



Phased School Reopening Health and Safety Plan Template

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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols	11
Monitoring Student and Staff Health	23
Other Considerations for Students and Staff	36
Health and Safety Plan Professional Development	46
Health and Safety Plan Communications	48
Health and Safety Plan Summary	50
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	50
Social Distancing and Other Safety Protocols	51
Monitoring Student and Staff Health	52
Other Considerations for Students and Staff	53
Health and Safety Plan Governing Body Affirmation Statement	55

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.

Health and Safety Plan: **ALLIANCE FOR PROGRESS CHARTER SCHOOL**

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): **JANUARY 2021
(**GRADE K AND SPECIAL EDUCATION**)**

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)
Board of Trustees	Board/Governance	Both
Stacey Scott/CEO	Chief Executive Officer	Both
Dr. Taja Mclean	Director of Counseling & Support 6-8th Grade School Counselor	Pandemic Crisis Response Team
Stacy Oxendine	School Nurse	Pandemic Crisis Response Team
Greg Wright	Principal/Staff	Both
Mrs. Booker	Building Operations Manger	Pandemic Crisis Response Team
Mr. Kerry Porter	Director of Technology	Both

Mr. Bazemore	Climate Director	Both
Mr. Hylton	Facilities Manager	Pandemic Crisis Response Team

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:

The school custodial team (LEVEL UP CLEANING SERVICES) and facilities manager will disinfect all frequently touched areas and other touched surfaces with a combination of spray wipe down and spray misting machines and CDC recommended disinfectants effective against COVID-19. All sanitation will take place prior to the return of students and staff and will be implemented frequently when students/staff are in the building. All disinfectants are rated hospital grade. All cleaning and disinfecting will take place in compliance with the CDC, OSHA and the Philadelphia Department of Public Health. The school has procured and will continue to purchase all necessary cleaning products and equipment using approved grant funds and funds allocated within the school’s budget. using . All classrooms are equipped with disinfectant wipes and sprays and building staff will wipes down surfaces before and after use of materials. The school custodial team and facilities manager will clean all spaces daily, sanitize daily and disinfect all frequently touched surfaces daily. Ventilation will be addressed through the school’s new HVAC system which will include an ultra-violet filtration system. Each room that will have staff or student occupancy will be equipped with an air purifier equipped with HEPA filtration. The school custodial team and facilities manager will maintain a clean environment during the school day. In addition, the school custodial team and facilities manager will assist in disinfecting frequently touched areas that may require immediate attention daily. The night team will ensure the total disinfection of all high touch areas prior to commencement of the next school day. The custodial team is internally trained in the practices of cleaning, cleaning products, sanitizing, disinfecting and the use of all custodial equipment. All instructional and non-instructional staff will be trained in best methods for disinfecting and practicing personal hygiene within the classroom and between activities and transitions, including lunch and breakfast and use of restrooms and break areas.

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)
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<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Clean/disinfect all frequently touched surfaces 4 times daily (twice in the morning and afternoon) and as requested during the day (door handles, light switches, etc.) following all regulatory guidelines. • No water fountain usage. Each hallway will have designated places for water bottle refilling and students and staff are required to bring their own water bottles • Clean desks daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day and following individual student occupancy (minimize face to face interaction and multiple student touches on products). • All individuals will sanitize/wash hands on a frequent basis (upon arrival, prior to eating, after eating, after sneezing and restroom use). Hand sanitizer machines and bottles will be available in every room and common areas. Hand washing stations will be located in each hallway and common areas• The school buildings will be closed every Wednesday and Friday at 3:00pm for intensive sanitation and cleaning. • Transportation services are managed by the School District of Philadelphia, including sanitation protocols coordinated with bus vendors and SEPTA</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Mrs. Booker- Operations Manager Mr. Hylton – Facilities Manager LEVEL UP CUSTODIAL SERVICES, LLC</p>	<p>CDC approved/recommended cleaning and sanitation supplies and equipment, hand sanitizer, paper towels, disinfectant spray, handwashing stations, water filling stations, signage throughout the building, sanitation stations throughout the building</p>	<p>Y</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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	UV Ultra-violet Filtration Systems, Electro-static Disinfectant Sprayer	Same as Yellow Phase	Mrs. Booker – Operations Manager Mr. Hylton – Facilities Manager Level Up Cleaning Service, LLC	Disinfectant Supplies	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:

Students will be divided into small groups of 12. Small groups will follow a daily instructional schedule. Students and teachers will remain in classrooms for all subjects. Content specific teachers will rotate into classrooms for instruction. Prior to teacher rotations, teachers will engage in strict sanitation processes which will include sanitizing hands and changing all PPE. Students and staff will be provided with masks, encouraged to bring masks and also provided face shields. Classrooms will be organized with students at least six feet apart with plexiglass shields on each desk/table. Students will not be seated in a face-to-face manner; desk will be oriented to face the front of the classroom. Excess furniture will be

removed to storage to maximize space in the classroom and any common areas. The number of teachers and allowable number of students in the physical space of a classroom will be determined distancing guidelines. All communal spaces will have a one-way flow of traffic (hallways), hand sanitizer and hand washing stations available, and allow for the appropriate social distancing requirements as well as the number of people permitted to gather. “Stay Safe” distancing signs will be placed 6 feet apart on the floor in every hallway. Breakfast and lunch will occur in the classrooms. Arrival and dismissal for both students and staff will be staggered with social distancing and masks will be enforced. Frequent handwashing and use of hand sanitizer will be encouraged throughout the school day. Frequently touched surfaces and student desks will be cleaned throughout the day. Thorough disinfecting of frequently touched surfaces and desks will occur nightly and full day Wednesdays. Students traveling to school by school bus (IEP students only according to School District of Philadelphia rules) and by SEPTA will follow the guidelines implemented by SDP Transportation and SEPTA. Visitors, volunteers, and school partners will be excluded from working within the school building. All parents, staff, and students will be trained on the school’s Health and Safety plan and protocols. These trainings will be provided via online, meetings or through publications based on the audience and the content.

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>No less than 6 feet of social distance. Limit face-to- face interactions.</p> <ul style="list-style-type: none"> • Desks facing the same direction for seating configurations • Limit activities in classrooms that do not support social distancing. 	<p>All protocols in Yellow Phase will remain in place during green phase</p>		<p>Floor markers for distance</p> <p>Coordination of labor for removal and storage of extra desks.</p> <p>Coordination of labor for configuration of furniture to observe social distancing</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Limited use of cafeterias and other congregate settings Only use when social distancing requirements stated above can be met or face coverings are used.</p> <ul style="list-style-type: none"> • All individuals sanitize/wash hands before and after eating, upon arrival and after restroom use • Nutritional Development Services will support the food service department with training in best practices for food service and food safety in schools <p>Teacher work rooms will be limited in occupancy. Sign-up sheet will be available in order to ensure social distancing.</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Mrs. Booker - Operations Manger</p> <p>Mr. Hylton – Facilities Manager</p>	<p>Floor Marking Signage</p> <p>PPE</p>	<p>Y</p>

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>All individuals sanitize/wash hands before and after eating.</p> <ul style="list-style-type: none"> Teacher work rooms will be limited to double occupancy for retrieving and heating meals along with sanitation of devices after use Hand sanitizer to be applied upon entry and dismissal from classrooms and after using any classroom materials Bathroom use is limited to single occupancy 	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Teachers/Staff Pandemic Crisis Team</p>		<p>Y</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Create or copy signs modeled after CDC guidance for each area of the school and post throughout the building</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>			

<p>* Identifying and restricting nonessential visitors and volunteers</p>	<p>Exclude volunteers and visitors from entering beyond the main office</p> <ul style="list-style-type: none"> Require all visitors to comply with all school screening and monitoring processes before entering reception/office. Require masks of all visitors. Require a visitor log in the event contact tracing is required 	<p>All protocols in Yellow Phase will remain in place during green phase</p>			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Continue recess and physical education activities as long as those activities limit physical contact and touching, when feasible.</p> <ul style="list-style-type: none"> Face shields for students and staff PE, Recess – no sharing of equipment High-touch areas will be cleaned between use 	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Mr. Bazemore Climate Director</p> <p>PE Staff Team Member</p>	<p>Signage</p> <p>Equipment</p> <p>Shields</p> <p>Sanitation wipes</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)
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<p>Limiting the sharing of materials among students</p>	<p>Limit multiple touches to materials and equipment. • Clean materials and equipment between individual student use.</p> <ul style="list-style-type: none"> • Special attention to classes/programs with significant hands-on activities. • Students will be asked to bring in their own school supplies or limit use to those supplies that are provided exclusively to them. Each individual item should be labeled with the child's name or initials when feasible. • No community bins of school supplies will be permitted in classrooms. 	<p>All protocols established for Yellow Phase will remain in place during green phase</p>		<p>Individual bins for student supplies</p> <p>Labeling for individual student materials</p> <p>Signage for cleaning protocols</p> <p>Access to sanitation wipes</p>	<p>Y</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)
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<p>Staggering the use of communal spaces and hallways</p>	<p>Limit high-traffic, high-volume hallway use, to increase social distancing. One direction hallways, stagger class arrival and dismissal times, utilize multiple points of entry and egress from the building, Reduce access to student storage areas to once or twice per day. Maintain social distancing requirements in student restrooms by enforcing single occupancy.</p> <p>Hallway floors will be clearly marked for traffic flow; students and employees will only be permitted to cross the flow of traffic to enter a classroom, restroom, etc.</p>	<p>All protocols established for Yellow Phase will remain in place during green phase</p>	<p>All Team members</p>	<p>Floor Markers Signage Monitors</p>	<p>Y</p>
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<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> Encourage parents to promote social distancing at bus stops and ensure students wear masks to and from school (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible) Siblings will be encouraged to sit together during transit Educate students on the importance of passenger facing forward (not sideways or backwards) via signs on the buses. All transportation services are managed by the School District of Philadelphia and SEPTA <p>Survey families about their plans to utilize school district transportation services to identify needs</p> <p>Staggered drop-off and pick-up procedures to minimize person-to-person interactions at the start and end of the school day</p> <p>Parents and students will be educated on the importance of social distancing at bus stops</p> <p>Identify and implement best practices for loading and unloading buses (ex: loaded</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Ms. Sharper Transportation Coordinator</p> <p>SDP</p> <p>SEPTA</p>	<p>Coordination with SDP, SEPTA and families on transit routes and routines</p>	<p>Y</p>
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	from back to front with assigned seating, and unload from front to back; members of				
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	<p>the same household will be seated together whenever possible, etc.)</p> <p>No students will be permitted to sit in the front row of the bus directly behind the bus driver</p> <p>Students exhibiting symptoms of COVID-19 will not be permitted to board the bus if their parent/guardian is present; should parents not be present, bus drivers will contact the transportation department to have an administrator and nurse meet the bus at drop-off to take the student to the isolation room</p> <p>A maximum of two students per seat (46 per bus) will be permitted Parents and guardians will be encouraged to drive their child to school when possible to reduce passenger volume on buses Individuals who are self- quarantining or who have been diagnosed with a confirmed or possible case of COVID-19 may not drop-off or pick-up children from school</p> <p>Students who are driven to school should be discouraged</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)
	from car- pooling/ridesharing, except with immediate family members; if carpooling with non-family members is necessary, all students and drivers must wear face masks (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible)				

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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Arrange desks facing the same direction for seating configurations; students remain in assignment cohorts and teachers travel to cohort homerooms for transitions to subjects</p> <ul style="list-style-type: none"> • No less than 6 feet of social distancing, to the maximum extent feasible. • Have assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary. • Arrange for students to be in person in 3-4 cohorts, reducing the overall in person attendance to 1/3 at any given time – allowing for class sizes no larger than 9-12 students <p>No field trips, assemblies or large group gatherings will be permitted</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>		<p>Coordination of furniture moves to storage Hallway signage and protocols for movement Assignment to rotational groups and associated family communication</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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified schoolyear calendars	AFPCS will communicate with families to determine if specific transportation to after care programs is needed for students.	All protocols in Yellow Phase will remain in place during green phase			N

<p>Other social distancing and safety practices</p>	<p>No field trips, inter-group activities, or extracurricular activities Until Further Notice. Any sports activity/practice will observe physical distancing and masks/shields if/when possible and local athletic league guidelines allow (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible). These activities will be re-evaluated within the context of changing public health conditions. • All parent teacher conferences, guest speakers and other required interactions with external stakeholders will be done virtually.</p> <p>Continue to reassess procedures for all areas to ensure the safety of students and employees are at the forefront.</p> <p>Hold group meetings such as back-to-school nights, parent- teacher conferences, faculty and staff meetings, professional development trainings, student orientations, teacher induction, department/curriculum/grade level meetings, etc. via Zoom</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Health Team Mr. Bazemore</p>	<p>Ongoing monitoring of health conditions and application of Health and Safety guidelines for any sports activity if allowed</p>	<p>Y</p>
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	or another live streaming platform whenever possible.				
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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>Plexiglass installation in high traffic areas such as receptionist/secretarial areas, library circulation desks, cafeterias, etc.</p> <p>Plexiglass installation in classrooms at teacher desks/workstations and/or mobile plastic partitions</p> <p>Ensure communications to families about safety and hygiene protocols are available in common languages spoken at home and are easy to understand for students and parents/guardians</p> <p>Per PDE guidance, assigned seats will be required in all classrooms and attendance will be taken to assist the Board of Health with potential contact tracing</p>				

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:

Parents will be asked to perform screenings in accordance with a symptom checklist each morning prior to sending their child(ren) to school for in person attendance. In the event that a student is experiencing symptoms of COVID-19 at home, the parents/guardians will notify the school by phone or e-mail communication and the student should not come to school. Students and staff arriving at school will receive temperature screening, answers questions about symptoms and travel to COVID-19 hotspots before being allowed entry into the building. Staff experiencing symptoms or having had come into recent contact with an individual testing positive for COVID-19 will be asked to isolate and return home. During the school day, students and staff will be informed of the symptoms of COVID-19, and they will be instructed to inform the adult supervising them if any symptoms are observed in themselves or others. The adult will then send the symptomatic person to the school nurse for an evaluation. If a student or staff member becomes ill with symptoms of COVID-19, the school nurse will send him/her to the quarantine area. For students, parents will be contacted and asked to pick up their child(ren). Siblings of these children who are in the district will be screened for symptoms by the school nurse. The School Nurse will be trained in a protocol to ensure consistent treatment of COVID-19 symptoms facilitated by

MACCS nursing services. Students who test positive for COVID-19 will not be permitted to return to school without medical clearance. The decision to have them return to school will be made in conjunction with the Philadelphia Department of Health. The school will follow the advice of the Philadelphia Department of Health regarding any required action steps related to a confirmed positive case. As it is determined that changes are needed to the Health and Safety Plan, such changes will be communicated to district families through the COVID-19 Hub website and emails to families from administrators. Families were surveyed to assess their comfortability with returning to school assuming protocols outlined in reopening guidance were implemented with fidelity. Families expressing an interest in remaining virtual would be allowed to do so after submitting reasons for keeping students home and students would be expected to participate fully in virtual instruction. Staff were surveyed for feedback on reopening and provided the opportunity to request an accommodation if they were unable to return to work in person.

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Educate all stakeholders (students, staff, parents/guardians) on how to screen for signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. • Educate parents/guardians on the importance of keeping ill children home from school. • Educate staff on the importance of staying home if ill. • Students are reminded at the beginning of the day of the signs and symptoms of COVID19 with reminders to go to the designated area immediately if feeling symptomatic. • Parents will use provided checklist to screen their children for symptoms. • Students and staff will receive screening questions and temperature checks prior to building entry daily. • The nurse will evaluate any individual who presents with symptoms in school. • Staff and students must notify the school if an absence is COVID-19 related</p> <p>Parents will be asked to take their child(ren)'s temperature each morning before sending them to school.</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Stacy Oxendine School Nurse</p>	<p>Distributed protocols for screenings Thermometers for temperature checks and symptom logs</p>	<p>Y</p>
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	<p>In classrooms with high-risk students, a nurse will conduct temperature checks of faculty, staff and students each day.</p> <p>Employees will be asked to take their own temperature each morning before arriving to work. (<99.5°)</p> <p>Employees and students will be required to stay at home from school if they:</p> <ul style="list-style-type: none">• Have a fever that is 99.5° or higher, or have had a fever within the past 24 hours per CDC guidelines (must be without the use of fever reducing medication)• Have experienced the CDC identified symptoms of COVID-19 (e.x.: cough, shortness of breath, sore throat, vomiting, diarrhea, etc.) within the past 72 hours• Have someone in their family who has cough, shortness of breath, sore throat, vomiting, diarrhea within the past 72 hours• Had close contact in the past 14 days with anyone				
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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>who tested positive for COVID-19, is in the process of being tested, or is self-isolating because of a suspected COVID-19 infection</p> <p>Random temperature checks will be conducted by the school nurse as students enter the building each day</p> <p>AFPCS will closely monitor daily absence rates of students and employees.</p>				

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Require an individual who becomes sick in school or demonstrates a history of exposure (defined as close contact to a confirmed case of COVID) to isolate and be sent home. • Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the designated isolation area. • Identify an isolation area with easy exit from building and configured to promote safety and privacy. • Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse; parents/guardians must be made aware of the classroom protocol including students being sent home. • Parents should have a plan in place for picking up a student when directed by school nurse. • Provide appropriate PPE to staff & students in the isolation area and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure). • Isolate an individual (one who becomes sick in school or demonstrates a history of</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Stacy Oxendine School Nurse</p>		<p>Y</p>
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	<p>exposure) within the isolation area until he/she is dismissed from school. The isolation room should be immediately and thoroughly disinfected. • Written protocol will be provided for nurses to use when students report to them to ensure all symptomatic students are triaged appropriately. • Require any individual who is sent home with symptoms to secure a COVID-19 test or medical clearance prior to returning. • Notify the Philadelphia Health Department of all positive COVID 19 tests</p> <p>Immediately close the area(s) of the building that the symptomatic individual was present, and move students and teachers to a new area until cleaning can be completed.</p>				
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<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Require medical clearance from the Philadelphia Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. • The Philadelphia Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. • MACCS nursing services will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine</p> <p>Students and employees with COVID will not be permitted to return to school unless they meet the most current CDC criteria to return (examples below):</p> <p>• Symptom-based strategy: 10 days from the onset of symptoms, and at least 24 hours have passed since last fever without the use of fever-</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Stacy Oxendine School Nurse</p>		<p>Y</p>
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	reducing medication, and symptoms (ex: cough,				
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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>shortness of breath, etc.) have improved</p> <ul style="list-style-type: none"> • Test-based strategy: Resolution of fever without the use of fever- reducing medications, and improvement of symptoms (ex: cough, shortness of breath, etc.), and two consecutive negative results of FDA authorized COVID-19 tests collected at least 24 hours apart 				

<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Consult with the Philadelphia Health Department and School District of Philadelphia on any decision related to the closure of schools. • The closing of a classroom, school, and/or the District will occur in consultation with the Philadelphia Health Department. • If it is determined that schools need to close, we will notify families immediately and pivot to full virtual instruction until it is deemed safe to resume in person instruction</p> <p>Students and employees with COVID will not be permitted to return to school unless they meet the most current CDC criteria to return (examples below):</p> <ul style="list-style-type: none"> • Symptom-based strategy: 10 days from the onset of symptoms, and at least 24 hours have passed since last fever without the use of feverreducing medication, and symptoms (ex: cough, shortness of breath, etc.) have improved 	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Stacy Scott CEO</p> <p>Greg Wright Principal</p>		<p>Y</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>• Test-based strategy: Resolution of fever without the use of fever- reducing medications, and improvement of symptoms (ex: cough, shortness of breath, etc.), and two consecutive negative results of FDA authorized COVID-19 tests collected at least 24 hours apart</p> <p>AFPCS will follow the most current guidance put forth by the CDC regarding return to school</p> <p>The AFPCS Health and Safety Plan will be posted on the AFPCS website</p> <p>Communications to classmates/employees of positive cases will respect individual privacy (ex: HIPAA, FERPA, etc.).</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>Other monitoring and screening practices</p>	<p>Limit the public release of COVID 19-impacted student and staff names. • The school will coordinate with the Philadelphia Health Department specific to the public release of such protected information. • The Philadelphia Health Department will support schools and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.</p> <p>Parents and guardians are required to immediately notify the building principal and school nurse if their child becomes sick with COVID-19 symptoms, and should contact their health care provider for additional guidance</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Stacy Oxendine School Nurse</p> <p>Dr. Taja Mclean Director of Counseling & Support 6-8th Grade School Counselor</p>		<p>Y</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 Response Effective July 1, 2020, all staff and students are required to wear a face covering when in school per the order of the PA Health Department and PDE . Individuals with medical conditions or disabilities that prevent them from safely wearing a face covering are exempt from this order. AFPCS will also purchase face shields for all students and staff as an added measure of safety. Students will be required to wear face coverings when maintaining six feet of social distance is not possible, during arrival and dismissal, and when visiting the restroom and transitioning to an outside activity. AFPCS is currently working directly with employees who has self-reported that they are in a higher risk group in accordance with the guidelines established by the CDC. Along with receiving feedback from stakeholders on our re-opening guidelines, the school will work with employees directly to determine what reasonable accommodation(s) is needed and the school's ability to provide the accommodations to the employee. School counselors and support staff will be in communication with all families to ensure they are aware of resources for social-emotional wellness and staff will specifically receive training in trauma informed practices. Team members will support students who have been identified or who self-identify as needing social and emotional support in addition to ensuring all students receive specific instruction and support in school activities designed to promote social and emotional wellbeing. They will also outline the counseling and SST referral process so that staff, parents, and students can easily refer students to the school counselor or for additional services. The school has made extensive investments in distance learning technology, allowing any students or staff member to participate fully in instruction virtually. All students have access to chrome books and a hot spot if internet access is unavailable or unreliable. Counseling and all related services have been available since closure in March virtually and will continue to be available to any students who are not able to attend in person. Any family wishing to keep their student at home and engaged virtually in instruction will have the opportunity to do so. The school has also designed a schedule that allows for internal supervision of classes with virtual teaching available should staff absences increase.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>• Identify which students are considered to be at higher risk for COVID-19. • Identify which staff are considered to be at higher risk for COVID-19. • For students who are at higher risk, we will develop a studentspecific plan that facilitates his/her needs in conjunction with his/her medical provider with consideration of increased social distancing. • Protect all staff by providing face shields as an added measure of protection when meeting face- to-face, teaching, or interacting with others in classroom and congregate settings</p> <p>School psychologists conducting testing will do so using face shields and masks or will maintain distance behind plexiglass barriers(bandanas, t-shirts, neck gaiter masks and head scarves are not permissible).</p> <p>Allow for flexibility in student attendance as required.</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>		<p>Survey of staff and student needs for additional accommodations, Face shields for all staff, Providing technology for virtual instruction and provide option for virtual engagement for those who need it</p>	<p>Y</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)
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<p>* Use of face coverings (masks or face shields) by all staff (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible)</p>	<p>Effective July 2020, all Pennsylvania students are required to wear a face covering at all times in school and while attending or participating in any school function, with limited exceptions for specific individuals • PA DOH: https://www.governor.pa.gov/wp-content/uploads/2020/07/2020-0701-SOH-Universal-Face-Coverings-Order.pdf; • PDE: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx</p> <p>☐ As an added measure of precaution, the school will also provide face shields for all students and staff</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Health Team School Nurse</p> <p>Greg Wright Principal</p> <p>Mrs. Booker Operations Manger</p>	<p>Require all staff and students to arrive in a mask</p> <p>Provide masks at school to those who need them</p> <p>Provide face shields to all staff and students</p>	<p>Y</p>
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<p>* Use of face coverings (masks or face shields) by older students (as appropriate) (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible)</p>	<p>When students return:</p> <p>Students in grades K-8 must wear face masks at all times including, but not limited to: the bus stop, on the bus, when arriving at school, in the hallways, bathrooms, and offices, when not seated in classrooms, and during transitions (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible); all students in grades K-8 will be provided with face shields and may elect to take their face mask off and put on a face shield when seated at their desks, during recess, during physical education, at lunches, when behind plexiglass or preformed plastic, or when outside (ex: in courtyard areas);</p> <p>Parents/guardians may choose to have their child(ren) wear the district provided face shield when appropriate, a family purchased face mask, or both a face mask and face shield</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>			<p>Y</p>
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	<p>Disposable face masks will be available in each classroom and on each school bus in the event a</p>				
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	<p>student's face mask breaks, becomes soiled, or is lost</p> <p>Building Leaders have discretion for determining whether a face mask or face shield is sufficient in quality, and requiring students or staff to wear a different face mask or face shield if the one they are using is deemed ineffective (e.x.: crocheted face masks)</p> <p>Students in grades K-8 who refuse or are unable to wear a face mask or face shield (type of face covering dependent upon situation), will not be permitted to attend school for in-person learning and will be required to participate in the virtual learning; likewise, students in grades K-8 who refuse or are unable to wear a face mask or face shield (type of face covering dependent upon situation), on a bus will not be permitted to ride the bus</p> <p>Parents whose child has a documented medical or</p>				
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	mental health condition or disability, documented in				

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>accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the student from wearing a face covering in school need to request a meeting with the student's IEP/504 team to discuss possible accommodations</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)
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<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>For students unable to understand or comply with social distancing requirements or those with more significant personal care needs:</p> <ul style="list-style-type: none"> □ Provide staff working with those individuals the necessary PPE <p>Provide staff with guidelines and strategies to maximize safety for themselves and others with whom the student comes in contact.</p> <p>Staff working with students who require hand-over-hand instruction will wear gloves.</p> <p>IEPs and 504 plans will be reviewed and collaborated on as issues arise. Unique safety procedures will be worked through with the school nurse, and the IEP/504 team on a case-by-case basis</p>	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Ms. Kaylin Womack & Ms. Elizabeth McLaughlin</p>	<p>Additional PPE if needed Virtual engagement options and additional technology</p>	<p>Y</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	PD Required
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				Needed	(Y/N)
<p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> Students will be provided with the amount of support needed to benefit from all presented learning opportunities as needed based on the format of presentation. Additional intervention time and screening of skills will be utilized to address learning gaps. Special Education staff will conduct IEP meetings and be in extensive contact with families as needed to ensure robust delivery of services to the greatest extent possible Student Services staff will be in communication with all families to ensure they are aware of resources for social-emotional wellness, additional counseling and social work services will be offered and specific programming provided to students Student support staff will coordinate supports for students who have been identified or who self-identify as needing social and emotional support, including, but not limited to, counseling and social work services. Student Services staff will outline the counseling and SST referral process so that staff, parents, and students can easily refer students for assistance across academic, behavioral and 	<p>All protocols in Yellow Phase will remain in place during green phase</p>	<p>Dr. McLean Counselor</p> <p>Dr. Wedemyer Director of Special Supports</p>	<p>Additional Social Work Staff as needed Intervention software Additional time in schedule Training</p>	<p>Y</p>

	<p>mental health needs. • All staff will receive training on Trauma informed practices</p>				
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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	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Social Distancing, Personal Hygiene, Use of Face Coverings, Cleaning of materials	Staff Families Students	S. Oxendine-School Nurse MACCS	Publications Posters In Person / Virtual Trainings	Cleaning supplies, PPE	September 2020	
Food Handling	Food Service Staff Students	B. Reid – Cafeteria Asst. Archdiocese	Publications Posters In Person / Virtual Trainings	Regulatory and Best Practice Guidelines	September 2020	
Screening Procedures	Staff Families Students	S. Oxendine-School Nurse	Publications Posters In Person / Virtual Trainings	Screening protocols	September 2020	

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Monitoring Symptoms and Exposure	Nurse Staff Families	S. Oxendine – School Nurse F. Brown – HR S. Scott – CEO	Publications Posters In Person / Virtual Trainings	Nursing Protocols and CDC guidelines		
Limiting Student to Student Contact in the Classroom	Teachers Students	R. Rashad – Academic Director H. Tegu – Academic Director G. Wright – Principal	Publications Posters In Person / Virtual Trainings	Classroom resources and guidelines		
Implementing Plans for students with medical needs or other unique needs	Teachers Students Related Service Providers	S. Oxendine – School Nurse Ms. Kaylin Womack & Ms. Elizabeth McLaughlin Dr. McLean – Director of Counseling	Publications Posters In Person / Virtual Trainings	Individual Student Plans and Service Providers, Federal and State Guidance		
Distance Learning Technology Orientation	Teachers Students Families	K. Porter – Technology & Systems Director J. Kamau – Technology & Integrations Manager	Publications Posters In Person / Virtual Trainings	Technology		

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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
Draft Re-Opening Guidelines	Students Families Staff	Stacy Scott CEO	E-Mail and/or Mail		
Family Survey on Reopening	Students Families	Stacy Scott CEO Kerry Porter – Technology Director	E-Mail and/or Mail		
Virtual Hybrid and Rotation Guidance	Students Families Staff	-Principal Academic Directors Director of Special Education	E-Mail and/or Mail		
Start of School E-mail and Request for Accommodations	Staff		E-Mail and/or Mail		

Daily Schedules, Technology Support and Materials Pick Up	Students Families Staff	-Principal Academic Directors Mr.Porter	E-Mail and/or Mail		
Teaching Students & Families About COVID-19	Students Families	School Nurse	E-Mail and/or Mail		
Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Office of Student Health Procedures for Screening and When to Stay Home	Students Families Staff	School Nurse	E-Mail and/or Mail		
District Procedures for Wearing Face Coverings and Shields	Students Families Staff	Operations Manger	E-Mail and/or Mail		

Health and Safety Plan Summary: **ALLIANCE FOR PROGRESS CHARTER SCHOOL**

Anticipated Launch Date: **9/8/2020**

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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Clean/disinfect all frequently-touched surfaces four times daily and as requested during the day (door handles, light switches, etc.) following all regulatory guidelines. Each hallway will have designated places for water- bottle refilling for students and staff and both are encouraged to bring their own water bottles • Clean desks daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day • All individuals sanitize/wash hands on a frequent basis (upon arrival, prior to eating, after eating, after sneezing and restroom use). Hand sanitizer will be available in every room and common areas and hand washing stations located in each hallway and common areas • Transportation services are managed by the School District of Philadelphia, including sanitation protocols coordinated with bus vendors and SEPTA • The outside air supply from the HVAC systems will be increased via the building management systems • All ducts are cleaned and disinfected prior to start of school • HEPA filtration units in each room and common area • All air filters are replaced according to maintenance guidelines • Ultraviolet filtration systems will be installed in each building • Clean isolation area after each symptomatic student or staff member leaves the area. • New face shields will be available daily • Routine maintenance and resupply of handwashing stations •</p>

Plexiglass barriers in designated areas where face to face interaction is necessary.

Social Distancing and Other Safety Protocols

Requirement(s)

Strategies, Policies and Procedures

- * **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**
- * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**
- * **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**
- * **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**
- * **Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible,

No less than 6 feet of social distancing to the maximum extent. Limit face-to-face interactions. • Desks facing the same direction for seating configurations • Limit activities in classrooms that do not support social distancing. • Limited use of cafeterias and other congregate settings. Only use when social distancing requirements stated above can be met or face coverings are used. • All individuals sanitize/wash hands before and after eating, upon arrival and after restroom use • Nutritional Development Services will support the food service department with trainings in best practices for food service and food safety in schools. • Teacher work rooms will be limited to double occupancy for retrieving and heating meals along with sanitation of devices after use • All individuals sanitize/wash hands before and after eating. • Hand sanitizer to be applied upon entry and dismissal from classrooms and after using any classroom materials • Bathroom use is limited to single occupancy • Create or copy signs modeled after CDC guidance for each area of the school and post throughout the building • Exclude volunteers and visitors from entering beyond the main office • Require all visitors to comply with all school screening and monitoring processes before entering reception/office. Require masks of all visitors. (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible) • Require a visitor log in the event contact tracing is required • Continue recess and physical education activities as long as those activities limit physical contact and touching, when feasible. • Face shields for students and staff

- PE, Recess – no sharing of equipment • High-touch areas will be cleaned between use • Limit multiple touches to materials and equipment. • Clean materials and equipment between individual student use. • Special attention to classes/programs with significant hands-on activities. • Students will be asked to bring in their own school supplies or limit use to those supplies that are provided exclusively to

Requirement(s)

Strategies, Policies and Procedures

revised hours of operation or modified school-year calendars

Other social distancing and safety practices

them. Each individual item should be labeled with the child’s name or initials. • No community bins of school supplies will be permitted in classrooms. • Limit high-traffic, high-volume hallway use, increase social distancing. One direction hallways, stagger class dismissal

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Educate all stakeholders (students, staff, parents/guardians) on how to screen for signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. Educate parents/guardians on the importance of keeping ill children home from school. • Educate staff on the importance of staying home if ill. Students are reminded at the beginning of the day of the signs and symptoms of COVID-19 with reminders to report to the designated area immediately if feeling symptomatic.</p> <p>Parents will use provided checklist to screen their children for symptoms. Students and staff will receive screening questions and temperature checks prior to building entry daily. The nurse will evaluate any individual who presents with symptoms in school. Staff and students must notify the school if an absence is COVID-19 related. Require an individual who becomes sick in school or demonstrates a history of exposure (defined as close contact to a confirmed case of COVID) to isolate and be sent home. Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the designated isolation area. Identify an isolation area with easy exit from building and configured to promote safety and privacy. Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse; parents/guardians must be made aware of the classroom protocol including students being sent home. Parents should</p>

Requirement(s) Strategies, Policies and Procedures

have a plan in place for picking up a student when directed by school nurse. Provide appropriate PPE to staff & students in the isolation area and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure). Isolate an individual (one who becomes sick in school or demonstrates a history of exposure) within the isolation area until he/she is dismissed from school. The isolation room should be immediately and thoroughly disinfected. Written protocol will be provided for nurses to use when students report to them to ensure all symptomatic students are triaged appropriately. Require any individual who is sent home with symptoms to secure a COVID-19 test or medical clearance prior to returning. Notify the Philadelphia Health Department of all positive COVID 19 tests. Require medical clearance from the Philadelphia Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. The Philadelphia Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. MACCS nursing services will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face</p>	<p>Identify which students are considered to be at higher risk for COVID-19. Identify which staff are considered to be at higher risk for COVID-19. For students at higher risk, develop a student-specific plan that facilitates his/her safety in conjunction with his/her medical provider with consideration of increased social distancing or virtual learning. Protect all staff by providing face shields as an added measure of protection when meeting face- to-face, teaching, or interacting with others in classroom and congregate settings. Effective July 2020, all Pennsylvania students are required to wear a face covering at all times in school</p>

<p>shields) by all staff (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible)</p>	
Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by older students (as appropriate) (bandanas, t-shirts, neck gaiter masks and head scarves are not permissible)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>and while attending or participating in any school function, with limited exceptions for specific individuals.</p> <p>PA DOH: https://www.governor.pa.gov/wp-content/uploads/2020/07/2020_0701SOH-Universal-Face-Coverings-Order.pdf</p> <p>PDE: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID19/Waivers/MaskWearing/Pages/default.aspx</p> <p>As an added measure of precaution, the school will also provide face shields for all students and staff</p>

Health and Safety Plan Governing Body Affirmation Statement

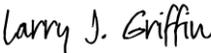
The Board of Directors/Trustees for **Alliance for Progress Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on: **December 29, 2020**

The plan was approved by a vote of:

 X Yes
 No

Affirmed on: **December 29, 2020**

By:

DocuSigned by:

025011410EEA48E...

(Signature of Board President)*

Larry J. Griffin

(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.