

ARP ESSER Health and Safety Plan   
Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA’s website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA’s ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students’ academic needs, and students’ and staff members’ social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC: 
   1. Universal and correct wearing of [masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fcloth-face-cover.html);
   2. Modifying facilities to allow for [physical distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) (e.g., use of cohorts/podding);
   3. [Handwashing and respiratory etiquette](https://www.cdc.gov/handwashing/when-how-handwashing.html);
   4. [Cleaning](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) and maintaining healthy facilities, including improving [ventilation](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html);
   5. [Contact tracing](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-resources.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fopen-america%2Fcontact-tracing-resources.html) in combination with [isolation](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html) and [quarantine](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html), in collaboration with State and local health departments;
   6. [Diagnostic](https://www.cdc.gov/coronavirus/2019-ncov/lab/pooling-procedures.html) and screening testing;
   7. Efforts to provide COVID-19 [vaccinations to school communities](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/schools-childcare.html);
   8. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
   9. Coordination with state and local health officials.

The LEA’s Health and Safety Plan must be approved by its governing body and posted on the LEA’s publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA’s publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA’s ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA’s plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

# Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

* [CDC K-12 School Operational Strategy](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools.html)
* [PDE Resources for School Communities During COVID-19](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx)
* [PDE Roadmap for Education Leaders](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/CreatingEquitableSchoolSystems/Pages/default.aspx)
* [PDE Accelerated Learning Thorough an Integrated System of Support](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/CreatingEquitableSchoolSystems/AcceleratedLearning/Pages/default.aspx)
* [PA Department of Health - COVID-19 in Pennsylvania](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx)

The Innovative Arts Academy Health and Safety Plan outlines our school's instructional and non-instructional school reopening activities for the 2020-21 school year and was created in consultation with the Allentown Health Bureau and regional health agencies.  As with all emergency plans, the Health and Safety Plan was developed and tailored to the unique needs of Innovative Arts Academy and created in consultation with local health agencies.  All school activities are informed by [Governor Wolf's Process to Open Pennsylvania](https://www.governor.pa.gov/process-to-reopen-pennsylvania/), the [Centers for Disease Control and Prevention](https://www.cdc.gov/), as well as the [American Academy of Pediatrics.](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/)

The Governor’s plan 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.  Depending upon the public health conditions in our county, there could be additional actions, orders, or guidance provided by the [Pennsylvania Department of Education](https://www.education.pa.gov/Pages/default.aspx) (PDE) and/or the [Pennsylvania Department of Health](https://www.health.pa.gov/Pages/default.aspx) (DOH) designating our county as being in the **red, yellow,** or **green** phase. There may be times that our county 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 in our local area.  The Innovative Arts Academy Health and Safety Plan accounts for changing conditions to maximize fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

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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: Innovative Arts Academy 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](https://www.governor.pa.gov/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: School remains 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: School 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 Trustees) and posted on the school entity’s publicly available website.

**Type of Reopening**

**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**

|  |  |  |
| --- | --- | --- |
| **Individual(s)** | **Stakeholder Group Represented** | **Pandemic Team Roles and Responsibilities  (Options Above)** |
| **Brad Schifko** | CEO | * Scheduling and coordination of Health and Safety Plan Meetings * When a Student or Staff Member Becomes Sick at School * Written Plan Coordinator |
| **Ernest Batha** | Curriculum & Instruction | * Teaching & Learning * Professional Development * Reviewer / Contributor |
| **Rocco Seiler** | Director of Operations | * Prevention Practices * Cleaning and Sanitizing * Reviewer Contributor |
| **Rakesh Patel** | Principal | * Entering/Exiting the Building * Social Distancing & Other Safety Protocols * Transitioning in Congregate Settings * Large Group Gatherings * Teaching & Learning * Reviewer / Contributor |
| **Emily Fulmer** | Vice Principal | * Entering/Exiting the Building * Social Distancing & Other Safety Protocols * Transitioning in Congregate Settings * Large Group Gatherings * Teaching & Learning * Reviewer / Contributor |
| **Cheryl Caines** | Acting Director of Special Education | * Special Education * Reviewer / Contributor |
| **Tanya Shankweiler** | School Psychologist | * Behavioral Health Supports * Reviewer / Contributor |
| **Jessi Asaro** | School Guidance Counselor | * Behavioral Health Supports * Reviewer / Contributor |
| **Anton Morris** | Custodian | Reviewer / Contributor |
| **Janine Gaeta** | Teacher | Reviewer / Contributor |
| **Rebecca Wilcox** | School Nurse | Reviewer / Contributor |
| **Board of Trustees** | Board of Trustees | Reviewer / Contributor |
| **Love Hennegan** | Parent | Reviewer / Contributor |
| **Robert Spengler** | Superintendent, CASD | Reviewer / Contributor |
| **Daniel Muthersbaugh** | Food Service, CASD | Reviewer / Contributor |
| **Jenny Casebolt Robinson** | Transpar Transportation | Reviewer / Contributor |

**Key Strategies, Policies, and Procedures**

* **Action Steps under Red Phase:** We have identified the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for Lehigh County in red. We have listed the discrete action steps for each requirement in sequential order.

* **Action Steps under Yellow Phase:** We have identified the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for Lehigh County in yellow. We have listed the discrete action steps for each requirement in sequential order.

* **Action Steps under Green Phase:**  We have identified the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for Lehigh County in green. We have listed the discrete action steps for each requirement in sequential order.

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**

Custodial staff work schedules will be adjusted to accommodate increased disinfecting practices during the day. The maintenance staff will be on call to assist with disinfecting as needed. Stockpiles of adequate PPE and disinfecting supplies will be purchased through the consortium or other approved vendors. Heightened cleaning, sanitation, disinfecting, and ventilation protocols and procedures will remain in effect as outlined below. Standard operating procedures will be provided to the custodial and maintenance staff and they will be trained on site prior to school starting on how to provide effective cleaning and disinfection according to the plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **Action Steps**  **under Red Phase** | **Action Steps  under Yellow Phase** | **Action Steps  under Green Phase** | **Lead Individual  and Position** | **Materials, Resources, and or Supports Needed** | **PD Required (Y/N)** |
| **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)** | ● Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.  ● Drinking Fountains will be shut down or covered  ● Shut down every other sink and urinal in bathrooms  ● Limit/post occupancy of rooms to ensure social distancing per CDC  ● Increase air exchanges through HVAC programming  ● Clean and disinfect classrooms as needed  ● Disinfect high touch areas as needed in hallways, stairwells, door knobs  ● Plexiglass dividers at work stations, offices and high traffic areas as deemed necessary by the Pandemic Team | ● Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.  ● Drinking Fountains will be shut down or covered  ● Shut down every other sink and urinal in bathrooms  ● Disinfect bathrooms multiple times per day and as needed  ● Limit occupancy of rooms to ensure social distancing  ● Increase air exchanges through HVAC programming  ● Clean and disinfect classrooms daily and as needed  ● Disinfect high touch areas multiple times a day in hallways, stairwells, door knobs, etc.  ● Disinfect buses and vans after the AM run and PM runs and as needed throughout the day  ● Plexiglass dividers at work stations, offices and high traffic areas as deemed necessary by the Pandemic Team | ● Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.  ● Drinking Fountains will be shut down or covered  ● Shut down every other sink and urinal in bathrooms  ● Disinfect bathrooms multiple times per day and as needed  ● Limit/post occupancy of rooms to ensure social distancing.  ● Increase air exchanges through HVAC programming  ● Clean and disinfect classrooms daily and as needed  ● Disinfect high touch areas multiple times a day in hallways, stairwells, door knobs, etc.  ● Disinfect buses and vans after the AM run and PM runs and as needed throughout the day  ● Plexiglass dividers at work stations, offices and high traffic areas as deemed necessary by the Pandemic Team | Director of Operations | *Stockpile of PPE*  ●       *face covering*  ●       *Shields*  ●       *Safety Glasses*  ●       *Gloves*  ●       *Stockpile of disinfectant*  ●       *Stockpile hand soap, hand sanitizer and paper towels*  ●       *Staffing adjustments will need to be made*  ●     *Stockpile of hand sprayers and disinfectant material*  [Signage to be Posted](https://drive.google.com/drive/folders/1ngctneJZa7DKVioSnokzC-fZQhWRciyE?usp=sharing)  [Handwashing toolkit](https://drive.google.com/drive/folders/15gnLdIN831m28SusT3NiS3gdEog4iY5r?usp=sharing)  [Types of PPE](https://drive.google.com/file/d/1bqsS3nrbEMlA1rJU-Ggu0Qg3BIFt3njJ/view?usp=sharing)  *Additional Information to Consider:*  [*https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html*](https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html)  *CDC Disinfecting Your Facility:*  [*https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html*](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  *CDC Protect Yourself:* [*https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html*](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  *CDC Symptoms:* [*https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html*](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)  *CDC COVID-19 and Children:* [*https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children*](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children)  *CDC Communication Resources:*  [*https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html*](https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html) |  |

**Social Distancing and Other Safety Protocols**

**Classroom/learning space occupancy / communal space usage**

IAA will maintain 6 feet of separation to the maximum extent feasible and a minimum of 3 feet in all common areas, hallways, and classrooms.  Hallways will include directional arrows to maintain walking on the right side as well as stairwells designated as up or down only.  Face coverings will be required for all movement in classrooms, hallways, and stairwells.  For the initial phase of reopening, students will not have access to lockers and will be required to carry necessary materials to class.  Locker access will be determined as conditions and needs change.  Faculty and staff will ensure students do not congregate in common areas, hallways, or stairwells.

Primary Food Serving Model (Serving meals in classrooms)

* Hand sanitizer will be made available for students and staff to use prior to eating.  Students eat breakfast and/or lunch in their classrooms.  Meals would be delivered by cafeteria staff and repurposed staff.  Repurpose staff to supervise lunches and classrooms. Staff required to wear face covering/coverings during meal preparation and service.  Continue to use a cashless payment system.  Use of pre-packaged boxes or bags for each student with accommodations for students with food allergies.  Students remain at their desks during meal distribution.

Alternate Food Serving Model / Overflow (Serving meals in cafeteria)

* Hand sanitizer will be made available for students to use prior to eating. Students remain at tables during meal distribution by cafeteria and repurposed staff.  Spaced seating for students and utilize outdoor seating or alternate indoor seating in large group areas (auditorium / cafeteria).  Adjust periods for more staggered meal delivery if necessary. Continue to use a cashless payment system.  Use of pre-packaged boxes or bags for each student with accommodations for students with food allergies.

Cleaning of auditorium / cafeteria and high-touch surfaces will be conducted after each meal service. Posters encouraging covering coughs and sneezes, and washing hands will be placed in these areas in sight of all students and staff.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **Action Steps**  **under Red Phase** | **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** | **Schools and Most Child Care Facilities Closed**  **Only essential staff** | ● Anytime students or staff are closer than 6ft, they must wear a face covering.  ● Classroom desks will face the same direction and be spaced at 6ft apart.  ● Create procedures for passing time to limit interaction in the hallway | ● Anytime students or staff are closer than 6ft, they must wear a face covering.  ● Classroom desks will face the same direction and be spaced at 6ft apart.  ● Create procedures for passing time to limit interaction in the hallway | Building Principals | *Stockpile of PPE*  ● *Face covering*  ● *Gloves*  ● *Stockpile of disinfectant*  ● *Stockpile hand soap, hand sanitizer and paper towels*  ● *Staffing adjustments will need to be made*  ● S*tockpile of hand sprayers and disinfectant material*  ● *Signage* |  |
| **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms** | **Schools and Most Child Care Facilities Closed**  **Only essential staff** | ● Procedures will be developed so that students cannot gather in the hallways at the start of school.  ● Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.  ● Communal water fountains and filling stations will be closed.  ● On the playground, students may only gather in small groups.  ● The use of cafeterias, auditoriums, gymnasiums, and libraries will be limited and used only to the extent that social distancing is possible.  ● Breakfast and lunch options will be reviewed including service through a take-out or “grab-and-go” option.  ● Students will not gather in a large group in the cafeteria for meals.  ● Individual hand sanitizing/washing before and after eating will be required.  ● If the weather permits, encourage special area classes to move outside in lieu of meeting students in their classrooms.  ● If weather permits, encourage physical education classes to use the grounds to offer more social distance for their relatively large classes. | ● Procedures will be developed so that students cannot gather in the hallways at the start of school.  ● Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.  ● Communal water fountains and filling stations will be closed.  ● On the playground, students may only gather in small groups.  ● The use of cafeterias, auditoriums, gymnasiums, and libraries will be limited and used only to the extent that social distancing is possible.  ● Breakfast and lunch options will be reviewed including service through a take-out or “grab-and-go” option.  ● Students will not gather in a large group in the cafeteria for meals.  ● Individual hand sanitizing/washing before and after eating will be required.  ● If the weather permits, encourage special area classes to move outside in lieu of meeting students in their classrooms.  ● If weather permits, encourage physical education classes to use the grounds to offer more social distance for their relatively large classes. | Building Principals |  |  |
| **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices** | **Schools and Most Child Care Facilities Closed**  **Only essential staff** | ● Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations and in accordance with this plan.  ● Hand soap, hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas will be provided | ● Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective Equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations and in accordance with this plan.  ● Hand soap, hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas will be provided | Director of Operations  Building Principals | [Handwashing toolkit](https://drive.google.com/drive/folders/15gnLdIN831m28SusT3NiS3gdEog4iY5r?usp=sharing) |  |
| **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs** | ● Signage will be posted at entrances, bathrooms, and throughout the facility. | ● Signage will be posted at entrances, bathrooms, and throughout the facility. | ● Signage will be posted at entrances, bathrooms, and throughout the facility. | Director of Operations  Building Principals | [Signage to be Posted](https://drive.google.com/drive/folders/1ngctneJZa7DKVioSnokzC-fZQhWRciyE?usp=sharing) |  |
| **Identifying and restricting non-essential visitors and volunteers** | ● Visitors will be restricted to essential contractors and services approved to operate in the red phase.  They will be escorted by an IAA essential employee and practice all safety protocols.  Volunteers will not be permitted | ● Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.  ● Hand sanitizer made available to all visitors prior to entering the building.  ● Designate entrance and exit flow paths utilizing social distancing protocols  ● Thermal Scanners will be available at each main office. All essential visitors are subject to a temperature check.  ● All essential visitors, such as service people, should be scheduled to enter buildings when students and staff are not present to the greatest extent possible  ● If parents, guardians, or visitors need to speak to an administrator or staff member, they should call the main office to schedule an appointment. All efforts will be made to address issues via telephone or video conference. If a face-to-face meeting is necessary, they will be scheduled after school hours.  ● Symptomatic visitors will not be permitted into the school  ● Face coverings will be required for all visitors entering the building and while visiting the building  ● Administration reserves the right to deny access to non-essential visitors and volunteers | ● Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.  ● Hand sanitizer made available to all visitors prior to entering the building.  ● Limit unnecessary congregations of visitors  ● Follow protocol for students/staff who feel ill/experience symptoms when they come to school  ● Visitors will be limited to essential appointments only.  ● If you must pick your child up for an unscheduled reason/emergency, call the main office and provide the necessary information prior to entering the building, so we can have your child ready as quickly as possible.  ● If you know you must pick your child up from school in advance, please notify the school the day before or by 9:00am of the day you are picking up your child.  ● Home screening of symptoms of illness will be required of visitors prior to entering the school.  ● Thermal Scanners will be available at each main office. All essential visitors are subject to a temperature check.  ● Symptomatic visitors will not be permitted into the school  ● Face coverings will be required for all visitors entering the building and while visiting the building | Director of Operations | ● Signage posted on office doors    Information posted on school website  ● Click [HERE](https://forms.gle/ZSPW5cHAHDzAnDSZA) for Employee Home Screening Questions (wellness check).  Coronavirus Warning Poster for Business Entrances:  <https://www.shrm.org/ResourcesAndTools/tools-and-samples/Pages/business-entry-coronavirus-warning.aspx>  *Protocol in place for student pickup/drop off such as staggered entry and release (by grade, class, or bus numbers) and marked spacing for pickup* |  |
| **Handling Physical education classes consistent with the CDC Considerations for Youth Sports** | ● Schools remain closed for in-person instruction. Instruction to be delivered utilizing online instruction | ● Outdoor activities, whenever feasible, are strongly encouraged  ● No contact team sports at recess or physical education class  ● No sharing of equipment  ● Focus on strength, individual skills, conditioning, agility or technique/strategy only  ● Locker rooms will be closed unless there is an extenuating circumstance with approval from the principal.  Students should come to school dressed to participate in PE or recess  ● Hand washing prior to and after ending any PE or Recess activity | ● Outdoor activities, whenever feasible, are strongly encouraged  ● Playground equipment is able to be utilized with an emphasis on social distancing to the greatest extent feasible.  ● Selective team sports introduced with exchange of equipment (balls/rackets) with sanitizing hands of each participant and equipment before and after each PE or recess  ● Discourage any unnecessary contact, create distance between players whenever possible, with social distancing to the maximum extent feasible for the activity  ● Clean and disinfect playing surface and equipment between uses and any frequently touched surfaces  ● Student must bring own water bottle  ● Consider exemptions / alternative activities or even expressed consent for participation for student(s) who do not want to participate or have an increased risk  ● Hand washing is essential prior to and after ending any PE activity  ● Locker rooms will be open and social distancing is still encouraged whenever possible.  Students have the choice of changing or not for PE class. | Director of Curriculum & Instruction  Building Principals | ***Sample Materials, Resources and/or Supports Needed***  *Stockpile of PPE*  ● *Face covering*  ● *Gloves*  ● *Stockpile of disinfectant*  ● *Stockpile hand soap, hand sanitizer and paper towels*  ● *Staffing adjustments will need to be made*  ● *Stockpile of hand sprayers and disinfectant material*  ● *Signage* |  |
| **Limiting the sharing of materials among students** |  | ● Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use.  ● Adjust instructional practices to limit the use of physical materials.  When they are required, disinfect frequently and before each exchange. Instruct students on the expectations for safety practice concerning the use of materials.  ● Turn off water fountains and allow students and staff to bring water bottles from home | ● Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use.  ● Adjust instructional practices to limit the use of physical materials.  When they are required, disinfect frequently and before each exchange. Instruct students on the expectations for safety practice concerning the use of materials  ● Turn off water fountains and allow students and staff to bring water bottles from home | Director of Curriculum & Instruction  Building Principals | ● *Individual student resource packs (class specific)*  ● *Use of virtual tools and resources to the greatest extent* |  |
| **Staggering the use of communal spaces and hallways** |  | For class changes and other transitions throughout the school day:  ● Provide additional time for transitions as needed  ● Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated  ● Plan staggered class changes to decrease number of students in hallways at one time (ex: by hall, odd/even room numbers, grade/discipline)  ● Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children) or have staff transition to student groups  ● Adjust bus drop off and pick up times at building levels. | For class changes and other transitions throughout the school day:  ● Provide additional time for transitions as needed  ● Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated  ● Plan staggered class changes to decrease number of students in hallways at one time (ex: by hall, odd/even room numbers, grade/discipline)  ● Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children) or have staff transition to student groups  ● Adjust bus drop off and pick up times at building levels. | Director of Operations  Building Principals | *Stockpile of PPE*  ● *Face covering*  ● *Signage* |  |
| **Adjusting transportation schedules and practices to create social distance between students** |  | ● Established protocols for bus stops, loading/unloading students to minimize congregation of children from different households  ● Whenever possible, parents/guardians should transport their children to and from school or allow the child to walk if they are at an appropriate age and are able to do so safely  ● No more than two students per seat, try to limit to one student.  ● Prior to first day of school, communicate the following expectations with parents/guardians/students:     ● Practice social distancing at bus stops.     ● Enter and exit bus/van practicing social distancing     ● Limit the amount of hand to surface contact in the bus     ● Maximum two students per seat     ● All occupants on the bus must wear face covering.  **Other Strategies:**  ● Home screening of symptoms of illness will be required for students and bus drivers/monitors prior to entering the school bus.  ● Symptomatic or sick students and transportation staff must stay home.  ● Make available hand sanitizer for students, bus driver, and monitors  ● Bus/van drivers/monitors will be required to wash hands before and after work shifts  ● Disinfectant spray will be on each bus and van  ● No field trips will be permitted, but virtual field trips will be allowed.  ● Limit and restrict Community Based Instruction based on safety concerns for students with special needs  ● No food or drink allowed on bus  ● Clean and disinfect frequently touched surfaces on the bus after each scheduled run  ● Inspect buses prior to students returning and as part of a regular rotation  ● Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers  ● Air out buses when not in use and drive with windows down when weather permits. | ● Established protocols for bus stops, loading/unloading students to minimize congregation of children from different households  ● Whenever possible, parents/guardians should transport their children to and from school or allow the child to walk if they are at an appropriate age and are able to do so safely  ● No more than two students per seat, try to limit to one student.  ● Prior to first day of school, communicate the following expectations with parents/guardians/students:     ● Practice social distancing at bus stops.     ● Enter and exit bus/van practicing social distancing     ● Limit the amount of hand to surface contact in the bus     ● Maximum two students per seat     ● All occupants on the bus must wear face covering.  **Other Strategies:**  ● Home screening of symptoms of illness will be required for students and bus drivers/monitors prior to entering the school bus  ● Symptomatic or sick students and transportation staff must stay home.  ● Make available hand sanitizer for students, bus driver, and monitors  ● Bus drivers/monitors will be required to wash hands before and after work shifts  ● Disinfectant spray will be on each bus and van  ● No field trips will be permitted, but virtual field trips will be allowed.  ● Limit and restrict Community Based Instruction based on safety concerns for students with special needs  ● No food or drink allowed on bus  ● Clean and disinfect frequently touched surfaces on the bus daily  ● Inspect buses prior to students returning and as part of a regular rotation  ● Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers  ● Air out buses when not in use and drive with windows down when weather permits. | Director of Operations  Building Principals | [Types of PPE](https://drive.google.com/file/d/1bqsS3nrbEMlA1rJU-Ggu0Qg3BIFt3njJ/view?usp=sharing)    CDC What bus transit operators need to know about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>      CDC Educational Materials: <https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html> |  |
| **Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students** |  | ● Designate entrance and exit flow paths utilizing social distancing protocols  ● Walk on right side of hallway  ● Wear face covering in hallway  ● Eliminate secondary bell schedules and teachers dismiss students  ● Allow students to carry materials to reduce transition time and student congregation at lockers | ● Designate entrance and exit flow paths utilizing social distancing protocols  ● Walk on right side of hallway  ● Wear face covering in hallway  ● Eliminate secondary bell schedules and teachers dismiss students  ● Allow students to carry materials to reduce transition time and student congregation at lockers | Director of Operations  Building Principals | [Types of PPE](https://drive.google.com/file/d/1bqsS3nrbEMlA1rJU-Ggu0Qg3BIFt3njJ/view?usp=sharing)  [Signage Samples](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)  Floor markings |  |
| **Other social distancing and safety practices** |  |  |  | Director of Operations  Building Principals |  |  |

**Monitoring Student and Staff Health**

All students, families, and staff will be trained on the signs and symptoms of COVID-19 and the importance of each person being vigilant in preventing the spread of COVID-19.  Training will include, but not limited to, the importance of staying home when any student or staff member is symptomatic.  Students will be required to wear a mask and staff will be required to wear a mask and face shield.  Students and staff will conduct daily self-monitoring before reporting to school with a checklist from the PA Department of Education.  The school nurse will evaluate, including taking temperature, any individual who presents symptoms of COVID-19.

Any staff, student, or school community member that becomes ill or has been exposed to an individual confirmed positive for COVID-19 will be required to wear a mask.  The individual will report immediately to the school nurse’s office for evaluation.  If necessary, the individual will be isolated from the rest of the school population until s/he is dismissed from school.  Any individual with symptoms will be required to get a COVID-19 test and obtain medical clearance prior to returning to school. A full virtual option will be offered for any individual unable or uncomfortable to return.

In the event of a confirmed staff or student illness or exposure, families will be notified via email, phone and postings on the school website.  Any changes to the HSP will be updated on the school website and communication will be sent via email and phone.  All staff will be trained on the protocols for monitoring student and staff health via the SafeSchools online training platform conducted during June - August 2020, and supplemental training sessions provided virtually or through live in-person sessions where and when feasible.  Implementation preparedness measures will be actively monitored by identified Lead and Administrative personnel.  Adjustments will be made on an on-going basis to ensure proper implementation of health and safety protocols as recommended by PA Department of Education, PA DOH, and CDC guidelines.

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| **Requirements** | **Actions Steps**  **under Red Phase** | **Action Steps  under Yellow Phase** | **Action Steps  under Green Phase** | **Lead Individual  and Position** | **Materials, Resources, and or Supports Needed** | **PD Required (Y/N)** |
| **Monitoring students and staff for symptoms and history of exposure** |  | ● We will train all staff and students on the signs and symptoms of COVID-19 and the importance of staying home if you are symptomatic  ● We will educate all families on the signs and symptoms of COVID-19 and the importance of keeping symptomatic children home from school.  ● We will educate staff on the importance of staying home if symptomatic.  ● We will require any individual who discloses symptoms to wear a mask if feasible.  ● We will require every day that the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.  ● The nurse will evaluate any individual who presents with symptoms  ● The nurse will only take the temperature of individuals who present with symptoms.  ● Students and their parents will be asked to self-monitor at home before sending children to school  ● Employees will be asked to self-monitor before reporting work.  ● We will utilize the check-list shared by the PA Dept of Education as common language about symptoms | ● We will train all staff and students on the signs and symptoms of COVID-19 and the importance of staying home if you are symptomatic  ● We will educate all families on the signs and symptoms of COVID-19 and the importance of keeping symptomatic children home from school.  ● We will educate staff on the importance of staying home if symptomatic.  ● We will require any individual who discloses symptoms to wear a mask if feasible.  ● We will require every day that the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic.  ● The nurse will evaluate any individual who presents with symptoms  ● The nurse will only take the temperature of individuals who present with symptoms.  ● Students and their parents will be asked to self-monitor at home before sending children to school  ● Employees will be asked to self-monitor before reporting work.  ● We will utilize the check-list shared by the PA Dept of Education as common language about symptoms | Director of Operations  Building Principals  School Nurse | Utilize Daily Wellness Check.    ● Students will utilize home screening questions found [HERE](https://forms.gle/ZSPW5cHAHDzAnDSZA).  ● Infrared thermometers    ● Adult and child-sized disposable masks |  |
| **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** |  | ● 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, we will do the following:    ● require the individual to wear a mask, if feasible    ● require the individual to report immediately to the nurse’s suite for further evaluation    ● Isolate the individual within the nurse’s suite until he/she is dismissed from school    ● Have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect    ● Provide appropriate PPE to staff and students in the nurse’s suite (assuming the individual was in the suite)    ● Require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning. | ● 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, we will do the following:    ● require the individual to wear a mask, if feasible    ● require the individual to report immediately to the nurse’s suite for further evaluation    ● Isolate the individual within the nurse’s suite until he/she is dismissed from school    ● Have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect    ● Provide appropriate PPE to staff and students in the nurse’s suite (assuming the individual was in the suite)    ● Require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning. | Building Principals  School Nurse  Assistant Deans | ● infrared thermometers  ● adult and child-sized disposable masks  ● PPE for School Nurses: face shields, masks, gloves  ● Designation or creation of quarantine area within or near each school’s Health Suite  ● Disinfectant spray  ● Paper towels  ● Hand sanitizer  ● Hand soap  ● list of local COVID-19 testing locations  ● PSD HR handout on COVID-19 testing and coverage |  |
| **Returning isolated or quarantined staff, students, or visitors to school** | **Returning isolated or quarantined staff, students, or school visitors to school**    SCREENING AND EXPOSURE PROTOCOL | ● A clearance from a medical provider or the DOH will be required before a staff member or student confirmed to have COVID-19 returns to school.  ● A clearance from a medical provider or the DOH will be required before a staff member or student following COVID-19 isolation or quarantine returns to school.  ● We will confer with the DOH to determine the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.  ● Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA).  ● A substitute teacher will be assigned while the teacher is absent.  ● Students who are unable to return will continue their studies virtually. School staff will check-in frequently with students who are unable to return. | ● A clearance from a medical provider or the DOH will be required before a staff member or student confirmed to have COVID-19 returns to school.  ● A clearance from a medical provider or the DOH will be required before a staff member or student following COVID-19 isolation or quarantine returns to school.  ● We will confer with the DOH to determine the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.  ● Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA).  ● A substitute teacher will be assigned while the teacher is absent.  ● Students who are unable to return will continue their studies virtually. School staff will check-in frequently with students who are unable to return. | Director of Operations  Building Principals  School Nurse | Additional copies of the Families First Coronavirus Response Act guidance for employee absence |  |
| **Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols** |  | ● We will consult with the DOH on decisions impacting the closure of classrooms or the school  ● We would consider closing a classroom, and/or school ONLY IF the DOH indicates the necessity to do so.  ● We will notify families in the event of a confirmed case of COVID-19 using strategies similar to the successful and well-established communication strategies used with measles, pertussis, and other infectious diseases that keep classrooms, and schools open.  ● For example, for the 14-day period following such a diagnosis, we educate stakeholders on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increased enforcement of social distancing  ● Notification would take place via emails and phone to families and posting on our websites. | ● We will consult with the DOH on decisions impacting the closure of classrooms or the school.  ● We would consider closing a classroom, and/or school ONLY IF the DOH indicates the necessity to do so.  ● We will notify families in the event of a confirmed case of COVID-19 using strategies similar to the successful and well-established communication strategies used with measles, pertussis, and other infectious diseases that keep classrooms, and schools open.  ● For example, for the 14-day period following such a diagnosis, we educate stakeholders on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increased enforcement of social distancing  ● Notification would take place via emails and phone to families and posting on our websites. | CEO  Director of Operations  Building Principals | ● One Call  ● School Website  ● Email  ● Social Media  ● Printed Media |  |
| **Other monitoring and screening practices** |  |  |  | Director of Operations  Building Principals |  |  |

**Other Considerations for Students and Staff**

Staff will have the opportunity to self-identify as high risk so accommodations can be made prior to returning to face to face instruction. Continuity of Education Plan should be followed for those students that may not be able to attend due to high risk. Remote learning and telework will continue as appropriate.

**Use of face coverings (face covering or face shields) by all staff and students**

It is expected that all staff and students wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transitioning through common areas of the school building or anytime within 6 ft of other staff or students.

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

Students that are vulnerable will be provided extra time to transition between classes to minimize contact with others.  Vulnerable students will also be given the option to participate in instruction remotely.

**Unique safety protocols for staff with complex needs**

Staff schedules will be adjusted as needed to reduce risk in accordance with the current instructional plan and will be directed to contact Human Resources if they believe they are high risk.

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| **Requirements** | **Actions Steps**  **under Red Phase** | **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** | **School buildings are closed**  **Only essential staff:**  Staff will have the opportunity to self-identify as high risk so accommodations can be made prior to returning to work. | ● To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.  ● We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals.   ● Staff who are at high-risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings. | ● To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff.  ● We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals.  ● Staff who are at high-risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings. | Director of Special Education    Building Principals    Co-Directors of Business & HR |  |  |
| **Use of face coverings (masks or face shields) by all staff** | ● It is required that all staff wear a face covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transitioning through common areas of the school building or anytime within 6 ft of other staff or students. | ● It is required that all staff wear a face covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transitioning through common areas of the school building or anytime within 6 ft of other staff or students. | ● It is required that all staff wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transition through common areas of the school building or anytime within 6 ft of other staff or students. | Building Principals    Co-Directors of Business & HR | * PPE as required and provided |  |
| **Use of face coverings (masks or face shields) by older students (as appropriate)** |  | ● It is required that students wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transitioning through common areas of the school building or anytime within 6 ft of other staff or students. | ● It is required that students wear a covering to assist in reduction of respiratory droplet contact when entering the building in accordance with business and building safety requirements and when transitioning through common areas of the school building or anytime within 6 ft of other staff or students. | Building Principals  Co-Directors of Business & HR | * PPE as required and provided |  |
| **Unique safety protocols for students with complex needs or other vulnerable individuals** |  | ● Allow vulnerable students to complete their coursework virtually  ● Allow an early transition for vulnerable students to go to classes | ● Allow vulnerable students to complete their coursework virtually  ● Allow an early transition for vulnerable students to go to classes | Director of Special Education  Building Principals  Co-Directors of Business & HR | * Scheduling accommodations |  |
| **Strategic deployment of staff** |  | ● Adjust schedules and assignments as determined by the current instructional model.  ● If a staff member believes they are high risk, they must contact the Human Resources Office | ● Adjust schedules and assignments as determined by the current instructional model.  ● If a staff member believes they are high risk, they must contact the Human Resources Office | Building Principals    Co-Directors of Business & HR | Governor’s mandate:  [***https://www.governor.pa.gov/covid-19/business-guidance/***](https://www.governor.pa.gov/covid-19/business-guidance/) |  |
| **Behavioral Health and Wellness** | ● Students and families have access to the school Guidance Counselor and School Psychologist   * [Talking to Children about COVID-19](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/TalkingtoChildren/TalkingtoChildrenCOVID19/Pages/default.aspx) * [Promoting Positive Learning Climates Online and at Home](https://www.education.pa.gov/Schools/safeschools/Pages/PositiveLearningClimates.aspx) * [Grief and Loss Resources](https://www.education.pa.gov/Schools/safeschools/MentalHealth/Pages/GriefLoss.aspx)   ● IAA Employees have access to the School Guidance Counselor and School Psychologist  ● IAA Employees have access to Behavioral Health Supports that may include:   * EAP Program - Provided in consultation with the CEO. * [Capital Blue](https://www.capbluecross.com/wps/portal/cap/provider/resource/mental) (Magellan Healthcare) | ● Students and families have access to the school Guidance Counselor and School Psychologist   * [Talking to Children about COVID-19](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/TalkingtoChildren/TalkingtoChildrenCOVID19/Pages/default.aspx) * [Promoting Positive Learning Climates Online and at Home](https://www.education.pa.gov/Schools/safeschools/Pages/PositiveLearningClimates.aspx) * [Grief and Loss Resources](https://www.education.pa.gov/Schools/safeschools/MentalHealth/Pages/GriefLoss.aspx)   ● IAA Employees have access to the School Guidance Counselor and School Psychologist  ● IAA Employees have access to Behavioral Health Supports that may include:   * EAP Program - Provided in consultation with the CEO. * [Capital Blue](https://www.capbluecross.com/wps/portal/cap/provider/resource/mental) (Magellan Healthcare) | ● Students and families have access to the school Guidance Counselor and School Psychologist   * [Talking to Children about COVID-19](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/TalkingtoChildren/TalkingtoChildrenCOVID19/Pages/default.aspx) * [Promoting Positive Learning Climates Online and at Home](https://www.education.pa.gov/Schools/safeschools/Pages/PositiveLearningClimates.aspx) * [Grief and Loss Resources](https://www.education.pa.gov/Schools/safeschools/MentalHealth/Pages/GriefLoss.aspx)   ● IAA Employees have access to the School Guidance Counselor and School Psychologist  ● IAA Employees have access to Behavioral Health Supports that may include:   * EAP Program - Provided in consultation with the CEO. * [Capital Blue](https://www.capbluecross.com/wps/portal/cap/provider/resource/mental) (Magellan Healthcare) | Guidance Counselor    School Psychologist    CEO | [School and Community Resources](https://iaacslv.net/resources/#mental-health)  [Northampton County Mental Health Services](https://www.northamptoncounty.org/HS/MENHEALTH/Pages/default.aspx)  [Lehigh County Mental Health Services](https://www.lehighcounty.org/Departments/Human-Services/Mental-Health)  [Lehigh / Northampton County Health Choices – Provider List](https://www.magellanofpa.com/media/4999/provider-directory-for-lehigh-northampton-oct-7-2019.pdf) |  |

**Health and Safety Plan Professional Development**

The success of the Innovative Arts Academy 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. Each area includes the professional development to be provided, the format in which it will be provided, as well as the resources to be utilized and the completion date.

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| **Topic** | **Audience** | **Lead Person and Position** | **Session Format** | **Materials, Resources, and or Supports Needed** | **Start Date** | **Completion Date** |
| IAA Health and Safety Plan | All Employees | B Schifko / CEO | Virtual Meeting/  Online | IAA Health and Safety Plan | August 2020 | As updates are made or new staff and students join IAA |
| How to Perform a Home Screening | All Employees | R Wilcox / Nurse | Video | Screening App / Form  Screening Protocol | August 2020 | As needed for new people to IAA |
| How to Properly Wear PPE Gear | All Employees | R Wilcox / Nurse | Video | PPE | August 2020 | As needed for new people to IAA |
| Coronavirus: Cleaning and Disinfecting Your Workplace - Safe Schools Online (10 mins) | All Employees | R Seiler / Operations | Online | Safe Schools Online webinars | July 2020 | September 1, 2020 |
| Recognizing and managing trauma and mental health issues during times of pandemic | Faculty | T Shankweiler / School Psychologist | TBD | Trauma Informed Protocol | August 2020 | Throughout school year |
| **Topic** | **Audience** | **Lead Person and Position** | **Session Format** | **Materials, Resources, and/or Supplies Needed** | **Start Date** | **Completion Date** |
| Conducting socially distant emergency drills and protocols during actual emergency events | Faculty | Building  Administrators  Principal  Vice Principal | TBD | Crisis Response Plan | August 2020 | Throughout school year as required |
| Screening Visitors | Office Personnel | R Seiler / Operations | TBD | Thermometers  Visitor questionnaire | August 2020 | As conditions change |
| Safe handling of food | CASD  Food Service | D Muthersbaugh / CASD Food Service | TBD | CASD  PPE  DOH Protocol | August 2020 | As conditions change |
| Using Webcams for instruction | Faculty | E Batha / Curriculum & Instruction | Video  Online  Live | Training videos,  webcams, microphones, computers, other technology | August 2020 | Throughout school year |

**Health and Safety Plan Communications**

Timely and effective family and caregiver communication about health and safety protocols and schedules are critical. The Innovative Arts Academy will ensure 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, the Innovative Arts Academy will establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in our community and amend the reopening plan as conditions change.

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| **Topic** | **Audience** | **Lead Person and Position** | **Mode of Communications** | **Start Date** | **Completion Date** |
| Health & Safety Plan Approval Communication | Community Stakeholders | B Schifko, CEO /  IAA Admin | Email, Website, Social Media, Virtual “Town Hall” | August 2020 | 1 day after approval |
| COVID-19 Training, Health & Safety Plan & Associated Protocols Review and Acknowledgement | IAA Staff | Director of Operations / Principal | Email | August 2020 | Ongoing |
| Health & Safety Building Level Plan Details | Faculty & Staff | Director of Operations / Principal | Google Meet | August 2020 | Ongoing |
| Health & Safety Building Level Plan Details | Parents/Guardians | CEO / Director of Operations / Principal | Email, Website, Social Media | August 2020 | Ongoing |
| Parent/Guardian Instructional Model/Transportation Selection | Parents/Guardians | CEO / Director of Operations / Director of Curriculum & Instruction | Google Form Response | August 2020 | August 2020 |
| Review and Reinforcement of Health & Safety Plan | Parents | CEO / Director of Operations | Email, Website, Social Media, Virtual “Town Hall” | August 2020 | Ongoing |
| Review of Key Components of Health and Safety Plan | Students | Principal / Asst. Principal | Traditional Instruction, Virtual Instruction, Morning Announcements, News Show, Hallway Signage, Daily Reminders, | August 2020 | Ongoing |

**Health and Safety Plan Summary: Innovative Arts Academy**

**Anticipated Launch Date: August 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**

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| **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)** | ● Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.  ● Drinking Fountains will be shut down or covered  ● Shut down every other sink and urinal in bathrooms  ● Disinfect bathrooms multiple times per day and as needed  ● Limit occupancy of rooms to ensure social distancing  ● Increase air exchanges through HVAC programming  ● Clean and disinfect classrooms daily and as needed  ● Disinfect high touch areas multiple times a day in hallways, stairwells, door knobs, etc.  ● Disinfect buses and vans after the AM run and PM runs and as needed throughout the day  ● Plexiglass dividers at work stations, offices and high traffic areas as deemed necessary by the Pandemic Team |

**Social Distancing and Other Safety Protocols**

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| **Requirement(s)** | **Strategies, Policies and Procedures** |
| **\* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**  **\* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**  **\* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**  **\* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**  **\* Handling sporting activities consistent with the** [**CDC Considerations for Youth Sports**](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html) **for recess and physical education classes**  **Limiting the sharing of materials among students**  **Staggering the use of communal spaces and hallways**  **Adjusting transportation schedules and practices to create social distance between students**  **Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**  **Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**  **Other social distancing and safety practices** | * Desks will be rearranged to allow for 6 feet of separation in every learning space. * Grab-n-go breakfast will be distributed to students after they complete the entry procedures.  Students will eat breakfast in their respective Homerooms. Grab-n-go lunch will be served in the classrooms. * Wash hands:   + Use of hand sanitizer upon entrance and exit from the building / classrooms / offices   + Frequent hand washing:     - Use soap and water for a minimum of 20 seconds   + Use hand sanitizer if soap and water are not accessible. * Signage will be posted at entrances, bathrooms, and throughout the facility. * Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols. * Outdoor activities, whenever feasible, will be conducted * No contact team sports at physical education class * No sharing of equipment * Focus on strength, individual skills, conditioning, agility or technique/strategy only * Locker rooms will be closed unless there is an extenuating circumstance with approval from the principal.  Students should come to school dressed to participate in PE * Hand washing prior to and after ending any PE activity * Sanitizing equipment prior to and after ending any PE activity * Each student will have their own Chromebook to use for instructional purposes. Desks will be disinfected in between exchange of classes. * All water fountains will be turned off. Students and staff may bring water bottles from home. * Increase of transition time between classes by 5 minutes. * Hallways will be marked to designate one-way flow of foot traffic. |

**Monitoring Student and Staff Health**

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| **Requirement(s)** | **Strategies, Policies and Procedures** |
| **\* Monitoring students and staff for symptoms and history of exposure**  **\* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**  **\* Returning isolated or quarantined staff, students, or visitors to school**  **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols** | Students, staff, and others will be monitored to ensure they are healthy and not exhibiting signs of illness by first educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19. Students and their parents, as well as employees, will be asked to self-monitor at home before sending children to school and/or reporting to school or work. We will educate parents/guardians, as well as staff, on the importance of keeping symptomatic children home from school.  Each day the first teacher (e.g. first period, homeroom, classroom teacher) that comes in contact with students, will remind students of the signs and symptoms of COVID-19, with reminders to go to the nurse immediately if feeling symptomatic. We will utilize the check-list shared by the PA Department of Health as common language about symptoms. The nurse will evaluate any individual who presents with symptoms. This will include only taking the temperature of individuals who present with symptoms. We will require any individual who discloses symptoms to wear a mask if feasible.  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, we will do the following:   * require the individual to wear a mask, if feasible * require the individual to report immediately to the nurse for further evaluation * isolate the individual within the nurse’s office until he/she is dismissed from school * have an area for isolation that is separate from others, is well-ventilated and is easy to disinfect * provide appropriate PPE to staff and students in the nurse’s office (assuming the individual was in the office) * require any individual who is sent home with symptoms to get a COVID 19 test or medical clearance prior to returning.   The school nurse, in coordination with the CEO and Principal and Director of Operations, will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. The Director of Operations will confer with the Department of Health as needed to assist in making these determinations.  We will require clearance from a medical provider or the Department of Health before a staff member or student who is confirmed to have COVID-19 returns to school for a full or hybrid schedule. Staff who are unable to return will be offered options per the Families First Coronavirus Response Act (FFCRA). These options were shared with all employees on March 26, 2020. A substitute teacher will be assigned while the teacher is  unable to perform their contractual responsibilities.  IAA will consult with the PA Department of Health on decisions impacting the closure of classrooms, or the school as a whole. In the event of a confirmed case of COVID-19, families, staff, and appropriate stakeholders will be notified using multiple communication media; One Call, Email, Social Media, and the School Website.  Any considerations for closures would only be made in consultation with the PA Department of Health.  All staff will be trained on the protocols for monitoring student and staff health via the SafeSchools online training platform, and supplemental training sessions provided virtually or through live in-person sessions where and when feasible.  Implementation preparedness measures will be monitored by identified Lead and Administrative personnel. |

**Other Considerations for Students and Staff**

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| **Requirement(s)** | **Strategies, Policies and Procedures** |
| **\* Protecting students and staff at higher risk for severe illness**  **\* Use of face coverings (masks or face shields) by all staff**  **\* Use of face coverings (masks or face shields) by older students (as appropriate)**  **Unique safety protocols for students with complex needs or other vulnerable individuals**  **Strategic deployment of staff** | As of July 1, 2020,  all staff and students are [mandated](https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf) to wear masks unless they qualify for an exception or are participating in an activity or situation where mask removal is permitted. According to subsequent information provided by the PA Department of Education, student mask removal is permitted when students are eating or drinking when spaced at least 6 feet apart; seated at desks or assigned workspaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face-covering breaks, recess, etc.).  To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. We will maintain regular communication with these students and their families to alert them to the presence of possibly infected individuals. Staff who are at high risk will be permitted and encouraged to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.  We will work with our substitute teacher provider (SOS) to ensure we have staff available for coverage. With the support of departmental leadership, substitutes will be guided to continue instruction in the teacher’s absence.  The Innovative Arts Academy school counselors and school psychologist are also available to assist students in person, via phone, or via online sessions. We will continue to provide counseling services as delineated in students’ IEPs. We also work frequently with local resources to provide additional resources to families. Our approach is to support the whole family as needed, connecting families with outside resources and agencies for our students’ long-term support. |

**Resources**

* CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
* CDC the Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
* CDC the Interim Guidance for Schools and Day Camps:  <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
* Process to Reopen Pennsylvania:  <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
* CDC People Who Need Extra Precautions:  <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
* CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
* CDC Considerations for Youth Sports:  <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
* PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public:  <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
* DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
* CDC Important Information About Your Cloth Face Coverings:

