



Phased School Reopening Health and Safety Plan Template

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

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

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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: Sylvan Heights Science Charter School

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

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

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

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

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): (August 31, 2020)

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Susan Roth	Principal/CAO	Both (Plan Development and Response Team)
Melena Overdorf	Pandemic Coordinator	Both (Plan Development and Response Team)
Lori Lauver	STEM Coordinator	Both (Plan Development and Response Team)
Jessica Nordai	Pupil Services Coordinator	Both (Plan Development and Response Team)
Anthony Taliani	Administrative Assistant	Pandemic Crisis Response Team
Nicole Jordan	Cafeteria Coordinator and School-wide Building Aide	Pandemic Crisis Response Team
Michael Furry	Teacher	Pandemic Crisis Response Team
Carolyn Edwards	School Nurse	Pandemic Crisis Response Team
Marty Stevens	School Counselor	Pandemic Crisis Response Team
Asheiah Long	Teacher	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Sylvan Height’s Science Charter School is slated to begin a blended reopening that balances in-person learning and remote learning for all students beginning August 31, 2020. Students attending on Monday will also attend on Wednesday. Students attending Tuesday will also attend on Thursday. On Friday, all learning will be conducted remotely unless Monday is a holiday. On these occasions, Monday students will attend on Friday of the same week. Remote learning will consist of students’ completing work via their school assigned i-Pads via online programs/applications, online classroom participation; and pencil/paper and hands on projects. Both in-person instruction and online/remote instruction will count and towards the students’ required attendance of 180 school days per academic year. Sylvan Heights Science Charter School will follow the School’s Attendance Policy 204 as posted on the website www.shscs.org. The School will also follow all posted PDE requirements pertaining to Instructional Days/Hours during the 2020-2021 School Year as posted on PDE’s website:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/InstructionalHours.aspx>

The Board will reevaluate the Phased reopening plan at the scheduled Board meetings at the August 22, 2020 and September 21, 2020 Board of Trustees meetings. During these meetings the Board will evaluate the data presented at that time and make necessary adjustments to the reopening plan. If at anytime, the school is mandated to close to due a COVID-19 emergency, all students will continue to complete their school work via their school-provided i-Pads; and pencil/paper and hands-on activities. Both staff and students will continue to follow the school’s posted school’ calendar as posted on the school’s website as it pertains to attendance and scheduled days off.

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: Sylvan Heights has contracted with a licensed and certified cleaning company to provide systematic daily cleaning during the evening hours beginning August 1, 2020. Additionally, this cleaning company will provide deep cleaning (including fogging and wiping down all surfaces) should the need arise due to confirmed positive COVID-19 cases at the school. Sylvan Heights has additionally contracted for all hard tile floor surfaces in food prep/kitchen areas and bathrooms, to be hard scrubbed, all carpeted areas to be professionally cleaned via the hot water extraction method, and all bathroom stalls and tiled wall surfaces to be pressure washed prior to August 10, 2020. The contracted cleaning company will provide all of their own CDC approved cleaning supplies. The School will purchase additional cleaning supplies to be used throughout the school day by school staff. All cleaning supplies purchased by the School will meet CDC recommended guidelines for COVID-19 (from list) and will be purchased from a certified vendor. Stock will be initially inventoried every 15 days during the first 90 days of reopening by the Administrative Assistant and Pandemic Coordinator. After this initial reopening phase, supplies will be inventoried and reordered, if needed, every 30 days. All School staff are scheduled to participate in professional development during the week of August 17, 2020. Training will be provided by the Pandemic Coordinator and School Principal/CAO. Training will cover CDC recommended guidelines for cleaning and sanitizing of workspaces, classrooms and/or designated areas. Additionally, Sylvan Heights has assigned an additional daytime staff member to disinfect/wipe down high touch areas such as light switches while school is in session. The School Pandemic Coordinator and Principal/CAO will daily verify procedures are being followed within the school building and on the school playground. The Pandemic Coordinator and/or School Principal will address staff who incorrectly implements the cleaning/disinfecting protocol

The contracted evening cleaning crew is additionally contracted to dust all heating and air conditioning vents as part of their routine cleaning schedule. On July 2, 2020, the School's HVAC contractor, H.B. McClure, replaced all heating/air conditioning filters, verified the system was in good working order, and made all scheduled repairs. During this July 2nd inspection, additional heat exchangers

were cited as needing replacement, and recommendations were made by H.B. McClure to install 8 GPS Bipolar Ionizations System on the 8 RTUs. GPS' technology constantly generates a high concentration of positively and negatively charged ions. These ions travel through the air continuously seeking out and attaching to particles. Particulate matter includes pollutants, dust, allergens, mold, bacteria – and viruses. Larger by virtue of combination, these particles are removed from the air more rapidly by the GPS system.

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>Sylvan Heights has contracted with a licensed and certified cleaning company to provide systematic daily cleaning during the evening hours beginning August 1, 2020. Additionally, this cleaning company will provide deep cleaning (including fogging and wiping down all surfaces) should the need arise due to confirmed positive COVID-19 cases at the school. Sylvan Heights has additionally contracted for all hard tile floor surfaces in food prep/kitchen areas and bathrooms, to be hard scrubbed, all carpeted areas to be professionally cleaned via the hot water extraction method, and all bathroom stalls and tiled wall surfaces to be pressure washed prior to August 10, 2020.</p> <p>All staff will be required to clean and sanitize their assigned workspaces, classrooms or other designated areas and the end of the school day (or their shift) and/or between each usage by different individuals. Additionally, Sylvan Heights has assigned an additional daytime staff member to disinfect/wipe down high touch areas such as light switches, door knobs, bathroom faucets etc. while school is in session. To reduce the need for sanitizing water fountains and to reduce hallway traffic, Sylvan Heights will provide each student with a water bottle thus reducing/eliminating water fountain usage.</p> <p>All classrooms, offices, kitchen prep area, front</p>	<p>Same as yellow</p>	<p>Melena Overdorf-Pandemic Coordinator</p>	<ul style="list-style-type: none"> -Water bottles for individual students -Hand Sanitizer at least 60 percent alcohol, bleach/ other CDC approved cleaning and disinfecting chemicals -Microfiber cloths -Washer/dryer -Laundry detergent -Spray bottles -Floor sink (disposal of used water) -Hepafiltered vacuum cleaners/bags -Floor scrubber -Carpet cleaner -Wall edger (cleaning corners and crevices). CDC approved cleaning solution -Mops -Brooms/dustpan -No touch trash cans -Biohazard trash can -33 gallon trash cans and dollies -Lockable chemical storage cabinets -PPE (i.e. foot booties, gowns, goggles) -Filters for HVAC system 	<p>Yes</p>

	<p>reception area, and arrival and dismissal areas will be stocked with a 3 day supply of hand sanitizer. Due to the age of the students in the building (K-4), only staff will be allowed to dispense hand sanitizer. The Pandemic Coordinator will check on the supply of hand sanitizer at each location at least every 2 days to ensure each location has an adequate supply. Staff will also have the opportunity to request additional supplies from the Pandemic Coordinator via email.</p> <p>All students will receive a squirt of hand sanitizer before entering the building, before and after going outside to play on the playground, before and after eating or drinking (breakfast/snack/lunch), or any time students touch common areas. Students will also participate in restroom/hand washing breaks, at least 3 times per school day (morning/lunch/afternoon).</p>				
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>-HVAC inspected and serviced on a scheduled quarterly basis -Vents will be cleaned by the contracted cleaning company quarterly -Installation of Needle Point Bi-Polar Ionization</p>	<p>Same as yellow</p>	<p>Melena Overdorf</p>	<p>-Air filters -Contracted HVAC services to be provided by H.B.McClure</p>	<p>N</p>

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: Classrooms will be split in half with group A in class on Monday and Wednesday, and group B on Tuesdays and Thursdays. Fridays will be for remote learning and cleaning. There will be no more than 11 students in a classroom, each at their own desk, facing the same direction and socially distanced apart. Plexiglass will be around some of the teacher's desks, and will serve as partitions for small group work. Breakfast and lunch will be served in the rooms. Rooms will function as pods and move around as such. The school is in the process of developing a master schedule where times for bathroom breaks and for recess will be implemented to prevent pods from interacting. Recess equipment and playground equipment will be sanitized after each pod. Only one pod at a time is allowed out on the playground. Teachers will be trained in proper hygiene techniques for the classroom and will be provided with materials to help maintain cleanliness and sanitation expectations from CDC

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Students sittings at tables or desks socially distanced facing same direction with a maximum of 11 students per class	Same as yellow	Susan Roth- Principal	Plexiglas partitions and/or similar wipe able partitions to separate students in situations where 6 feet is not feasible. Cleaning solution/wipes to clean partitions.	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> -Meals delivered and served in classrooms -Classroom teachers need to be aware of allergies. -Elimination of use of microwave for student lunches -Placement of flexible student desktop partitions to place on individual student desks while eating 	Same as yellow	Cafeteria Coordinator- Nicole Jordan	Materials: Serving Carts Flexible individual student desktop partitions.	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> -Train teachers and students on proper hand washing, social distancing, covering coughs and sneezes, and other effective hygiene practices -Hygiene practices to be monitored in bathroom - Have students and staff wash hands (or use hand sanitizer) before and after touching shared equipment. -Limit number of students allowed access to each bathroom to 3 or less. -Build bathroom breaks into schedule -Availability of hand sanitizer before and after eating while in the classroom 	Same as yellow	Principal/Susan Roth School Nurse	<ul style="list-style-type: none"> -hand sanitizer -bathroom soap -extra paper towels -timers -face wipes for students -cleaning kits for teachers 	Y

<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> -Master schedule to eliminate cross traffic -One way directional arrows to prevent congestion and flow -Signage to remind staff/students of proper hand washing and social distancing practices. 	<p>Same as yellow</p>	<p>Melena Overdorf- Pandemic Coordinator</p>	<ul style="list-style-type: none"> -Hand washing signs in bathroom -Hand sanitizing signs in classrooms -Social distancing and floor marker signs throughout school 	<p>Y</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> -Restrict visitors and volunteers to the school building -Requirement of all visitors and volunteers to have prior approval by school principal - Make arrangements for visitors/volunteers to present information/programs via Zoom or other remote learning platform if feasible - Use physical barriers, such as plexiglass, in reception areas where the environment does not accommodate physical distancing. -All approved visitors/volunteers will complete a COVID-19 questionnaire and have their temperature taken before entering the school building. Visitors/volunteers presenting with COVID-19 symptoms and/or a fever of 100.4 or over, will be denied access to the school building. - All school visitors and volunteers will be required to wear a mask. 	<p>Same as yellow</p>	<p>Susan Roth- Principal</p>	<ul style="list-style-type: none"> -thermometers -questionnaire -Hand sanitizer -Facemask. -Availability to access Zoom or other communication platform 	<p>Y</p>
<p>* Handling sporting activities for recess and physical education classes consistent with</p>	<ul style="list-style-type: none"> -After school sports program is temporarily on hold for current school year -Individual classrooms of students will function as pods and move around as 	<p>Same as yellow</p>	<p>Melena Overdorf- Pandemic Coordinator</p>	<ul style="list-style-type: none"> -Individual Playground equipment such as hula-hoops and plastic jump ropes -Sanitizing solution 	<p>Y</p>

<p>the CDC Considerations for Youth Sports</p>	<p>such. The school is in the process of developing a master schedule where times for recess will be implemented to prevent pods from interacting.- Recess equipment and playground equipment will be sanitized after each pod. Only one pod at a time is allowed out on the playground.</p> <ul style="list-style-type: none"> -PE and recess, encourage individual outside activities such as running, walking, -classrooms will have their own individual playground equipment which will be sanitized. -Create universal building rotation schedule to provide time for recess and outdoor activities for each pod -Students will have designated spot (visual on floor) to perform brain break -Building schedule will be designed with attention to minimizing interaction between classroom pods - Students and staff will wash their hands or use hand sanitizer, before and after being on playgrounds. - Social distancing of at least 6 feet during playground play will be reinforced. 			<p>and refillable spray bottles</p> <ul style="list-style-type: none"> -Microfiber rags -Gloves/goggles -Designated location/storage for used cleaning rags -System for putting rags into laundry and distributing clean rags for next day use. -Playground cleaning schedule and cleaning of individually used playground equipment. -Purchase of individual brain break/exercise spots. 	
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<p>Limiting the sharing of materials among students</p>	<p>-Students will have their own school supplies located within their own personal storage bin. Additional school supplies will be provided to the student for at home use only. -Students will not be allowed to bring toys or other items from home for the purposes of sharing. -Coats and outside gear will be hung on individual coat hooks within the classroom - All students will be assigned their own individual device (i-Pad or Chromebook) After receiving initial instruction on i-Pad care and usage within the first 2 weeks of school, students will then transport their i-pads back and forth to school. - To the limited extent that any items do need to be shared, disinfect such items frequently and promote hand washing before and after use of such shared equipment.</p>	<p>Same as yellow</p>	<p>Classroom teachers</p>	<p>-Every student to have individual school supplies including their own storage bin to prevent sharing -Installation of additional hooks within the classroom -disposable wipes or microfiber cloths to wipe down items that need to be shared/sanitizing solution - Individual student i-Pads/i-pad covers and chargers or Chromebook device.</p>	
<p>Staggering the use of communal spaces and hallways</p>	<p>Creation of master schedule so each student cohort group will utilize restroom and outside areas independent of each other. Staff and students to move in one direction to avoid crossing in communal hallways and spaces.</p>	<p>Same as yellow</p>	<p>Susan Roth- Principal</p>	<p>Schedule template Signage for one-way directions in hallways</p>	<p>Y</p>
<p>Adjusting transportation schedules and to create social</p>	<p>Extended arrival time and dismissal times.</p>	<p>Same as yellow</p>	<p>Melena Overdorf- Pandemic Coordinator</p>	<p>Transportation Schedule</p>	<p>N</p>

distance between students					
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> -Teachers will only be interacting with their own set of students -Classrooms will function as pods and will travel as such. -Only one pod permitted on the playground at a time. Playground equipment will be sanitized after each pod use. -Breakfast and lunch will be in classroom -Staggered dismissal procedures -Student will be dismissed from their classrooms and directed to their transportation vehicle. - If possible, hold classes in gyms, auditoriums, other large spaces or outdoors, where physical distancing can be maintained. 	Same as yellow	Melena Overdorf/ Nicole Jordan (cafeteria manager)	<ul style="list-style-type: none"> -Individual chairs and desks -Spot markers for visual for brain breaks - Hallway directional signage for arrival and dismissal 	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> -Provide a copy of the school calendar to all daycare providers, transportation companies and sending school districts. -Specify which students are designated as A or B students. -Provide drivers with an school approved transportation list for each run -Provide each teacher with their students transportation assignment 	Same as yellow	Melena Overdorf- Pandemic Coordinator	<ul style="list-style-type: none"> -Copies of the School Calendar -Creation of master list of all daycare providers/ transportation companies and sending school districts -Creation of student transportation list per driver - Creation of posted transportation schedule and student assigned provider in each classroom. 	

<p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> -Development of tardy/late station outside of the school building for students arriving between 8:30 and 9:00. -Parents of late arriving students must wait until their child has had their temperature checked and must sign-in their child with the reason for the tardy before leaving school grounds -Masks will be provided to parents who do not have a mask - Hold group meetings such as parent-teacher conferences, staff meetings, and curriculum planning virtually. - Discourage congregating in shared spaces, such as staff lounge areas. 	<p>Same as yellow</p>	<p>Jessica Nordai- Pupil Services Coordinator</p>	<ul style="list-style-type: none"> -Creation of tardy station -Temperature check thermometers -Hand sanitizer -Face Masks -Clipboards/pens -Sanitizing wipes -Social Distancing Signage 	
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Monitoring Student and Staff Health

Key Questions

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

- ☒ When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- ☒ Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: All students will have their temperatures checked by staff (who will be trained) at the exciting point closest to their vehicle. If a student has a fever of 100.4 or above, the student is to remain in the car and go home with their parents and remain the CDC guideline time. If a student arrives on the bus and has a fever, they will be directed to the modular unit entrance where they will remain until someone comes for them. They will also remain at home for the CDC guideline time. If the student develops a fever throughout the day, they are to immediately report to the nurse’s office, where temperature will be checked by the school nurse, and parents will be called to come for the child. If the school nurse is not available, the Pandemic Coordinator, Principal or other trained staff will take the student’s temperature. CDC guidelines for re-entry and cleaning of the nurse's office/modular unit will be utilized.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Arrival: Temperature will be taken via touchless thermometers. All temperatures will be taken by the Pandemic Coordinator, Principal or other trained Sylvan Heights Staff.</p> <p>Car Riders: Students' temperatures will be taken at the site of the vehicle at the point of arrival.</p> <p>Walkers: Students' temperatures will be taken at the temperature station located on the side of the building under the overhang. Any car rider/walkers presenting with a temperature of 100.4 or above will be sent home with the parent or guardian.</p> <p>- Bus riders: Bus riders will exit the bus and line up at the temperature station. Students who do not have a temperature will enter the via multipurpose room entrance way.</p> <p>Students who have a temperature of 100.4 or above will enter a separate entrance. Students will be designated to sit 6 feet apart in a designated room. The student's temperature will be taken again to verify accuracy. If the student does have a second temperature reading of 100.4 or above, the student's parents will be contacted and the student will be sent home. The School's Pupil Services Coordinator and Administrative Assistant will maintain updated contact information in the school's database.</p> <p>Day Care Riders: If the Daycare Provider can verify the students have already been screened, students will be allowed to enter the school building via the multipurpose entrance way. If the arriving student was not already screened, Sylvan Heights staff will take the student's temperature. If the student has a temperature of 100.4 or above, School will request the student be returned to the daycare provider. If this is not possible, the student will be directed to enter the building through a separate entrance. Staff will follow the same procedures for bus riders arriving with a temperature of 100.4 or above.</p> <p>If students or staff present with symptoms after their initial arrival to the school building, presenting staff/students will be sent directly to the nurse's office for a temperature reading and symptom screening. Staff/students presenting with a fever of 100.4 will be sent home.</p>	<p>-Same as yellow</p>	<p>Melena Overdorf</p>	<p>-Thermometers - Gloves/PPE - Creation of outside temperature station -Social Distancing signage both outside and inside the building</p>	<p>Y</p>
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<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>-Bus riders and/or daycare riders who arrive at school with symptoms or history of exposure will be isolated in a portable classroom. This portable classroom has its own outside entrance. -Parents will be directed to pick-up their child via the outside entrance way. Parents must show identification before the student will be allowed to be released. -Throughout the school day, students or staff presenting symptoms will go to the nurse's office to be quarantined and sent home.</p>	<p>Same as yellow</p>	<p>-Melena Overdorf -Susan Roth (if nurse is absent) -School Nurse</p>	<p>-Thermometers -Walkie Talkies -PPE -Plexiglass dividers in nurses office and portable classroom quarantine pod</p>	<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>-Follow CDC/ DOH guidelines for reentry -All items will be stored - The Pandemic Coordinator will contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor. - According to June 16, 2020 PDE guidance, the entire building does not need to be evacuated, - Sylvan Heights will wait at least 24 hours before cleaning and disinfecting. If such a time period is not feasible, Sylvan Heights will wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning will not be needed. - Sylvan Heights will close off areas used by the sick person and do not use again before cleaning and disinfecting. - Create a communication system to self-report symptoms and for notifying staff and families of exposures and closures. Schools should, however, take every measure to maintain the confidentiality of the affected individual.</p>	<p>Same as yellow</p>	<p>Melena Overdorf</p>	<p>-plastic bags for storage of items that might have been left</p>	<p>N</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>School Messenger, Dojo, Television Channels, and School Website and Emails; telephone calls if necessary.</p>	<p>Same as yellow</p>	<p>Melena Overdorf</p>	<p>-Smart phone -Master roster of names and numbers/emails</p>	<p>N</p>
<p>Other monitoring and screening practices</p>					

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: Staff will be provided with both a face shield and mask for use during the school day. Staff will be required to at least wear either the shield or a mask except when eating, and will be encouraged to wear both coverings if possible. Students must wear a mask unless eating. Masks will be provided to students who may not have one. In the event of staff becoming ill, there is a list of in-house staff members who are able to substitute at a moment's notice. These staff members are familiar with the school approved curriculum and have established rapport with students and their families. Under the school's blended learning plan, students will be assigned a 1:1 device. While Group A students are attending in-person instruction/ Group B students will participate via online instruction via apps and websites on their school assigned i-Pad. Additional pencil/paper work will also be sent home with the student. Remote instructional support for completing online assignments will be provided by Instructional Assistants. The school is in the process of purchasing curriculum to help promote student social and emotional health and well-being. Teachers are slated to receive professional development and ongoing classroom assistance provided by our school counselor. Both parents and staff will be provided information on referring students to the school's Student Assistant Program. Information will be sent home and is posted on the school's website. Additionally, the school intends to hire or subcontract Social Work services for the 2020-2021 school year to further support students' social and emotional health.

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	-Staff will only interact with assigned students -Student items will remain inside the classrooms- thus reducing hallway traffic and the need for supervision outside of the classroom -School nurse to review all student medical	Same as yellow	Principal and school nurse	-Hand sanitizer -Classroom cleaning products - Update/review nursing staff subcontract -Update/review MOU with advising Physician	Y

	<p>files</p> <ul style="list-style-type: none"> -School nurse to coordinate with administration and the school's contracting physician in developing a plan to keep higher risk students safe. <p>Student Physical Health and Safety:</p> <ul style="list-style-type: none"> -For students, Sylvan Heights will consider options for instructional models to be utilized as needed to meet students' unique health/safety needs which may consist of full-time remote instruction, full-time instruction on school grounds, or a hybrid instructional model. <p>To protect "vulnerable individuals" as defined by CDC (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) and to mitigate the risk of exposure to COVID-19, Sylvan Heights will seek to identify and support personnel in the following manner:</p> <ul style="list-style-type: none"> -Administration of a voluntary staff survey to identify school personnel and/or those in their care at higher risk for severe illness. -Once self-identified as an employee at high-risk, the School will conduct the interactive process under the American's with Disabilities Act, to include gathering appropriate medical documentation, to help guide the employee and School in identifying and implementing reasonable accommodations. - The School will establish a liberal leave policy and will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act. A "liberal leave policy" does not include automatic paid leave options. If 				
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	<p>an employee does not have appropriate paid leave</p> <p>Provisions for students and staff members who leave the Commonwealth of Pennsylvania and return from a State that has been identified by the Governor recommending self-quarantine – Students and staff will not be allowed to return to school until the self-quarantine has concluded (they should attend/work in the remote learning environment, in some capacity). Students and Staff who will need to self-quarantine are highly encouraged to discuss this with the building principal or their supervisor before a trip occurs in order to ensure proper measures are put in place.</p> <ul style="list-style-type: none"> - Discourage the use of perfect attendance awards and incentives - Face shields are available for all staff. <p>Face coverings are available for students.</p>				
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> -All staff will be provided with face shields and face masks. Masks will be required for all students as directed by any federal, state, or local mandates. -Practice social distancing -Staff will be given breaks to wash hands -Hand sanitizer will be provided -Installation of plexiglass for staff -Face coverings, such as masks or face shields, will be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup. -Individuals must wear a face covering (mask or face shield) unless they have a 	<p>Same as yellow</p>	<p>Melena Overdorf Classroom teachers</p>	<ul style="list-style-type: none"> -Face shields -Face masks 	<p>Y</p>

	<p>medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <ul style="list-style-type: none"> -Based on PDE guidance issued on 7/16/20, we will make accommodations to include an option for the use of transparent face coverings which provide the opportunity for more visual cues and should be considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers. – For individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield and increase physical distancing. -Teach and reinforce use of face coverings among all staff. -Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced. - Staff will not be required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task. - The school will have an adequate supply of face coverings and other personal protective equipment (PPE) at each school building and carefully monitor inventory. (See Pennsylvania COVID-19 PPE & Supplies Business-2-Business (B2B) Interchange Directory for assistance sourcing these materials.) 				
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<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> -Students will be provided with face mask and/or face shield. -School will provide face mask washing/drying service at the school for all interested families -Masks will be required for all students as directed by any federal, state, or local mandates. - All students will wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible. - Children who have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school will not be required to wear a face covering. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team. - Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering. - Will provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. - Allow students to remove face coverings when students are: <ul style="list-style-type: none"> 1. Eating or drinking when spaced at least 6 feet apart; 	<p>Same as yellow</p>	<p>Melena Overdorf- Pandemic Coordinator</p>	<p>Washer/Dryer Laundry Bags Laundry Soap Dryer Sheets Face Masks Face Shields CDC Face Shield Sanitizer</p>	<p>Y</p>
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	<p>2. Seated at desks or assigned workspaces at least 6 feet apart;</p> <p>3. Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or</p> <p>4. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p>				
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>-Students presenting with unique safety protocols, provided they have a doctor's order, will be allowed to participate via remote instruction and may qualify for homebound instruction if warranted.</p> <p>-Note: Parents opting out of in-person instruction, whether the student is high risk or if the parent is just concerned about in-person instruction does not qualify them for homebound instruction.</p> <p>-Continued Student Assistant Program training for staff. Review with staff the procedures for referring a student to the SAP team. Provide information to parents on how to obtain help for their child should the parent have concerns or questions.</p> <ul style="list-style-type: none"> - Collaborate with student's parent/guardian, medical provider, certified school nurse and school administrators to develop an appropriate educational plan of care for students (i.e., 504 Plan or IEP). - Determine how to meet student needs safely - Symptom screen medically fragile and high-risk students and the staff assigned to those classrooms, in addition to the symptom screening required prior to arriving at school. - Consider remote learning options when appropriate. 	<p>Same as yellow</p>	<p>Jessica Nordai- Pupil Services Coordinator</p>	<p>-Procedures for referring a student to the Student Assistant Program (SAP) -Procedure for filing doctor's orders per individual student file.</p>	<p>N</p>

<p>Strategic deployment of staff</p>	<p>-If a student is identified with a fever over 100.4, the student will be sent to the nurse's office. If a nurse is not available, the principal and/or other First Aid Approved staff will monitor. Parents will be contacted and the student will be sent home.</p> <p>-If a student vomits within the classroom setting, the class will be moved to another location. Staff will be deployed to clean and sanitize the affected area.</p> <p>-The school intends to hire or contract the services of a part-time social worker to provide counseling and information for families on how they can obtain additional agency support.</p> <p>- Training provided to staff on how to support students' social and emotional needs within the classroom and the teaching of coping strategies and other related skills.</p>	<p>Same as yellow</p>	<p>Principal- Susan Roth Pandemic Coordinator- Melenda Overdorf School Counselor- Marty Stevens</p>	<p>-Thermometers -PPE- goggles, gloves, foot covering, gown -Supplies for cleaning vomit (paper towels, cleaning solution, room/dustpan/mop/bucket/vacuum/carpet cleaning machine -Negotiate contract for social work services or hire a part-time social worker -Purchase of a school-wide social emotional curriculum and professional development on how staff will implement this curriculum and best support the emotional learning needs of their students.</p>	<p>Y</p>
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Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- 🔗 **Topic:** List the content on which the professional development will focus.
- 🔗 **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.

- 🔗 **Lead Person and Position:** List the person or organization that will provide the professional learning.
- 🔗 **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- 🔗 **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- 🔗 **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- 🔗 **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	All Staff	Susan Roth-Principal/CAO	Presentation via teleconference or in-person presentation	-Samples used for training purposes -Copies of procedures	August 10, 2020	ongoing
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All Staff	Susan Roth-Principal/CAO Melena Overdorf-Pandemic Coordinator	Presentation via teleconference or in-person presentation	-Materials to demonstrate social distancing -Copies of procedures	August 10, 2020	ongoing
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	All Staff	Susan Roth- Principal Melena Overdorf-Pandemic Coordinator Nicole Jordan-Cafeteria Coordinator	Presentation via teleconference or in-person presentation	-Materials to demonstrate social distancing -Copies of procedures	August 10, 2020	ongoing
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	All Staff	Susan Roth-Principal/ Carolyn Edwards-School Nurse	Presentation via teleconference or in-person training	-Hands-on demonstration -Copies of procedures	August 10, 2020	ongoing
* Observance of posted signs that promote	All Staff	Melena Overdorf-Pandemic	Presentation via	Hands-on demonstration -Copies of procedures	August 10, 2020	ongoing

everyday protective measures, and how to stop the spread of germs		Coordinator Carolyn Edwards- School Nurse	teleconference or in-person training			
* Identifying and restricting non-essential visitors and volunteers	Front Desk Personnel	Susan Roth- Principal	In-person training	-Hands on demonstration -Copies of procedures	August 17, 2020	ongoing
Handling activities for recess and physical education	All Staff	Melena Overdorf- Pandemic Coordinator	Presentation via teleconference or in-person training	Hands on demonstration -Copies of procedures	August 17, 2020	ongoing
Limiting the sharing of materials among students-school supplies	All Staff	Melena Overdorf- Pandemic Coordinator	Presentation via teleconference or in-person training	Hands on demonstration -Copies of procedures	August 17, 2020	ongoing
Limiting the sharing of materials such as i-Pads and Chromebooks- will need to provide training for at home use of i-pads	Parents/ guardians	Lori Lauver- STEM Coordinator	In-person training	-Hands-on demonstration -Access to view video presentation -Copy of directions for use	Beginning the week of August 10, 2022	ongoing
Limiting the sharing of materials such as i-Pads or student Chromebooks	Teachers and students	Lori Lauver-STEM Coordinator	In-person classroom training	Hands-on demonstration of proper i- Pad/chromebook used	August 24, 2020	ongoing
Staggering the use of communal spaces and hallways	All Staff	Melena Overdorf- Pandemic Coordinator	In-person training	-Hands-on demonstration -Copies of procedures	August 10, 2020	ongoing
Monitoring students and staff for symptoms and history of exposure	All Staff	School Nurse- Carolyn Edwards	Presentation via teleconference or in-person training	Hands-on demonstration -Copies of procedures	August 17, 2020	ongoing
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	All Staff	Melena Overdorf- Pandemic Coordinator School Nurse- Carolyn Edwards	Presentation via teleconference or in-person training	-Copies of procedures	August 17, 2020	ongoing
* Use of masks by all staff	All Staff	Melena Overdorf- Pandemic	Presentation via	-Copies of procedures	August 10, 2020	ongoing

		Coordinator School Nurse- Carolyn Edwards	teleconference or in-person training			
* Use of face coverings (masks) by older students	All Staff	Melena Overdorf- Pandemic Coordinator School Nurse- Carolyn Edwards	Presentation via teleconference or in-person training	-Copies of procedures	August 17, 2020	ongoing
Training provided to staff on how to support students' social and emotional needs within the classroom and the teaching of coping strategies and other related skills.	All Staff	Marty Stevens- School Counselor	Presentation via teleconference or in-person training	-Classroom curriculum materials	August 17, 2020	ongoing

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
Distribution of Health and Safety Plan and School Calendar	Sending School Districts	Susan Roth/Principal/CAO Anthony Taliani/Admin. Assistant	Email Posted to school's website	7-27-2020	On-going to reflect changes
Distribution of Health and Safety Plan and scheduled opportunities for questions	All Staff	Susan Roth/Principal/CAO	Zoom Staff meeting; email;	7-30-2020	7-30-2020
Distribution of Communication Letter	All returning families	Jessica Nordai/Pupil Services Coordinator	Communication Letter Mailed to all returning families (English)	7-31-2020	Ongoing to reflect

			and Spanish); Information posted to DoJo; School's Website; and Distributed via School Messenger		changes
Distribution of Communication Letter	All newly enrolling families	Jessica Nordai/Pupil Services Coordinator	Communication letter mailed to all newly enrolling families (English and Spanish); follow-up phone calls; email Registration for Class DoJo and School Messenger once students are fully enrolled.	7-28-2020	8-31-2020/or until all families have enrolled.
Distribution of Communication Letter	All community partners	Susan Roth/Principal/CAO	Email communication	8-10-2020	Ongoing to reflect changes
Communication of Safety Plan to all subcontractors	All subcontractors	Susan Roth/Principal/CAO Melena Overdorf/Pandemic Coordinator	Email and phone communication	7-27-2020	Ongoing to reflect changes

Health and Safety Plan Summary: Sylvan Heights Science Charter School

Anticipated Launch Date: August 31, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Sylvan Heights has contracted with a licensed and certified cleaning company to provide systematic daily cleaning during the evening hours. Additionally, this cleaning company will provide deep cleaning (including fogging and wiping down all surfaces) should the need arise due to confirmed positive COVID-19 cases at the school. Sylvan Heights has additionally contracted for all hard tile floor surfaces in food prep/kitchen areas and bathrooms, to be hard scrubbed, all

	<p>carpeted areas to be professionally cleaned via the hot water extraction method, and all bathroom stalls and tiled wall surfaces to be pressure washed prior to the start of the school year.</p> <p>All staff will be required to routinely clean and sanitize their assigned workspaces, classrooms or other designated areas. Additionally, Sylvan Heights has assigned an additional daytime staff member(s) to disinfect/wipe down high touch areas such as light switches, door knobs, bathroom faucets etc. while school is in session. To reduce the need for sanitizing water fountains and to reduce hallway traffic, Sylvan Heights will provide each student with a water bottle thus reducing/eliminating water fountain usage.</p>
	<ul style="list-style-type: none"> - Service Contract with H.B.McClure for quarterly HVAC service and maintenance - Interior vents dusted/cleaned quarterly by the contracted cleaning company. - Installation by H.B.McClure of a Needle Point Bi-Polar Ionization System to the existing HVAC System to improve air quality

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>Students sittings at tables or desks socially distanced facing same direction with a maximum of 11 students per class</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Meals delivered and served in classrooms</p> <ul style="list-style-type: none"> -Classroom teachers need to be aware of allergies. -Elimination of use of microwave for student lunches -Placement of flexible student desktop partitions to place on individual student desks while eating
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> -Train teachers and students on proper hand washing, social distancing, effective hygiene practices -Monitored in bathroom -Limit number of students allowed access to each bathroom to 3 or less.

*** Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

*** Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other

-Build bathroom breaks into schedule
-Availability of hand sanitizer before and after eating while in the classroom.

-Master schedule to eliminate cross traffic
-Directional arrows to prevent congestion and flow
-Signage to remind staff/students of proper handwashing and social distancing practices.

-After school sports program is temporarily on hold for current school year
-Individual classrooms of students will function individual cohorts thus limiting/eliminating contact with other.

-Master schedule of scheduled outside activities, scheduling one cohort at any given time, and allowing for the sanitization equipment and supplies between cohort usages. Elimination of basketball courts/hoop/balls that would otherwise encourage student to play/congregate in groups.

-Students will be provided with a list of Physical Education/at-home exercises for students to complete on their designated remote learning days.

-Students will have their own individually designated spot (visual on floor) to perform brain break during in-person instruction. Removal of all in-class small group carpets.

-Building schedule will be designed with attention to minimizing interaction between classroom pods within the school building.

-Students will have their own school supplies located within their own personal storage bin

-Coats and outside gear will be hung on individual coat hooks within the classroom

- All students will be assigned their own individual device (i-Pad or Chromebook)

-Universal building schedule will provide guidance and time for teachers to have pod use bathroom/recess. Students will wear their

learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

masks unless engaging in eating/drink/or outside recess.

-Extended arrival time and dismissal times.

-Teachers will only be interacting with their own set of students

-Classrooms will function as pods and will travel as such.

-Only one pod permitted on the playground at a time. Playground equipment will be sanitized after each pod use.

-Breakfast and lunch will be in classroom

-Staggered dismissal procedures

-Students will be dismissed from their classrooms and directed to their transportation vehicle.

-Use of walkie-talkies assigned to individual teachers and support staff to assist with communication especial during arrival and dismissal.

-Provide a copy of the school calendar to all daycare providers, transportation companies and sending school districts.

-Specify which students are designated as A or B students.

-Provide drivers with an school approved transportation list for each run

-Provide each teacher with their students transportation assignment

-Development of tardy/late station outside of the school building for students arriving after 8:30.

-Parents of late arriving students must wait until their child has had their temperature checked and must sign-in their child with the reason for the tardy before leaving school grounds

-Masks will be provided to parents who do not have a mask.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Arrival: Temperature will be taken via touchless thermometers. All temperatures will be taken by the Pandemic Coordinator, Principal or other trained Sylvan Heights Staff.</p> <p>Car Riders: Students' temperatures will be taken at the site of the vehicle at the point of arrival.</p> <p>Walkers: Students' temperatures will be taken at the temperature station located on the side of the building under the overhang. Any car rider/walkers presenting with a temperature of 100.4 or above will be sent home with the parent or guardian.</p> <p>- Bus riders: Bus riders will exit the bus and line up at the temperature station. Students who do not have a temperature will enter the via multipurpose room entrance way.</p> <p>Students who have a temperature of 100.4 or above will enter a separate entrance. Students will be designated to sit 6 feet apart in a designated room. The student's temperature will be taken again to verify accuracy. If the student does have a second temperature reading of 100.4 or above, the student's parents will be contacted and the student will be sent home. The School's Pupil Services Coordinator and Administrative Assistant will maintain updated contact information in the school's database.</p> <p>Day Care Riders: If the Daycare Provider can verify the students have already been screened, students will be allowed to enter the school building via the multipurpose entrance way. If the arriving student was not already screened, Sylvan Heights' staff will take the student's temperature. If the student has a temperature of 100.4 or above, School will request the student be returned to the daycare provider. If this is not possible, the student will be directed to enter the building through a separate entrance. Staff will follow the same procedures for bus riders arriving with a temperature of 100.4 or above.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>If students or staff present with symptoms after their initial arrival to the school building, presenting staff/students will be sent directly to the nurse's office for a temperature reading and symptom screening. Staff/students presenting with a fever of 100.4 will be sent home.</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>-Staff and students must be fever free for 24 hours without the use of fever reducing medication in order to be allowed remittance to the school building. Students will be provided with their i-Pad to take home and any additional paper/pencil/hands-on activities and necessary school supplies should the student feel well enough to attend school while at home.</p> <p>-All personal items to be sent home with the student at the time of dismissal.</p> <p>School Messenger, Dojo, Television Channels, and School Website and Emails</p>
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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>-Staff will only interact with assigned students</p> <p>-Student items will remain inside the classrooms- thus reducing hallway traffic and the need for supervision outside of the classroom</p> <p>-School nurse to review all student medical files</p> <p>-School nurse to coordinate with administration and the school's contracting physician in developing a plan to keep higher risk students safe.</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>-All staff will be provided with face shields and face masks. Masks will be required for all students as directed by guidance from PA DOH and CDC</p> <p>-Practice social distancing</p> <p>-Staff will be given breaks to wash hands</p> <p>-Hand sanitizer will be provided</p> <p>Installation of plexiglass for staff</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>-Students will be provided with face masks and/or face shields.</p> <p>-School will provide face mask washing/drying service at the school for all interested families</p> <p>-Masks will be required for all students as directed by guidance from PA DOH and CDC.</p>

Unique safety protocols for students with complex needs or other vulnerable individuals

-Students presenting with unique safety protocols, provided they have a doctor's order, will be allowed to participate via remote instruction and may qualify for homebound instruction if warranted.
-Continued Student Assistant Program training for staff. Review with staff the procedures for referring a student to the SAP team. Provide information to parents on how to obtain help for their child should the parent have concerns or questions.

Strategic deployment of staff

-If a student is identified with a fever over 100.4, the student will be sent to the nurse's office. If a nurse is not available, the principal and/or other First Aid Approved staff will monitor. Parents will be contacted and the student will be sent home.
-If a student vomits within the classroom setting, the class will be moved to another location. Staff will be deployed to clean and sanitize the affected area.
-The school intends to hire or contract the services of a part-time social worker to provide counseling and information for families on how they can obtain additional agency support.
- Training provided to staff on how to support students' social and emotional needs within the classroom and the teaching of coping strategies and other related skills.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Sylvan Heights Science Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 20, 2020**.

The plan was approved by a vote of:

 7 Yes

 0 No

Affirmed on: **July 20, 2020**

By:

(Signature of Board President)*

(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.