton will transport students based on 2 students per seat with same households potentially sitting 3 per seat where level/size appropriate.
- Students in K-4 will have assigned seats on bus. Students in grades 5-12 will be required to select a seat and person with whom they will sit with daily. Principals will document the seating arrangements and use the on bus camera to verify for contact tracing purposes.

### **Arrival/Dismissal - Transportation**

- Hand sanitizer will be made available as student's board and exit the bus.
- Elementary students (K-6) are required to participate in a daily routine use of hand sanitizer or washing of hands prior to loading at dismissal and prior to arriving into the classroom from bus.
- Each school building will have arrival and departure procedures in order to reduce the number of students in hallways and corralling through doorways. Building Principals will be responsible for addressing this matter in their respective building.
- Specific plans for the arrival will be communicated to families in advance of the school start.
- Modifications to procedures at entrances and exits for parent pick-up/drop-off, bus pick up and drop off, and student drivers may occur as part of arrival and dismissal plans.

### **Early Drop Off Services**

In the event that the district determines it necessary to provide this service, the district will offer early drop off services.

- Each school building will provide supervised early car rider drop off services in the AM.
- This service will allow students to be dropped off as early as 30 minutes prior to the normal car line/bus drop off time frame for each campus/school.
- Provided as a means to address potential traffic congestion on campuses.
- When made available, parents will need to register for the limited availability at each school site.
- Students will be supervised by support and or professional staff.

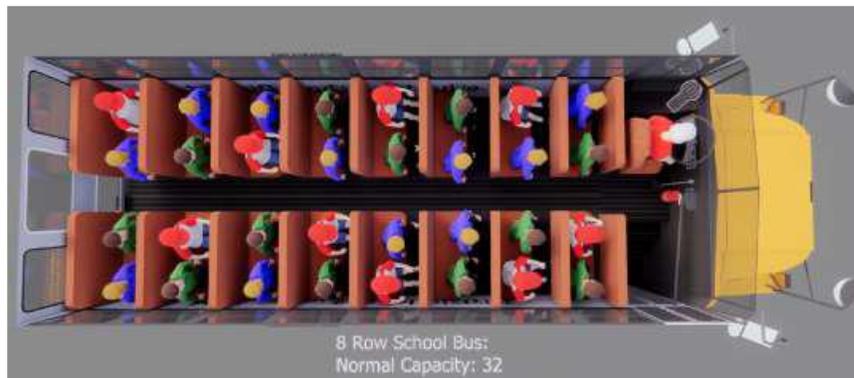
### **Bus Stops**

- Students and adults are required to wear a face mask at bus stops.
- All individuals at a bus stop should distance at least 3 feet where reasonable given the location and spacing of bus stop locations.
- Students should organize themselves at bus stops in a manner that allows the least crossing of paths with the understanding that students will board bus back to front and exit from front to back finding their assigned seats (K-4). Students at bus stop should

line up in an order to allow for seating with the person in front of them or behind them when boarding the bus. This should occur daily.

### Transportation Protocol

- Methacton School buses are generally 72 passenger and 48 passenger rated buses.
- Based on CDC and county department of health guidelines, Methacton will transport students based on 2 students per seat with same households potentially sitting 3 per seat where level/size appropriate.
- Students will be instructed by drivers on the importance of passengers facing forward (not sideways or backwards). Drivers will review this protocol each day for the first week and thereafter when deemed appropriate.
- All other safety and procedural rules as per student handbook apply.
- Bus windows will be lowered by drivers each day when reasonable and cabin fans will run at all times to increase ventilation.
- School buses will be disinfected following the AM pick up and following the PM drop off using CDC approved disinfecting spray. The district has contracted with First Student to conduct this cleaning.
- Students in K-4 will have assigned seats on bus. Drivers are provided seating charts by building Principals. Students in grades 5-12 will be required to select a seat and person with whom they will sit with on a regular basis in order to conduct contact tracing.
- Pictured below is a general reference as to seating on a standard 48 passenger bus (3 per seat for total of 48) COVID-19 capacity will be 32 students with 2 per seat.



# SAFETY AND SECURITY

Responsibility: Robert Jones – Director of Facilities and Che Regina – Safety Officer, and Building Principals

Support: Building Emergency Response Teams

- Physical Safety and Security of the district buildings will be handled in accordance with pre-COVID-19 matters and will be subject to the mandated performance of all necessary safety drills during the 2021-2022 school year. For additional expertise in addressing matters of security and safety, the Methacton School District receives consulting services from Cardinal Point as well as state and local officials on best practices for conducting drills and maintaining physical plant safety and security. The specifics of these drills will not be shared in a public document in an effort to protect the safety and security of our students and staff members. Training on any modifications will be provided to staff and students where and when appropriate.
- All students in grades 5 through 12 will be REQUIRED to wear a district-issued lanyard with district identification attached. The lanyard is required to be visible and can be worn around the neck or be affixed to a backpack, but must be in plain sight when boarding the bus and while in school at all times. Lanyards can be removed and stored on person as directed by a teacher in the event that the class/activity and wearing of lanyard presents a safety issue.
- All deliveries and third party suppliers/providers have been instructed on access to building for deliveries and been updated on the procedures as outlined in this plan.
- Volunteers will be permitted beginning with the start of the school year. Board approved volunteers must adhere to the protocols established within and help support the adherence of these protocols with students.

# ATHLETICS AND ACTIVITIES

Responsibility: Paul Spiewak – Director of Athletics and Activities

Support: Building Principals

See [Athletics and Marching Band Health and Safety Plan](#)

# CLEANING/SANITATION/DISINFECTION

Responsibility: Robert Jones – Director of Facilities

Support: Building Custodial and Maintenance Staff, and Principals

The district has developed cleaning, sanitizing, disinfecting and ventilation protocols, procedures and checklists to ensure that all of the districts building spaces are thoroughly maintained in accordance with the guidelines from national health organizations in partnership with local and state public health officials.

- Custodial staff have been trained on the implementation of these protocols and procedures and will use the appropriate PPE as per the direction of the Custodial Operations and Procedures Manual located at each school.
- Custodial employee's shifts will be arranged to allow for additional coverage during the day to assist with the additional disinfection/sanitizing procedures/routines. Additional casual staff will be scheduled where necessary for coverage within the schools.
- Building Principals and Head Custodians will conduct compliance checks to ensure that the protocols/procedures are being implemented properly and to make sure areas are being addressed as required throughout the day.
- Hand sanitizer will be located at each entrance to the school, in various hall ways and in each classroom and office for use by students, faculty and staff. Washing hands or utilizing hand sanitizer should be number one priority prior to entering a new space.
- Second shift custodial staff will be performing rigorous cleaning and, disinfecting measures to ready all areas for the return of our staff and students daily.

Buckeye Eco Disinfectant E23 will be utilized in disinfecting high touch points and restrooms utilizing hand– held and backpack electrostatic sprayers. This is an EPA approved product for the control of COVID-19. The disinfectant has a kill/dwell time of one minute. The sprayer puts out a 40 micron spray mist that wraps around surfaces, due to the electrostatic properties. In the evening disinfecting the typical classroom takes 3-5 minutes depending on the density of furniture in the class and will take up to 15 minutes to dry.

- Once areas have been cleaned in the evening, each classroom, restroom and common spaces will be disinfected by the use of the handheld or backpack electrostatic sprayers.
- All water fountains will be made in-operable with the exception of water bottle fillers.
- Kindergarten classrooms will be disinfected between AM and PM sessions and in the evening.
- In classroom bathrooms will be cleaned and disinfected at the same frequency as the classroom.

- Cafeteria serving lines and all tables used for eating purposes will be cleaned/sanitized following each lunch period at all levels using a combination of the electrostatic sprayers and bottled sanitizing spray by the custodians.

## **HVAC**

The heating, ventilation and air conditioning systems within the school district buildings are designed to bring in outside air and expel the air 7 times per hour (air exchange). The Facilities Department's HVAC Mechanic will monitor and recommend allowing windows to be open from time to time in an effort to increase air circulation while ensuring that the HVAC system does not create issues with excessive humidity. Windows should only be opened when instructed by facilities to do so. The HVAC Mechanic will communicate with building offices who will then notify staff accordingly. Current de-humidifiers and space heaters will be evaluated and removed if not deemed necessary by the facilities department. All system filters will be changed on a quarterly basis along with preventative maintenance of units performed to assure proper operation. A district contracted vendor will perform annual preventative maintenance on operational sequencing to assure HVAC systems are maintaining building ventilation temperatures and humidity.

### **This section addresses cleaning procedures by function for each school building:**

- High Touch Points, Entrances, Lobbies, Corridors and Stairwells
- Classrooms and laboratories
- Offices, lounges, and conference rooms
- Restrooms
- Cafeterias and lunch areas
- Sensory rooms
- Gyms and multipurpose rooms

### **Common Area High Touch Points / Entrances, Lobbies, Corridors and Stairwells**

Daily:

- High-touch surfaces and objects will be disinfected once during the day. These include building entrances, countertops, door handles and light switches
- Empty waste receptacles at end of the day
- Dust mop floors at end of the day
- Vacuum carpet areas and mats at end of the day
- Clean entrance door glass. This is to be done twice daily, once buses have arrived and everyone is in building and at end of the day
- Clean stairwells at end of the day

Weekly:

- Dust lockers, fire closets, extinguishers and window casings
- Clean glass partitions, display cases, and interior door glass
- Dust furniture
- Clean all hard surface floors using automated floor scrubber

Monthly:

- Dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces
- Mats should be returned and set in place after cleaning

***Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head custodian office at each school.***

### **Classrooms and Laboratories**

Daily:

- Each classroom will be equipped with disinfecting wipes, gloves, and hand sanitizer in order to accommodate the transition of students throughout the day and for additional and incidental disinfecting needs. Custodians will check that the inventory is appropriate on a daily basis.
- Teachers will establish routines based on the guidance provided within this document for conducting disinfecting/sanitization during and between classes as necessary.
- Empty waste receptacles and replace liners at end of the day
- Clean marker boards, chalk boards and chalk trays at end of the day
- Vacuum carpeted floors at end of the day
- Dust mop and wet mop tiled floors at end of the day
- Clean glass in doors and partitions at end of the day
- Once areas have been cleaned, all areas will be disinfected with Buckeye Eco Disinfectant E23 electrostatic sprayers daily

Weekly:

- Dust furniture surfaces
- Empty pencil sharpeners
- Vacuum carpeted areas thoroughly
- Clean door surfaces

Monthly:

- Dust vents, lights, pipes, Venetian blinds, and connecting vertical and horizontal wall floors
- Vacuum upholstered furniture

***Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head Custodian office at each school.***

### **Office, Lounge and Conference Rooms**

Daily:

- Each area will be equipped with disinfecting wipes, gloves, and hand sanitizer in order to accommodate the transition facility and staff utilizing these spaces.
- Lounges will be disinfected with Buckeye Eco Disinfectant E23 electrostatic sprayers at least one time during the day and then each evening.
- Empty waste receptacles and disinfect at end of the day
- Clean chalkboards and chalk trays and dry erase marker boards at end of the day
- Vacuum traffic patterns on carpeted floors at end of the day
- Dust mop and wet mop tiled floors at end of the day
- Clean glass in doors and partitions at end of the day

Weekly:

- Dust furniture surfaces and damp clean tabletops
- Empty pencil sharpeners
- Vacuum carpeted areas thoroughly
- Clean door surfaces

Monthly:

- Restore floor finish on non-carpeted floors
- Dust vents, lights, pipes, Venetian blinds, and connecting vertical and horizontal wall surfaces

***Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head Custodian office at each school.***

### **Restrooms, Locker Rooms and Showers**

Daily:

- High-touch surfaces and objects will be disinfected with Buckeye Eco Disinfectant E23 during the day including sink handles, faucets, restroom stalls, light switches, and toilets

- Disinfect all above areas with electrostatic sprayer at least one time during day and each evening.
- Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas
- Wipe walls adjacent to sinks to remove grime and spots
- Clean pipes underneath sinks
- Flush toilets and/or urinals
- Use toilet brush and swab inside of bowl using solution
- Empty waste/Dry mop/sweep floor
- Clean by using the Kaivac Machine at end of the day
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins

Weekly:

- Damp clean and polish partition thoroughly
- Dust wall and ceiling vents
- Clean doors and wall tile

Twice Monthly:

- De-scale fixtures
- Scrub floor with floor scrubber

If Building Has Kaivac Disinfecting Machine:

Everything will be cleaned with Buckeye Eco Disinfectant E23 utilizing the Kaivac touchless cleaning machine, by spraying everything down, scrubbing floor with brush and vacuuming up water from all areas

***Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head Custodian office at each school.***

### **Cafeterias and Lunch Areas**

Daily:

- Tables are to be cleared off and sanitized with Buckeye ECO Sanitizer E62 between lunch periods and at the conclusion of the last lunch utilizing the electrostatic sprayers and or cloth with food grade sanitizer
- Empty trash cans as needed
- Trash cans should be emptied regularly, during and between lunch periods
- Cans are to be washed weekly where liners are used
- Sweep Kitchen Floor Area after ARAMARK has left for the day including the preparation, storage, and office area

- Sweeping should occur during service to present a clean appearance
- Floor should be cleaned with the automatic floor scrubber
- Clean floor mats and replace after ARAMARK has left for the day
- Sweep/mop Dining Area
- All cafeteria floors will be cleaned daily after the last lunch period, using the automatic floor scrubber

Weekly:

- Clean loading dock area as necessary
- Loading Dock should be swept and hosed down with cleanser to remove food debris and odors
- Wash Floor Drains
- Floor drains should be cleaned of food and debris

**Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head Custodian office at each school.**

### **Gyms and Multipurpose Rooms**

Daily:

- High-touch surfaces and objects will be disinfected with Buckeye Eco Disinfectant E23 during the day. These include entrances, door handles and light switches
- The above areas will be disinfected with electrostatic sprayers at least one time during day and each evening.
- Each area will be equipped with disinfecting wipes, gloves, and hand sanitizer in order to accommodate the transition facility and staff utilizing these spaces throughout the day. Custodians will check that the inventory is appropriate on a daily basis
- The custodian, physical education teacher, and Principal will collaborate on the means to disinfect equipment.
- Empty waste receptacles and replace liners at end of the day
- Dust mop court floors at end of the day
- Clean glass in doors and partitions at end of the day
- Vacuum traffic at end of the day patterns on carpeted floors at end of the day
- Dust furniture at end of the day
- Dust mop and wet mop tiled floors at end of the day

Weekly:

- Vacuum carpeted areas thoroughly
- Clean door surfaces
- Vacuum upholstered furniture

- Clean and polish brass or chrome
- Spray buff tiled floors; remove scuffmarks

Monthly:

- Dust or vacuum vents, lights, pipes, Venetian blinds, drapes, connecting horizontal and vertical wall surfaces

***Posted in each area will be disinfecting log sheet, dated and initialed by the custodian each time area has been treated with disinfectant. Sheets will be maintained at the head Custodian office at each school.***

## IMPLEMENTATION TIMELINE

Responsibility: David Zerbe – Superintendent and Building Principals

Support: Central Office Administration

The district has scheduled the return of all staff (exception of those with documented medical conditions) to their assigned on premises work site prior to the return of students in an effort to provide time for teachers to assimilate to the environment, routines and practices so outlined within this plan and to provide opportunities for practice and receive direct support for implementing live streaming in the classroom and other professional development/preparation needs.

An implementation timeline will be provided to parents/students in advance of the school start.

## COMMUNICATIONS

Responsibility: Amanda Kelly – Coordinator of Community and School Information

Support: Building Principals and Superintendent

The district recognizes the importance of communicating specific rules, procedures, and information regarding this health and safety plan as well as the instructional plan to students, staff, and parents to strengthen the adherence and compliance as well as the understanding of options available. The district will disseminate this Health and Safety Plan in advance of the start of the 2021-2022 school year.

- The district will communicate with the Montgomery County Health Department on any decision related to the closure of classrooms, schools, or the district.
- The district will notify families and staff if the closing of a classroom, school or district is recommended by the Montgomery County Health Department, the reasons so determined and the responsive actions of the district to such recommendation.

- The district will provide notice on important matters including classroom, school and district closures via email, web site, phone calls, and social media where and when appropriate.
- The district will continue to review health guidance from national, state, and county organizations and will update the Health and Safety protocols as necessary and will communicate those changes to parents and students via email, web site, phone calls, and social media.
- A program of education on signs and symptoms of COVIDS-19 will be provided to all employees, students, and parents/guardians as well as the practices recommended at home before reporting to work or returning children to school.
- The district will provide posters in schools to remind staff and students of the ongoing diligence and importance of staying home when symptomatic, wearing of masks, social distancing, and regular handwashing.
- District will be providing approved plans to on-site before/after care providers and will require them to follow same standards as adopted by district.
- Notify childcare facilities of any transportation, student health or calendar changes as soon as feasible where applicable and necessary for the health and safety of students and staff.
- The district will communicate with third party groups that rent space from the district to advise them of availability and associated protocols.
- Staff and students will be made aware during the first day of school how to address emergencies and associated drills in tandem with social distancing policy/procedure.
- The district will provide listing of resources that will be recommended to parents/guardians to assist with the crucial conversations on the return to school.

## PROFESSIONAL DEVELOPMENT AND TRAINING

Responsibility: Tara Ricci – Supervisor of Continuous Improvement and Building Principals

Support: Curriculum Department Staff and Subject Area Coordinators

The district will provide all staff and volunteers with training on the plan prior to the student start. In addition, there will be a student and parent training schedule developed and communicated by August 1, 2021.

# PANDEMIC TEAM

Responsibility: David Zerbe Superintendent

The district has formed a Pandemic Response Team to plan, review, and communicate the district's plan to reopen schools to all district stakeholders. Furthermore the team is responsible for advising and assisting the Pandemic Coordinator as information regarding the pandemic evolves so that the plan remains congruent with current practice and expert recommendations.

Individual(s)	Stakeholder Group Represented
David Zerbe (Coordinator)	District Administration
Susan Angstadt	Pupil Services
Che Regina	Assistant Superintendent
Tara Ricci	Professional Development
Robert Jones	District Facilities
Kim Aubrey-Larcinese	School Board President
Sandy Katz	Students
Colleen Heidel-Butler	Support Employees
Christopher Lloyd	Professional Employees
Derick DeNardo	Teamsters Employees
Katie Shireman	Home and School
Cheryl Peiffer	School Nursing Health Services (Sec)
Annette Cramer	School Nursing Health Services (Elm)
Kelley Harmer	Elementary Staff and Students
John Smink	Secondary Staff and Students

Health and Safety Plan Summary: Methacton School District

Anticipated Launch Date: August 31, 2020

Revision Date: October 20, 2020

LEAs are required to post their plan on their website.

Health and Safety Plan Governing Body Affirmation Statement

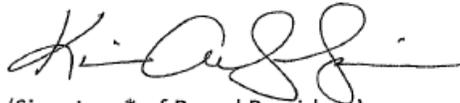
The Board of Directors for the Methacton School District reviewed and approved the revised School Reopening Health and Safety Plan on October 20, 2020.

The plan was approved by a vote of:

Yes 9

No 0

Affirmed on: By:



(Signature\* of Board President)

Kim Aubrey-Larcinese  
Kim Aubrey-Larcinese

(Print Name of Board President) ADDRESS

Methacton School District  
1001 Kriebel Mill Road  
Eagleville, PA 19403

**Health and Safety Plan Governing Methacton School District Affirmation Statement**

The Board of Directors for Methacton School District reviewed and approved the Health and Safety Plan on

DATE	BOARD APPROVAL	
	YES	NO
Original – July 28, 2020	7	2
Revision October 20, 2020	9	0
Revision December 7, 2020	5	4

Affirmed on: December 7, 2020

By:



(Signature of Board President)

Kim Aubrey Larcinèse

(Print Name of Board President)



Department of Health Requiring Universal Face Coverings, including necessary exceptions and associated guidance; and

2. We have read and agree to follow [the Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity.

OR

- The public school entity has transitioned to a fully remote learning model and will continue to use a fully remote learning model until the county (or counties) in which the public school entity is located is no longer experiencing Substantial disease transmission for two consecutive weeks.

\*\*\* A public school entity in a county with Substantial level of disease transmission that is currently providing a fully remote learning model and that elects to transfer to in-person instruction must resubmit this attestation prior to providing in-person instruction.

**Methacton School District**

(Name of Public School Entity) affirms that it has attached this signed Attestation to its Local Health and Safety Plan (the "Plan") in order to reflect provisions above, and that, by doing so, this attestation becomes part of the Plan and has been or will be fully implemented by November 30, 2020, or three business days after the county in which the public school entity is located has been designated as exhibiting Substantial disease transmission for the first time, should the public school entity in a county with Substantial level of disease transmission for two or more consecutive weeks elect to offer or continue offering in-person instruction for all or some students; and

Further, the Local Health and Safety Plan, inclusive of this attestation, has been posted on the public school entity's publicly accessible website and filed with the Pennsylvania Department of Education by email submission at [SA-EDUCONTINUITYOFED@pa.gov](mailto:SA-EDUCONTINUITYOFED@pa.gov).

Signed:



(Signature of Governing Board President/Chair)

- President, Governing Board  
 Chair, Governing Board

Kim Aubrey-Larcinese

(Printed Name of Governing Board President/Chair)

Date Signed:

12.8.20



(Signature of Chief School Administrator)

Chief School Administrator

David Zerbe

(Printed Name of Chief School Administrator)

Date Signed:

12/8/2020

Effective Dec 22 through January 8, 2021



### Attestation Ensuring Implementation of Mitigation Efforts

Whereas, the commonwealth is experiencing its highest daily case counts since the beginning of the 2019 novel coronavirus (COVID-19) pandemic, resulting in increased hospitalizations, nearly 10,000 deaths, and heightened risk to the most vulnerable Pennsylvanians;

Whereas, the Wolf Administration has identified new mitigation efforts, including an attestation process for public school entities that elect to continue in-person instruction for students in counties designated as exhibiting "Substantial" transmission of COVID-19 for two or more consecutive weeks based on a disease incidence rate of 100 or more cases per 100,000 residents and/or a polymerase chain reaction (PCR) percent positivity rate of 10 percent or greater;

Whereas, as of November 23, 2020, 59 of Pennsylvania's 67 counties met one or both of these standards;

Whereas, Pennsylvania recommends that school entities in counties with Substantial disease transmission transition to remote-only instructional models;

Whereas, as of November 20, 2020, many public school entities have exercised their local discretion to continue in-person instruction for all or some students;

Whereas, the resurgence of COVID-19 across the nation, region, and commonwealth requires more consistent and intensive implementation of disease mitigation efforts;

Whereas, these mitigation efforts include an attestation process for any public school entity (a "public school entity" is defined as a school district, intermediate unit, charter school, cyber charter school, or a career and technical education center) that elects to continue in-person instruction as of November 30, 2020 while the county in which it is located is under a Substantial disease transmission designation for at least two consecutive weeks; and

Whereas, this attestation process supplements and does not supplant existing public health guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education;

AND NOW, THEREFORE, the president/chair of the school entity's governing board and chief school administrator, in accordance with the Order of the Secretary of Health dated November 24, 2020, entitled Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols, attest to one of the following (SELECT ONE OPTION):

- All or some of the students within the public school entity are currently receiving in-person instruction and:
1. We have read the Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings, effective November 18, 2020, including necessary exceptions and associated guidance, and affirm the public school entity is complying and will continue to comply with and enforce the Updated Order of the Secretary of the Pennsylvania

Department of Health Requiring Universal Face Coverings, including necessary exceptions and associated guidance; and

2. We have read and agree to follow [the Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity.

OR

- The public school entity has transitioned to a fully remote learning model and will continue to use a fully remote learning model until the county (or counties) in which the public school entity is located is no longer experiencing Substantial disease transmission for two consecutive weeks.

\*\*\* A public school entity in a county with Substantial level of disease transmission that is currently providing a fully remote learning model and that elects to transfer to in-person instruction must resubmit this attestation prior to providing in-person instruction.

*Methacton School District*

(Name of Public School Entity)

affirms that it has

attached this signed Attestation to its Local Health and Safety Plan (the "Plan") in order to reflect provisions above, and that, by doing so, this attestation becomes part of the Plan and has been or will be fully implemented by November 30, 2020, or three business days after the county in which the public school entity is located has been designated as exhibiting Substantial disease transmission for the first time, should the public school entity in a county with Substantial level of disease transmission for two or more consecutive weeks elect to offer or continue offering in-person instruction for all or some students; and

Further, the Local Health and Safety Plan, inclusive of this attestation, has been posted on the public school entity's publicly accessible website and filed with the Pennsylvania Department of Education by email submission at [RA-EDCONTINUITYQFED@pa.gov](mailto:RA-EDCONTINUITYQFED@pa.gov).

Signed:



(Signature of Governing Board President/Chair)



(Signature of Chief School Administrator)

- President, Governing Board  
 Chair, Governing Board

Chief School Administrator

(Printed Name of Governing Board President/Chair)

(Printed Name of Chief School Administrator)

Date Signed:

12.22.20

Date Signed:

12/22/2020

**HEALTH AND SAFETY PLAN AFFIRMATION STATEMENT**

The Board of School Directors for Methacton School District reviewed and approved the Health and Safety plan on:

DATE	Board Approval	
	YES	NO
Original - July 28, 2020	7	2
Revision 1 - October 20, 2020	9	0
Revision 2 - December 7, 2020	5	4
Revision 3 - February 23, 2021	9	0
Revision 4 - April 27, 2021 for Implementation beginning with 21/22 SY	9	0

Affirmed on April 27, 2021

By:

---

**Board President**