



# Phased School Reopening Health and Safety Plan Template

---

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

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

# Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team .....	5
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting and Ventilation .....	7
Social Distancing and Other Safety Protocols .....	10
Monitoring Student and Staff Health .....	16
Other Considerations for Students and Staff .....	23
Health and Safety Plan Professional Development .....	26
Health and Safety Plan Communications .....	27
<b>Health and Safety Plan Summary</b> .....	28
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	28
Social Distancing and Other Safety Protocols .....	29
Monitoring Student and Staff Health .....	31
Other Considerations for Students and Staff .....	33
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	34

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

## Health and Safety Plan: Nazareth Academy High 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).
- 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 26, 2020**

## Pandemic Coordinator/Team

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

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

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

The entire building will be cleaned and sanitized prior to the opening of the school year to include all classrooms, desks and common areas. Our maintenance staff has ordered cleaning supplies that meet the CDC requirements outlined above.

Cleaning will occur every day with high touch areas being disinfected every 4 hours. Students will wipe down their desks and laptops in the computer lab at the end of each class. The day supervisor will maintain a clean environment throughout the day and assist in disinfecting high touch areas that might require immediate attention. The night person will ensure the total disinfection of all high touch areas prior to the opening the next school day.

Ventilation will be addressed by leaving windows opened after cleaning. Weather permitting, windows will be open during class.

The maintenance/cleaning staff is internally trained in the practices of cleaning, cleaning products, sanitizing and disinfecting as well as the use of the custodial equipment.

Maintenance, faculty and staff will review the CDC guidelines as it pertains to their area and confirm their understanding. Maintenance will sign off on every area. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
--------------	------------------------------------	-----------------------------------	---------------------------------	--	-------------------------



	<ul style="list-style-type: none"> <li>• Plexiglass barriers in designated areas where face to face interaction necessary</li> <li>• After cleaning areas, windows will be opened to allow for ventilation</li> <li>• Desks will be wiped with disinfectant wipes between classes with designated trash can</li> <li>• Leave all classroom doors open for cross ventilation and open windows when feasible</li> <li>• Laptops will be covered with wipeable covers and wiped down after use with alcohol wipes</li> </ul>		<p>Maintenance Staff</p> <p>Faculty</p> <p>Faculty</p> <p>Todd DeCaesar</p>		
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>• Holding areas will be sanitized nightly</li> </ul>		Mike Dougherty		

## 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:**

Students will be divided into 2 groups: attending in-person one week, and virtually the second week.

Classrooms will be organized with students at least 6 feet apart (3 feet where necessary). No students will be seated face to face.

One faculty member per classroom with the allowable number of students in the physical space in order to comply with social distancing guidelines.

All communal spaces will have traffic flowing in a designated direction, hand sanitizer stations located throughout, and allow for the recommended social distancing requirements.

Outside space will be an option for classes and eating when the weather permits. However, it is not part of the reopening plan as it cannot be implemented for social distancing when the weather prohibits outdoor activity.

Multiple points of entry into the building will be utilized to minimize student to student contact.

Lockers will be organized by in-person cohorts to maintain space between lockers being utilized. Locker visit times will be limited and restricted.

Visitors and volunteers will be excluded.

All parents, staff and students will be trained on safety protocols to ensure the safety procedures are being followed and consistently

Lunch space has been added to include adjacent large space so that students will be facing the same way and be 6 feet apart.

Outdoor space will be available for classes and for lunches

Bussing and transportation are determined by the school districts and the City of Philadelphia. Those students will be screened prior to boarding the bus and again upon arrival at school

Faculty, staff and students will receive instructions on our expectations for social distancing.

Share video of how to wear a mask <https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1350135020317296-How-to-wear-face-covering.mp4>

How to social distance: [https://www.cdc.gov/video/socialmedia/social-distancing\\_lores-2.mp4](https://www.cdc.gov/video/socialmedia/social-distancing_lores-2.mp4)

We are limiting space in all common areas including faculty dining room. Employees will be encouraged to purchase lunch or bring their own in a cooler. Small appliances and vending machines will be removed/turned off to eliminate touch points.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>Maintain desks a minimum of 3 feet but ideally 6 feet apart where feasible but WHO recommendation of 3 feet in all classrooms</li> <li>All seats will face same direction</li> <li>Hybrid virtual/onsite as follows Half of the students will be in-person one week with the other virtual, second week the cohort will switch</li> </ul>	<p>Same as yellow</p>	<p>Everyone</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Use of Performing Arts Center for additional lunchroom seating</li> <li>• No face to face seating</li> <li>• Assigned seating for lunches to help control for contact tracing</li> <li>• All will sanitize hands before and after eating</li> <li>• Aramark will follow best practices for food service and food safety protocols in school settings</li> <li>• All other areas/rooms will operate with no more than 50 people in them following all social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned seating in cafeterias and congregate settings</li> <li>• All areas/rooms will operate with no more than 250 people following social distance guidelines</li> <li>• Otherwise, same as yellow</li> </ul>	<p>Faculty</p>		
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitizing stations on each floor, outside classrooms</li> <li>• Hand sanitizing lotion in each classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow</li> </ul>	<p>Heather Ackerman</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>• Signs will be posted at all entrances, stairwells, bathrooms, outside classrooms</li> <li>• Broadcast regular announcements regarding prevention, hygiene, use of masks, reducing spread, social distancing at beginning of the day and throughout the day</li> <li>• Disseminate most recent videos and PSA from CDC and Commonwealth on school website, social media sites and email communications to faculty/staff, parents and students</li> </ul>	<p>Same as yellow</p>	<p>Mike Dougherty</p>	<p>Signs CDC documents, videos</p>	
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>• Exclude visitors and volunteers from entering beyond attendance/security office</li> <li>• Require all visitors to comply with screening and monitoring processes before entering</li> <li>• Require all visitors to sign in event contract tracing necessary</li> </ul>	<p>Same as yellow</p>	<p>Michele Konicki</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>Continue physical education activities as long as those activities limit physical contact and touching, when feasible.</li> <li>No sharing of equipment</li> </ul>	Same as yellow	Dan Bradley		
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Limit multiple touches</li> <li>Clean materials and equipment between use</li> <li>Special attention to music/art and other classes with significant hands-on</li> <li>Shared materials limited and cleaned between classes when feasible</li> </ul>	Same as yellow	Kat Gallen		
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Hallway traffic flow on each floor one way:</li> <li>Stairwell traffic flow one way. South stairwells move up, North move down</li> <li>Elevator limited to 2 people with area marked for standing to meet social distancing</li> <li>Utilize multiple points of Entrance and egress</li> <li>Maintain social distancing in restrooms</li> </ul>	Same as yellow	Mike Dougherty	Signage	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Number of students on Nazareth van will be limited to 6 feet apart and will be screened prior to entering the van</li> <li>Clean and sanitize after use and leave windows open when feasible</li> </ul>	Same as yellow	Mark Fabbi	Cleaning supplies Signs	
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>Arrange desks facing same direction</li> <li>No less than 3 feet (6 feet when feasible)</li> <li>Assigned seating in classrooms, common areas, busses, to facilitate contact tracing when necessary</li> </ul>	Same as yellow			
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>		Same as yellow			
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>No field trips or extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>No field trips</li> </ul>			

## Monitoring Student and Staff Health

### Key Questions

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

### **Summary of Responses to Key Questions**

Parents will be asked to perform screenings in accordance with a symptom checklist each morning prior to sending students to school each morning.

In the event that a student is experiencing symptoms of COVID-19, parents will notify Nazareth Academy electronically.

Students and faculty/staff will be regularly informed of symptoms of COVID-19 via announcements. Students will be instructed to inform the faculty member immediately if they observe symptoms in themselves or others. Faculty/moderator will send the symptomatic person to school nurse for evaluation.

School nurses will be trained in protocols to ensure consistent evaluation.

Students who test positive for COVID-19 will not be allowed to return to school without medical clearance. The decision to return will be made in conjunction with the City of Philadelphia Department of Health.

As it is determined by changes in protocols and guidelines from the CDC, PA Department of Education and/or the Commonwealth of PA, updates will be made to the Health and Safety Plan and communicated to parents/guardians through emails and the COVID-19 communication page of the website.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
--------------	------------------------------------	-----------------------------------	---------------------------------	--	-------------------------

<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Educate students/parents and faculty/staff on how to screen for signs and symptoms of COVID-19 at home before sending to school and/or reporting to work</li> <li>• Educate parents/guardians on the critical importance of keeping sick children home from school</li> <li>• Educate faculty and staff on the importance of staying home if ill</li> <li>• Reminders at the beginning of the day of signs and symptoms of COVID-19 and where to report if feeling symptomatic</li> <li>• Parents will use the checklist previously shared by the Health Department</li> <li>• Nurse will evaluate any individual who presents with symptoms in school</li> <li>• Notice must be given by students and faculty/staff if any absence is COVID-19 related.</li> <li>• Weekly survey to identify students, faculty and staff who are likely ill or exposed by family/household members</li> <li>• Daily checks to include 2 of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorders or one of the following: cough, shortness of breath, difficulty breathing</li> </ul>	<p>Same as yellow</p>	<p>Heather Ackerman, School Nurse</p>		
--	---	-----------------------	---	--	--

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Require one who becomes sick or demonstrates history of exposure to report immediately to designated area</li> <li>• Identify isolation area as easy exit and configured to promote safety and privacy</li> <li>• Staff trained on symptoms and procedure for sending individuals with symptoms to the nurse</li> <li>• Update parents/guardians on the classroom protocol including students being sent home</li> <li>• Provide appropriate PPE to staff and students in isolation area and to those interacting directly with individuals who become sick or demonstrate history of exposure</li> <li>• Isolate individuals who become sick during the day until she is dismissed</li> <li>• Use isolation area that is separate, well-ventilated, exits easily, and is disinfected</li> <li>• Written protocol for nurses to ensure all symptomatic individuals are triaged appropriately</li> <li>• Require anyone sent home with symptoms to secure COVID-19 test or medical clearance before returning.</li> <li>• Notify City of Philadelphia Health Department and health department of student</li> </ul>	<p>Same as yellow</p>	<p>Heather Ackerman, Denise Weiler: School Nurse</p>		
---	---	-----------------------	--	--	--

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>residence of all positive COVID-19 results.</p> <ul style="list-style-type: none"> <li>• Consider for exclusions those students, faculty and staff who have been identified above</li> <li>• Students will be isolated in the nurse's office, attendance office and conference room until parent can pick up</li> <li>• Symptom with test positive: exclude for 10 days from symptom onset and 3 days after fever</li> <li>• Symptomatic not tested: exclude for 10 days and at least 3 days after fever</li> <li>• Symptomatic with alternate cause or illness: exclude until symptoms resolve</li> <li>• Symptomatic with test negative: exclude until afebrile for 24 hours and improved respiratory symptoms</li> <li>• Exposed and asymptomatic: elude for 14 days from last exposure if remains asymptomatic or exclude until meets above criteria if becomes symptomatic</li> </ul>				

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> <li>Medical clearance from Department of Health required for anyone returning to school following isolation quarantine or a positive test result</li> <li>The closing of a classroom, or school will occur in consultation with the City of Philadelphia Health Department</li> </ul>	Same as yellow	Heather Ackerman, Denise Weiler: School Nurse		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> <li>Limit the public release of COVID-19 impacted students and faculty/staff</li> <li>Nazareth will work with the City of Philadelphia Department of Health specific to the release of such protected information</li> </ul>		James Meredith, Principal		
Other monitoring and screening practices					

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: (INSERT TEXT)**

Nazareth is currently working to identify any faculty or staff member who is in the high-risk group in accordance with the guidelines set forth by the CDC.

Nazareth will adopt an attendance policy that requires all faculty and staff to remain home if sick. Healthy staff and faculty will be encouraged to limit absences to the extent possible to care for their own illness or the illness of a family member.

School counselors will be in communication with families regarding resources for social and emotional support. They will outline the counseling process so that staff, parents and students can easily refer students to the counselor. Students will be provided the level of support needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Identify high risk students and faculty/staff</li> <li>• For high risk students develop a plan that facilitates safety and in conjunction with consideration of increased social distancing strategies for student</li> <li>• Students will have the option of attending at home through live-streaming</li> <li>• Staff who are at higher risk will wear face shields when meeting face-to-face, teaching, or interacting with others</li> </ul>	<p>Same as yellow</p>			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Effective July 2020 all PA students are required to wear a face covering at all times when in school and while attending or participating in any school function, with limited exceptions.</li> </ul>	Same as yellow			
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Effective July 2020 all PA students are required to wear a face covering at all times when in school and while attending or participating in any school function, with limited exceptions.</li> </ul>	Same as yellow			
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Students will be allowed to opt in for live streaming of classes if they feel unsafe attending in-person even on their designated in-person schedule</li> </ul>	Same as yellow			
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Staff will be allowed to work remotely if they feel unsafe</li> <li>Staff will work remotely whenever possible</li> </ul>	Same as yellow			

## Health and Safety Plan Professional Development

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

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Social Distancing, Personal Hygiene, Use of Face Coverings, Cleaning of Materials</b>	Students, Faculty/Staff, Parents	Denise LePera, President	Online, In-person and/or publications	Cleaning supplies, PPE	07/24/2020	08/26/2020
<b>Food Handling</b>	Aramark	Jen McCloskey, Business Manager	Online, In-person and/or publications	Regulatory and Best Practice Guidelines	07/24/2020	08/26/2020
<b>Screening</b>	Staff, Parents, Students	Heather Ackerman, School Nurse	Online, In-person and/or publications	Regulatory and Best Practice Guidelines	07/24/2020	08/26/2020
<b>Monitoring Symptoms</b>	Nurses, Administration	Heather Ackerman, School Nurse	Online, In-person and/or publications	Regulatory and Best Practice Guidelines	07/24/2020	08/26/2020
<b>Limiting Student Contact in Classrooms</b>	Faculty, Students	James Meredith, Principal	Online, In-person and/or publications	Regulatory and Best Practice Guidelines	07/24/2020	08/26/2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Teaching Students and Parents about COVID-19</b>	Students, Parents		Online, email publications	07/24/2020	08/26/2020
<b>Screening Protocols</b>	Students, Parents, Faculty/Staff		Online, email publications	07/24/2020	08/26/2020
<b>Procedures for Face Coverings</b>	Students, Parents, Faculty/Staff		Online, email publications	07/24/2020	08/26/2020

## Health and Safety Plan Summary: Nazareth Academy High School

Anticipated Launch Date: August 26, 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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Clean/disinfectant all high-touch surfaces once daily and as requested during the day following all regulatory guidelines.</li> <li>• Water filling stations are located throughout the building, with the fountain piece disengaged. Personal water bottles allowed.</li> <li>• Clean desks daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day between classes.</li> <li>• Sanitize/wash hands on frequent basis (at arrival, prior to and after eating.) Hand sanitizer located in multiple areas throughout the building on each floor.</li> <li>• Clean/disinfect all high-touch areas on Nazareth van before each use.</li> <li>• Students will use hand sanitizer before entering the van</li> <li>• Cleaning staff will clean, sanitize, disinfect classrooms including desks, door knobs, light switches, railings using soap and water, then disinfectant and empty trash while wearing gloves and gowns</li> <li>• Clean isolation areas after each symptomatic student or faculty/staff member leaves the area.</li> <li>• Plexiglass barriers in designated areas where face to face interaction necessary</li> <li>• After cleaning areas, windows will be opened to allow for ventilation</li> <li>• Desks will be wiped with disinfectant wipes between classes with designated trash can</li> <li>• Leave all classroom doors open for cross ventilation and open windows when feasible</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>Laptops will be covered with wipeable covers and wiped down after use with alcohol wipes</li> <li>Holding areas will be sanitized nightly</li> </ul>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>Maintain desks a minimum of 3 feet but ideally 6 feet apart where feasible but WHO recommendation of 3 feet in all classrooms</li> <li>All seats will face same direction</li> <li>Hybrid virtual/onsite as follows</li> <li>Half of the students will be in-person one week with the other virtual, second week the cohort will switch</li> <li>Use of Performing Arts Center for additional lunchroom seating</li> <li>No face to face seating</li> <li>Assigned seating for lunches to help control for contact tracing</li> <li>All will sanitize hands before and after eating</li> <li>Aramark will follow best practices for food service and food safety protocols in school settings</li> <li>All other areas/rooms will operate with no more than 50 people in them following all social distancing guidelines.</li> <li>Hand sanitizing stations on each floor, outside classrooms</li> <li>Hand sanitizing lotion in each classroom</li> <li>Signs will be posted at all entrances, stairwells, bathrooms, outside classrooms</li> <li>Broadcast regular announcements regarding prevention, hygiene, use of masks, reducing spread, social distancing at beginning of the day and throughout the day</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>• Disseminate most recent videos and PSA from CDC and Commonwealth on school website, social media sites and email communications to faculty/staff, parents and students</li> <li>• Exclude visitors and volunteers from entering beyond attendance/security office</li> <li>• Require all visitors to comply with screening and monitoring processes before entering</li> <li>• Require all visitors to sign in event contract tracing necessary</li> <li>• Continue physical education activities as long as those activities limit physical contact and touching, when feasible.</li> <li>• No sharing of equipment</li> <li>• Limit multiple touches</li> <li>• Clean materials and equipment between use</li> <li>• Special attention to music/art and other classes with significant hands-on</li> <li>• Shared materials limited and cleaned between classes when feasible</li> <li>• Hallway traffic flow on each floor one way:</li> <li>• Stairwell traffic flow one way. South stairwells move up, North move down</li> <li>• Elevator limited to 2 people with area marked for standing to meet social distancing</li> <li>• Utilize multiple points of Entrance and egress</li> <li>• Maintain social distancing in restrooms</li> <li>• Number of students on Nazareth van will be limited to 6 feet apart and will be screened prior to entering the van</li> <li>• Clean and sanitize after use and leave windows open when feasible</li> <li>• Arrange desks facing same direction</li> <li>• No less than 3 feet (6 feet when feasible)</li> <li>• Assigned seating in classrooms, common areas, busses, to facilitate contact tracing when necessary</li> <li>• No field trips or extra-curricular activities</li> </ul>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>• Educate students/parents and faculty/staff on how to screen for signs and symptoms of COVID-19 at home before sending to school and/or reporting to work</li> <li>• Educate parents/guardians on the critical importance of keeping sick children home from school</li> <li>• Educate faculty and staff on the importance of staying home if ill</li> <li>• Reminders at the beginning of the day of signs and symptoms of COVID-19 and where to report if feeling symptomatic</li> <li>• Parents will use the checklist previously shared by the Health Department</li> <li>• Nurse will evaluate any individual who presents with symptoms in school</li> <li>• Notice must be given by students and faculty/staff if any absence is COVID-19 related.</li> <li>• Weekly survey to identify students, faculty and staff who are likely ill or exposed by family/household members</li> <li>• Daily checks to include 2 of the following: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorders or one of the following: cough, shortness of breath, difficulty breathing</li> <li>• Require one who becomes sick or demonstrates history of exposure to report immediately to designated area</li> <li>• Identify isolation area as easy exit and configured to promote safety and privacy</li> <li>• Staff trained on symptoms and procedure for sending individuals with symptoms to the nurse</li> <li>• Update parents/guardians on the classroom protocol including students being sent home</li> <li>• Provide appropriate PPE to staff and students in isolation area and to those interacting directly with individuals who become sick or demonstrate history of exposure</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• Isolate individuals who become sick during the day until she is dismissed</li> <li>• Use isolation area that is separate, well-ventilated, exits easily, and is disinfected</li> <li>• Written protocol for nurses to ensure all symptomatic individuals are triaged appropriately</li> <li>• Require anyone sent home with symptoms to secure COVID-19 test or medical clearance before returning.</li> <li>• Notify City of Philadelphia Health Department and health department of student residence of all positive COVID-19 results.</li> <li>• Consider for exclusions those students, faculty and staff who have been identified above</li> <li>• Students will be isolated in the nurse's office, attendance office and conference room until parent can pick up</li> <li>• Symptom with test positive: exclude for 10 days from symptom onset and 3 days after fever</li> <li>• Symptomatic not tested: exclude for 10 days and at least 3 days after fever</li> <li>• Symptomatic with alternate cause or illness: exclude until symptoms resolve</li> <li>• Symptomatic with test negative: exclude until afebrile for 24 hours and improved respiratory symptoms</li> <li>• Exposed and asymptomatic: elude for 14 days from last exposure if remains asymptomatic or exclude until meets above criteria if becomes symptomatic</li> <li>• Medical clearance from Department of Health required for anyone returning to school following isolation quarantine or a positive test result</li> <li>• The closing of a classroom, or school will occur in consultation with the City of Philadelphia Health Department</li> <li>• Limit the public release of COVID-19 impacted students and faculty/staff</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>Nazareth will work with the City of Philadelphia Department of Health specific to the release of such protected information</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>Identify high risk students and faculty/staff</li> <li>For high risk students develop a plan that facilitates safety and in conjunction with consideration of increased social distancing strategies for student</li> <li>Students will have the option of attending at home through live-streaming</li> <li>Staff who are at higher risk will wear face shields when meeting face-to-face, teaching, or interacting with others</li> <li>Effective July 2020 all PA students are required to wear a face covering at all times when in school and while attending or participating in any school function, with limited exceptions.</li> <li>Effective July 2020 all PA students are required to wear a face covering at all times when in school and while attending or participating in any school function, with limited exceptions.</li> <li>Students will be allowed to opt in for live streaming of classes if they feel unsafe attending in-person even on their designated in-person schedule</li> <li>Staff will be allowed to work remotely if they feel unsafe</li> <li>Staff will work remotely whenever possible</li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Nazareth Academy High School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 21, 2020**.

The plan was approved by a vote of:

  9   Yes

  0   No

Affirmed on: **July 21, 2020**

By:



---

*(Signature\* of Board President)*

Denise LePera

---

*(Print Name of Board President)*

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

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

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