



Phased School Reopening Health and Safety Plan

Updated: 8/28/20

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.



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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: HERITAGE 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?

- Total reopen for all students and staff.
- 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): 9/8/20

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 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 a positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Donald Dawes	Administration	Liaison between Medical Consultants and Heritage parents
Lorraine Lewin	Administration	Liaison between Dr. Dawes and Heritage staff
Cindy Wells	Teacher	Edit and proof key strategies, policies, and procedures
Renee Dennis	Teacher	Edit and proof key strategies, policies, and procedures
Kate Stedjan	Teacher	Edit and proof FAQ information

Dr. Swapna Chelli	MD & Parent	Medical Consultant
Dr. Jim Park	MD & Parent	Medical Consultant
Dr. Lauren Starr	PhD, RN, Parent	Medical Consultant

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: We will clean, sanitize, disinfect, and ventilate all learning areas. High-touch surfaces will be cleaned mid-day and at school dismissal by two aides.

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>* 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>1. Aides will disinfect classroom surfaces with wipes and spray solution as needed.</p> <p>2. Aides will clean doorknobs with wipes and spray solution each morning.</p> <p>3. Classrooms will be ventilated by opening doors and windows as long as possible within the limits of weather conditions and student health.</p> <p>4. Classrooms will be ventilated by using gates in 2- and 3-year aged rooms for added security.</p> <p>5. Two in-house staff members will clean high-touch surfaces as needed.</p> <p>6. A Biomist Machine will sanitize each classroom on Friday the end of the day, after dismissal of students and staff members. The Biomist machine uses a vaporized concentrated alcohol/ammonia solution that should be effective according to the EPA and is non-toxic. Info@biosquesolutions.com</p>	<p>1. Aides will disinfect classroom surfaces with wipes and spray solution as needed.</p> <p>2. Aides will clean doorknobs with wipes and spray solution each morning.</p> <p>3. Classrooms will be ventilated by opening doors and windows as long as possible within the limits of weather conditions and student health.</p> <p>4. Classrooms will be ventilated by using gates in 2- and 3-year aged rooms for added security.</p> <p>5. Two in-house staff members will clean high-touch surfaces as needed.</p> <p>6. A Biomist Machine will sanitize each classroom on Friday, at the end of the day, after dismissal of students and staff members. The Biomist machine uses a vaporized concentrated alcohol/ammonia solution that should be effective according to the EPA and is non-toxic. Info@biosquesolutions.com</p>	<p>Two in-house aides</p> <p>Dr. Jimmy Park, MD, Parent</p> <p>Dr. Swapna Chelli, MD, Parent</p> <p>Dr. Lauren Starr, PhD, RN, Parent</p>	<p>Disinfecting Wipes</p> <p>Gloves</p> <p>Tub</p> <p>Screens for window</p> <p>Gates for 2 & 3-year-old rooms</p> <p>Sanitizing solution</p> <p>Spray bottles</p> <p>Biomist Machine Info@biosquesolutions.com</p>	<p>Yes</p>

	7. Water fountains will be closed to students. Teachers will refill water bottles as needed.	7. Water fountains will be closed to students. Teachers will refill water bottles as needed.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	1. Outdoor toys will be disinfected each day. 2. Toys will be rotated to allow for 72 hours of quarantine time.	1. Outdoor toys will be disinfected each day. 2. Toys will be rotated to allow for 72 hours of quarantine time.	Teachers Aides	Laundry baskets to hold outdoor toys Sanitation solution Bags for toys	Yes

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: An unchanging group comprised of children, teacher, and aide will be established to promote safe distancing practices. All activities that involve food will be contained to the unchanging group and to individual classrooms where feasible. Proper hand washing procedures will be posted by each sink. Each student will have separate learning materials and classroom supplies. Using signage, taped off flooring, and staggered schedules, safe distancing will be facilitated.

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>1. Teachers and aides will stay with one group of students every day and all day. Each classroom will be self-contained to avoid intermixing with other classes.</p> <p>2. The use of visual cues, such as colored tape, signage, and floor markers, will designate safe walking distances in hallways and waiting distances during curbside and bathroom usage.</p> <p>3. Several classes will play outside, but in self-contained separate areas (the playground, field, or other grassy area).</p> <p>4. Schedules will reflect the staggering of communal spaces to prevent intermixing of classes.</p> <p>5. School will supply reusable safe distance floor markers to each student.</p> <p>6. Children will sit four to a table, facing the same direction, to limit direct face-to-face contact. A clear plexiglass barrier will be placed on the table to strategically to protect each child.</p>	<p>1. Teachers and aides will stay with one group of students every day and all day. Each classroom will be self-contained to avoid intermixing with other classes.</p> <p>2. The use of visual cues, such as colored tape, signage, and floor markers, will designate safe walking distances in hallways and waiting distances during curbside and bathroom usage.</p> <p>3. Several classes will play outside, but in self-contained separate areas (the playground, field, or other grassy area).</p> <p>4. Schedules will reflect the staggering of communal spaces to prevent intermixing of classes.</p> <p>5. School will supply reusable safe distance floor markers to each student.</p> <p>6. Children will sit four to a table, facing the same direction, to limit direct face-to-face contact. A clear plexiglass barrier will be placed on the table to strategically to protect each child.</p>	<p>Administration</p>	<p>Colored Tape</p> <p>Signage</p> <p>Floor Markers (laminated shapes, one per child)</p> <p>Plexiglass barrier</p>	<p>Yes</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>1. Snack and lunch will be eaten in the classroom.</p> <p>3. Snack will be brought in labeled disposable paper bags.</p> <p>4. Reusable lunch boxes from home may be used, with the expectation that it will be cleaned & sanitized at home daily.</p> <p>5. Students need to open snack containers independently.</p> <p>6. Individual student snacks must be ready to eat.</p> <p>7. Food handling will be done with food handling gloves.</p>	<p>1. Snack and lunch will be eaten in the classroom.</p> <p>3. Snack will be brought in labeled disposable paper bags.</p> <p>4. Reusable lunch boxes from home may be used, with the expectation that it will be cleaned & sanitized at home daily.</p> <p>5. Students need to open snack containers independently.</p> <p>6. Individual student snacks must be ready to eat.</p> <p>7. Food handling will be done with food handling gloves.</p>	<p>Administration</p>	<p>Food handling gloves</p>	<p>No</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>1. Students will wash their hands upon arrival, at mealtimes, after using the bathroom, and as needed.</p> <p>2. Students will wash hands for 20 seconds.</p> <p>3. Hand sanitizer will be available as needed.</p> <p>4. Lotion will be available to prevent chaffing.</p>	<p>1. Students will wash their hands upon arrival, at mealtimes, after using the bathroom, and as needed.</p> <p>2. Students will wash hands for 20 seconds.</p> <p>3. Hand sanitizer will be available as needed.</p> <p>4. Lotion will be available to prevent chaffing.</p>	<p>Administration</p>	<p>Wipes</p> <p>Hand Sanitizer</p> <p>Soap</p> <p>Water</p> <p>Lotion</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>1.Signs for proper hand washing will be posted by all sinks.</p> <p>2.Signs for the proper way to sneeze/cough in elbow will be posted in classrooms.</p> <p>3.The following Health and Safety questions will be asked daily and clearly posted at curbside and by the office:</p> <p>*Have you been tested for Covid-19? *Have you been in close contact with someone who has Covid-19? *Do you have a sore throat? *Do you have a cough? *Do you have a new loss of taste or smell? *Do you have a fever? Is your temperature over 100 degrees? *Do you have any shortness of breath or difficulty breathing? *Do you have chills or repeated shaking with chills? *Do you have a headache or muscle pain?</p>	<p>1.Signs for proper hand washing will be posted by all sinks.</p> <p>2.Signs for the proper way to sneeze/cough in elbow will be posted in classrooms.</p> <p>3.The following Health and Safety questions will be asked daily and clearly posted at curbside and by the office:</p> <p>*Have you been tested for Covid-19? *Have you been in close contact with someone who has Covid-19? *Do you have a sore throat? *Do you have a cough? *Do you have a new loss of taste or smell? *Do you have a fever? Is your temperature over 100 degrees? *Do you have any shortness of breath or difficulty breathing? *Do you have chills or repeated shaking with chills? *Do you have a headache or muscle pain?</p>	Administration	Posters	No
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>1.No visitors or volunteers will be permitted past the Heritage School Office. IU services are considered essential and volunteers will be admitted to meet in a separate area.</p> <p>2.Doors will be locked.</p> <p>3.Deliveries will be limited to a taped off area in front of office.</p>	<p>1.No visitors or volunteers will be permitted past the Heritage School Office. IU services are considered essential and volunteers will be admitted to meet in a separate area.</p> <p>2.Doors will be locked.</p> <p>3.Deliveries will be limited to a taped off area in front of office.</p>	Administration	Colored tape	No

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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>1.Schedules will reflect the staggering of communal spaces for indoor and outdoor recess.</p> <p>2.Classes will be self-contained to avoid intermixing with other classes.</p>	<p>1.Schedules will reflect the staggering of communal spaces for indoor and outdoor recess.</p> <p>2.Classes will be self-contained to avoid intermixing with other classes.</p>	Administration		No
Limiting the sharing of materials among students	<p>1.A supply box will be provided for each child.</p> <p>2.Children will use personal school materials (scissors, crayon box, glue stick).</p> <p>3.Classes will have a collection of outdoor toys for their own use and these items will be sanitized daily.</p> <p>4.Classroom manipulatives will be disinfected by a staff member before and after classroom use.</p> <p>5.Hand sanitizer and disinfecting wipes will be readily available.</p>	<p>1.A supply box will be provided for each child.</p> <p>2.Children will use personal school materials (scissors, crayon box, glue stick).</p> <p>3.Classes will have a collection of outdoor toys for their own use and these items will be sanitized daily.</p> <p>4.Classroom manipulatives will be disinfected by a staff member before and after classroom use.</p> <p>5.Hand sanitizer and disinfecting wipes will be readily available.</p>	Administration	<p>Plastic supply boxes.</p> <p>Individual school supplies.</p> <p>Classroom outdoor toys.</p>	No
Staggering the use of communal spaces and hallways	<p>1.Schedules will reflect the staggering of communal spaces and hallways.</p> <p>2.Colored tape and signage will be placed in the hallways.</p>	<p>1.Schedules will reflect the staggering of communal spaces and hallways.</p> <p>2.Colored tape and signage will be placed in the hallways.</p>	Administration	Colored Tape	No

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)
Adjusting transportation schedules and practices to create social distance between students	1.All students will be arriving for mandatory Curbside at different locations on the campus.	1.All students will be arriving for mandatory Curbside at different locations on the campus.	Administration		Yes

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>1. Teachers and aides will stay with one group of students every day and all day. Each classroom will be in a stable group to avoid intermixing with other classes.</p> <p>2. The use of visual cues, such as colored tape, signage, and floor markers, will designate safe walking distances in hallways and waiting distances during curbside and bathroom usage.</p> <p>3. Classes will be scheduled to play outside in a stable group to prevent intermixing with other classes.</p> <p>4. Schedules will reflect the staggering of communal spaces to prevent intermixing of classes.</p> <p>5. Heritage School will supply reusable safe distance floor markers to each student.</p> <p>6. Children will sit four to a table, facing the same direction, to limit direct face-to-face contact. A clear plexiglass barrier will be placed on the table to strategically to protect each child.</p>	<p>1. Teachers and aides will stay with one group of students every day and all day. Each classroom will be in a stable group to avoid intermixing with other classes.</p> <p>2. The use of visual cues, such as colored tape, signage, and floor markers, will designate safe walking distances in hallways and waiting distances during curbside and bathroom usage.</p> <p>3. Classes will be scheduled to play outside in a stable group to prevent intermixing with other classes.</p> <p>4. Schedules will reflect the staggering of communal spaces to prevent intermixing of classes.</p> <p>5. Heritage School will supply reusable safe distance floor markers to each student.</p> <p>6. Children will sit four to a table, facing the same direction, to limit direct face-to-face contact. A clear plexiglass barrier will be placed on the table to strategically to protect each child.</p>	<p>Administration</p>	<p>Colored Tape</p> <p>Signage</p> <p>Reusable floor markers</p> <p>Plexiglass Barrier</p>	<p>Yes</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 school-year calendars	N/A	N/A			
Other social distancing and safety practices	N/A	N/A			

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: Daily preventative measures will be taken to screen staff and students upon arrival. (Temperature check, Health and Safety Questionnaire.) Should someone become ill during the school day, they will immediately be sent home. Proper notification to families in the ill staff/students class will occur via text and email.

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)
* Monitoring students and staff for symptoms and history of exposure	<p>1.Daily screening of temperature. If temperature is 99.5 or above they will not enter the school.</p> <p>2.Health and Safety questionnaire will be asked daily and posted.</p> <p>*Have you been tested for Covid-19? *Have you been in close contact with someone who has Covid-19? *Do you have a sore throat? *Do you have a cough? *Do you have a new loss of taste or smell? *Do you have a fever? Is your temperature over 100 degrees? *Do you have any shortness of breath or difficulty breathing? *Do you have chills or repeated shaking with chills? *Do you have a headache or muscle pain?</p>	<p>1.Daily screening of temperature. If temperature is 99.5 or above they will not enter the school.</p> <p>2.Health and Safety questionnaire will be asked daily and posted.</p> <p>*Have you been tested for Covid-19? *Have you been in close contact with someone who has Covid-19? *Do you have a sore throat? *Do you have a cough? *Do you have a new loss of taste or smell? *Do you have a fever? Is your temperature over 100 degrees? *Do you have any shortness of breath or difficulty breathing? *Do you have chills or repeated shaking with chills? *Do you have a headache or muscle pain?</p>	<p>Teacher</p> <p>Aides</p>	<p>No-touch temporal thermometer</p> <p>Posted Health and Safety Questionnaire</p>	<p>Yes</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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>1. Staff members and students will be sent home immediately if showing signs of COVID-19. The Department of Health will be contacted for further instructions.</p> <p>2. Sick children will be brought to a quarantined area until parent arrives for pick up.</p>	<p>1. Staff members and students will be sent home immediately if showing signs of COVID-19. The Department of Health will be contacted for further instructions.</p> <p>2. Sick children will be brought to a quarantined area until parent arrives for pick up.</p>	<p>Teacher</p> <p>Aides</p> <p>Administration</p>		<p>Yes</p>

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>1.Heritage School will follow CDC guidelines regarding COVID19: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</p> <p>2.If a staff member or student possibly has COVID-19 or tests positive, The Department of Health will be contacted for further instructions. The individual will quarantine until ALL the following criteria are met: *no fever (off Tylenol) for 3 consecutive days and *improvement in symptoms and *at least 10 days since the onset of symptoms</p> <p>3.All staff members or students, who have been exposed to someone with COVID 19, will quarantine for 14 days.</p> <p>4.If staff member or student is confirmed positive for COVID-19 but do not have symptoms, they will stay home for 10 days after the test was done.</p> <p>5.The sibling of a student that tests positive for COVID-19 will be quarantined for 14 days. The siblings' class will not be quarantined.</p> <p>6.If the primary caregiver or older sibling in the home tests positive for COVID-19, the entire family is quarantined for 14 days.</p>	<p>1.Heritage School will follow CDC guidelines regarding COVID19: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</p> <p>2.If a staff member or student possibly has COVID-19 or tests positive, The Department of Health will be contacted for further instructions. The individual will quarantine until ALL the following criteria are met: *no fever (off Tylenol) for 3 consecutive days and *improvement in symptoms and *at least 10 days since the onset of symptoms</p> <p>3.All staff members or students, who have been exposed to someone with COVID-19, will quarantine for 14 days.</p> <p>4.If staff member or student is confirmed positive for COVID-19 but do not have symptoms, they will stay home for 10 days after the test was done.</p> <p>5.The sibling of a student that tests positive for COVID-19 will be quarantined for 14 days. The siblings' class will not be quarantined.</p> <p>6.If the primary caregiver or older sibling in the home tests positive for COVID-19, the entire family is quarantined for 14 days.</p>	<p>Medical Consultants Administration</p>		<p>Yes</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)
	7. If staff member or student has negative COVID-19 testing, then they may return to school per usual school policies.	7. If staff member or student has negative COVID-19 testing, then they may return to school per usual school policies.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>1.For all cases of Covid-19, parents of the children in the class will be notified and the child/staff will be quarantined for 14 days. Parents of children in a siblings' class will be notified, but the class will not be quarantined.</p> <p>2.In the event of state mandated school closure, parents will be notified through emergency text messaging as well as the website. Heritage School will go to school wide online instruction.</p>	<p>1.For all cases of Covid-19, parents of the children in the class will be notified and the child/staff will be quarantined for 14 days. Parents of children in a siblings' class will be notified, but the class will not be quarantined.</p> <p>2.In the event of state mandated school closure, parents will be notified through emergency text messaging as well as the website. Heritage School will go to school wide online instruction.</p>	Administration		No
Other monitoring and screening practices	1.As per Governor Wolf's policy, if Heritage Families/staff members have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, Heritage School will recommend the student/staff member stay at home for 14 days quarantine upon return to Pennsylvania. A travel form will be completed and held on file.	1.As per Governor Wolf's policy, if Heritage Families/staff members have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, Heritage School will recommend the student/staff member stay at home for 14 days quarantine upon return to Pennsylvania. A travel form will be completed and held on file.	Administration	Travel Form	

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: Masks, Gaiters, or face shields will be worn by all faculty and staff at all times.

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)
* Protecting students and staff at higher risk for severe illness	<p>1.Face coverings (masks, face shields) will be worn by all people 2 years of age and older.</p> <p>2.Students will wash their hands upon arrival, at mealtimes, after using the bathroom, and as needed.</p> <p>3.Students will wash hands for 20 seconds.</p> <p>4. Hand sanitizer will be available as needed.</p>	<p>1.Face coverings (masks, face shields) will be worn by all people 2 years of age and older.</p> <p>2.Students will wash their hands upon arrival, at mealtimes, after using the bathroom, and as needed.</p> <p>3.Students will wash hands for 20 seconds.</p> <p>4. Hand sanitizer will be available as needed.</p>	<p>Medical Consultants</p> <p>Administration</p>	<p>Masks</p> <p>Face shields</p> <p>Gloves</p>	No
* Use of face coverings (masks or face shields) by all staff	<p>1.Face coverings (masks, face shields) will be worn by all people 2 years of age and older.</p>	<p>1.Face coverings (masks, face shields) will be worn by all people 2 years of age and older.</p>	<p>Teachers</p> <p>Aides</p> <p>Administration</p>	<p>Masks</p> <p>Face Shields</p> <p>Gloves</p>	No
* Use of face coverings (masks or face shields) by older students (as appropriate)	N/A	N/A			

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)
Unique safety protocols for students with complex needs or other vulnerable individuals	1.Governor Wolf’s policy allows for exemptions related to disability and medical needs, including anxiety, difficulty breathing, and if a person is unable to take a face covering (masks, face shields) off unassisted. Heritage School will comply with this order and a meeting between the caregiver of the child and Dr. Dawes will occur to document this exemption.	1.Governor Wolf’s policy allows for exemptions related to disability and medical needs, including anxiety, difficulty breathing, and if a person is unable to take a face covering (masks, face shields) off unassisted. Heritage School will comply with this order and a meeting between the caregiver of the child and Dr. Dawes will occur to document this exemption.	Dr. Dawes	Exemption Documentation	
Strategic deployment of staff	1.In the event a staff member becomes sick, the building substitute will be assigned to cover.	1.In the event a staff member becomes sick, the building substitute will be assigned to cover.	Administration		

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
New safety protocols for Covid-19	All Staff	School Administration	In Service	Policy Manual Inserts	August 31	September 2
Procedural drill	All Staff	School Administration	In Service	Policy Manual Inserts	August 31	September 2
Staff review Covid-19 updates	All Staff	School Administration	Monthly meetings	Policy Manual Updates	September	May

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
Updates and changes to policy and procedure based on new State Regulations and CDC guidelines.	Heritage Parents and Caregivers	Administration	Monthly newsletters	July 2020	May 2021

Health and Safety Plan Summary: HERITAGE SCHOOL

Anticipated Launch Date: 8/31/20

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>We will clean, sanitize, disinfect, and ventilate all learning areas.</p> <p>High-touch surfaces will be cleaned mid-day and at school dismissal by two aides.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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>An unchanging group comprised of children, teacher, and aide or will be established to promote safe distancing practices.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>All activities that involve food will be contained to the unchanging group and to individual classrooms where feasible. Proper hand washing procedures will be posted by each sink.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Each student will have separate learning materials and classroom supplies.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Using signage, taped off flooring, and staggered schedules, safe distancing will be facilitated.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Daily preventative measures will be taken to screen staff and students upon arrival. (Temperature check, Health and Safety Questionnaire.)</p> <p>Should someone become ill during the school day, they will immediately be sent home.</p> <p>Proper notification to families in the ill staff/students class will occur via text and email.</p>

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>Masks or face shields will be worn by all faculty and staff at all times.</p>

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 shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>A detailed emergency plan will be in place for at risk students and staff. The Director and the individual at risk or caregiver will complete the Emergency Care Plan.</p> <p>Governor Wolf’s policy allows for exemptions related to disability and medical needs, including anxiety, difficulty breathing, and if a person is unable to take a face covering (masks, gaiters, face shields) off unassisted. Heritage School will comply with this order and a meeting between the caregiver of the child and Dr. Dawes will occur to document this exemption.</p>

Health and Safety Plan Governing Body Affirmation Statement

Church of the Saviour Operating Administrator and Heritage School Board reviewed and approved the Phased School Reopening Health and Safety Plan on: **July 10th, 2020**

The plan was approved by the Church of the Saviour Operating Administrator (Stacey Sauchuk)

Yes

No

The plan was approved by the Heritage School Board by a unanimous vote:

Yes

No

Affirmed on: **July 10th, 2020**

By:

Stacey Sauchuk

(Print Name of Church of the Saviour Operating Administrator)

Ivy Wang

(Print Name of Heritage 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.

