



# 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.

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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: Erie Rise Leadership Academy Charter School (ERLACS)

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):** September 1, 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)
Aubrey Favors	Interim CEO	Plan Development and Response Team
Jill Dent	Certified School Nurse (CSN)	Plan Development and Response Team
Marie Renshaw	Registered Nurse (RN)	Pandemic Crisis Response Team
Principal	Principal	Pandemic Crisis Response Team
John Leone	Supervisor of Housekeeping	Pandemic Crisis Response Team

Betty Jones	Supervisor of Busing	Pandemic Crisis Response Team
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## 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:** Cleaning and disinfection will occur within the school and buses at LEAST once a day, including door and sink handles and other high touch areas. An inventory log will be maintained to ensure adequate cleaning supplies on hand and sufficient time to re-order. Ventilation protocols will encourage opened windows and doors while maintaining safety of our students and staff. Cleaning staff will be assigned specific areas of the building to clean and disinfect while maintaining OSHA and CDC requirements as well as ERLACS protocols. Stakeholder-John Leone, Jill Dent and Marie Renshaw will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training will be provided in person by cleaning supplies sales representative. Preparedness will be measured with repeat instruction and random inspection by direct observation. All action steps will also be implemented for 21<sup>st</sup> Century after school program.

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>Cleaning and disinfecting frequently touched surfaces (doorknobs, sink handles, etc.) within the school and on school buses will be done at least daily and in between use as much as possible. Staff will be encouraged to clean their office space or classrooms as per the CDC guidelines.</p> <p>*Limited sharing of equipment or supplies should be encouraged. If equipment such as electronic devices are needed to be shared for educational purposes, the equipment <b>MUST</b> be disinfected by the staff member such as teacher or aide before another student can use.</p> <p>*Water fountains use will be prohibited. Bottled water or packaged drinks only.</p> <p>*Student's belongings need to be separated from others' and labeled.</p> <p>*Adequate ventilation should be encouraged, such as opening of windows and doors while keeping safety in mind (young students near windows with risk of falling). (Will also be implemented for 21<sup>st</sup> Century after school program).</p>	<p>Same as Yellow</p>	<p>John Leone- Housekeeping Supervisor and Jill Dent, CSN- (Ventilation)</p>	<p>Education, Cleaning Supplies</p>	<p>Y</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Spraying of disinfectants of any kind will be done without the presence of or a distance away from students to avoid respiratory irritation/inhalation. (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	John Leone- Housekeeping Supervisor and Jill Dent, CSN- (Ventilation)	Education, Cleaning Supplies	Y

## Social Distancing and Other Safety Protocols

### Key Questions

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

**Summary of Responses to Key Questions:** Student seating will be at least 6 feet apart and when not possible, barriers will be placed. Students will face the same direction while spaced to avoid facing one another. Adequate cleaning to mitigate spread. Student will not change classroom but rather the teacher(s) only. No use of communal spaces (Cafeteria) will be allowed aside from distancing while outside for recess or gym class. No contact sports or sharing of sport equipment. Hand sanitizer (60% ethanol or 70% isopropanol) will be available in the classrooms when soap and water are not feasible. Student transportation will follow CDC guidelines by limiting the number of students per bus trip. Social distancing will be followed with seating on the bus as well. All visitors must have an appointment before entering the building and limit time in the building as well as movement. Volunteers will be

at a reduced number and a *Health Checklist* must be completed, signed and approved by the Nurse Office before entrance into the building. All grades (K-8) will remain the classroom for instructions and meal time. Middle school grades (5-8) will not change classrooms but teachers will rotate into the classroom based on a schedule. Training will be given to stakeholder and ALL staff on social distancing and safety protocols. Training will occur prior to start of the 20/21 in school, school year. Training will be done by the Pandemic Team with repeat instruction and random inspections post education. All action steps will also be implemented for 21<sup>st</sup> Century after school program.

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>Student’s belongings need to be separated from others’ and labeled.</p> <p>*Students and staff should have seating at least 6 feet apart and not facing one another, when feasible. Modified seating should also be implemented on the bus.</p> <p>*Placing physical guides on the floor such as tape to reinforce distancing.</p> <p>*Consider marking “one way” routes on floors. (Will also be implemented for 21<sup>st</sup> Century after school program).</p>	Same as Yellow	Principal, Jill Dent, CSN, Marie Renshaw, RN will ensure guidelines are being followed by teaching staff.	Education, labels and tape	Y
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<p>Eliminate open meals in the cafeteria and use boxed, pre-packaged containers or serve plated meals in the classroom. Disposable utensils should be used and all food packages need to be discarded properly. (Will also be implemented for 21<sup>st</sup> Century after school program).</p>	Same as Yellow	John Leone- Housekeeping Supervisor	Disposable plates and utensils	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)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>The Nurse(s) will teach and reinforce hand washing for at least 20 seconds and use of hand sanitizer (at least 60% ethanol or 70% isopropanol) when soap and water is not available.            *Students and staff will be encouraged not to touch eyes, nose and mouth along with wearing a cloth mask while on school premises including the bus.            *Proper technique will be shown on how to cover a cough or sneeze. Tissues should be used once and then discarded immediately followed by hand washing or sanitizer. (Will also be reinforced for 21<sup>st</sup> Century after school program).</p>	<p>Same as Yellow</p>	<p>Jill Dent, CSN, Marie Renshaw, RN</p>	<p>Portable sink (soap/water), hand sanitizer, mask</p>	<p>Y</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>*Signs will be posted in highly visible areas such as school entrances and restrooms that promote everyday protective measures and ways to stop the spread of germs.            *Daily announcements over the PA system providing reminders on ways to reduce spread of Covid-19.            *Messages on the school website and social media account.</p>	<p>Same as Yellow</p>	<p>Principal, CEO</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Visitors, including parents must have an appointment prior to entry into the building. The appointment should be made 2-3 days in advance. Prior to the scheduled appointment, the Front Office staff will inform the visitor/parent wearing of a mask will be required and questions will be asked to inquire on travel, exhibiting of a cough or cold symptoms and advisement to delay the appointment if “yes” is answered to any of the questions. Upon entry-the Health questionnaire must be signed. *Visitors will be encouraged to limit time in the building and to avoid leaving the Front Office, when feasible. *Volunteers and College intern students should be reduced or eliminated temporarily.</p>	<p>Visitors, including parents must have an appointment prior to entry into the building. The appointment should be made 2-3 days in advance. Prior to the scheduled appointment, the Front Office staff will inform the visitor/parent to wear of a mask will be required and questions will be asked to inquire on travel, exhibiting of a cough or cold symptoms and advisement to delay the appointment. Upon entry-the Health questionnaire must be signed. *Visitors will be encouraged to limit time in the building and to avoid leaving the Front Office, when feasible. *Volunteers and College intern students should be allowed to return after completion of Health Checklist.</p>	<p>Principal</p>	<p>Parent/Visitor Health Questionnaire</p>	<p>Y</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Recess and physical education classes protocols will be followed as per the CDC guidelines (social distancing, no shared use of sport equipment or no contact sports) while in the Yellow phase. (Will also be implemented for 21<sup>st</sup> Century after school program).</p>	<p>Stagger recess and physical education classes to ensure adequate time to disinfect. Avoid shared use of sports equipment or gear including bottled water or sports drink. Label lockers and belongings. Avoid gathering in groups. (Separate plan for Youth Sports/basketball to be submitted)</p>	<p>Marie Renshaw, RN</p>	<p>Education, labels, markers, additional sports equipment</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	*Limited sharing of equipment or supplies should be encouraged. If equipment such as electronic devices are needed to be shared for educational purposes, the equipment MUST be disinfected by the staff member such as teacher or aide before another student can use. (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	Principal	Education	Y
<b>Staggering the use of communal spaces and hallways</b>	*Middle School Students should have a varying schedule with In School learning and Distance Learning- Monday, Wednesday and Friday alternating with Tuesday and Thursday. No use of the Cafeteria.	Same as Yellow	Principal	Education, Signage	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	*Students and staff should have seating at least 6 feet apart and not facing one another, when feasible. Modified seating should also be implemented on the bus such as one child per seat OR every other row. Varied bus schedule will need to be implemented. (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	John Leone- Housekeeping and Betty Jones- Bus Supervisor	Education, Tape, staff support	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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Limit number of students in classroom to 25, when feasible. *Student's belongings need to be separated from others' and labeled. *Students are to remain in the same group throughout day, when feasible. Encourage social distancing with students and staff. (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	Principal	Education, Teacher support	Y
<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>	Stagger drop off and pick up times for students if using alternative transportation aside from school bus.	Same as Yellow	Betty Jones-Bus Supervisor, Principal	Education, Bus monitors and drivers	Y
<b>Other social distancing and safety practices</b>	Increase workspace between employees, if possible. *Meetings should be via teleconference or phone. *Careful consideration with elderly or immunocompromised employees time in the building. *Cross-train employees to ensure continued operations if absenteeism increases. *Avoid work travel for meetings, trainings etc. until further notice.	Same as Yellow	Principal	Education, Computers	Y

## 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:** Temperature checks will be done to all staff before entering the school building. Temperature checks will be done daily and if any complaints or signs and symptoms of cough, difficulty breathing or fever. Parents will be encouraged to call Nurse Office PRIOR to sending child to school with any cold like symptoms. If staff, student or other school member becomes ill, he or she will be placed in the Nurse Office sick bay, transportation to home will be made and a required call to PCP will be reinforced. The ill individual's movement and contacts will be traced and decontamination will occur with touched surfaces. If a confirmed case of Covid-19 occurs in the school, tracing will occur and the individuals the positive Covid-19 contacted/exposure will self-quarantine and report to their Primary Care Physician (PCP) for further instructions. The individual with the positive Covid-19 confirmation will return to work as per PCP and CDC guidelines. A return to work slip must be provided to HR and/or the Nurse Office PRIOR to entry into the building. Accommodations to affected staff will be discussed with HR and Direct Supervisor to offer telework, if possible.

The Nurse Office will determine decisions regarding quarantine or isolation requirements of staff and/or students and when they can safely return once released from their PCP. Staff who do not feel safe to return to work will be offered telework, when possible or alternative job position. Ill student(s) will be encouraged to keep the Nurse Office up to date on their health and contact via Nurse office will be made to ensure student's concerns and needs are being addressed. If a student does not feel safe to return to school, he/she will be offered full time distance learning from home.

Student parent or guardian will be notified of exposure or potential exposure via phone call, if unable to reach by phone a letter will be sent home with the student. Student will be informed in person. Staff will be notified in person or by a phone call. The Nurse Office will be monitoring student and staff health. Continuing education on Covid-19 mitigation by following the CDC, PDE and DOH guidelines will be done daily by the Nursing staff. Daily meeting will be with the Nurse Office and Direct Supervisor for updates and potential changes to protocols. All action steps will also be implemented for 21<sup>st</sup> Century after school program.

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>	Daily temperature checks upon entry into the building for staff. *Students will be encouraged to visit the Nurse Office if any cold symptoms present while at school. *Parents are advised to contact the Nurse Office prior to sending child to school if any cold symptoms are present.	Same as Yellow	Jill Dent, CSN and Marie Renshaw, RN	Education, thermometers, teacher and parent support	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)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>If the student is found to have a fever* equal to or &gt; 100.4, the Nurse(s) will immediately contact the parent/guardian for the student's removal from the school. The Nurse will advise the student to wash his/her hands for at least 20 seconds and then be placed in the sick bay area. Student will be given a box of tissues and antibacterial sanitizing gel for use. Education will be given to the student on Infection Prevention. **The student will remain in the sick bay area to ensure he/she is &gt;6 feet from students/staff and don a mask. The nurse will place a pulse oximetry monitor to student's finger for continuous oxygen monitoring. If the student remains below 92%, breathing exercises will be completed with the student. If labored breathing presents and/or no rise in the pulse oximetry (&gt;92%), the Nurse(s) will call 9-1-1. The Nurse will continuously monitor the student's Airway, Breathing and Circulation (ABC's) while in the Nurse office and when/if the Nurse transports the student to home.</p>	<p>Same as Yellow</p>	<p>Jill Dent, CSN and Marie Renshaw, RN</p>	<p>Monitoring equipment, cleaning supplies, Staff and parental support</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	Contact with ill staff and student, release to return to work or school by PCP. Accommodations if preference to stay at home after recovery by staff or student.	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Education, computers, phones	Y
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Student parent/guardian will be notified of exposure or potential exposure via phone call, if unable to reach by phone a letter will be sent home with the student. Staff will be notified in person or by a phone call. *Student will be informed in person. *Updates will be posted on school's website and social media site.	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Education, computers. Phones and support staff	Y
<b>Other monitoring and screening practices</b>	Teachers, students, parent will be encouraged to contact the Nurse Office with any signs or symptoms of cold symptoms, including a fever. Random monitoring of social distancing in classroom and staff members will be used.	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Education	Y

## 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:** Cloth masks are required for all staff. Students are strongly encouraged, especially older students, and education will be given regarding need for wearing of masks, discouraging of face touching and ways to reduce spread of germs. Education will be given by the Nurse Office and reinforced by all staff members. High risk students and staff will be identified and discussed with Nurse Office, Direct Supervisor and the Pandemic Team to offer distance learning or telework, when feasible.

The CEO and Principal will have “standby” staff to ensure adequate coverage in the event of a staff illness. All action steps will also be implemented for 21<sup>st</sup> Century after school program.

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>	High risk students and staff will be identified and discussed with Nurse Office, Direct Supervisor and the Pandemic Team to offer distance learning or telework, when feasible.	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Student charts and staff past medical hx with permission	Y
* <b>Use of face coverings (masks or face shields) by all staff</b>	Cloth masks for all staff are required (Cloth masks are not surgical masks or respirators). (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Education	Y
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Students are strongly encouraged, especially older students, and they will have education regarding need for wearing of masks, discouraging of face touching and ways to reduce spread of germs. (Will also be implemented for 21 <sup>st</sup> Century after school program).	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Education, Masks for staff and students if unable to provide one for themselves	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>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Once a high-risk student is identified, distance learning will be offered. If refused, safety protocols using CDC, DOH and PDE guidelines will be implemented.	Same as Yellow	Jill Dent, CSN, Marie Renshaw, RN and Principal	Student's chart, education and flexibility of staff	Y
<b>Strategic deployment of staff</b>	A list of "Standby" staff will be created to ensure adequate coverage in the event of a staff illness/absence.	Same as Yellow	Aubrey Favors-CEO and Principal	Resumes, List of agencies with trained staff readily available	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
Infection signs and symptoms and reporting	Aubrey Favors, John Leone, Betty Jones, Principal, Jill Dent, Marie Renshaw	Jill Dent, CSN	Video conference	Informational packets emailed prior to meeting and word document during meeting	August 25, 2020	August 25, 2020
Cleaning, Sanitation and Ventilation	Aubrey Favors, John Leone, Betty Jones, Principal, Jill Dent, Marie Renshaw	John Leone, Supervisor of Housekeeping	Video conference	Informational packets emailed prior to meeting and word document during meeting	August 25, 2020	August 25, 2020
Safety and Social Distancing in the class room sports related activity	Aubrey Favors, John Leone, Betty Jones, Principal, Jill Dent, Marie Renshaw	Marie Renshaw, RN	Video conference	Informational packets emailed prior to meeting and word document during meeting	August 26, 2020	August 26, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Mitigation and Resiliency	Aubrey Favors, John Leone, Betty Jones, Principal, Jill Dent, Marie Renshaw	Aubrey Favors, Interim CEO	Video conference	Informational packets emailed prior to meeting and word document during meeting	August 27, 2020	August 27, 2020

## 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	Aubrey Favors, John Leone, Betty Jones Principal, Jill Dent and Marie Renshaw	Aubrey Favors, Interim CEO	Video conference	August 27, 2020	August 27, 2020

## Health and Safety Plan Summary: Erie Rise Leadership Academy Charter School (ERLACS)

**Anticipated Launch Date:** September 1, 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>	<p>Cleaning and disinfecting frequently touched surfaces (doorknobs, sink handles, etc.) within the school and on school buses will be done at least daily and in between use as much as possible. Staff will be encouraged to clean their office space or classrooms as per the CDC guidelines.</p> <p>Limited sharing of equipment or supplies should be encouraged. If equipment such as electronic devices are needed to be shared for educational purposes, the equipment <b>MUST</b> be disinfected by the staff member such as teacher or aide before another student can use.</p> <p>Student's belongings need to be separated from others' and labeled. Adequate ventilation should be encouraged, such as opening of windows and doors while keeping safety in mind (young students near windows with risk of falling).</p> <p>No use of water fountains will be allowed. Bottle water or packaged drinks only.</p>

### 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>	<p>Student's belongings need to be separated from others' and labeled. Students should have seating at least 6 feet apart and not facing one another, when feasible. Modified seating should also be implemented on the bus. Students will remain the classroom and no changing of classes will be allowed.</p> <p>No use of the cafeteria will occur. Meals will be provided and consumed in the classroom.</p>



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>Education will be given on hand washing and use of hand sanitizer when soap and water is not readily available.</p> <p>Signs will be posted on doors, bathrooms and education will be given by the Nursing Staff on ways to reduce spreading of germs.</p> <p>No contact sports will be allowed including use of sports equipment. Recess and gym class will be outside when possible while maintaining social distancing protocols.</p> <p>Shared materials will be limited. If shared, proper disinfecting as per CDC guidelines will be followed.</p> <p>No changing of classes will occur. Limits of student groups in hallways during bathroom breaks or exiting for recess/gym or during dismissal.</p> <p>Staggered bus schedule will be implemented.</p> <p>Limit 25 students per classroom and avoidance of changing of groups throughout day, when feasible.</p> <p>Varied schedule will be used at start of or end of the school day.</p> <p>CDC guidelines will be monitored closely and protocols will vary depend on expectations.</p> <p>Will also be implemented for 21<sup>st</sup> Century after school program</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
* <b>Monitoring students and staff for symptoms and history of exposure</b>	Daily temperature checks will be conducted on staff. Parents/Students are encouraged to call the Nurse Office if any signs or symptoms including fever are present.
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Ill students will be placed in Nurse Office and quarantined from other staff/students. Parent/Guardian will be notified for immediate pick up.
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	Returned ill staff, student or visitor will require a physician's release to return to the school building.
<b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b>	Avenues of communication by a robocall, public online posting/ social media site and a letter will be used.

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* <b>Protecting students and staff at higher risk for severe illness</b>	At home or distance learning will be offered.
* <b>Use of face coverings (masks or face shields) by all staff</b>	Cloth masks will be required for all staff members.
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Cloth masks by older students will be strongly encouraged.
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Accommodations will be made to ensure students' needs are met while maintaining a healthy learning environment.
<b>Strategic deployment of staff</b>	Adequate staffing and scheduling will be in place to provide uninterrupted education to our students.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Erie Rise Leadership Academy Charter School 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.