



Updated 11/30/20 **Health and Safety Plan Template**

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

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

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

Health and Safety Plan: HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

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

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

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

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

Type of Reopening

Key Questions

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

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks). **Update:** All-remote and At-school options provided to families with each option following the same hybrid (A/B) schedule for each two week cycle alternating direct or synchronous instruction with remote day
- 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

Howard Gardener Multiple Intelligence Charter School (HGMICS) Instructional Model and Mitigation Plan

HGMICS opened school on August 31, 2020 with a Hybrid A-B schedule for in-person instructional model and an all-remote option. Our student body consists of a population of 300, approximately 25% (n-75) opted for an all-remote learning environment and the remaining students (n-231) opted for the Hybrid A-B in-person model. These students were divided into two separate and distinct cohorts and attend in-person or synchronous learning on alternate days. On the days the cohort does not receive in-person or synchronous instruction, they receive remote learning. Both the all-remote and in-person hybrid models are integrated into the Schoology learning management platform as described in detail in the Continuity of Education Plan, that

allows for consistency in both instructional models.

There have been several notable updates provided by the Commonwealth of Pennsylvania Department of Health and Department of Education regarding guidelines and recommendations aimed to assist Schools in their management of COVID-related concerns. The most notable of which is the Commonwealth's switch from Red-Yellow-Green terminology to Substantial-Moderate-Low terminology to monitor the rate of community spread of COVID-19. Changes to the terminology are reflected in this revision. Additionally, the most recent face covering/masks update issued 11/23/2020 by PA Dept of Health and the Matrix of minimum mitigation efforts for schools when identifying COVID cases and exposure that was issued by the PA Dept of Education on 11/23/2020; both documents are reflected in this revision.

The Commonwealth of Pa Department of Education recommends all-remote learning when a County is in the Substantial Range for two consecutive weeks. However, the ultimate authority to make this determination is left to the local School Board. Howard Gardner Multiple Intelligence School has created an internal quantitative and qualitative monitoring process to make recommendations to our school board to maintain Hybrid A-B in-person learning even in the event Lackawanna County is in the substantial range. This process consists of several quantitative elements; 1) Monitoring of daily case totals issued by Commonwealth of Pa DOH COVID-19 Dashboard and Early Warning System Monitoring Dashboard 2) PDE's Level of Community Transmission Table 3) Cases by zip codes relative to the residence of our student and staff population 4) Small Cohort size at HGMICS- maximum of 12 students per cohort and total enrollment less than 500.

Qualitatively, HGMICS presents several unique characteristics which enable us to safely offer in-person instruction even when the County is in the Substantial community spread stage. First and most importantly, the small cohort size enables us to maintain the required 6' social distance throughout the school day. The physical layout of the school enables us to isolate each cohort. The school is configured in a manner that the kindergarten (1 class), primary level (3 classes), intermediate level (3 classes), upper level (3 classes) and senior level (3 classes) are each isolated from the other levels. Each level has its own wing which decreases the opportunity to interact with the other levels. Most of the classrooms have individual restrooms and sinks which enable the cohorts to remain separated, employ frequent hand-washing, and lessens the opportunity for interaction with other cohorts. Combined, these factors increase our ability to maintain required social distancing and enable us to mitigate the possibility of spread and cross-contamination. HGMICS medical office and Pandemic team instituted an internal tracking system to monitor and track all student and staff exposure. Additionally, this system is used as a clearing house to ensure the individual completes any CDC recommended isolation, quarantine, symptom check or submits required negative test results or primary care physician's documentation. Lastly, HGMICS relies on excellent familial and parental support to enforce safety guidelines and potential exposures. Upon receipt of a potential exposure procedures are put in place to follow CDC guidelines regarding isolation and quarantine. Strict adherence to these guidelines are enforced.

Additionally, HGMICS monitors any COVID-19 exposures in the school proper. In the event we experience a positive case, we utilize the PDE Recommendation for Small Schools (<500 students) Pre-K-12 School Guidance, updated 11/23/20, to respond to cases in our school. The Pa. DOH is contacted and we immediately report a positive case and adhere to all recommendations provided. The Matrix for responding to cases in schools is closely followed, at a minimum. Our ability to isolate students enable us to shorten the required time-period to clean, sanitize and disinfect the school. HGMICS is committed to providing a safe environment conducive to learning using all the above information to make a recommendation for in-person hybrid learning when Lackawanna County is in the Substantial Phase.

These factors are analyzed and studied to determine the HGMICS recommendation for either in-person or all-remote learning models. Other resources are also considered in the decision-making process, including Policy statement issued by Children's Hospital of Philadelphia (CHOP). There is no existing

evidence that has been published or released from a reputable health organization indicating that in-person learning in schools contributes to community spread. Likewise, there is no existing evidence that school closures alone will slow spread in our community. When the HGMICS Health and Safety Plan is followed, we have not observed any spread among students or staff. All positive cases brought to school have been traced to exposures outside of our school, mostly household contacts and social gatherings, these exposures will continue to occur regardless of our learning model. Strict adherence to our Health and Safety plan make us uniquely qualified to provide information and resources to our entire community in the event an exposure occurs.

Based on these factors Howard Gardner Multiple Intelligence School will continue with in-person learning while in the Substantial phase, absent to a direct in-school exposure or internal spread. If such an exposure does in fact occur in our school, we will rely on the PDE Matrix Recommendation for Small School Schools handling of positive case(s) and guidance provided by the PA Department of Health.

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)
Update: Joe Ross, Dir Facilities/Security	Pandemic Coordinator	Both
Dr. Marie A George, CEO	School, Community and Administration	Both
TreeAnne McEnery, Principal	Students, Parents and School Instructional Staff	Both
Amy Ryan, Nurse	Parents, Students and Staff Health	Both
Jade Volchoff, Counselor	Parents, Students and Staff	Both

Renee Dougherty, Human Resources Manager	Employees	Both
Patty Biko, Operations Coordinator	Transportation & School Lunch Program	Both
Joseph Ross, Director Facilities and Security	School Safety, Security and Facilities	Both
AJ Samuels, Parent, Member of Safety Committee	Parents and Guardians	Both
Dr. Debra Georgetti, School Physician/Pediatrician	Staff and student health policies	Both
Colleen Coolbaugh, School Psychologist	Staff and Students	Both
Jeri McNulty, Title I Teacher	Students and staff	Both
Janet Kania, School Secretary	Visitor Protocols	Both
Suppi Chandragiri, Teacher Aide	Staff and Students	Both
Kim Wall, In-house Substitute Teacher	Student and staff	Both
Marilyn Caputo, Teacher Aide	Staff and Students	Both
Michael Abballe, Information Technology	Parents, students, staff	Both
Bryan Kerns, Facility Manager	Staff and students	Both
Chuck Wallinger, Business Manager	Administration	Both

Kim Hoskins, Science Teacher	Instructional staff and students	Both
Nick DeConzo, Learning Support Teacher	Special Education Students and staff	Both
Amanda Conti, Middle School Teacher	Students and Instructional Staff	Both
Arielle May, Elementary School Teacher	Students and Instructional Staff	Both

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 Substantial Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in Substantial. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Low/Moderate Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as Low/Moderate. If implementation of the requirement will be the same regardless of county designation, then type “same as Substantial” 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:

*A detailed cleaning, sanitizing and disinfecting schedule will guide protocol and staff/service provider requirements. The entire school will be deep cleaned and disinfected during summer 2020, prior to the start of school. This includes for each classroom - walls, floors, vents, desks and chairs. All cleaning and disinfection supplies are ordered through American Janitor with detailed OSHA specifications provided, catalogued and meet CDC Guidelines. Daily extensive cleaning at the end of each school day will be done by a professional cleaning service. During the school day wipe downs, including before and after lunch will be done, and more frequently for touchpoints e.g. rails, doorknobs and the Medical Office. **Update:** A daytime cleaning person will be an added service from Bull Dog Cleaning Service for the school year.*

*Each classroom has a dedicated bathroom/water source and frequent/scheduled handwashing will occur. Student handwashing routines will be scheduled and monitored. With a student body of 296 **Update:** 300, there are 18 bathrooms throughout the building allowing limited numbers for each bathroom. Hands-free soap dispensers are installed in each bathroom and hand sanitizer dispensers (also hands-free) are located throughout the school, near entrances/exits and classrooms. **Update:** Teachers will be supplied with an ultraviolet wand for use sanitizing shared classroom materials. A portable outdoor handwashing station will be rented and placed nearby the recess areas.*

A new air filtration system provides an enhanced air circulation and purification throughout the building. Ion generators were installed in each of the six rooftop HVAC units. The iWave Aire Purifier reduces pathogens, allergens, particles, and odors. Throughout the school year, air quality tests are performed on a regular basis.

Filtered water is available at water dispensers/ fountains throughout the school and near each classroom; the lower or fountain area of each unit will not be in use but the upper portion that provides filtered water dispensed via sensor, will be available for students and staff to fill their water bottles.

Written safety and sanitizing protocols will be distributed to all staff, included in an Addendum within the Employee Handbook with training scheduled during the August 17-28 timeframe. Employees will demonstrate the required protocols as an expected outcome prior to students' return. To augment the in-house training, a virtual presentation by a safety trainer from the Northeast Intermediate Unit (NEIU19) will be provided to all staff. The School's Director of Facilities and Security/Pandemic Coordinator will monitor all established protocols throughout the year and provide refresher training as needed.

Requirements	Action Steps under Substantial Phase	Action Steps under Low/Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms,</p>	<p>1. Bull Dog Cleaning service will begin deep cleaning of the entire building prior to the start of school including classroom walls, floors, vents and all bathrooms. 2. Classroom floors, desks and chairs will be sanitized daily. 3. During each school day desktops will be wiped down</p>	<p>1. Bull Dog Cleaning service will begin deep cleaning of the entire building prior to the start of school including classroom walls, floors, vents and all bathrooms. 2. Classroom floors, desks and chairs will be sanitized daily. 3. During each school day desktops will be wiped down</p>	<p>Bryan Kerns, Facilities Manager</p>	<p>Disinfectants, cleaning supplies, materials needed for projects</p>	<p>Y</p>

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<p>drinking fountains, hallways, and transportation)</p>	<p>before and after lunch; before and after class projects as needed. 4.Lower portion of drinking fountains will be disconnected but upper portion that is touchless and dispenses filtered water will be available to staff and students. 5. Touchpoints will be sanitized throughout the day – rails in hallways, door handles. 6. Transportation protocol arranged by each school district that provides transportation to students and coordinated with the School 7. Isolation room will be cleaned immediately after use with cleaning personnel wearing appropriate PPE 8. Nurses office will be disinfected and cleaned at several intervals during the day and after school 9. Update: Daytime cleaning person hired</p>	<p>before and after lunch; before and after class projects as needed. 4.Lower portion of drinking fountains will be disconnected but upper portion that is touchless and dispenses filtered water will be available to staff and students. 5. Touchpoints will be sanitized throughout the day – rails in hallways, door handles. 6. Transportation protocol arranged by each school district that provides transportation to students and coordinated with the School 7. Isolation room will be cleaned immediately after use with cleaning personnel wearing appropriate PPE 8. Nurses office will be disinfected and cleaned at several intervals during the day and after school 9. Update: Daytime cleaning person hired.</p>		<p>Update: include additional daytime cleaner in Bull Dog service contract</p>	
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>1.Air filtration system installed in 6 rooftop HVAC units. 2. Deep clean the kitchen area on a weekly basis. 3. All instructional materials used will be sanitized after each use and prior to its use. 4. Copy machines will be sanitized after each use 5. Additional sanitation of bathroom sinks, faucets, commodes. 6. Handsfree wastebaskets throughout the school. 7. Update Ultraviolet wands used by teachers in all classrooms 8. Update: Outdoor handwashing station near recess areas</p>	<p>1.Air filtration system installed in 6 rooftop HVAC units. 2. Deep clean the kitchen area on a weekly basis. 3. All instructional materials used will be sanitized after each use and prior to its use. 4. Copy machines will be sanitized after each use 5. Additional sanitation of bathroom sinks, faucets, commodes. 6. Handsfree wastebaskets throughout the school. 7. Update: Ultraviolet wands used by teachers in all classrooms 8. Update: Outdoor handwashing station near recess areas</p>	<p>Joe Ross, Director Facilities and Security</p>	<p>Written protocols, MDS catalogue for safe use of cleaning agents etc. Wands purchased Portable handwashing station rented</p>	<p>Y</p>

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

Attention to social distancing and safety protocols will be reinforced through training and frequent reminders about the importance of all social distancing, facial coverings and safety protocols.

The sq. footage of classrooms, conference rooms and gathering spaces are recorded and capacities identified for the number of individuals distanced at 6ft. When distanced at 6ft and wearing masks, the entire student body of 296 300 students can return; if distanced at 6ft, then half of the student body could be in the building at one time, which would necessitate a rotational A/B two-week hybrid learning schedule. There will be a few student exceptions for the A/B rotational schedule to include students with IEPs and Section 504 Plans who will be provided the option to be at the school for five days each week as well as staff who have their child(ren) enrolled in the school.

Applying a small cohort model is well-suited to our School, which has small classes and low student-teacher ratio. We aim to minimize student movement throughout the building and encourage outdoor activities and classes. Students will have all their subjects in their homeroom.

With 6ft distancing 12 students and 1-3 adults are easily accommodated in our classrooms. Classrooms will be rearranged with desks facing front and unnecessary furniture removed. All subjects will be taught, and teachers will go into each classroom. Specialty teachers, who teach all students, will teach in blocks of 3 weeks with a subset of the student population, thereby minimizing their exposure to the entire student body. The majority of classrooms have adjacent breakout rooms for additional distancing or classroom activities to occur. Students will remain in their classroom except for recess, lunch and outdoor activities. Each classroom (K-6) has a dedicated bathroom for students, which further limits the students mingling with others.

Lunch will be available through the school lunch program either served in the cafeteria (low/moderate phase) or served with enhanced mitigation efforts while in the (Substantial). If the latter, an additional lunch period will be added to reduce the number of students in the cafeteria at one service. When the cafeteria is made available, a hot lunch, a la carte and Smart Snacks will be available through a regular system of meal reservations and the cashless system available in Sycamore. When the multipurpose room is used for lunch times, social distancing will be followed at 6ft with the required 25-minute lunch time. The lunch times have been staggered to allow the tables to be sanitized and disinfected between use.

Student instructional supplies and textbooks will be individually assigned, stored in his/her desk, cubby, assigned container or locker. Electronic devices supplied by the school will be assigned to each student along with a carrying case and charger that can be taken home. Materials brought into or returned to the school, such as the electronic device will be required to be sanitized, as appropriate, at the start of the school day. For those shared instructional materials, such as required for Montessori task work, they will be sanitized immediately after each use.

Adherence to the Executive Order **UPDATE: and PDE guidance of November 23, 2020 on wearing masks will be adhered to and will affect individuals in the school as follows. Students and staff must always wear facial coverings except when eating or during mask breaks that will not exceed 10 minutes. When outdoors, attention to social distancing will be monitored and masks must be worn outdoors.** If for health reasons, a shield may be worn. If for instructional purposes, a shield is requested then 6ft distancing must always be followed. For staff deemed at risk, both shield and a mask may be advised. The School will supply masks and/or shields for staff; students may supply their own masks/shields however the School will have a supply of child size disposable masks available, as needed.

The school has one large gathering area - the Multipurpose Room - and during the school day during the Low/Moderate Phase this room will primarily be used for lunch and physical education. The employee lounge will not be used for sit-down dining but use of the kitchen appliances and water source will continue to be available to all staff. Employees are encouraged to eat in their offices or outdoors (picnic tables available), weather permitting. Handwashing will take place on a frequent basis; a water source is available in all but one homeroom allowing for frequent handwashing between and even during classes.

Update: A portable handwashing station is available adjacent to recess areas. Hands-free soap dispensers are installed in all bathrooms. Additionally, hands-free sanitizing stations will be located throughout the building and within the one classroom without a

water source for 7/8 grade students. Hands must be sanitized upon entering and exiting the building and before entering and leaving the Medical Office. Hand-sanitizing stations will be placed in the lobby and exit doors used for arrival/dismissal and recess times.

The School follows the transportation plans for each of the sending school districts (n=12) that students reside and will adhere to those plans. It is unlikely that more buses or vans will be added. Their transportation plans will be the basis for distancing of students when seated on the bus/van and for cleaning after each run. For those parents who drop off/pick up their students, masks/face covering must be worn while on school grounds, staggered and scheduled time slots may be assigned to accommodate distancing for student arrival/dismissal times. When feasible, families will be encouraged to transport their child(ren) to and from school. Students will no longer congregate in the Multipurpose Room as part of arrival/dismissal and instead proceed directly to or from their classroom to the designated exit path/door. The main hallway will be unidirectional.

Visitors to the building will be limited and the priority for admission to the School will be those visitors who provide needed services to the building and those individuals directly related to the instructional or health needs of the students and staff. Parent conferences and IEP meetings will be held remotely. Student evaluations by the School Psychologist will resume and take place in a room with appropriate safeguards. Parent Forum classroom volunteers will be engaged remotely during the 20-21 school year. Training on all safety protocols (mask wearing/removal; handwashing; PPE) will be provided for staff and students with demonstrations required to determine effective understanding and application.

Update: All visitors will have their temperature taken prior to be allowed into the lobby area of the school when COVID-related screening questions are answered and security information recorded in the Raptor system, including a cell phone number. Should any questions about granting access to a visitor arise, the HR Manager and/or Director, Facilities/Security will be contacted for assistance. Staff will self-monitor themselves upon entry using the infrared facial recognition scanner that will record all temperatures on an ongoing basis.

Requirements	Action Steps under Substantial Phase	Action Steps under Low/Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Classroom square footage ranges to accommodate 14-20 persons. Hybrid A/B Schedule permits the School to provide adequate physical distancing within classrooms.</p> <p>Assess physical setups for all classrooms/learning spaces and make modifications as needed - desk set-ups; plexiglass barriers, removal of extra furniture to increase available space etc.</p> <p>Student desks spaced at 6ft distancing and facing one direction.</p> <p>Tables used for instruction will have students sitting on one side of the table.</p> <p>Students will be contained to their homeroom classroom for all instruction.</p> <p>Student attendance during a hybrid schedule will be approximately half the student population.</p> <p>Unnecessary furniture in classrooms will be removed to utilize the maximum amount of space for instruction.</p>	<p>Classroom square footage ranges to accommodate 14-20 persons. Hybrid A/B Schedule permits the School to provide adequate physical distancing within classrooms.</p> <p>Assess physical setups for all classrooms/learning spaces and make modifications as needed - desk set-ups; plexiglass barriers, removal of extra furniture to increase available space etc.</p> <p>Student desks spaced at 6ft distancing and facing one direction.</p> <p>Tables used for instruction will have students sitting on one side of the table.</p> <p>Students will be contained to their homeroom classroom for all instruction.</p> <p>Student attendance during a hybrid schedule will be approximately half the student population.</p> <p>Unnecessary furniture in classrooms will be removed to utilize the maximum amount of space for instruction.</p>	<p>Joe Ross, Director of Facilities and Safety</p>	<p>Individual student desks/chairs</p> <p>Tape to identify 6ft distancing for student and for teacher work spaces</p> <p>Plexiglass</p>	<p>No</p>

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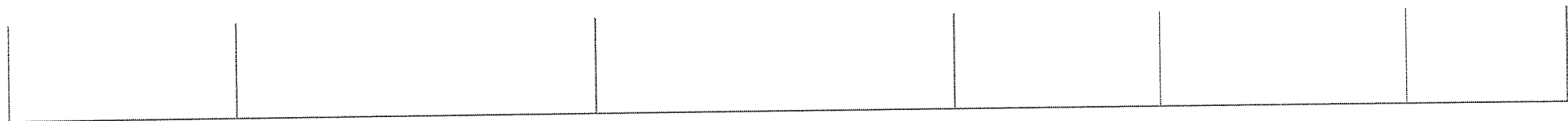
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>1. An additional lunch period will be added to reduce the number of students in the cafeteria at one service.</p> <p>2. Students and staff will adhere to one way directional markings to enter/egress the cafeteria</p> <p>3. Additional tables have been added to maintain 6' social distancing at all times. Each seating area will be marked to designate individual area to clearly identify social distancing. All students will sit facing the same direction</p> <p>4. Students purchasing lunch will do so through cashless Sycamore system</p>	<p>1. School cafeteria will be used with 6ft social distancing in place.</p> <p>2. Social distancing marks will be placed for student guidance at lunch tables and to form a line to hot lunch. .</p> <p>2. Hot lunch will be served.</p> <p>3. Masks can be removed to eat or drink.</p> <p>4. Staggered lunch times</p>	<p>Patty Biko, Operation Coordinator</p>	<p>Tape/Stickers, carts for classroom food delivery, additional top loading trash bins, brown bags, individual prepackaged utensils, Plexi glass for cafeteria window.</p>	<p>Y Staff serving and handling lunch NSLP trained.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Staff and students will wash hands upon arrival to the building, after instructional lessons, and before/after meals and recess. Hygiene times announced and scheduled.</p> <p>Staff have access to hand-sanitizer</p> <p>Bathrooms will be wiped down frequently during the day</p>	<p>Staff and students will wash hands upon arrival to the building, after instructional lessons, and before/after meals and recess.</p> <p>Staff have access to hand-sanitizer</p> <p>Bathrooms will be wiped down frequently during the day</p>	<p>School Nurse, Teachers & Aides, CEO, Principal, Facilities Manager</p>	<p>Public Address System Hands-free soap dispensers Hands-free hand sanitizer Posters Videos teacher reinforce</p>	<p>Yes Medical personnel will train staff at pre-service and students during first two weeks of school</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted throughout the building including classrooms, bathrooms, hallways, multipurpose room. Age appropriate signage will be used for the elementary school age students.</p> <p>Additional signs will be in the Medical Office.</p>	<p>Signs will be posted throughout the building including classrooms, bathrooms, hallways, multipurpose room. Age appropriate signage will be used for the elementary school age students.</p> <p>Additional signs will be in the Medical Office.</p>	<p>HR Manager, School Nurse, Facility Manager, School Secretary</p>	<p>Posters</p>	<p>Y reinforces training videos and presentations</p>

	<p>Update: Multipurpose room tables will be marked by a 'smiley face' sticker to indicate where students must sit during their lunch times or any other times when gathering in the multipurpose room, e.g. staff meetings, assemblies.</p>	<p>Update: Multipurpose room tables will be marked by a 'smiley face' sticker to indicate where students must sit during their lunch times or any other times when gathering in the multipurpose room, e.g. staff meetings, assemblies.</p>			
<p>*Identifying and restricting non-essential visitors and volunteers</p>	<p>The Main Office must be notified of any pre-scheduled meetings to ensure the safety of all students, faculty and staff.</p> <p>Visitors to the building will be limited and the priority for admission to the school will be visitors who provide needed services to the building or individuals directly related to the instructional or health of the students and staff.</p> <p>Visitors must follow the established procedures for registration, safety and health protocols.</p> <p>All Parent Conferences and IEP meetings will be held remotely.</p> <p>Parent Forum classroom volunteers will be engaged remotely during the 20-21 school year.</p> <p>With no exceptions, all staff and visitors must enter and exit through the main lobby doors.</p> <p>Upon arrival, all visitors identify the purpose of their visit, which should have been pre-arranged.</p> <p>For contact tracing, phone numbers</p>	<p>The Main Office must be notified of any pre-scheduled meetings or visits to ensure the safety of all students, faculty and staff.</p> <p>Visitors to the building will be limited and the priority for admission to the school will be visitors who provide needed services to the building or individuals directly related to the instructional or health of the students and staff.</p> <p>Visitors must follow the established procedures for registration, safety and health protocols.</p> <p>All Parent Conferences and IEP meetings will be held remotely.</p> <p>Parent Forum classroom volunteers will be engaged remotely during the 20-21 school year.</p> <p>With no exceptions, all staff and visitors must enter and exit through the main lobby doors.</p> <p>Upon arrival, all visitors identify the purpose of their visit, which should have been pre-arranged.</p> <p>For contact tracing, phone numbers</p>	<p>Front Office Staff, HR Manager, Director, Facilities/Security Principal, CEO</p>	<p>Raptor System will be utilized as logbook, Raptor ID Badges, hands free sanitizer, handsfree temperature device</p>	<p>No</p>

	for all visitors will be logged into the Raptor registration/clearance system.	for all visitors will be logged into the Raptor registration/clearance system.			
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<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>No after school sports or activities will be scheduled until further notice.</p> <p>AfterSchool Program will not be offered until further notice.</p> <p>Physical education will take place outside as much as possible, in the classroom, or in gymnasium with distancing monitored. Masks will be worn at all times.</p> <p>Recess predominantly takes place at designated blacktop areas to limit touching of playground equipment. Update: Sanitized if used</p> <p>Students and teachers will wash hands upon arriving back into the building after recess.</p> <p>At all times, physical distancing at 6 ft required at all times</p>	<p>No after school sports or activities will be scheduled until further notice.</p> <p>AfterSchool Program will not be offered until further notice.</p> <p>Physical education will take place outside as much as possible, in the classroom, or in gymnasium with distancing monitored. Masks will be worn at all times.</p> <p>Recess predominantly takes place at designated blacktop areas to limit touching of playground equipment. Update: sanitized if used</p> <p>Students and teachers will wash hands upon arriving back into the building after recess.</p> <p>At all times, physical distancing at 6ft required at all times</p>	<p>CEO, Principal, Physical Education Teacher</p>	<p>Distancing markers throughout the gym</p> <p>Open play space</p> <p>Classroom space</p> <p>Update: Sanitizing foggers for immediate sanitation of needed areas.</p> <p>Update: Portable handwashing station rented for outdoor use</p>	<p>Yes</p> <p>Staff will need to be trained on utilizing gymnasium to accommodate student distancing during gym and recess</p>
<p>Limiting the sharing of materials among students</p>	<p>Student instructional materials are contained in a bin and stored at their desk to limit exposure</p> <p>Teachers will be provided containers for materials needed for teaching.</p> <p>Multiple sets of instructional materials that require sharing are</p>	<p>Student instructional materials are contained in a bin and stored at their desk to limit exposure</p> <p>Teachers will be provided containers for materials needed for teaching.</p> <p>Multiple sets of instructional materials that require sharing are</p>	<p>Renee Dougherty, HR Manager, Teachers and Principal, TreeAnne McEnery</p>	<p>Order new student containers and teacher containers; marked cubbies/lockers</p> <p>Additional materials and cleaning supplies, gloves</p>	

	<p>available and will be sanitized after use.</p> <p>Student group work requires students to wash hands before and after activity and to wear a mask.</p> <p>7th and 8th graders rotate to every 4th locker to gather belongings</p>	<p>available and will be sanitized after use.</p> <p>Student group work requires students to wash hands before and after activity and to wear a mask.</p> <p>7th and 8th graders rotate to every 4th locker to gather belongings</p>			
<p>Staggering the use of communal spaces and hallways</p>	<p>Staggered arrival and dismissal limit student exposure in community spaces</p> <p>At arrival students report directly to homerooms.</p> <p>Arrival/Dismissal will require students and parents/family members to wear masks.</p> <p>Students are contained in classrooms for all instructional activities.</p> <p>Grade 7 & 8 will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.</p> <p>Hallways are unidirectional</p> <p>Classrooms have access to private bathrooms and sinks</p>	<p>Staggered arrival and dismissal limit student exposure in community spaces</p> <p>At arrival students report directly to homerooms.</p> <p>Arrival/Dismissal will require students and parents/family members to wear masks.</p> <p>Students are contained in classrooms for all instructional activities.</p> <p>Grade 7 & 8 will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.</p> <p>Hallways are unidirectional</p> <p>Classrooms have access to private bathrooms and sinks</p>	<p>CEO, Principal, Director of Facilities and Safety</p>	<p>Signage or tape indicating unidirectional</p>	<p>Yes Discussion and overview of following signs</p>



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	<p>Teachers rotate to classes instead of students</p> <p>Chairs set 6ft apart in the Medical Office entry room with floor signage.</p>	<p>Teachers rotate to classes instead of students</p> <p>Chairs set 6ft apart in the Medical Office entry room with floor signage.</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ol style="list-style-type: none"> 1. The school does not have transportation vehicles of our own and will work with districts who provide transportation to make all necessary accommodations. 2. Multiple transportation runs to accommodate social distancing. 3. Bus cleaned between runs. 4. Mask worn by students on the bus as required. 5. Parents/Guardians will be encouraged to transport their student 6. Parent/Guardian drop off and pick up while remaining in vehicles. 	<ol style="list-style-type: none"> 1. The school does not have transportation vehicles of our own and will work with districts who provide transportation to make all necessary accommodations. 2. Multiple transportation runs to accommodate social distancing. 3. Bus cleaned between runs. 4. Mask worn by students on the bus as required. 5. Parent/Guardian drop off and pick up while remaining in vehicles. 	<p>Patty Biko, Operations Coordinator</p> <p>CEO and Principal Family Communications and Meetings</p>	<p>Communication to parents, schedule</p> <p>School posters and reinforcements</p>	<p>Y Arrival/ Departure Staff</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Half the student population will be in the building with a hybrid A/B two-week schedule, permitting 6ft distancing. Classes will have a maximum of 12 students and 1-3 adults at any one time.</p>	<p>Half the student population will be in the building with a hybrid A/B two-week schedule, permitting 6ft distancing. Classes will have a maximum of 12 students and 1-3 adults at any one time.</p>	<p>CEO, Principal, Staff</p>	<p>6ft distancing markers on classroom floors; desks facing front; teacher desks/smart board at least six ft from front row of students;</p>	<p>Overview of maintaining distancing within instructional spaces.</p>

	<p>K-6 students will be limited to the homeroom classroom for all instruction.</p> <p>Grade 7 & 8 will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.</p> <p>Teachers rotate from class to class.</p> <p>Student desks will face one direction and be spaced at 6ft distancing.</p> <p>Break out rooms provide additional instructional space.</p>	<p>K-6 students will be limited to the homeroom classroom for all instruction.</p> <p>Grade 7 & 8 will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.</p> <p>Teachers move from class to class</p> <p>Student desks will face one direction and be spaced at 6ft distancing.</p> <p>Break out rooms provide additional instructional space.</p>		<p>Carts for teachers and procedures for sanitizing</p> <p>Rearrange break out rooms or designate breakout areas within classrooms</p>	
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Will provide updated information regarding programming with the Boys and Girls Club, Jewish Community Center, Greater Scranton YMCA, and Waverly Community Center.</p>	<p>Will provide updated information regarding programming with the Boys and Girls Club, Jewish Community Center, Greater Scranton YMCA, and Waverly Community Center.</p>	CEO and Principal	Email, meetings, notes,	
<p>Other social distancing and safety practices</p>	<p>Use of the Multipurpose room for after-school meetings will always be limited and require all to wear masks, except for the speaker.</p>	<p>Use of the Multipurpose room for after-school meetings will always be limited and require all to wear masks, except for the speaker.</p>	CEO, Principal Teachers	Masks available Microphone Wayfinding and social distance signage	

	<p>Face coverings that cover both the nose and mouth must be worn by both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.</p> <p>Students under 6ft physical distancing required to wear masks. 6ft or more, students are recommended to wear masks.</p> <p>Field trips are suspended until further notice. Virtual field trips are highly encouraged.</p> <p>Mask breaks will be scheduled regularly throughout the day</p> <p>Teachers manage minor first aid issues in classroom.</p> <p>Teacher must call Office when sending sick or majorly injured students to the medical room</p>	<p>Face coverings that cover both the nose and mouth must be worn by both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.</p> <p>Students under 6ft physical distancing required to wear masks. 6ft or more, students are recommended to wear masks.</p> <p>Field trips are suspended until further notice. Virtual field trips are highly encouraged.</p> <p>Mask breaks will be scheduled regularly throughout the day</p> <p>Teachers manage minor first aid issues in classroom.</p> <p>Teachers must call Office when sending sick or majorly injured students to the medical room.</p>		<p>How to wear mask properly training</p> <p>Clear masks should be considered for visual cues</p> <p>Plastic containers in classrooms with PPE</p> <p>First Aid Kits in each classroom: band aids to handle minor cuts</p> <p>Paper bags for students to place masks when not worn</p>	<p>Yes First Aid and CPR Training</p> <p>Establish minor/major flowchart for teachers addressing sick/injury needs</p> <p>Students trained on proper mask wearing and removal</p>
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Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

Parents are asked to monitor student's health and not send a student to school with any presenting symptoms. Parent information and training sessions will take place to assist families. Daily upon arrival to school, a trained staff member will take each student's temperature (touchless thermometer) curbside prior to entering the building. For students driven to school, who records a temperature at or above 100.4 F the student will go home immediately. For students taking the bus to school, who record a temperature above 100.4 F, the student will be brought to the Medical Office/Isolation Room for further examination. If a student presents as unhealthy during a school day, the Medical Office will be contacted for further assessment, involvement of parents and next steps. All health-related policies and decisions are determined by the school nurse and school physician, in consultation with PA Department of Health and CEO.

The Medical Office area includes four rooms that will be utilized differently and acquired additional supplies/equipment purchases. A student entry area will allow for appropriate social distancing, the bathroom will be limited only for those entering the office for a significant health need; the office will also provide access to Personal Protective Equipment (PPE) and a rear isolation room with observation entrance door and an egress door. The School Nurse will retain her office in the Medical Office situated between the entrance area and an isolation room that will be referred to as the Nurse's Nook.

According to guidance from the Children's Hospital of Philadelphia and current CDC research "temperature checks alone are insufficient for assessing COVID-19 illness in staff or students". Symptom screening should consider the following set of symptoms for surveillance:

- Two of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s) OR
- At least one of the following symptoms: cough, shortness of breath, or difficulty breathing.

All staff and visitors must enter through the lobby at which time temperature checks will be taken before admittance to the school. Hand sanitizing is also required before entering and upon exiting the building.

When a student or staff member screens or tests positive for COVID-19, the following guidance will be followed:

1. Symptomatic individual/child with test positive: exclude for 10 days from symptom onset and at 3 days after fever resolution (if present) and improved symptoms.
2. Symptomatic individual/child not tested: exclude for 10 days from symptom onset and at least 3 days after fever resolutions (if present) and improved symptoms.
3. Symptomatic individual/child determined to have an alternate cause or illness by their primary medical doctor; exclude until symptoms resolve.
4. Symptomatic individual/child with test negative: exclude until fever free for 24 hours (if present) and improved symptoms.
5. Exposed and asymptomatic: exclude for 14 days from last exposure if remains asymptomatic.

Families of exposed students will be contacted by phone, provided information to assist them in addressing their student's health condition, and followed up with on a regular basis. If others in the school were exposed, the Nurse will assess the situation based upon CDC and CHOP guidance, **then the Nurse and CEO initiate contact with the PA Department of Health (rapid response for schools) for guidance on specific health-related issues.** The School is required to notify the PA Department of Health of any screened or confirmed cases of COVID-19 with School students or staff. Regular updates to the school community will be provided at staff meetings, monthly Parent Forum meetings, CEO and Principal email updates and scheduled meetings and trainings that are planned for students' parents/guardians; **all communications will protect the privacy of specific student/family/staff identifiers.** Parent and staff surveys have helped inform decisions for reopening the school and outreach will continue throughout the year.

Requirements	Action Steps under Substantial Phase	Action Steps under Low/Moderate Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents are asked to monitor student's health and not send a student to school with any presenting symptoms. Symptom screening tool is available on web site Parent information and videos on the school website will take place to assist families.</p> <p>CDC & PA DoH guidelines posted and followed</p> <p>Daily upon arrival to school, a trained staff member will take each student's and staff member's temperature (touchless thermometer) curbside prior to entering the building.</p> <p>If a temperature 100.4 F or above is recorded the student will go home immediately, if a parent drives the student or if after departure from a bus, will be brought to the Medical Office/Isolation Room for further examination. Students will be walked to the Medical Office around the outside perimeter of the school building.</p> <p>Periodic temperature checks will be administered as warranted.</p>	<p>Parents are asked to monitor student's health and not send a student to school with any presenting symptoms. Symptom screening tool is available on web site. Parent information and videos on the school website will take place to assist families.</p> <p>CDC & PA DoH guidelines posted and followed.</p> <p>Daily upon arrival to school, a trained staff member will take each student's and staff member's temperature (touchless thermometer) curbside prior to entering the building.</p> <p>If a temperature 100.4 F or above is recorded the student will go home immediately, if a parent drives the student or if after departure from a bus, will be brought to the Medical Office/Isolation Room for further examination. Students will be walked to the Medical Office around the outside perimeter of the school building.</p> <p>Periodic temperature checks will be administered as warranted.</p>	<p>Amy Ryan - School Nurse</p> <p>Renee Dougherty - HR Manager</p>	<p>Non-Contact thermal thermometers Staff to take temperatures on arrival to school</p> <p>Masks PPE- gowns, face shields, gloves</p> <p>CDC guidelines on website</p>	<p>Yes</p>

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	<p>If a student presents as unhealthy during a school day, the Medical Office will be contacted for further assessment of symptoms and when needed PA DoH contacted for further guidance, followed by involvement of parents and next steps.</p> <p>All health-related practices and new policies employed during this emergency period will be developed by the School Nurse in consultation with the School Physician and CEO. As appropriate board approval may be required.</p>	<p>If a student presents as unhealthy during a school day, the Medical Office will be contacted for further assessment of symptoms and when needed PA DoH contacted for further guidance, followed by involvement of parents and next steps.</p> <p>All health-related practices and new policies employed during this emergency period will be developed by the School Nurse in consultation with the School Physician and CEO. As appropriate board approval may be required.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>The Medical Office area includes four rooms that will be utilized differently and additional supplies/equipment purchases.</p> <p>A separate student waiting room allows for appropriate physical distancing.</p> <p>The bathroom will be limited only for those entering the office for a significant health need.</p> <p>A separate container will store Personal Protective Equipment (PPE) for easy access outside of the Quarantine Room.</p>	<p>The Medical Office area includes four rooms that will be utilized differently and additional supplies/equipment purchases.</p> <p>A separate student waiting room allows for appropriate physical distancing.</p> <p>The bathroom will be limited only for those entering the office for a significant health need.</p> <p>A separate container will store Personal Protective Equipment (PPE) for easy access outside of the Quarantine Room.</p>	<p>Amy Ryan - School Nurse</p>	<p>PE Equipment Masks</p> <p>Identify staff to support Nurse as needed</p> <p>3 drawer container to keep PPE in outside Quarantine room for easy access</p>	<p>No</p> <p>Y – Medical office orientation for support staff</p>

A rear outside entrance to access the Isolation Room, with observation entrance door and an egress door, limits exposure.

A rear outside entrance to access the Isolation Room, with observation entrance door and an egress door, limits exposure.

	<p>The Egress door and observation window have been installed in the isolation room.</p> <p>Symptoms will be assessed, then a decision will be made whether to send the individual home.</p>	<p>The Egress door and observation window have been installed in the isolation room.</p> <p>Symptoms will be assessed, then a decision will be made whether to send the individual home.</p>	<p>Bryan Kerns</p> <p>Nurse/Physician</p>		
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>When a student or staff member screens or tests positive for COVID-19, the following guidance will be followed:</p> <ul style="list-style-type: none"> • Symptomatic individual/child with test positive: exclude for 10 days from symptom onset and at 3 days after fever resolution (if present) and improved symptoms. • Symptomatic individual/child not tested: excluded for 10 days from symptom onset and at least 3 days after fever resolutions (if present) and improved symptoms. • Symptomatic individual/child determined to have an alternate cause or illness by their primary medical doctor; exclude until symptoms resolve. 	<p>When a student or staff member screens or tests positive for COVID-19, the following guidance will be followed:</p> <ul style="list-style-type: none"> • Symptomatic individual/child with test positive: exclude for 10 days from symptom onset and at 3 days after fever resolution (if present) and improved symptoms. • Symptomatic individual/child not tested: excluded for 10 days from symptom onset and at least 3 days after fever resolutions (if present) and improved symptoms. • Symptomatic individual/child determined to have an alternate cause or illness by their primary medical doctor; exclude until symptoms resolve. 	<p>Amy Ryan - School Nurse</p> <p>Renee Dougherty - HR Manager</p>		<p>No</p>

	<ul style="list-style-type: none"> • Symptomatic individual/child with test negative: exclude until fever free for 24 hours (if present) and improved symptoms. • Exposed and asymptomatic: exclude for 14 days from last exposure if remains asymptomatic. 	<ul style="list-style-type: none"> • Symptomatic individual/child with test negative: exclude until fever free for 24 hours (if present) and improved symptoms. • Exposed and asymptomatic: exclude for 14 days from last exposure if remains asymptomatic. 			
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Families of exposed students will be contacted by phone and followed up with on a regular basis.</p> <p>The School is required to notify the PA Department of Health of any screened or confirmed cases of COVID-19 with School students or staff.</p> <p>Regular updates to the school community will be provided at monthly Parent Forum meetings, CEO and Principal updates and scheduled meetings and training that are being planned for students' parents/guardians.</p> <p>Parent and staff surveys have helped inform decisions for reopening the school and</p>	<p>Families of exposed students will be contacted by phone and followed up with on a regular basis.</p> <p>The School is required to notify the PA Department of Health of any screened or confirmed cases of COVID-19 with School students or staff.</p> <p>Regular updates to the school community will be provided at monthly Parent Forum meetings, CEO and Principal updates and scheduled meetings and training that are being planned for students' parents/guardians.</p> <p>Parent and staff surveys have helped inform decisions for reopening the school and outreach will continue throughout the year.</p>	<p>Marie George - CEO</p> <p>TreeAnne McEnery - Principal</p>	<p>Student Information System</p>	<p>Yes</p>

	outreach will continue throughout the year.				
Other monitoring and screening practices	<p>According to guidance from the Children's Hospital of Philadelphia and current CDC research "temperature checks alone are insufficient for assessing COVID-19 illness in staff or students. Symptom screening should consider the following set of symptoms for surveillance:</p> <p>Two of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s) OR</p> <p>At least one of the following symptoms: cough, shortness of breath, or difficulty breathing.</p> <p>All staff and visitors must enter through the lobby at which time temperature checks will be taken before admittance to the school. Hand sanitizing is also required before entering the building.</p>	<p>According to guidance from the Children's Hospital of Philadelphia and current CDC research "temperature checks alone are insufficient for assessing COVID-19 illness in staff or students. Symptom screening should consider the following set of symptoms for surveillance:</p> <p>Two of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s) OR</p> <p>At least one of the following symptoms: cough, shortness of breath, or difficulty breathing.</p> <p>All staff and visitors must enter through the lobby at which time temperature checks will be taken before admittance to the school. Hand sanitizing is also required before entering the building.</p>	<p>Amy Ryan - Nurse Renee Dougherty - HR Manager</p>	<p>Thermal Non-contact thermometers Masks</p>	Yes

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

*All staff must wear facial coverings; both shields and masks will be available. **Update:** For at-risk staff, wearing both shields and masks may be advisable and limited mobility throughout the school building is advised. At-risk certified teachers were provided the option to teach remotely. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times except for eating lunch, and scheduled mask breaks not to exceed 10 minutes.*

Remote learning options will be available and integrated into the Schoology learning management system and as indicated in the updated Continuity of Education Plan. Most homeroom classrooms have at least one breakout room and can be used to distance at risk students further than 6ft from other students and the instructor(s). For an A/B schedule with half the student population in the school, classrooms are of sufficient size to provide additional distancing for at-risk students as well as small group activities with appropriate social distancing followed.

Update: *The School has one in-house substitute teacher and ~~7~~ 8 Teacher Aides to support the at-school program. Four of the 12 teacher aides who are certified were deployed to staff an all-remote program options that was deemed needed in August 2020; additionally a full and part-time teacher was hired for a total of 5.5 FTE teachers assigned to the all-remote program. Both the at-school and all-remote programs follow the same hybrid model and standards aligned curriculum as detailed in the Continuity of Education Plan for 2020-21. However, in the event of a school closure, the School is prepared to continue the all-remote educational and transition the at-school program into an all-remote educational, synchronous program closely following the A/B schedule using the learning management system Schoology.*

Concern for staff and student's well-being is of the utmost importance and pre-service programming will address this with all staff prior to the return of students on August 31, 2020. The Principal, School Counselor and Psychologist are implementing a Social-Emotional Learning program that includes teacher training and classroom instruction. Community agencies have been contacted to provide additional support and service, as needed. Other School programs that currently exist and provide important support for our students include the Positive Behavior Intervention Support (PBIS) program and Student Assistance Program (SAP).

Requirements	Action Steps under Substantial Phase	Action Steps under Low/Moderate 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	All staff must wear a face covering; both shields and masks will be available.	All staff must wear a face covering; both shields and masks will be available.	Amy Ryan - School Nurse Renee Dougherty - HR Manager	PPE equipment Masks Face Shields	Yes
	Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times.	Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times.			
* Use of face coverings (masks or face shields) by all staff	All staff must wear a face covering; both shields and masks will be available. Videos will be provided to demonstrate the correct way to put on and take off masks and face shields. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks except for lunch and scheduled mask breaks.	All staff must wear a face covering; both shields and masks will be available. Videos will be provided to demonstrate the correct way to put on and take off masks and face shields. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks except for lunch and scheduled mask breaks.	Amy Ryan - School Nurse Renee Dougherty - HR Manager	Masks Face Shields Gowns Gloves Posters for correct way to put on and take off PPE/mask	Yes

* Use of face coverings (masks or face shields) by older students (as appropriate)	All staff must wear a face covering; both shields and masks will be available. Videos will be provided to demonstrate the correct way to	All staff must wear a face covering; both shields and masks will be available. Videos will be provided to demonstrate the correct way to	Amy Ryan - School Nurse Renee Dougherty - HR Manager	Masks Face Shields Videos/Posters to show correct way to	Yes

	put on and take off masks and face shields. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times except for lunch and scheduled mask breaks.	put on and take off masks and face shields. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times except for lunch and scheduled mask breaks.		put on and take off PPE/Mask	
Unique safety protocols for students with complex needs or other vulnerable individuals	Students must wear a facial covering and child size masks provided; if requested by parents, shield can be worn and provided by parents. Plexiglass barriers for desks/tables will be provided to teachers when working closely with students who need to see mouth and expressions, or to minimize anxiety, e.g. for testing/evaluations.	Students must wear a facial covering and child size masks provided; if requested by parents, shield can be worn and provided by parents. Plexiglass barriers for desks/tables will be provided to teachers when working closely with students who need to see mouth and expressions, or to minimize anxiety, e.g. for testing/evaluations.	Renee Dougherty - HR Manager Bryan Kerns – Facility Mgr.	Masks Face Shields Plexiglass	Yes

	<p>Update: Time out, safe spaces and further distancing will be provided by School Counselor and Psychologist offices to reduce anxieties as well as nearby breakout rooms.</p>	<p>Update: Time out, safe spaces and further distancing will be provided by School Counselor and Psychologist offices to reduce anxieties as well as nearby breakout rooms.</p>	<p>Jade Volchoff – Counselor</p> <p>Colleen Coolbaugh - Psychologist</p>		
<p>Strategic deployment of staff</p>	<p>Update: The School has one in-house substitute teacher and 8 aides to assist the at-school program; contract with Kelly Services provides substitutes, if available. Four of the twelve teacher aides are certified and deployed to teach in the all-remote program, due to increased demand (25% of students).</p> <p>Staff coverage for the Medical Office when needed. Staff identified and trained;</p>	<p>Update: The School has one in-house substitute teacher and 8 aides to assist the at-school program; contract with Kelly Services provides substitutes, if available. Four of the twelve teacher aides are certified and deployed to teach in the all-remote program, due to increased demand (25% of students).</p> <p>Staff coverage for the Medical Office when needed; staff identified and trained.</p>	<p>TreeAnne McEnery – Principal</p> <p>Renee Dougherty – HR Manager</p>		<p>No</p>

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.
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- **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
PPE	Staff	Amy Ryan-School Nurse	Video; Email link; role modeling	PPE Equipment, Posters	08/19/2020	08/31/2020
Face Mask; apply and removal	Staff and Students	Amy Ryan-School Nurse	Email/Social Media	Masks, posters	08/19/2020	08/31/2020
Temperature taking	Staff	Amy Ryan - School Nurse	Demonstration	Thermometers	08/19/2020	08/31/2020
Proper handwashing	Staff and Students	Amy Ryan-School Nurse	Demonstration ;Email Link	Sink, soap, Posters	08/19/2020	ongoing
Safety Protocols	Staff and students	Amy Ryan - School Nurse	Presentations/ demonstration;	Posters, videos; email links	08/19/2020	ongoing
<i>“Developing a Better Understanding of PDE Guidance on School Re-Opening Procedures Related to Sanitation and Risk Mitigation”</i>	Staff	Bill Schoen, NEIU 19	Virtual Session	Computers	8/19/20	8/19/20
Sanitizing and Disinfecting	School Community	Joe Ross- Director of Security/Facilities	Preservice presentation	email link	08/19/2020	ongoing

School procedures for arrival/dismissal, lunch, recess	Staff, Students and Parents	TreeAnne McEnery - Principal	Preservice Presentation	email link	08/19/2020	08/31/2020
Reduced and Free Lunch Program	Staff, students and parents	Patty Biko, Operations Coordinator	Preservice Presentation	email link	08/17/2020	08/31/2020
Visitor and Employee Protocols	Staff	Marie George, CEO	Training Presentation	Employee Handbook	8/19/20	8/31/20
CPR and First Aid Training	Staff	Amy Ryan, Nurse and Commonwealth Health	In person Training and demonstration	AED, CPR materials	8/27/20	8/28/20
Medical Office Training	Assigned staff	Amy Ryan, School Nurse		On site	9/7-9/14	
Updated Health & Safety Plan	Staff, students and parents	Joe Ross- Director of Security/Facilities	Email Link	Email Link	12/4/20(Pending Board approval)	12/15/20

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 Protocols	School and Local Community	Marie George, CEO	Email communication; presentations; outreach	08/01/2020	ongoing
Reopening Health and Safety Plan	School Community	Marie George, CEO	Email; parent meetings; Q&A sessions; Parent forum meetings; Website, FAQ	07/24/20	08/14/20
Updated Continuity of Education Plan	School Community	TreeAnne McEnery, Principal	Emails, Website, Curriculum Nights	0724/20	ongoing
Employee Safety and Health	Staff	Joe Ross, Dir Facilities/Security	Email; staff trainings	08/19/20	Weekly staff meetings
Social Emotional Health and Well-being	Staff, students and parents	Jade Volchoff, School Counselor Colleen Coolbaugh, School Psychologist	Email, presentations, website, URL links	08/20/20	Ongoing throughout the year
Health Updates	Staff, Students and Parents	Amy Ryan, School Nurse	Email; website	08/31/20	Ongoing throughout the year
Transportation; Arrival/Dismissal Schedules and Procedures	Staff, Students and parents	Patty Biko, Operations Coordinator TreeAnne McEnery, Principal	Written communications distributed via email, hard copy, posters	8/1/2020	9/15/20

Health and Safety Plan Summary: Howard Gardner Multiple Intelligence Charter School

Anticipated Launch Date: AUGUST 31, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p><i>The entire school was deep cleaned, sanitized, and disinfected during summer 2020, prior to the start of school. This includes for each classroom - walls, floors, vents, desks, and chairs. All cleaning and disinfection supplies are ordered through American Janitor with detailed OSHA specifications provided, catalogued, and meet CDC Guidelines. Daily extensive cleaning at the end of each school day will be done by a professional cleaning service. During the school day wipe downs, both before and after lunch will be done, and more frequently for touchpoints e.g. rails, doorknobs and the Medical Office.</i></p> <p><i>Each classroom has a dedicated bathroom/water source and frequent/scheduled handwashing will occur. Student hand washing routines will be scheduled and monitored. With a student body of 296, there are 18 bathrooms throughout the building allowing limited numbers assigned to use a bathroom and always limited to one person at a time. Hands-free soap dispensers are installed in each bathroom and hand sanitizer dispensers (also hands-free) are located throughout the school near entrances/exits and classrooms.</i></p> <p><i>A new air filtration system provides an enhanced air circulation and purification throughout the building. Ion generators were installed in each of the six rooftop HVAC units. The iWave Aire Purifier reduces</i></p>

	<p>pathogens, allergens, particles, and odors. Throughout the school year, air quality tests are performed on a regular basis.</p> <p>Filtered water is available at water dispensers/ fountains throughout the school and near each classroom; the lower or fountain area of each unit will not be in use but the upper portion that provides filtered water dispensed via sensor, will be available for students and staff to fill their water bottles.</p> <p>Written safety and sanitizing protocols will be distributed to all staff and training will occur between August 17-28 and demonstration of all protocols are required. To augment the in-house training, a virtual presentation by a safety trainer from the Northeast Intermediate Unit (NEIU19) will be provided to all staff.</p>
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Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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 <u>CDC Considerations for Youth Sports</u> for recess and physical education classes 	<p>Attention to social distancing and safety protocols will be reinforced through training and frequent reminders about the importance of all social distancing and safety protocols.</p> <p>The sq. footage of classrooms, conference rooms and gathering spaces are recorded and capacities identified for the number of individuals distanced at 6ft. When distanced at 6ft, then half of the student body could be in the building at one time, which would necessitate a rotational A/B two-week hybrid learning schedule. There will be a few student exceptions for the A/B rotational schedule to include students with IEPs and Section 504 Plans who will be provided the option to be at the school for five days each week as well as staff who have their child(ren) enrolled in the school.</p>

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

Applying a small cohort model is well-suited to our School, which has small classes and low student-teacher ratio. We aim to minimize student movement throughout the building and encourage outdoor activities and classes. Students will have all their subjects in their homeroom, and with 6ft distancing 12 students and 1-3 adults are easily accommodated. Classrooms will be rearranged with desks facing front and unnecessary furniture removed. All subjects will be taught as described in the 2020-21 Continuity of Education Plan, and teachers not students will move from classroom to classroom, except for 7/8 grade students. Specialty teachers, who teach all students, will teach in blocks of 3 weeks with a subset of the student population, thereby minimizing their exposure to the entire student body. Most classrooms have adjacent breakout rooms for additional distancing or classroom activities to occur. Students will remain in their classroom except for recess, lunch and outdoor activities. Each classroom (K-6) has a dedicated bathroom for students, which further limits the students mingling with others.

Lunch will be available through the school lunch program either served in the cafeteria (Low/Moderate Phase) or delivered to the classroom (Substantial). If the latter, a bag lunch will be provided and delivered to the student. When the cafeteria is made available, a hot lunch, a la carte and Smart Snacks will be available through the regular system of meal reservations and the cashless system available in Sycamore. When the multipurpose room is used for lunch times, social distancing will be followed at 6ft for the required 20 minute lunch time, which will require an extended period of time for all classes to enjoy their lunch time and sanitation between lunch periods.

Student instructional supplies and textbooks will be individually assigned, stored in his/her desk, cubby, assigned container or locker. Electronic devices supplied by the school will be assigned to each student along with a carrying case and charger that can be taken home. Materials brought into or returned to the school, such as the electronic device will be required to be sanitized, as appropriate, at the start of the school day. For those shared

instructional materials, such as required for Montessori task work, they will be sanitized immediately after each use using the ionized wand.

Students must always wear masks except for lunch, mask breaks, recess and outdoor classes/activities. If for health reasons, students may wear a shield instead of a mask that is supplied by the parent/guardian. Staff must always wear facial coverings with the same exceptions granted students (lunch/recess etc). For staff deemed at risk, both shield and a mask may be advised. The School will supply masks and/or shields for staff; the School will always have a supply of child size disposable masks available, as needed.

Physical activity, outdoor activity will continue to take place and be encouraged; all extracurricular athletics and clubs will be suspended until further notice. Additionally, AfterSchool will be suspended until further notice. This additional time is needed to appropriate clean and sanitize the building at the end of each school day.

The school has one large gathering area - the Multipurpose Room - and during the school day during the green zone this room will primarily be used for lunch and physical education. The Multipurpose Room is also used for student assemblies but in either a yellow or green zone, the entire student body cannot assemble and will adjust its capacity and use based upon distancing requirements to accommodate small group assembly. The employee lounge will not be used for sit-down dining but use of the kitchen appliances and water source will continue to be available to all staff. Employees are encouraged to eat in their offices or outdoors (picnic tables available), weather permitting.

Handwashing will take place on a frequent basis and classroom routines established; a water source is available in all but one homeroom allowing for frequent handwashing between and even during classes. Hands-free soap dispensers are installed in all bathrooms. An outdoor handwashing station is also available.

Hands must be sanitized upon entering and exiting the building, and before entering and leaving the Medical Office. Hand-sanitizing stations will be placed in the lobby and near exit doors used for arrival/dismissal and recess time.

The School follows the transportation plans for each of the sending school districts that our students reside and will adhere to those plans. For those parents who drop off/pick up their students, staggered and scheduled time slots will be assigned to accommodate distancing for student arrival/dismissal times. Students will no longer congregate in the Multipurpose Room as part of arrival/dismissal, instead upon entry to the school students will sanitize their hands and then proceed to their homeroom. The central corridor will be unidirectional, and students will be distanced from each other. Staff will monitor students' arrival/dismissal movement throughout the building.

Visitors to the building will be limited and the priority for admission to the School will be those visitors who provide needed services to the building and those individuals directly related to the instructional or health needs of the students and staff. Parent conferences and IEP meetings will be held remotely. Student evaluations by the School Psychologist will resume in September and take place in a room with appropriate safeguards to include services such as speech and occupational therapy. Parent Forum classroom volunteers will be engaged remotely during the 20-21 school year. Training on all safety protocols (mask wearing/removal; handwashing; PPE) will be provided for staff and students with demonstrations required to determine effective understanding and application.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p><i>Parents are asked to monitor student's health and not send a student to school with any presenting symptoms. Parent information will be made available to assist families. Daily upon arrival to school, a trained staff member will take each student's temperature (touchless thermometer) curbside prior to entering the building. For students driven to school, who record at a temperature of 100.4 F or above the student will go home immediately. For students taking the bus to school, who record a temperature 100.4 or above, the student will be brought to the Medical Office /isolation room for further examination. If a student presents as unhealthy during a school day, the Medical Office will be contacted for further assessment, involvement of parents and next steps. All health-related policies and decisions are determined by the school nurse, physician, CEO and in consultation with the PA Department of Health (rapid response system for schools), with whom the CEO has regular contact.</i></p> <p><i>The Medical Office area includes four rooms that will be utilized differently and have additional supplies/equipment purchases available. A student entry area will allow for appropriate social distancing, the bathroom will be limited only for those entering the office for a significant health need; the office will also provide access to Personal Protective Equipment (PPE) and a rear quarantine room with observation entrance door and an egress door. The School Nurse will retain her office in the Medical Office situated between the entrance area and isolation room, i.e. the Nurse's Nook.</i></p> <p><i>According to guidance from the Children's Hospital of Philadelphia and current CDC research "temperature checks alone are insufficient for assessing COVID-19 illness in staff or students". Symptom screening should consider the following set of symptoms for surveillance</i></p> <ul style="list-style-type: none"> ○ <i>Two of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s) OR</i>

- *At least one of the following symptoms: cough, shortness of breath, or difficulty breathing.*

All staff and visitors must enter through the lobby at which time temperature checks will be taken before admittance to the school. Hand sanitizing is also required before entering the building.

When a student or staff member screens or tests positive for COVID-19, the following guidance will be followed:

- *Symptomatic individual/child with test positive: exclude for 10 days from symptom onset and at 3 days after fever resolution (if present) and improved respiratory symptoms.*
- *Symptomatic individual/child not tested: exclude for 10 days from symptom onset and at least 3 days after fever resolutions (if present) and improved respiratory symptoms.*
- *Symptomatic individual/child determined to have an alternate cause or illness by their primary medical doctor; exclude until symptoms resolve.*
- *Symptomatic individual/child with test negative: exclude until fever free for 24 hours (if present) and improved respiratory symptoms.*
- *Exposed and asymptomatic: exclude for 14 days from last exposure if remains asymptomatic.*

Families of exposed students will be contacted by phone, provided information to assist them in addressing their student's health condition, and followed up with on a regular basis. If others in the school were exposed, the Nurse will assess the situation based upon CDC and PA Dept of Health guidance, and following consultation with the CEO and others as needed; the Nurse and/or CEO will issue directives and communications to all affected and inform the community. The School is required to notify the PA Department of Health of any screened or confirmed cases of COVID-19 with School students or staff. The privacy of staff, students, families, and their identifier information will be protected. Regular updates to the school community will be provided at monthly Parent Forum meetings, CEO and Principal

updates, scheduled meetings and training to promote ongoing and frequent outreach with students' parents/guardians. Parent and staff surveys have helped inform decisions for reopening the school and outreach will continue throughout the year.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>All staff must wear a face covering; both shields and masks will be available. Personal protective equipment will be available in the Medical Office and used as needed. Students must wear masks at all times except for lunch and scheduled mask breaks..</p> <p>At-school and all-remote learning options are available for families to choose with an opportunity to reevaluate at designated intervals. Both educational programs are integrated into the Schoology learning management system, follow an A/B hybrid two-week schedule as indicated in the 2020-21 Continuity of Education Plan, located on the school's website www.howardgardnerschool.com</p> <p>Most homeroom classrooms have at least one breakout room and can be used to distance at risk students further than 6ft from other students and the instructor(s). When an A/B schedule is followed with half the student population in the school, classrooms are of sufficient size to provide additional distancing for at-risk students as well as small group activities with appropriate social distancing followed.</p> <p>The School has one in-house substitute teacher and has a contract with Kelly Services for substitute teachers, if available. Four teacher aides support the at-school program and 4 of the 12 Teacher Aides were deployed to teach in the all-remote program – all are certified teachers. One full and on part time teachers were hired for the all-remote program for a total of 5.5 FTE for the all-remote in addition to 4 specials teachers who teach in both programs (with the exception of science). However, in the event of a school closure (Substantial Phase), the School is prepared to transition the at-school program to an all-remote synchronous educational program with the current at-</p>

school instructional staff following the same A/B hybrid schedule utilizes the learning management system, Schoology.

Concern for staff and student's well-being is of the utmost importance and Pre-service programming will address this with all staff prior to the return of students on August 31, 2020, and on an ongoing basis throughout the school year. The Principal, School Counselor and Psychologist are implementing a Social-Emotional Learning program that includes teacher training and classroom instruction. Community agencies have been contacted to provide additional support and service, as needed. Other School programs that currently exist and provide important support for our students include the Positive Behavior Intervention Support (PBIS) program and Student Assistance Program (SAP).

Updated Health and Safety Plan Governing Body Affirmation Statement

The Board of Trustees for the HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL reviewed and approved the Updated Health and Safety Plan on **December 15, 2020**.

The plan was approved by a vote of:

 10 Yes

 0 No

Affirmed on: December 15, 2020

By: Actual Signature Affirmation Statement electronically submitted separately to PDE on December 18, 2020



(Signature of Board President)*

Susan Trussler, Ph.D.

(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. Actual signature affirmation was submitted to PDE along with the Plan on *12/18/2020*

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.