

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

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

## Table of Contents

<b>Health and Safety Plan</b> .....	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 .....	10
Monitoring Student and Staff Health .....	16
Other Considerations for Students and Staff .....	22
Health and Safety Plan Professional Development .....	27
Health and Safety Plan Communications .....	28
<b>Health and Safety Plan Summary</b> .....	29
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	29
Social Distancing and Other Safety Protocols .....	29
Monitoring Student and Staff Health .....	31
Other Considerations for Students and Staff .....	32
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	34

*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: The Day School at The Children’s Institute

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf’s Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity’s publicly available website.

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

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

## Type of Reopening

### Key Questions

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

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

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 19, 2020**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Billi Jo Huffman	Chief School Administrator	Pandemic Coordinator, The Day School Health and Safety Plan Development Pandemic Crisis Response Team
Wendy Pardee	CEO, The Children's Institute	Health and Safety Plan Development Pandemic Crisis Response Team
Gerald Potts	Director, Plant Operations and Security	Pandemic Coordinator, The Children's Institute Pandemic Crisis Response Team
Kristen Stackiewicz	Associate Chief School Administrator	Health and Safety Plan Development

		Pandemic Crisis Response Team
<b>Vince Stawinski</b>	Educational Supervisor	Health and Safety Plan Development Pandemic Crisis Response Team
<b>Tara Saunders</b>	Educational Supervisor	Health and Safety Plan Development Pandemic Crisis Response Team
<b>Heather Karpen</b>	Teacher	Health and Safety Plan Development
<b>Lisa Otstot</b>	Paraprofessional	Health and Safety Plan Development
<b>Lisa Paglia</b>	CBI-Facilitator and Job Developer	Health and Safety Plan Development
<b>Lisa Rajakovich</b>	RN-School Nurse	Health and Safety Plan Development Pandemic Crisis Response Team
<b>Kevin Sawatsky</b>	Behavior Instructional Technician\	Health and Safety Plan Development
<b>Beth Myers</b>	Parent	Health and Safety Plan Development
<b>Trudy Latoche</b>	Parent	Health and Safety Plan Development
<b>Stephanie Brink</b>	Lead Physical Therapist	Health and Safety Plan Development

## 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 building will be thoroughly sanitized prior to the return of staff and students
- The building will be sanitized/ cleaned throughout the school day as well as thoroughly cleaned by our housekeeping service each school day after the students/ staff have left
- The school has purchased and will continue to purchase the appropriate disinfection supplies that are needed for each classroom and work area
- Frequently touched locations in common areas and classrooms will be cleaned at least hourly during the school day
- All staff will be trained at the start of the school year and continually throughout the course of the school year on proper cleaning/ disinfection protocols



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Ventilation systems recycle the air and bring in fresh air from the outside during the day. All filters on all units are replaced at least quarterly and several units are double filtrated. Classrooms that have wall units will be analyzed, by our HVAC company to determine appropriate air recycling. The maintenance department and HVAC company will check and provide ongoing monitoring of our ventilation systems.</p> <p>Water fountains are turned off and water bottles will be available.</p> <p>All staff will take part in cleaning and disinfecting. Checklists are implemented for all areas to assure the scheduled cleaning is completed.</p> <ul style="list-style-type: none"> <li>Common areas- entry ways, hallways, shared office/ copy rooms, stairways): Door handles/ knobs both inside and outside, railings, light switches, copy machines all cleaned hourly</li> <li>Classrooms: all tables/ chairs used by staff and students, doorknobs/ handles, cabinet handles, countertop surfaces, food or crumbs removed from learning surfaces and floor. Conducted before/ after student arrival; before/ after meals; hourly throughout the school day</li> <li>Food/ meal prep, deliver, and/ or consumption; Student lunch items will be individually wrapped, staff must wear gloves and mask during prep and distribution of lunch items. and wipe; gloves/ masks will be worn by staff when assisting students with feeding needs/ assistance</li> <li>Bathrooms/ Toileting assistance: All sink knobs/ surfaces, toilet flush handles/ seats, cabinet handles, and light switches, changing tables and lifts are wiped after each use</li> <li>Bodily fluids: any surfaces that have come into contact with saliva or any other bodily fluids must be immediately disinfected</li> </ul> <p>Transportation to / from The Day School is provided by the LEAs and/ or parents, constant communication will be maintained with the LEAs</p>	<p>Ventilation systems recycle the air and bring in fresh air from the outside during the day. All filters on all units are replaced at least quarterly and several units are double filtrated. Classrooms that have wall units will be analyzed, by our HVAC company to determine appropriate air recycling. The maintenance department and HVAC company will check and provide ongoing monitoring of our ventilation systems.</p> <p>Water fountains are turned off and water bottles will be available.</p> <p>All staff will take part in cleaning and disinfecting. Checklists are implemented for all areas to assure the scheduled cleaning is completed.</p> <ul style="list-style-type: none"> <li>Common areas- entry ways, hallways, shared office/ copy rooms, stairways): Door handles/ knobs both inside and outside, railings, light switches, copy machines all cleaned hourly</li> <li>Classrooms: all tables/ chairs used by staff and students, doorknobs/ handles, cabinet handles, countertop surfaces, food or crumbs removed from learning surfaces and floor. Conducted before/ after student arrival; before/ after meals; hourly throughout the school day</li> <li>Food/ meal prep, deliver, and/ or consumption; Student lunch items will be individually wrapped, staff must wear gloves and mask during prep and distribution of lunch items. and wipe; gloves/ masks will be worn by staff when assisting students with feeding needs/ assistance</li> <li>Bathrooms/ Toileting assistance: All sink knobs/ surfaces, toilet flush handles/ seats, cabinet handles, and light switches, changing tables and lifts are wiped after each use</li> <li>Bodily fluids: any surfaces that have come into contact with saliva or any other bodily fluids must be immediately disinfected</li> </ul> <p>Transportation to / from The Day School is provided by the LEAs and/ or parents, constant communication will be maintained with the LEAs</p>	<p>Director, Plant Operations and Security</p> <p>School administration/ supervisors</p>	<p>Water bottles</p> <p>Cleaning supplies: including disinfecting sprays and wipes</p> <p>Gloves</p> <p>Cleaning schedules and checklists</p>	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>Staff will be responsible for sanitizing keys, phones, IDs at the start/ end of the school days</p> <p>Cloth masks, head coverings, arm guards and additional PPE will need to be sanitized daily</p>	<p>Staff will be responsible for sanitizing keys, phones, IDs at the start/ end of the school days</p> <p>Cloth masks, head coverings, arm guards and additional PPE will need to be sanitized daily</p>	School administrators/ supervisors	<p>Disinfecting wipes, sprays</p> <p>Washing machines or laundry service</p>	Y

## Social Distancing and Other Safety Protocols

### Key Questions

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

### Summary of Responses to Key Questions:

- Student independent workstations will be spaced out 6 feet from each other, positioned in a way to maximize social distancing practices to the maximum extent possible
- Each classroom will have no more than 8 students
- Students will remain in their classrooms with the same students throughout the course of the day. Interactions with students outside of their learning group will be limited to times of transition to/ from buses

- Classroom staff will be organized in a manner that limits the number of students they interact with, keeping learning “pods” together to decrease unnecessary student/ staff interactions
- Staff/ students will wash their hands at least hourly, before entering/ exiting classrooms, before/ after meals, between working with individual students, and after restroom use
- Only essential visitors will be allowed on campus and they must comply with established screening protocols before entering the building
- Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks.
- Staff members will be required to wear masks when transitioning in common areas of the building with/ without students and will be permitted to wear face shields when working directly with students providing instruction
- Due to medical, behavioral, and personal care needs listed in student’s IEPs, there will be times when social distancing is not feasible, and staff will have close contact with some students to provide a safe learning environment
- All staff will be trained in the hygiene and social distancing protocols, including the use of sanitizing checklists, and PPE. School administrators will observe, collect documentation, and provide ongoing consultation to classroom teams

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<p>Each classroom and learning spaces used by students will have student work areas spaced out 6 feet, facing in the same direction or away from each other to adhere to social distancing practices.</p> <p>Students who require one to one support for behavioral, medical, or personal care needs will have identified staff with whom they interact with.</p> <p>Large group activities will be discontinued at this time. The pool will be closed until further notice, since social distancing and mask wearing are not feasible.</p> <p>Students and classroom staff will remain in their classrooms or learning “pods” during the day. This will include student lunch and ancillary classes.</p> <p>Recess and outdoor spaces will be used weather permitting and on a strict scheduled basis to limit the unnecessary interactions.</p>	<p>Each classroom and learning spaces used by students will have student work areas spaced out 6 feet, facing in the same direction or away from each other to adhere to social distancing practices.</p> <p>Students who require one to one support for behavioral, medical, or personal care needs will have identified staff with whom they interact with.</p> <p>Large group activities will be discontinued at this time. The pool will be closed until further notice, since social distancing and mask wearing are not feasible.</p> <p>Students and classroom staff will remain in their classrooms or learning “pods” during the day. This will include student lunch and ancillary classes.</p> <p>Recess and outdoor spaces will be used weather permitting and on a strict scheduled basis to limit the unnecessary interactions.</p>	School administration/ supervisors	<p>Measuring device</p> <p>Marked areas with masking tape/ painters' tape</p> <p>PPE for individuals providing support within the 6 feet space</p> <p>Classroom schedules</p>	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Students will be served lunches that are individually wrapped and eat within their classrooms.	Students will be served lunches that are individually wrapped and eat within their classrooms.	School administration/ supervisors  Dietician/ food services workers	Lunch carts to transport lunches to classrooms  Bin to collect used dishes  Disposable dishes/ plastic wear	Y
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>Staff/ students will wash their hands at least hourly, before entering/ exiting classrooms, before/ after meals, between working with individual students, and after restroom use</p> <p>Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks.</p> <p>Staff members will be required to wear masks when transitioning in common areas of the building with/ without students and will be permitted to wear face shields when working directly with students providing instruction. Masks must be worn by staff during all other times, except when eating lunch or working in their individual office space.</p> <p>If a mask is removed, staff must follow donning and doffing procedures to limit contamination: When eating/ drinking remove mask completely (do not tuck under chin). Wash hands prior to removing masks and before putting it back on. Areas that come in contact with an individual's mask should be sanitized (i.e. tabletop).</p>	<p>Staff/ students will wash their hands at least hourly, before entering/ exiting classrooms, before/ after meals, between working with individual students, and after restroom use</p> <p>Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks</p> <p>Staff members will be required to wear masks when transitioning in common areas of the building with/ without students and will be permitted to wear face shields when working directly with students providing instruction. Masks must be worn by staff during all other times, except when eating lunch or working in their individual office space.</p> <p>If a mask is removed, staff must follow donning and doffing procedures to limit contamination: When eating/ drinking remove mask completely (do not tuck under chin). Wash hands prior to removing masks and before putting it back on. Areas that come in contact with an individual's mask should be sanitized (i.e. tabletop).</p>	School administration/ supervisors	<p>Scheduled hand washing times</p> <p>Hand sanitizers and soap</p> <p>Disinfecting wipes/ sprays</p> <p>Locked area to keep supplies when not being used</p> <p>Each staff member will be provided at least 5 reusable cloth masks or disposable masks daily. Staff members will also be provided with 2-3 face shields.</p> <p>Masks and face shields for student use</p>	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signs will be posted in all common areas, near entrances and sign in stations, classrooms, and restrooms.	Signs will be posted in all common areas, near entrances and sign in stations, classrooms, and restrooms.	School administration/ supervisors	Appropriate signage placed throughout the building	N
<b>* Identifying and restricting non-essential visitors and volunteers</b>	Visitors will be limited to only essential individuals. Volunteers and interns will be postponed from in person visits until further notice. IEP meeting participants will be encouraged to participate via telephone or teleconference.	Visitors will be limited to only essential individuals. Volunteers and interns will be postponed from in person visits until further notice. IEP meeting participants will be encouraged to participate via telephone or teleconference.	CEO  School administration/ supervisors	None needed	N
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Sporting events will be suspended at this time.  Physical education classes will be scheduled with ample time between classes for equipment to be disinfected and sanitized after each classroom use.  Outdoor spaces may be used for physical education and recess, weather permitting.	Sporting events will be suspended at this time.  Physical education classes will be scheduled with ample time between classes for equipment to be disinfected and sanitized after each classroom use.  Outdoor spaces may be used for physical education and recess, weather permitting.	School administration/ supervisors	Disinfecting solution, cleaning wipes and sprays	Y
<b>Limiting the sharing of materials among students</b>	Student belongings and materials will be limited to single individual usage and not shared. If materials must be used with multiple individuals, they will be sanitized between students.	Student belongings and materials will be limited to single individual usage and not shared. If materials must be used with multiple individuals, they will be sanitized between students.	School administration/ supervisors	Reusable plastic bags  Individual storage bin	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	Directional arrows will be used to limit hallway traffic.  Use of communal spaces will be limited and scheduled. Classrooms will be assigned a designated restroom to use outside of their classrooms.	Directional arrows will be used to limit hallway traffic.  Use of communal spaces will be limited and scheduled. Classrooms will be assigned designated restroom to use outside of their classrooms.	School administration/ supervisors	Directional arrows/ tape or floor markings	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Transportation times will be coordinated with LEAs and parents to develop arrival/ dismissal procedures that limit student/ staff interactions.	Transportation times will be coordinated with LEAs and parents to develop arrival/ dismissal procedures that limit student/ staff interactions.	School administration/ supervisors	None	N
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Classrooms will serve no more than 8 students. Interactions with other classrooms will be limited or non-existent.	Classrooms will serve no more than 8 students. Interactions with other classrooms will be limited or non-existent.	School administration/ supervisors	None	N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	Ongoing communication with LEAs and parents regarding arrival and dismissal times.  Protocols will be put into place to notify LEAs and parents if/ when emergency modifications need to be implemented.	Ongoing\ communication with LEAs and parents regarding arrival and dismissal times.  Protocols will be put into place to notify LEAs and parents if/ when emergency modifications need to be implemented.	School administration/ supervisors	Emergency protocols	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other social distancing and safety practices</b>	Shared office spaces will meet the CDC guidelines for social distancing. Where space does not permit social distance, barriers will be provided, or additional spaces utilized throughout the building.	Shared office spaces will meet the CDC guidelines for social distancing. Where space does not permit social distance, barriers will be provided, or additional spaces utilized throughout the building.	School administration/supervisors	Plexi glass, plastic curtains, additional office space	N

## 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 prescreen their students prior to placing them on the bus/ or transporting them to school.
- Parents will follow school policy and keep their student home if they are experiencing any symptoms or illness.
- Additional temperature screens will be done as students enter the building with individual no touch thermometers or thermal scanners
- Staff will remain home if they are experiencing any symptoms of illness.
- Staff will prescreen and have their temperatures checked as they enter the building.
- If someone becomes ill while in the building
  - They should be quarantined immediately
  - School administration should be notified
  - Secure the area(s) accessed by the individual and shut off to further access
  - Open Doors and windows and use ventilation fans where applicable
  - Wait 24 hours to clean
  - Notify Director of Plant Operations who will secure cleaning services
  - Notify Human Resources who will identify all parties who may have been in contact (within 6 feet for more than 15 minutes) and will make any other notifications
- If an employee or student has tested positive for COVID-19
  - employees will isolate a minimum of 10 days and, if they continue to have symptoms, for additional time until there is at least one symptom-free day before being released and notify their supervisor immediately/ parents should notify the school
  - School administration will notify families of potential exposure
  - Classroom(s) in which staff worked will be closed for no less than 72 hours- students will begin virtual learning
  - Employee may return to work as indicated above when their fever has resolved WITHOUT the use of medications; AND
  - Respiratory symptoms have improved; AND
  - At least 72 hours have elapsed since symptoms have resolved
- If an individual is sick and has symptoms of COVID-19, but tests negative
  - They will isolate from school until
    - It has been at least 7 days since the onset of symptoms; AND
    - Respiratory symptoms have improved; AND
    - At least 72 hours have elapsed since symptoms have resolved
- If an individual is not sick, but was in contact with someone who has COVID-19

- They will self-quarantine for 14 days after interaction with symptomatic individual
- If a family is uncomfortable with their student returning to in person instruction a full-time remote learning option will be available.
- If a staff member is unable to return to the building, they should reach out to the HR department prior to August 11, 2020.
- The lab will notify the local Health Department in the event of any positive cases.
- The staff member is required to notify CI's Human Resources department
- School Administration will notify staff, families and LEAs of any closures or changes in the safety protocols through School Messenger, texts, calls, emails and letters.
- In the event of unplanned closures local TV station school closing protocols will be followed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<p>Parents will prescreen their student prior to sending them on the bus or transporting them to school.</p> <p>Parents will follow our school policy and keep their student home if they are experiencing any symptoms of illness.</p> <p>Additional temperature screens will be done as students enter the building with individual no touch thermometers or thermal scanners.</p> <p>Staff are encouraged to stay home if they are sick.</p> <p>Staff will prescreen and have their temperatures checked as they enter the building.</p>	<p>Parents will prescreen their student prior to sending them on the bus or transporting them to school.</p> <p>Parents will follow our school policy and keep their student home if they are experiencing any symptoms of illness.</p> <p>Additional temperature screens will be done as students enter the building with individual no touch thermometers or thermal scanners.</p> <p>Staff are encouraged to stay home if they are sick.</p> <p>Staff will prescreen and have their temperatures checked as they enter the building.</p>	School Administrators/ Supervisors	<p>COVID-19 Symptom Screening Checklist</p> <p>TCI Sickness Policy</p> <p>No Touch Thermometers/ Thermal Scanners</p>	Y

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>If an individual becomes ill while in the building:</p> <ul style="list-style-type: none"> <li>▪ They will be quarantined immediately</li> <li>▪ School administration will be notified</li> <li>▪ If the individual is a student their parent will be notified</li> <li>▪ Areas accessed by the individual will be secured and shut off to further access</li> <li>▪ Doors and windows will be opened, and ventilation fans used where applicable</li> <li>▪ A 24-hour waiting period before cleaning of the space</li> <li>▪ Director of Plant Operations will be notified to secure cleaning/ disinfecting services</li> <li>▪ Human Resources will be notified and identify all parties who may have been in contact (within 6 feet for more than 15 minutes) and will make any other notification</li> </ul>	<p>If an individual becomes ill while in the building:</p> <ul style="list-style-type: none"> <li>▪ They will be quarantined immediately</li> <li>▪ School administration will be notified</li> <li>▪ If the individual is a student their parent will be notified</li> <li>▪ Areas accessed by the individual will be secured and shut off to further access</li> <li>▪ Doors and windows will be opened, and ventilation fans used where applicable</li> <li>▪ A 24-hour waiting period before cleaning of the space</li> <li>▪ Director of Plant Operations will be notified to secure cleaning/ disinfecting services</li> <li>▪ Human Resources will be notified and identify all parties who may have been in contact (within 6 feet for more than 15 minutes) and will make any other notification</li> </ul>	<p>School Administrators/ Supervisors</p>	<p>Quarantine Room(s)</p> <p>Cleaning/Disinfection Supplies</p> <p>Contract Tracing</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)
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<p>If an employee or student has tested positive for COVID-19</p> <ul style="list-style-type: none"> <li>Employee will isolate a minimum of 10 days and if continue to have symptoms, for additional time until there is at least one symptom free day before being released and may return to work when their fever has resolved WITHOUT the use of medications; AND</li> <li>Respiratory symptoms have improved; AND</li> <li>At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is sick and has symptoms of COVID-19, but tests negative they will isolate from school until:</p> <ul style="list-style-type: none"> <li>It has been at least 7 days since the onset of symptoms; AND</li> <li>Respiratory symptoms have improved; AND</li> <li>At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is not sick, but was in close contact with someone who has COVID-19</p> <ul style="list-style-type: none"> <li>They will self-quarantine for 14 days after interaction with symptomatic individual</li> </ul> <p>"Close contact" as defined by County Health Department is someone that you have been within six (6) feet of for 15 minutes or more, even if masked, during that time. They will need to quarantine for 14 days.</p>	<p>If an employee or student has tested positive for COVID-19</p> <ul style="list-style-type: none"> <li>Employee will isolate a minimum of 10 days and if continue to have symptoms, for additional time until there is at least one symptom free day before being released and may return to work when their fever has resolved WITHOUT the use of medications; AND</li> <li>Respiratory symptoms have improved; AND</li> <li>At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is sick and has symptoms of COVID-19, but tests negative they will isolate from school until:</p> <ul style="list-style-type: none"> <li>It has been at least 7 days since the onset of symptoms; AND</li> <li>Respiratory symptoms have improved; AND</li> <li>At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is not sick, but was in close contact with someone who has COVID-19</p> <ul style="list-style-type: none"> <li>They will self-quarantine for 14 days after interaction with symptomatic individual</li> </ul> <p>"Close contact" as defined by County Health Department is someone that you have been within six (6) feet of for 15 minutes or more, even if masked, during that time. They will need to quarantine for 14 days.</p>	Human Resources/School Administrators Supervisors	COVID Safety Training	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>The Lab will notify the local Health Department in the event of any positive cases.</p> <p>School Administration will notify staff, families and LEAs of any closures or changes in the safety protocols through School Messenger, texts, calls, emails and letters.</p> <p>In the event of unplanned closures local TV station school closing protocols will be followed.</p>	<p>The Lab will notify the local Health Department in the event of any positive cases.</p> <p>School Administration will notify staff, families and LEAs of any closures or changes in the safety protocols through School Messenger, texts, calls, emails and letters.</p> <p>In the event of unplanned closures local TV station school closing protocols will be followed.</p>	Human Resources/School Administrators	None	N
<b>Other monitoring and screening practices</b>	If a staff member is unable to return to the building, they should reach out to the HR department prior to August 11, 2020.	If a staff member is unable to return to the building, they should reach out to the HR department prior to August 11, 2020.			

## 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:**

- Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks. Tolerating skills will be taught in order to help students learn the skill of mask-wearing. However, families have the option of determining if mask-wearing is appropriate for their child. Staff members will be required to wear facial coverings throughout the school day as well as maintain appropriate social distance. They will be permitted to wear face shields when working directly with students providing instruction.
- Students who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus will be provided with the option of a full online instructional experience throughout the entire school year. This experience will include both synchronous and asynchronous instruction and therapy. Administrators will collaborate with the student and his/her family to provide all necessary accommodations and related services to meet the needs of the student.
- Classroom support teachers are available in the building each school day. These are PA certified teachers who will be available when the classroom teacher is not available. They receive the same professional development as the daily classroom teachers. There are also additional support paraprofessional staff who are available to assist in classrooms when a classroom paraprofessional is absent.
- Resources that would be available to a student under typical circumstances will be available to all students under the Phased Reopening Plan. Availability of these resources is not dependent on a student's choice to participate in any of the school's educational models.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	Students who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus will be provided with the option of a full online instructional experience throughout the entire school year. This experience will include both synchronous and asynchronous instruction and therapy. Administrators will collaborate with the student and his/her family to provide all necessary accommodations and related services to meet the needs of the student.	Students who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus will be provided with the option of a full online instructional experience throughout the entire school year. This experience will include both synchronous and asynchronous instruction and therapy. Administrators will collaborate with the student and his/her family to provide all necessary accommodations and related services to meet the needs of the student.	School Administrators/ Supervisors	None	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Staff members will be required to wear facial coverings throughout the school day as well as maintain appropriate social distance. They will be permitted to wear face shields when working directly with students providing instruction.	Staff members will be required to wear facial coverings throughout the school day as well as maintain appropriate social distance. They will be permitted to wear face shields when working directly with students providing instruction.	School Administrators/ Supervisors	COVID Safety Training	Y



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks. Tolerating skills will be taught in order to help students learn the skill of mask-wearing. However, families have the option of determining if mask-wearing is appropriate for their child.	Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks. Tolerating skills will be taught in order to help students learn the skill of mask-wearing. However, families have the option of determining if mask-wearing is appropriate for their child.	School Administrators/ Supervisors	Mask Toleration Training	Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Instructional and related services staff will be assigned accordingly to meet student needs. Students will have teams of individuals meet to develop individual plans. All decisions made regarding a student's educational plan for the 2020-2021 school year will be made through a documented team decision. Team members may include, but are not limited to: the student (if appropriate), guardians, educational supervisor, teachers, related service provider(s), school psychologist and the district LEA.	Instructional and related services staff will be assigned accordingly to meet student needs. Students will have teams of individuals meet to develop individual plans. All decisions made regarding a student's educational plan for the 2020-2021 school year will be made through a documented team decision. Team members may include, but are not limited to: the student (if appropriate), guardians, educational supervisor, teachers, related service provider(s), school psychologist and the district LEA.	School Administrators/ Supervisors	None	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	Classroom support teachers are available in the building each school day. These are PA certified teachers who will be available when the classroom teacher is not available. They receive the same professional development as the daily classroom teachers. There are also additional support paraprofessional staff who are available to assist in classrooms when a classroom paraprofessional is absent.	Classroom support teachers are available in the building each school day. These are PA certified teachers who will be available when the classroom teacher is not available. They receive the same professional development as the daily classroom teachers. There are also additional support paraprofessional staff who are available to assist in classrooms when a classroom paraprofessional is absent.	School Administrators/ Supervisors	None	N

## 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
Cleaning, sanitizing, disinfecting Protocols	All Staff	Administration and Supervisors	Virtual Live	Computer/ Check lists/ cleaning supplies	August 11, 2020	June 30, 2021
Social Distancing and location/ classroom restrictions	All Staff	Administration and Supervisors	Virtual Live	Computer	August 11, 2020	June 30, 2021
Use of PPE	All Staff	Administration and Supervisors Nursing	Virtual Live	Computer/ Check lists/ PPE	August 11, 2020	June 30, 2021
Changes to daily operations and schedules	All Staff	Administration and Supervisors	Virtual Live	Computer/ schedules	August 11, 2020	June 30, 2021
COVID-19 Safety Training and Mitigation	All Staff	Administration and Supervisors Nursing HR	Virtual Live	Computer	August 11, 2020	June 30, 2021

## 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

## Health and Safety Plan Summary: The Day School at The Children's Institute

Anticipated Launch Date: **7/31/2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"><li>• The building will be thoroughly sanitized prior to the return of staff and students</li><li>• The building will be sanitized/ cleaned throughout the school day as well as thoroughly cleaned by our housekeeping service each school day after the students/ staff have left</li><li>• The school has purchased and will continue to purchase the appropriate disinfection supplies that are needed for each classroom and work area</li><li>• Frequently touched locations in common areas and classrooms will be cleaned at least hourly during the school day</li><li>• All staff will be trained at the start of the school year and continually throughout the course of the school year on proper cleaning/ disinfection protocols</li></ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"><li>• Student independent workstations will be spaced out 6 feet from each other, positioned in a way to maximize social distancing practices to the maximum extent possible</li><li>• Each classroom will have no more than 8 students</li><li>• Students will remain in their classrooms with the same students throughout the course of the day. Interactions with</li></ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>students outside of their learning group will be limited to times of transition to/ from buses</p> <ul style="list-style-type: none"> <li>Classroom staff will be organized in a manner that limits the number of students they interact with, keeping learning “pods” together to decrease unnecessary student/ staff interactions</li> <li>Staff/ students will wash their hands at least hourly, before entering/ exiting classrooms, before/ after meals, between working with individual students, and after restroom use</li> <li>Only essential visitors will be allowed on campus and they must comply with established screening protocols before entering the building</li> <li>Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks.</li> <li>Staff members will be required to wear masks when transitioning in common areas of the building with/ without students and will be permitted to wear face shields when working directly with students providing instruction</li> <li>Ongoing communication with LEAs and parents regarding arrival and dismissal times.</li> <li>Protocols will be put into place to notify LEAs and parents if/ when emergency modifications need to be implemented.</li> <li>Due to medical, behavioral, and personal care needs listed in student’s IEPs, there will be times when social distancing is not feasible, and staff will have close contact with some students to provide a safe learning environment</li> </ul> <p>All staff will be trained in the hygiene and social distancing protocols, including the use of sanitizing checklists, and PPE. School administrators will observe, collect documentation, and provide ongoing consultation to classroom teams</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Parents will prescreen their student prior to sending them on the bus or transporting them to school.</p> <p>Parents will follow our school policy and keep their student home if they are experiencing any symptoms of illness.</p> <p>Additional temperature screens will be done as students enter the building with individual no touch thermometers or thermal scanners. Staff are encouraged to stay home if they are sick.</p> <p>Staff will prescreen and have their temperatures checked as they enter the building.</p> <p>If an individual becomes ill while in the building:</p> <ul style="list-style-type: none"> <li>▪ They will be quarantined immediately</li> <li>▪ School administration will be notified</li> <li>▪ If the individual is a student their parent will be notified</li> <li>▪ Areas accessed by the individual will be secured and shut off to further access</li> <li>▪ Doors and windows will be opened, and ventilation fans used where applicable</li> <li>▪ A 24-hour waiting period before cleaning of the space</li> <li>▪ Director of Plant Operations will be notified to secure cleaning/ disinfecting services</li> <li>▪ Human Resources will be notified and identify all parties who may have been in contact (within 6 feet for more than 15 minutes) and will make any other notification</li> </ul> <p>If an employee or student has tested positive for COVID-19 Employee will isolate a minimum of 10 days and, if they continue to have symptoms, for additional time until there are at least one symptom-free day before being released may return to work when their fever has resolved WITHOUT the use of medications; AND</p> <ul style="list-style-type: none"> <li>• Respiratory symptoms have improved; AND</li> <li>• At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is sick and has symptoms of COVID-19, but tests negative they will isolate from school until:</p> <ul style="list-style-type: none"> <li>• It has been at least 7 days since the onset of symptoms; AND</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• Respiratory symptoms have improved; AND</li> <li>• At least 72 hours have elapsed since symptoms have resolved</li> </ul> <p>If an individual is not sick but was in close contact with someone who has COVID-19. "Close contact" as defined by County Health Department is someone that you have been within six (6) feet of for 15 minutes or more, even if masked, during that time.</p> <ul style="list-style-type: none"> <li>• They will self-quarantine for 14 days after interaction with symptomatic individual</li> </ul> <p>The Lab will notify the local Health Department in the event of any positive cases.  School Administration will notify staff, families and LEAs of any closures or changes in the safety protocols through School Messenger, texts, calls, emails and letters.  In the event of unplanned closures local TV station school closing protocols will be followed.  If a staff member is unable to return to the building, they should reach out to the HR department prior to August 11, 2020.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Students will be encouraged to wear mask during group settings, transition in common areas, and when social distancing with other students is unattainable. Due to the unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks. Tolerating skills will be taught in order to help students learn the skill of mask-wearing. However, families have the option of determining if mask-wearing is appropriate for their child. Staff members will be required to wear facial coverings throughout the school day as well as maintain appropriate social distance. They will be permitted to wear face shields when working directly with students providing instruction.</p>



Requirement(s)	Strategies, Policies and Procedures
	<p>Students who are at a higher risk of contracting COVID-19 or experiencing more severe symptoms or outcomes of the virus will be provided with the option of a full online instructional experience throughout the entire school year. This experience will include both synchronous and asynchronous instruction and therapy.</p> <p>Administrators will collaborate with the student and his/her family to provide all necessary accommodations and related services to meet the needs of the student.</p> <p>Classroom support teachers are available in the building each school day. These are PA certified teachers who will be available when the classroom teacher is not available. They receive the same professional development as the daily classroom teachers. There are also additional support paraprofessional staff who are available to assist in classrooms when a classroom paraprofessional is absent.</p> <p>Resources that would be available to a student under typical circumstances will be available to all students under the Phased Reopening Plan. Availability of these resources is not dependent on a student's choice to participate in any of the school's educational models.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

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

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

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

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

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

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