



SACRED HEART
ACADEMY
— BRYN MAWR —

Pathway to Recovery

August 7, 2020

SHAbrynmaur.org

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Section I: Process & Contact Information

For the past two months, Sacred Heart Academy has been engaged in researching, evaluating and writing the school's response to COVID-19. The plan was presented to the Faculty and Staff on July 30 and the Board of Trustees on August 3. The school created the Health and Safety Strategy committee.

The school's plan aligns with the guidance issued by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Pennsylvania Department of Public Health (PDPH), the National Association of Independent Schools (NAIS), the National Business Officers Association (NBOA) and the Pennsylvania Association of Independent Schools (PAIS).

The plan is a dynamic document. The school continues to monitor and adhere to current and updated regulatory guidelines and recommendations, our plans and arrangements may change. We have framed our reopening plan to allow nimble and flexible action whenever necessary.

The school will communicate with the community as needed as to health and safety updates as well as procedures related to returning to campus.

The well-being of our students, faculty, staff and community is the highest priority. The plan is focused on minimizing risk through implementing strict safety measures and protocols. The 2020-21 school year at SHA will be unlike any other before. It will take the cooperation of all community members. In these difficult times, it is essential to know that as a community we remain committed to our mission as a Sacred Heart school. The *Goals and Criteria* remain a guide for all that we do at SHA.

Section II: Health & Safety Strategy Team Members

Name	Role	Committee Committee Members
Deirdre V. Cryor	Head of School	
Suzanne Robinson	Alumnae Relations; School Safety	Operational Parameters Lisa Brairton, Margaret Corcoran, Victor D'Ascenzo, Erin DeLosso
Kimberley Trinacria	Middle School Director	Student Programs Eileen Day, Lauren Deets, Tammy Hart, Michele Jefferies, Cara Saraco, Cindy Shay
Karin Kennedy	Database Administrator	Technology Sharon Ackerley, Sandy McGrory
Jennifer Vincent Tammy Hart BSN, RN	Director of Finance Director of Enrollment Management	Health and Safety Joe Fordyce, Erin Howell
Lisa Brairton	Communications	

Section III: Path to Recovery/Decision Tree

Sacred Heart Academy's Path to Recovery - provides considerations, recommendations and best practices to ensure a safe and successful 2020-2021 Academic year.

Addressing Community Spread at Sacred Heart Academy as determined by State and Local Health Officials of the state of Pennsylvania

Substantial Spread

- Coordinate with local and state guidelines.
- Participate in contact tracing as directed by local health officials.
- School is closed and distance learning initiated.
- Quarantine affected areas and wait 24 hours before cleaning and disinfecting.
- Consider ways to accommodate needs of children, teachers/staff and families at higher risk for severe illness.

For additional guidance on addressing community spread, see the [CDC's Considerations for Schools](#)

Minimal/Moderate

- Establish and Maintain communication with local and state guidelines.
- Participate in contact tracing as directed by local health officials.
- Implement enhanced physical distancing measures.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID 19 symptoms, preventative measures (including staying home when sick), and good hygiene.
- Clean and Disinfect school facilities routinely.
- Consider ways to accommodate needs of children, teachers/staff and families at higher risk for severe illness.

Low/No Spread

- Establish and Maintain communication with local and state guidelines.
- Participate in contact tracing as directed by local health officials.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID 19 symptoms, preventative measures (including staying home when sick), and good hygiene.
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school.
- Consider ways to accommodate needs of children, teachers/staff and families at higher risk for severe illness.

<p>Substantial Spread</p> <p>↓</p>	<p>Minimal/Moderate Spread</p> <p>↓ ↓ ↓</p>	<p>Low/No Spread</p> <p>↓</p>						
<p>Distance/Remote Learning</p> <p>↓</p>	<table border="1"> <tr> <td data-bbox="739 428 945 610">Traditional</td> <td data-bbox="949 428 1150 610">Hybrid</td> <td data-bbox="1155 428 1356 610">Full Distance/Remote Learning</td> </tr> <tr> <td colspan="3" style="text-align: center;">↓ ↓ ↓</td> </tr> </table>	Traditional	Hybrid	Full Distance/Remote Learning	↓ ↓ ↓			<p>Traditional</p> <p>↓</p>
Traditional	Hybrid	Full Distance/Remote Learning						
↓ ↓ ↓								
<p>Targeted Closure - Isolate and disinfect affected areas Or Short-Term Closure - Close for facility-wide deep cleansing Or Extended Closure - close building for at least 14 days</p>	<table border="1"> <tr> <td data-bbox="739 743 945 1302"> <p>School buildings OPEN implement more intensive mitigation strategies; encourage enhanced social distancing</p> </td> <td data-bbox="949 743 1150 1302"> <p>Limited - Staggered Use of School Buildings - implement alternating schedules for students target distance/remote learning</p> </td> <td data-bbox="1155 743 1356 1302"> <p>Minimal use of Buildings - Implement targeted distance/remote learning</p> </td> </tr> </table>	<p>School buildings OPEN implement more intensive mitigation strategies; encourage enhanced social distancing</p>	<p>Limited - Staggered Use of School Buildings - implement alternating schedules for students target distance/remote learning</p>	<p>Minimal use of Buildings - Implement targeted distance/remote learning</p>	<p>School Buildings are Open Implement preventative practices and additional proactive processes/protocols</p>			
<p>School buildings OPEN implement more intensive mitigation strategies; encourage enhanced social distancing</p>	<p>Limited - Staggered Use of School Buildings - implement alternating schedules for students target distance/remote learning</p>	<p>Minimal use of Buildings - Implement targeted distance/remote learning</p>						

Sacred Heart Academy's Decision Tree - provides a menu for instructional models and responses to ensure continued success and safety of students and staff members.

Health and Safety

SECTION IV: Cleaning, Sanitizing, Disinfecting, and Ventilation

The main mode of COVID-19 spread is from person to person, primarily via droplet transmission. For this reason, strategies for infection prevention will center around this form of spread, including physical distancing, face coverings, and hand hygiene. Given the challenges that may exist in children and adolescents in effectively adhering to recommendations, it is critical faculty and staff are setting a good example for students by modeling behaviors around physical distancing, face coverings and hand hygiene. Infection via aerosols and fomites is less likely. However, because the virus may survive in certain surfaces for some time, it is possible to get infected after touching a virus contaminated surface and then touching the mouth, eyes, or nose.

Cleaning will be performed per established protocols followed by disinfection when appropriate. Normal cleaning with soap and water decreases the viral load and optimizes the efficacy of disinfectants. When using disinfectants, the manufacturers' instructions will be followed, including duration of dwell time, use of personal protective equipment (PPE), if indicated, and proper ventilation. The use of EPA approved disinfectants against COVID-19 is recommended.

When possible, only products labeled as safe for humans and the environment (eg, Safer or Designed for the Environment), containing active ingredients such as hydrogen peroxide, ethanol, citric acid, will be selected, because they are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects.

If EPA-approved disinfectants are not available, alternative disinfectants such as diluted bleach or 70% alcohol solutions will be used. Children will not be present when disinfectants are in use and will not participate in disinfecting activities. Most of these products are not safe for use by children, whose "hand-to-mouth" behaviors and frequent touching of their face and eyes put them at higher risk for toxic exposures. If disinfection is needed while children are in the classroom, adequate ventilation will be in place.

The elimination of high-touch surfaces will be optimized rather than frequent cleaning. For example, classroom doors will be left open rather than having students open the door when entering and leaving the classroom or the door will be closed once all students have entered followed by hand sanitizing. Surfaces that are used frequently, such as door handles, sinks and faucet handles, etc, will be cleaned and disinfected at least daily and as often as possible. Bathrooms, in particular, will receive frequent cleaning and disinfection. Shared equipment including computer equipment, keyboards, art supplies, and play or gym equipment will also be disinfected frequently. Hand washing will be promoted before and after touching shared equipment. Routine cleaning practices, as defined by CDC guidelines will be used for indoor areas that have not been used for 7 or more days or outdoor equipment. Surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes will be cleaned following

standard protocol. The same will apply to floors and carpeted areas. Outdoor playgrounds/natural play areas will receive routine maintenance and hand hygiene will be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc, will be cleaned and disinfected regularly when used continuously.

Operating Parameters

SECTION V: Social Distancing and Safety Protocols

Key Questions

How will classrooms/learning spaces be organized to mitigate spread?

Students in grades K-8 will remain in their assigned classroom whenever possible to decrease the amount of disinfecting needed throughout the day. The third floor of the School House will be limited to middle school students and their teachers, The second floor of the School House will be limited to lower school students and their teachers. The first floor science lab will be limited to lower school science classes and their teacher. The gym will be used by the LS/MS/US when the weather conditions prevent outside classes. Upper School students will be assigned to cohorts as much as possible. Restricting access by division will limit contact with multiple cohorts throughout the day and decrease exposure to COVID-19.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

All students (grades K through 12) will be assigned to cohorts as much as possible. In grades Kindergarten through grade 8, cohorts will remain in the same classroom. The teachers will move from classroom to classroom as necessary. In grades 9 through 12, students will be assigned to as few classrooms as possible, and the teachers will move from classroom to classroom. Cohorts will remain in one room as much as possible, and the students will sit in the same desk while in the assigned classroom. Exceptions whereby a cohort will need to move to a different location (for example, for gym, art, science labs, etc.) will be minimized as much as possible.

What policies and procedures will govern use of other communal spaces within the school building?

Use of communal spaces and congregate areas will be restricted. For example, the dining rooms will not be used for lunches or large study halls.

SHA will establish occupancy limits and clear physical distancing guidelines and demarcations in common areas that will remain in use as classrooms (e.g., Sophie Center, Sun Porch, Chapel, PAC, Dining Room). When larger communal spaces are in use tables and chairs will be set up/marked off to ensure students and staff maintain a six-foot separation. Certain areas will be blocked off so students cannot congregate there (e.g., senior lounge, locker areas, conference rooms). Hallways and stairwells will be single direction movement only. Clearly marked paths on the floor and walls will indicate direction and promote physical distancing. Masks must be worn at all times in communal spaces, including hallways, stairwells, bathrooms, etc. Students and teachers should maintain a 6-foot space between one another in these spaces. Bathroom visits will be staggered by grade at designated times to minimize hallway congestion. Communal spaces will be cleaned and disinfected frequently per CDC guidelines as well as any state/county requirements or recommendations.

What hygiene routines will be implemented throughout the school day?

Hygiene practices in the Green and Yellow phase will include handwashing for 20 seconds (length of *Happy Birthday* song twice or the *ABC's* once). There will be signs posted reminding the community of good handwashing procedure. Hands should be washed before and after eating, after blowing nose, coughing or sneezing, before touching face, after playing outside, and after going to the bathroom. Hand sanitizer will be used when hand washing is unavailable.

Hand washing directions: Wet hands with water, add soap, rub together creating a soapy lather. Wash front and back of hands, between fingers and under nails. Rinse hands with running water and dry thoroughly with a clean paper towel.

The students will be encouraged to keep their hands to themselves and not to touch their face with unclean hands. Students will also be reminded to wash hands often and to cover coughs and sneezes with their elbows. Students will keep supplies separate from others.

What visitor and volunteer policies will you implement to mitigate spread?

Visitor Policy

Priority will be given to evaluate and determine if virtual group events, gatherings, or meetings should be hosted in lieu of on campus gatherings and social distancing of at least 6 feet between people will be required if events are held. Group size will be limited to meet current guidelines. The inclusion of nonessential visitors, volunteers, and activities involving external groups or organizations will be limited whenever possible – especially to those individuals who are not from the local geographic area.

Priority will be given to virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, whenever possible.

Priority will be given to options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and the community.

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?

Stakeholders will be divided into three groups: employees, students and parents. The Pathway to Recovery will be posted on the school website. Parents and employees will be made aware of its location through an email. Employees will be trained through professional development during the In-Service training on September 1, 2 and 3, 2020. Additionally, the faculty will be required to complete the following Safe Schools online modules:

- Coronavirus Awareness-10 minutes
- Coronavirus CDC Guidelines for Cloth Face coverings -9 minutes
- Coronavirus Cleaning and Disinfecting Your Workplace -10 minutes
- Coronavirus Managing Your Stress and Anxiety- 12 minutes

Parents will be invited to attend a virtual meeting before the start of school to learn about plans in place for opening school in the fall of 2020. Speakers will include administration and medical professionals.

Students will be sent a “Welcome Back to School” video that will introduce the new drop-off and pick up procedures, hallway directions, face mask requirements, physical distancing requirements and other important changes to the school day due to COVID-19. They will also be trained during the first days of school.

Class size allows Sacred Heart Academy to operate with the same restrictions while under the green and yellow phases of this plan.

Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.

Action Steps Under Yellow Phase

- Students in Grades K-8 will only use individual desks that are assigned to them and will be spaced six feet apart.
- US students will sit in individual desks that are spaced six feet apart. Whenever possible they will sit in the same desk in each room they have class.
- Students should not sit at shared tables unless they can be spaced six feet apart ie: science lab. Remaining in the same classroom in cohorts will be encouraged whenever possible.

Action Steps Under Green Phase

- Students in Grades K-8 will only use individual desks that are assigned to them and will be spaced six feet apart.

- US students will sit in individual desks that are spaced six feet apart. Whenever possible they will sit in the same desk in each room they have class.
- Students should not sit at shared tables unless they can be spaced six feet apart ie: science lab. Remaining in the same classroom in cohorts will be encouraged whenever possible.

Lead Individual and Position

Cara Sacraco
Classroom teachers

Materials, Resources, and/or Supports Needed

N/A

PD Required (Y/N)

Seats should be assigned during orientation for MS and on the first day of class for LS and US.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms.

Action Steps Under Yellow Phase

- The Sun Porch, Chapel, PAC, small and big dining room and Sophie Center will be converted into classrooms.
- Lunch will be eaten in the classroom if outdoor dining is not an option.

Action Steps Under Green Phase

- The Sun Porch, Chapel, PAC, small and big dining room and Sophie Center will be converted into classrooms.
- Lunch will be eaten in the classroom if outdoor dining is not an option.

Lead Individual and Position

Suzanne Robinson

Materials, Resources and/or Supports Needed

Partitions

PD Required (Y/N)

N

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.

Action Steps Under Yellow Phase

- Hand washing procedure signs will be posted in halls, classrooms, bathroom above sinks and outside stalls.
- Hands should be washed before/after eating, after blowing nose, coughing or sneezing, before touching face, after playing outside, after going to the bathroom.
- Hands should be washed for 20 seconds (length of “Happy Birthday” song twice or the *ABC*’s once)
- Hand washing directions: Wet hands with water, add soap, rub together creating a soapy lather. Wash front and back of hands, between fingers and under nails. Rinse hands with running water and dry thoroughly with a clean paper towel.
- Hand sanitizer will be used when hand washing is not available.
- Other hygiene practices:
 1. Keeping your hands to yourself (not touching others bodies)
 2. No touching your own face with unwashed hands
 3. Washing hands often
 4. Cough or sneeze into your elbow
 5. Keeping supplies separate for individual use

Action Steps Under Green Phase

- Signs will be posted (halls, classrooms, bathroom above sinks and outside stalls) to remind about hand washing procedures.
- Hands should be washed before/after eating, after blowing nose, coughing or sneezing, before touching face, after playing outside, after going to bathroom

Lead Individual and Position

Erin DeLosso

Materials, Resources and/or Supports Needed

- Signs
- Hand sanitizer dispensers routinely filled
- Sinks
- Handsoap
- Paper Towels

PD Required (Y/N)

N

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

Action Steps Under Yellow Phase

- CDC guidelines posters for handwashing and stopping the spread of germs will be hung in every classroom, bathroom, offices, gathering spaces and hallways throughout both buildings.
- Lawn signs will be placed between buildings reminding constituents to maintain proper physical distancing measures.

Action Steps Under Green Phase

- CDC guidelines posters/flyers/stickers for handwashing and stopping the spread of germs will be hung in every classroom, bathroom, offices, gathering spaces and hallways throughout both buildings.
- Lawn signs will be placed between buildings reminding constituents to maintain proper physical distancing measures

Lead Individual and Position

Lisa Brairton

Materials, Resources and/or Supports Needed

Signage/Signage Stands

Flyers

Posters

PD Required (Y/N)

N

Identifying and restricting non-essential visitors and volunteers.

Action Steps Under Yellow Phase

- The safety committee will evaluate situations involving outside visitors for each event.

Action Steps Under Green Phase

- The safety committee will evaluate situations involving outside visitors for each event.

Lead Individual and Position

Erin DeLosso

Materials, Resources and/or Supports Needed

N/A

PD Required (Y/N)

N

Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.

Action Steps Under Yellow Phase

- Students will be kept in cohorts.
- Students will wear gym uniforms to school on assigned gym days.
- Locker rooms will be closed.
- Outdoor space will be used when weather conditions permit.
- Students will have their own space in a marked area that they participate within during PE. The space will be assigned ahead of time and used for each class.
- Focus will be on individual skill building versus competition.

- Limited sharing of equipment and gear, each student will have their own equipment for the duration of the class.
- Classes will be designed to be skill based and not team-play or tag-type activities.
- Students are encouraged to bring their own water bottle to gym class, clearly marked with their name and kept within their designated space for the duration of the class and strictly for their personal use only.
- All students will wash their hands after class.
- Bathroom use will be limited to one person at a time unless an emergency presents itself.
- At the end of class, the equipment will be placed in one designated area to be sanitized.
- LS/MS students will be assigned designated outdoor areas for recess.

Action Steps Under Green Phase

- Students will be kept in cohorts.
- Students will wear gym uniforms to school on assigned gym days.
- Locker rooms will be closed.
- Outdoor space will be used when weather conditions permit.
- Students will have their own space in a marked area that they participate within during PE. The space will be assigned ahead of time and used for each class.
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- Classes will be designed to be skill-based and not team play or tag-type activities.
- Students are encouraged to bring their own water bottle to gym class, clearly marked with their name and kept within their designated space for the duration of the class and strictly for their personal use only.
- All students will wash their hands after class.
- Bathroom use will be limited to one person at a time unless an emergency presents itself.
- At the end of class, the equipment will be placed in one designated area to be sanitized.
- LS/MS students will be assigned designated outdoor areas for recess.

Lead Individual and Position

Erin Howell

Materials, Resources and/or Supports Needed

N/A

PD Required (Y/N)

Limiting the sharing of materials among students.

Actions Steps Under Yellow Phase

- Students will be asked to keep a zip lock bag with art supplies in their backpacks.
- Supplies for art class will be packaged for individual students.
- LS manipulatives will be packaged for individual use.
- PE classes will have bins for equipment that needs to be sanitized before use.
- LS/MS students will be assigned devices for use throughout the year.

Action Steps Under Green Phase

- Students will be asked to keep a zip lock bag with art supplies in their backpacks.
- Supplies for art class will be packaged for individual students.
- LS manipulatives will be packaged for individual use.
- PE classes will have bins for equipment that needs to be sanitized before use.
- LS/MS students will be assigned devices for use throughout the year.

Lead Individual and Position

Specials Teachers/LS Teachers

Materials, Resources and/or Supports Needed

Chromebooks - MS

PD Required (Y/N)

N

Staggering the use of communal spaces and hallways.

Action Steps Under Yellow Phase

- Restrict or eliminate use of communal spaces and congregate areas.

- Students and staff will be instructed not to loiter or congregate in entrances/exits, hallways or other common areas.
- Block off or mark off areas where students should not be gathering (eg., Living room outside Admissions, senior lounge and locker areas, etc.). Establish occupancy limits and clear physical distancing guidelines and demarcations in common spaces that will still be used (i.e., Sophie Center, gym, Outside Patio, Dining Room, etc.).
- Hallways will be single direction movement only.
- Clearly marked paths on the floor and walls will indicate direction and promote physical distancing. Designate stairwells as one direction only. Markings will indicate directions. Masks must be worn at all times in communal spaces, including hallways, stairwells, bathrooms, etc. Students and teachers should maintain a 6-foot space between one another in these spaces. Leave at least a 3 stair space between individuals on the stairwells.
- Limit the number of students who occupy the restroom at one time to allow for social distancing. Establish clear bathroom schedules for each grade in order to stagger visits. Place markings on floor or cones outside bathrooms to promote 6-foot distances as children wait to enter.
- Stagger outdoor recess times based on cohort groups and maintain social distancing. Do not allow use of playground equipment or other high-touch equipment.

Actions Steps Under Green Phase

- Restrict use of communal spaces and congregate areas.
- Students and staff will be instructed not to loiter or congregate in entrances/exits, hallways or other common areas.
- Block off or mark off areas where students should not be gathering (eg., Living room outside Admissions, sun porch senior lounge and locker areas, etc.).
- Establish occupancy limits and clear physical distancing guidelines and demarcations in common spaces that will still be used (i.e., Sophie Center, gym, Outside Patio, Dining Room, etc.).
- Hallways will be single direction movement only. Clearly marked paths on the floor and walls will indicate direction and promote physical distancing.
- Designate stairwells as one direction only. Markings will indicate directions.
- Masks must be worn at all times in communal spaces, including hallways, stairwells, bathrooms, etc. Students and teachers should maintain a 6-foot space between one another in these spaces. Leave at least a 3 stair space between individuals on the stairwells.
- Limit the number of students who occupy the restroom at one time to allow for social distancing.
- Establish clear bathroom schedules for each grade in order to stagger visits.
- Place markings on floor or cones outside bathrooms to promote 6-foot distances as children wait to enter.
- Stagger outdoor recess times based on cohort groups and maintain social distancing.
- Allow use of playground equipment.
- Wash or sanitize hands before recess and access to high-touch equipment.
- Increase supervision to limit high-risk behaviors. Sanitize shared equipment after each cohort uses it.
- Create Google calendar to track use of communal spaces.

Lead Individual and Position

Margie Corcoran

Materials, Resources and/or Supports Needed

- Signage, floor and hallway markings.
- Caution tape or other supplies to mark off areas that should not be accessed.
- Ongoing reminders from teachers and staff to reinforce messages about one-way traffic, no loitering in common areas, maintaining physical distancing, etc.
- Google calendar to track use of communal areas in use by groups

PD Required (Y/N)

Y In-service orientation

Adjusting transportation schedules and practices to create social distance between students.

Action Steps Under Yellow Phase

SHA is dependent on 16 School Districts for transportation and cannot stagger arrival or dismissal times. A van will be added to the am and pm shuttle runs to the Regional Rail and 100 Bryn Mawr stops in the am and pm to provide additional physical distance by blocking off seats. Windows should be kept open while transporting students whenever possible. Frequently touched surfaces will be wiped down after each trip

Action Steps Under Green Phase

SHA is dependent on 16 School Districts for transportation and cannot stagger arrival or dismissal times. A van will be added to the am and pm shuttle runs to the Regional Rail and 100 Bryn Mawr stops in the am and pm to provide additional physical distancing by blocking off seats. Windows should be kept open while transporting students whenever possible. Frequently touched surfaces will be wiped down after each trip.

Lead Individual and Position

Joe Fordyce

Materials, Resources and/or Supports Needed

Disinfectant wipes for wiping down frequently after each trip to the station.

PD Required (Y/N)

Y

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.

Action Steps Under Yellow Phase

- 3rd floor of the School House will be limited to the MS. Students will be assigned classrooms by grade.
- Students will be assigned desks.
- One room will serve as the science lab and art room.
- 2nd floor of the School House will be limited to the LS.
- Students will be assigned classrooms by grade. They will also be assigned desks.
- The US students will be assigned to cohorts and use the same classroom and desk as often as possible. They will be limited to the Dooley Building, 1st floor of the School House and the PAC, Chapel large and small dining room and the Sun Porch for class.
- The gym and Sophie Center will be the only shared space.
- Locker rooms and the senior lounge will be closed.

Action Steps Under Green Phase

- 3rd floor of the School House will be limited to the MS. Students will be assigned classrooms by grade.
- Students will be assigned desks.
- One room will serve as the science lab and art room.
- 2nd floor of the School House will be limited to the LS.
- Students will be assigned classrooms by grade. They will also be assigned desks.
- The US students will be assigned to cohorts and use the same classroom and desk as often as possible. They will be limited to the Dooley Building, 1st floor of the School House and the PAC, Chapel large and small dining room and the Sun Porch for class.
- The gym and Sophie Center will be the only shared space.
- Locker rooms and the senior lounge will be closed.

Lead Individual and Position

Division Directors

Materials, Resources and/or Supports Needed

N/A

PD Required (Y/N)

N

How will before and after care be handled?

Action Steps Under Yellow Phase

- The Sophie Center will be used for before and after care.
- Parents will drop off and pick up at Red Doors.
- Extended Day will be outdoors whenever possible.
- Parents will pick up students from the parking lot. Homework desks will be set-up outside. Students will be required to social distance by 6ft while outdoors.

Action Steps Under Green Phase

- The Sophie Center will be used for before and after care.
- Parents will drop off and pick up at Red Doors.
- Extended Day will be outdoors whenever possible.
- Parents will pick up students from the parking lot. Homework desks will be set-up outside. Students will be required to social distance by 6ft while outdoors.

Lead Individual and Position

Beth Porter

Materials, Resources and/or Supports Needed

Distribute individually wrapped snacks

PD Required (Y/N)

N

Other physical distancing and safety practices. How will you utilize outdoor space to help meet social distancing needs?

Action Steps Under Yellow Phase

- Keeping 6-foot physical distancing remains in place while utilizing outdoor spaces.
- Use of masks during activities that involves other students, faculty, staff and adults will be required. No sharing of water bottles, clothing, masks, face shields or plastic gloves while participating in outdoor activities.
- Use of outdoor signage in recreation, academic and athletic areas as reminders.
- Outdoor benches, tables, chairs to be distanced at least 6 feet apart.
- Assign faculty and staff to oversee or check to make sure physical distancing is occurring during outdoor activities.
- Remind students and faculty of rules.
- Remove some tables and chairs from outdoor recreation and social areas to discourage larger gatherings.
- Utilize the entire outdoor campus as classroom opportunities giving students ample space for physical distancing.
- Sanitize appropriate benches, railings etc. upon leaving outdoor areas.

Action Steps Under Green Phase

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- Utilize the entire outdoor campus as classroom opportunities giving students ample space for physical distancing.
- Sanitize appropriate benches, railings etc. upon leaving outdoor areas.

Lead Individual and Position

All Faculty and Staff

Materials, Resources and/or Supports Needed

Sanitizing stations in outdoor meeting and recreation areas.

Provide faculty and staff with portable sanitizing backpack with needed sanitizing items.

Provide adequate outdoor garbage cans for used sanitizing materials.

PD Required (Y/N)

Y

Train faculty and staff on proper usage of outdoor spaces and protocols for social distancing and sanitizing areas.

Measuring preparedness as a result of training.

Action Steps Under Yellow Phase

Creation of Google doc that outlines areas of training, create a checklist of requirements in each training area, assign a scoring system for completed task as outlined by training, identify a perfect score for each area, collect data in each area and at the end of each month or quarter, calculate how each area is doing compared to a perfect score in that area.

Action Steps Under Green Phase

Creation of Google doc that outlines areas of training, create a checklist of requirements in each training area, assign a scoring system for completed task as outlined by training, identify a perfect score for each area, collect data in each area and at the end of each month or quarter, calculate how each area is doing compared to a perfect score in that area.

Lead Individual and Position

Vic D'Ascenzo

Materials, Resources and/or Supports Needed

Creation of Google Doc

PD Required (Y/N)

N

Health & Safety

Section VI: Food Service

Student meals will be served in classrooms. Students are encouraged to bring their own meals as feasible, and SHA's food service program will be adapted to support pre-ordered meals. Students will avoid sharing food and utensils and the safety of children with food allergies will be prioritized.

Lunch/Dining Room Procedures - if in use during the school year:

- All students are recommended to wash hands for 20 seconds before and after eating.
- A one way in/one way out route should be established whenever possible.
- Students should be seated at a physical distance while eating at tables.
- Tables and chairs should be sanitized between lunch groups.

Recommended Guidelines

- Have children bring their own meals as much as possible. Items brought from home should be easy to open for students to limit unnecessary contact from another person before consuming.
- Serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
- Use disposable food service items (e.g. utensils, dishes, trays, etc.)
- Utensils should be individually wrapped and disposable.
- Condiments should be individual packets and or sealed containers. Avoid the use of common bottles or containers.
- No buffet style serving.
- Discontinuing beverage stations. (fountain drinks, ice dispensers)

- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water in a sanitizing dishwasher.
- Food service workers should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

-

Cleaning Recommendations per FDA

- SHA will continue to follow established food safety protocols and best practices for retail food establishments and important COVID-19 recommendations, including the following:
- Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use using a sanitizing dishwasher.
- Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, check-out counters. Frequently clean and disinfect floors, counters, and other access areas using EPA-registered disinfectants.
- Prepare and use sanitizers according to label instructions.

SHA's Food Service provider recommendations*

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.

*As of July 30, 2020, SHA does not employ a food service provider.

Student Programs

Section VII: Athletics

Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.

Action Steps Under Yellow Phase

- Students will be kept in cohorts.
- Students will wear gym uniforms to school on assigned gym days.
- Locker room will be closed.
- Outdoor space will be used when weather conditions permit.
- Students will have their own space in a marked area that they participate within during PE. The space will be assigned ahead of time and used for each class.
- Focus will be on individual skill building versus competition.
- Limited sharing of equipment and gear, each student will have their own equipment for the duration of the class.
- Classes will be designed to be skill based and not team play or tag type activities.
- Students are encouraged to bring their own water bottle to gym classes, clearly marked with their name and keep the water bottle within their designated space for the duration of the class. Strictly for their personal use only.
- All students will wash hands after class

- Bathroom use will be limited to be one person at a time unless an emergency presents itself.
- At the end of the class equipment will be placed in one designated area to be sanitized.
- LS/MS students will be assigned designated outdoor areas for recess.

Action Steps Under Green Phase

- Students will be kept in cohorts.
- Students will wear gym uniforms to school on assigned gym days.
- Locker room will be closed.
- Outdoor space will be used when weather conditions permit.
- Students will have their own space in a marked area that they participate within during PE. The space will be assigned ahead of time and used for each class.

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- All students will wash hands after class
- Bathroom use will be limited to be one person at a time unless an emergency presents itself.
- At the end of the class equipment will be placed in one designated area to be sanitized.
- LS/MS students will be assigned designated outdoor areas for recess.

Lead Individual and Position

Erin Howell

Materials, Resources and/or Supports Needed

- Disinfectant sprays, hand sanitizers, soap and water,
- Spray and towels or wipes for ventilation if possible.
- Outdoor activities whenever permissible
- Masks for teachers, coaches, and moderators,
- Physical distancing equipment (cones, markers, etc.)

PD (Y/N)

Y

Limiting the sharing of materials among students.

Action Steps Under Yellow Phase

- Limiting the sharing of materials among students.

Action Steps Under Green Phase

- No sharing of materials, own personal space for exercise, coaches handling any equipment which is limited.

Lead Individual and Position

Erin Howell

Materials, Resources and/or Supports Needed

Selection of equipment for small groups such as a soccer ball, jump rope, disinfecting materials.

PD (Y/N)

Y

Staggering the use of communal spaces and hallways.

Action Steps Under Yellow Phase

- Staggering the use of communal spaces and hallways

Action Steps Under Green Phase

- Send and dismiss students in small groups so that they do not cross paths as they go and return. Enter and exit building following predetermined paths and directions.

Lead Individual and Position

Directors and Faculty

Materials, Resources and/or Supports Needed

Signage

PD (Y/N)

Y

Adjusting transportation schedules and practices to create physical distancing between students..

Action Steps Under Yellow Phase

Adjusting transportation schedules and practices to create physical distancing between students.

Physical distancing and masks on busses.

Action Steps Under Green Phase

Use their own transportation at all possible to games and practices.

Lead Individual and Position

Cindy Shay

Materials, Resources and/or Supports Needed

PD (Y/N)

Y

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.

Action Steps Under Yellow Phase

- Outside activities when possible
- Masks, physical distancing
- Outside learning stations

Action Steps Under Green Phase

- When inside the gym maintain 6ft distancing.

Lead Individual and Position

Administration, division directors, teachers

Materials, Resources and/or Supports

PD (Y/N)

Y

Operating Parameters

Section VIII: Transportation

Sacred Heart Academy relies upon 16 school districts for bus service for many of our students. Upper School students not riding a bus will be encouraged to arrive in time for their first class of the day and leave after their last class of the day. Lower and Middle School car riders will be dismissed at 3:00 pm from separate locations. An additional shuttle will be added, if needed, to and from the Bryn Mawr stations of the Regional Rail and High Speed Lines to reduce numbers of students on each run. Seats will be blocked off to ensure physical distancing.

Students will have their temperatures taken before exiting their cars in the morning. Bus and van/shuttle riders will be screened upon arrival to campus in the morning. Shuttle riders are encouraged to take their temperature and review symptoms at home before commuting to school. In the event of any symptoms, they should stay home and avoid the commute to school. All community members will be screened before entering the building. We will use multiple doors for dropoff and pickup to decrease numbers of students at each doorway.

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)
Arrival	<p>US Students will have their temperatures taken in their cars in the lower lot at arrival.</p> <p>Lower and Middle school students will have their temperatures taken in their cars at the Red Doors.</p> <p>Bus and shuttle riders will be screened upon arrival.</p>	<p>US Students will have their temperatures taken in their cars in the lower lot at arrival.</p> <p>Lower and Middle school students will have their temperatures taken in their cars at the Red Doors.</p> <p>Bus and shuttle riders will be screened upon arrival.</p>	Suzanne Robinson/Gina Cooney Transportation Coordinator	Thermometers Produce video for distribution to families, faculty and staff.	Y

	<p>Shuttle riders are encouraged to screen at home each morning.</p> <p>Faculty and approved visitors will take their temperature upon arrival each day. Those with temperatures of 100.4 or higher will be asked to return home.</p> <p>Visitors will be required to complete a COVID-19 screening form.</p> <p>US students do not have to report to campus until their first class of the day.</p>	<p>Shuttle riders are encouraged to screen at home each morning.</p> <p>Faculty and approved visitors will take their temperature upon arrival each day. Those with temperatures of 100.4 or higher will be asked to return home.</p> <p>Visitors will be required to complete a COVID-19 screening form.</p> <p>US students do not have to report to campus until their first class of the day.</p>			
Dismissal	<p>US students will leave campus after their last class of the day.</p> <p>After the final period of the day, class dismissals will be staggered and students will be required to maintain 6 ft. physical distancing when leaving the building.</p> <p>Lower and Middle school</p>	<p>US students will leave campus after their last class of the day.</p> <p>After the final period of the day class,dismissals will be staggered and students will be required to maintain 6 ft. physical distancing when leaving the building.</p> <p>Lower and Middle school</p>	Directors	Produce video for distribution to families, faculty and staff.	Y

	car riders will dismiss at 3:00 pm from two different locations. Bus riders will be dismissed at 3:20.	car riders will dismiss at 3:00 pm from two different locations. Bus riders will be dismissed at 3:20.			
School Van/Shuttle	Students and drivers will be required to wear masks while in the School Van. Vans will be wiped down after each run.	Students and drivers will be required to wear masks while in the School Van. Vans will be wiped down after each run.	Joe Fordyce / Chip LaPera		N

Health and Safety

Section IX: Monitoring Student and Staff Health

Promoting Behaviors that Reduce Spread

- Everyone within the Sacred Heart Academy community will be encouraged to stay home if they are feeling sick.
- The Sacred Heart Academy community will be educated and able to access guidelines about when they/their child(ren) should stay home and when they can return to school.
 - Sacred Heart Academy employees and students who are sick or who have recently had close contact with a person with COVID-19 should stay home.
 - Faculty, staff and students should stay home if they have tested positive for COVID -19 or are showing COVID-19 symptoms.
 - Faculty, staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
- CDC's criteria will inform employee guidelines regarding work.
- Hand Hygiene and Respiratory Etiquette

- Sacred Heart Academy employees and students will be educated to ensure proper techniques for handwashing with soap and water for at least 20 seconds and monitored to ensure adherence among faculty, staff and students.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for faculty, staff and older children who can safely use hand sanitizer).
- Faculty, staff and students are encouraged to cover coughs and sneezes with a tissue or their elbow if a tissue is not handy. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Cloth Face Coverings
 - Sacred Heart Academy employees and students will be educated surrounding the proper use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings will be worn by faculty, staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals will be frequently reminded not to touch their face covering and to wash their hands frequently. Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
 - Note: Cloth face coverings should not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- Adequate Supplies
 - Sacred Heart Academy will ensure and support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch trash cans.
- Signs and Messages
 - Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
 - Sacred Heart Academy will routinely communicate with announcements on reducing the spread of COVID-19.
 - Sacred Heart Academy will include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on the school websites, in emails, and on school social media accounts).

Maintaining Healthy Operations

- Protection for Staff and Children at Higher Risk for Severe Illness from COVID-19
 - Sacred Heart Academy will provide options for students and staff at higher risk of severe illness that limit their exposure risk (e.g.,

- virtual learning opportunities).
 - Sacred Heart Academy will assess local and state regulatory agency policies related to group gatherings to determine if events can be held.
- Gatherings, Visitors, and Field Trips
 - Priority will be given to evaluate and determine if virtual group events, gatherings, or meetings should be hosted in lieu of on campus gatherings. Physical distancing of at least 6 feet between people will be required if events are held. Group size will be limited to meet current guidelines.
 - The inclusion of nonessential visitors, volunteers, and activities involving external groups or organizations will be limited whenever possible – especially to those individuals who are not from the local geographic area (e.g. community, town, city, county).
 - Priority will be given to include virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, whenever possible.
 - Priority will be given to options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and the community.
- Identifying Small Groups and Keeping them Together (Cohorting)
 - Strong attempts will be made to ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - We will limit mixing between groups whenever possible.
- Staggered Scheduling
 - Arrival and drop-off times and locations by cohort may be utilized to limit contact between cohorts and direct contact with parents as much as possible.
 - When possible, the use of flexible worksites (virtual learning) and flexible work hours (staggered shifts) will be instituted to enhance social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if physical distancing is recommended by state and local health authorities.
- Designated COVID-19 Point of Contact
 - A central resource will be designated for COVID-19 questions and concerns. This resource information will be shared with families and staff for questions and concerns related to COVID-19.
- Communication Systems
 - Sacred Heart Academy protocols and policies will remain consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
 - Immediate response will be made to notifying staff and families of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

- Back-Up Staffing Plan
 - Administration will monitor the absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- Staff Training
 - Staff will be trained on all safety protocols.
 - Staff training will be done virtually or steps will be made to ensure that physical distancing is maintained during training.
- Recognize Signs and Symptoms
 - Attempts will be made to conduct daily health checks (e.g., temperature screening and/or or symptom checking) of staff and students.
 - Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

Screen Children Upon Arrival

- Persons who have a fever of 100.4°F (38.0°C) or above or other signs of illness should not be admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
 - There are several methods that can be used to protect staff while conducting temperature screenings. The most protective methods incorporate physical distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.
 - Reliance on Physical Distancing
 - Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
 - Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
 - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.
 - Reliance on Barrier/Partition Controls
 - Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
 - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Conduct temperature screening
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Put on disposable gloves.

- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

Preparing for When Someone Gets Sick

- Staff and Families of Sick Students will be educated regarding of our Home Isolation Criteria
 - Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
- Isolate and Transport Those Who are Sick
 - Sacred Heart Academy staff and families will be informed and know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Sacred Heart Academy will make every attempt to immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
 - An isolation room/area to separate anyone who has COVID-19 symptoms will be utilized as quickly as possible. Staff will utilize *Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.*
 - Procedures are in place for safely transporting anyone who is sick. If calling an ambulance or bringing someone to the hospital, they will be notified that the person may have COVID-19.
- Clean and Disinfect
 - Areas used by a sick person will be closed and not used until after cleaning and disinfecting. Attempts will be made to wait at least 24 hours before cleaning and disinfecting.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
 - Steps will be taken to inform those who have had close contact with a person diagnosed with COVID-19 and they will be instructed to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Student Programs

Section X: Other Considerations for Students & 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:

Masks will be required for all employees and visitors following CDC guidelines which states face coverings will be worn by staff and students as feasible. The wearing of masks is essential in times when social distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

The school has a plan for both in-school and at-home virtual learning.

Protecting students and staff at higher risk for severe illness.

Action Steps Under Yellow Phase

- Washing hands or sanitizing between classes
- Reminders from faculty regarding washing hands, proper mask wearing, social distancing

Action Steps Under Green Phase

- Same as Yellow

Lead Individual and Position

Division Directors and Administration

Materials, Resources and/or Supports Needed

Sani-Cloth wipes in all rooms on campus

Hand sanitizer dispensers throughout buildings

PD Required (Y/N)

Y

Use of face coverings (masks or face shields) by all staff

Action Steps Under Yellow Phase

- All staff are required to wear masks or face shields when interacting with others and when transitioning between spaces.
- Masks will be worn when physical distancing is not possible.

Action Steps Under Green Phase

- Same as Yellow

Lead Individual and Position

Administration

Materials, Resources and/or Supports Needed

Face Masks

PD Required (Y/N)

Y

Use of face coverings (masks or face shields) by older students (as appropriate).

Action Steps Under Yellow Phase

- Wearing masks when physical distancing is not possible, and when moving through hallways

Action Steps Under Green Phase

- Wearing masks when physical distancing is not possible, and when moving through hallways

Lead Individual and Position

Division Directors

Materials, Resources and/or Supports Needed

Face Masks

PD Required (Y/N)

Y

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

Action Steps Under Yellow Phase

- Appropriate review and updates (upon request) to individual health plans will be completed following established protocols.
- Online learning options, smaller group settings, modified schedules, etc.

Action Steps Under Green Phase

- Same as Yellow

Lead Individual and Position

Administration Division Director, Director of Finance

Materials, Resources and/or Supports Needed

Additional classroom cleaning supplies and PPE

PD Required (Y/N)

Y

Strategic deployment of staff.

Action Steps Under Yellow Phase

- Staff reassigned as needed; administration supporting online learning needs.

Action Steps Under Green Phase

- Balance staffing regarding sick time and potential accommodations to align with need for virtual instruction and telework.
- Train substitute teachers and staff.

Lead Individual and Position

Administration, Director of Finance, Technology Dept.

Materials, Resources and/or Supports Needed

Training for portal and online instruction.

PD Required (Y/N)

Y

Student Programs

Section XI: Health & Safety Plan Professional Development

Distance Learning Professional Development

Audience: All faculty

Lead Person and Position: Cara Saraco, Director of Academics

Session Format: 2 hour, Live Google Meet

Materials, Resources, and or Supports Needed: Aviva B. Moore, educational consultant

Start Date: July 28

Completion Date: July 29

Trauma-Informed Classroom Strategies

Audience: Faculty & Staff

Lead Person and Position: Cara Saraco, Director of Academics

Session Format: 1.5 hours, Safe Schools

Materials, Resources, and or Supports Needed: Pre-recorded videos, Safe Schools subscription

Start Date: August 15

Completion Date: August 31

mySHA Portal Training & Google Classroom Guidelines

Audience: Faculty

Lead Person and Position: Karin Kennedy & Sharon Ackerley, Technology

Session Format: 1 hour, Live Google Meet

Start Date: July 27

Completion Date: July 31

Sanitation Procedures & Guidelines

Audience: Faculty & Staff

Lead Person and Position: Suzanne Robinson, School Safety

Session Format: 1 hour, Live, on campus

Materials, Resources, and or Supports Needed: Pre-recorded videos, Powerpoint Presentation, Safe School Subscription

Start Date: August 31

Completion Date: August 31

Parent Information to communicate school plan

Audience: Parents

Lead Person and Position: Deirdre Cryor, Head of School & Re-entry Team

Session Format: Email, Website, Parent Google Meet

Start Date: Week of August 3

Completion Date: Week of August 3

mySHA Portal Training and Google Classroom Guidelines

Audience: Students grades 5-12

Lead Person and Position: Sharon Ackerley, Technology Instructor & Karin Kennedy, Database Administrator

Session Format: 1 Hr each, 5 sessions, Google Meet

Start Date: Week of August 31

Completion Date: Orientation Day, September 8.

Section XII: 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.

Meeting with faculty and staff regarding plan of re-entry

Audience: Faculty & Staff
Lead Person and Position: Deirdre Cryor, Head of School
Mode of Communication: Google Meet
Start Date: July 30
Completion Date: July 30

Proposed Plan for Re-Entry

Audience: Faculty & Staff
Lead Person and Position: Lisa Brairton - Communications, Karin Kennedy - Database Admin
Mode of Communication: Portal post on resource board
Start Date: July 31
Completion Date: July 31

Pathway to Recovery Plan

Audience: Parents and students

Lead Person and Position: Deirdre Cryor, Head of School and Committee

Mode of Communication: Pushpage, possible video, and website post

Start Date: Early August

Completion Date:

Reminder about early stage of school opening procedures

Audience: Parents, students, any drivers and other caregivers

Lead Person and Position: Lisa Brairton, Communications

Mode of Communication: Pushpage, mailed letter

Start Date: Late August

Completion Date:

Changes to current operating procedures

Audience: Parents, students, drivers, caregivers, faculty & staff

Lead Person and Position: Deirdre Cryor, Head of School

Mode of Communication: Pushpage, Bright Arrow

Start Date: As needed

Completion Date(s):