



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.

Health and Safety Plan: Shalom Christian Academy

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.

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)
Pandemic Coordinator: Patty Flood	Administrators	Plan Development. And Response Team
Building Head Teacher: Chris Lehman	Teachers	Response Team

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:

Shalom established a Planning Task Force to work at details regarding health and safety as well as academics. This Task Force which has also become the Pandemic Response Team has been working with our maintenance staff to ensure that cleaning and sanitization protocols will be updated and in place for a safe return. This includes working with our supplier to verify that products are COVID certified. This information is on file at the school. Maintenance staff as well as representatives from the Pandemic Team are being trained by our supplier on best practices for cleaning. We are hiring additional maintenance staff so that extra cleaning can occur during the school day. We have hired a professional cleaning service to disinfect the building prior to faculty returning on August 24, 2020. Playground equipment will also be cleaned.

- 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: Classroom sizes and numbers have been evaluated and continue to be monitored so that safe social distancing can be maintained. Many tables have been replaced by individual desks. Plexiglass dividers will be used at tables where multiple students are seated, and in computer labs. Outdoor and large common areas will be used frequently. Large gathering events have been changed to reduce the number of people in one area. Non-essential visitors and volunteers are not permitted in the building.

Teachers will train and monitor students to encourage social distancing. This will be evaluated at faculty and staff meetings as well as at the administrative level.

	<ul style="list-style-type: none"> • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. 	<p>frequently trafficked areas</p> <ul style="list-style-type: none"> • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. 		
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Signs posted at entrances and throughout the building. 	<ul style="list-style-type: none"> • Signs posted at entrances and throughout the building. 	<p>Administrator Principal</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Limit entrance to the buildings to essential staff and visitors. • The number of volunteers will be strictly limited and will be coordinated by one person. 	<ul style="list-style-type: none"> • Limit entrance to the buildings to essential staff and visitors. • The number of volunteers will be strictly limited and will be coordinated by one person. 	<p>Administrator</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> • Recess and PE class will be held outside as much as possible. • Social distancing will be practiced. • Equipment sanitized after use. 	<ul style="list-style-type: none"> • Recess and PE class will be held outside as much as possible. • Social distancing will be practiced. • Equipment sanitized after use. 	<p>Athletic Director and PE teachers.</p>	<p>N</p>
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • Students will have their own materials 	<ul style="list-style-type: none"> • Students will have their own materials 	<p>Teachers</p>	<p>Families will be responsible to purchase</p>

- 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: Training to recognize the symptoms for COVID-19 and the response protocol will be part of teacher in-service. Social distancing protocols as well as cleaning and safety measures will also be included. Classroom teachers will include that information and training in orientations and first day of school discussions.

Shalom has established a relationship with the local department of health (DOH). When a student or staff tests positive for COVID-19, the DOH will be contacted and provide guidance for quarantine, contact tracing, and notification. Parents and families will be informed via Shalom's parent portal, and email. Details will respect the individual's privacy.

Shalom employs a nurse who will provide training at the opening in-service for staff on symptoms of COVID 19, and the protocol for responding to a student exhibiting symptoms.

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>other applicable federal and state privacy laws.</p> <ul style="list-style-type: none"> • Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. • Will follow the directives of the local DOH. • Notify through Parent Portal and email. • Temperature Scans • Wellness Checks 	<p>and other applicable federal and state privacy laws.</p> <ul style="list-style-type: none"> • Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. • Will follow the directives of the local DOH. • Notify through Parent Portal and email. • Staff and students self-monitor at home prior to arrival 	<p>Administrators Department of Health Nurse</p> <p>Administrators</p> <p>School Nurse and Designated Staff</p>	<p>Policies and Procedures</p> <p>Communication System</p> <p>Temperature Scanners</p>	<p>Y</p> <p>N</p> <p>Y</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <p>Other monitoring and screening practices</p>	<p>other applicable federal and state privacy laws.</p> <ul style="list-style-type: none"> • Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. • Will follow the directives of the local DOH. • Notify through Parent Portal and email. • Temperature Scans • Wellness Checks 	<p>and other applicable federal and state privacy laws.</p> <ul style="list-style-type: none"> • Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. • Advise sick staff members and children not to return until they have met state DOH criteria to discontinue home isolation • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. • Will follow the directives of the local DOH. • Notify through Parent Portal and email. • Staff and students self-monitor at home prior to arrival 	<p>Administrators Department of Health Nurse</p> <p>Administrators</p> <p>School Nurse and Designated Staff</p>	<p>Policies and Procedures</p> <p>Communication System</p> <p>Temperature Scanners</p>	<p>Y</p> <p>N</p> <p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> Shalom is unable to provide significant accommodations. Adhere to FERPA and HIPPA requirements Adhere to state and federal employment law and extended leave allowances Limit large group gatherings/interactions. 	<ul style="list-style-type: none"> Shalom is unable to provide significant accommodations. Adhere to FERPA and HIPPA requirements Adhere to state and federal employment law and extended leave allowances Limit large group gatherings/Interactions. 	<p>Administrator and School Nurse, Teacher.</p>	<p>Policies and procedures</p>	<p>N</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> Shalom will follow the Universal Face Covering Order issued on July 1, 2020. Anyone on Shalom's campus will be required to wear a face covering. Students will be given mask breaks. They will not be required to wear a mask during physical activity. Staff will receive training on the way to properly wear a face covering, as well as how to care for a mask while not being worn. 	<ul style="list-style-type: none"> Shalom will follow the Universal Face Covering Order issued on July 1, 2020. Anyone on Shalom's campus will be required to wear a face covering. Students will be given mask breaks. They will not be required to wear a mask during physical activity. Staff will receive training on the way to properly wear a face covering, as well as how to care for a mask while not being worn. 	<p>Administrator</p>	<p>Masks, signage for proper use</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by students (as appropriate)</p>	<ul style="list-style-type: none"> Shalom will follow the Universal Face Covering Order issued on July 1, 2020. Anyone on Shalom's campus will be required to wear a face covering. Students in classrooms seated at desks and/or in places where there is a physical barrier may remove the mask. Students will not 	<ul style="list-style-type: none"> Shalom will follow the Universal Face Covering Order issued on July 1, 2020. Anyone on Shalom's campus will be required to wear a face covering. Students in classrooms seated at desks and/or in places where there is a physical barrier may remove the 	<p>Administrator</p>	<p>Masks, signage for proper use</p>	<p>Y</p>

Health and Safety Training	Students	Teachers	Lecture/discussion	8-27-20	Ongoing

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
Weekly Updates to parents	Parents	Administrator	Newsletter, email	Ongoing	Ongoing
Website Updates	Parents	Administrator	Website	Ongoing	Ongoing

[disinfectants against COVID-19](#) external icon to reduce the risk.

Social Distancing and Other Safety Protocols

Requirement(s)

- * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible
- * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms
- * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices
- * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs
- * Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes

Limiting the sharing of materials among students

Strategies, Policies and Procedures

- Classrooms/learning spaces have been evaluated and are set up to maintain a reasonable social distance with optimal 6 feet spacing.
- All students will eat in their classrooms.
- Limited use of microwaves. Students encouraged to bring thermos to keep lunch warm.
- Drink orders will be taken ahead of time.
- Only prepackaged food will be served.
- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Recess and PE class will be held outside as much as possible.
- Social distancing will be practiced.
- Equipment sanitized after use

<ul style="list-style-type: none"> ● Students will have their own materials including those needed for art class. ● Elementary students will schedule bathroom breaks at staggered times. ● Secondary students will have staggered dismissal times from classes. ● Students will wear masks on the bus and seated in family groups. ● Signs posted with number of occupants for a room. 	<p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Other social distancing and safety practices</p>
--	---

Monitoring Student and Staff Health

Strategies, Policies and Procedures	
<p>Requirement(s)</p> <ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure 	<ul style="list-style-type: none"> ● Temperature Scans ● The school health room has a designated isolation area to separate anyone who exhibits COVID-like symptoms. ● Will follow the directives of the local DOH.

Board of Directors/Trustees for Shalom Christian Academy reviewed and approved the Phased School Reopening Health and Safety Plan on August 18, 2020

The plan was approved by a vote of:

9 Yes
0 No

Affirmed on: August 18, 2020

By:

H. Kenneth Kipe

(Signature* of Board President)

H. Kenneth Kipe

(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.