



# Phased School Reopening Health and Safety Plan Template

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

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

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

## Health and Safety Plan: Boys' Latin of Philadelphia Charter School

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

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

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

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

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
  - The school will operate a 100% virtual program in Trimester I of SY2021 (September 9, 2020 – December 3, 2020). The instructional model for Trimester II will be announced by November 12, 2020 and the instructional model for Trimester III will be announced by February 11, 2021.
  - During any period of remote learning, the school will operate in accordance with the *Plan for Remote Learning* outlined herein.
  - During any period of blended or total reopening, the school operate in accordance with the *Plan for Blended or Total Reopening* outlined herein.
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - The Pandemic Committee was intentionally formed so that key stakeholders within the school community were engaged in the process to decide the type of re-opening our school entity selected.
- How will you communicate your plan to your local community?
  - The school notified the school community on July 13, 2020 that the school would release its initial plan on July 22, 2020
  - The school released its initial plan to the school and local communities via email and the school's website on July 22, 2020
  - The school issued a survey on July 22, 2020 to staff, students, and parents to seek feedback on its initial plan.
  - The school held meetings with staff and students/parents on August 4, 2020 and August 6, 2020 respectively to review feedback on its initial plan and discuss the next version of its plan.
  - The school will release the next version of its plan to the school and local communities via email and the school's website by August 18, 2020.
  - The school will announce the instructional model for Trimester II by November 12, 2020.
  - The school will announce the instructional model for Trimester III by February 11, 2021.
  - Please see the *Health and Safety Plan Communications* section below for the school's full communication plan.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - The decision to close school or modify operations will be made in accordance with the school's *COVID-19 Response Protocol*.

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):** December 7, 2020

### **Pandemic Coordinator/Team**

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

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Ruth Gonzalez	School Operations / Facilities	Both
Trudy Allen	Middle School	Both
Xavier Brown	High School	Both
Colleen Smith	Central Office	Both
Joe Dunn	Athletics	Both
Bethany Younkens	Specialized Services	Health and Safety Plan Development
Donna Griffin	Health Office	Health and Safety Plan Development
Tonya Harris	Health Office	Health and Safety Plan Development
Maureen Casey	Food Service	Health and Safety Plan Development
Kenyon Meeks	Student Support	Pandemic Crisis Response Team
Bryant Leach	Student Support	Pandemic Crisis Response Team

### Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?

- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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

#### *Plan for Remote Learning:*

Full sanitation of all school facilities will be conducted throughout the summer. In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus where cleaning, sanitation, and disinfecting will occur throughout the school day (7:00AM – 5:30PM) as well as each day after 6:00PM. The Middle School Campus will be used on an as-needed basis by individual in-person staff members. A similar cleaning regimen will be followed. The school's cleaning company, DCS Janitorial LLC, uses disinfection supplies that meet OSHA and CDC requirements for COVID-19. To improve ventilation, windows will be open, weather permitting. Higher-quality HVAC filters will be used and the filters will be changed more frequently. Staff will receive training on the school's School Health and Safety Plan during New Faculty Orientation and All Faculty Professional Development held virtually August 24, 2020 – September 11, 2020. The Pandemic Committee and staff who will lead the entry and exit procedures will receive additional training. Contracted service providers will participate in the training provided by their company in addition to the school's trainings. Ongoing training and re-training will occur on an as-needed basis as determined by the Pandemic Committee.

Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and school technology distributions, will follow the practices outline in the *Plan for Blended or Total Reopening*.

#### *Plan for Blended or Total Reopening:*

Full sanitation of all school facilities will be conducted throughout the summer. The school's cleaning company, DCS Janitorial LLC, uses disinfection supplies that meet OSHA and CDC requirements for COVID-19. The school's cleaning contract will be increased to support additional cleaning, sanitizing, and disinfecting. Cleaning, sanitation, and disinfecting will occur throughout the school day (7:00AM – 4:00PM) as well as each day after 5:00PM. Each room will be outfitted with disinfectant sprays that staff will use to disinfect high-touch areas during transitions. To improve ventilation, windows will be open, weather permitting. Higher-quality HVAC filters will be used and the filters will be changed more frequently. Staff will receive training on the school's School Health and Safety Plan during New Faculty Orientation and All Faculty Professional Development held virtually August 24, 2020 – September 11, 2020. The Pandemic Committee and staff who will lead the entry and exit procedures will receive additional training. The nursing staff will lead a "red book" training for staff identified to support with health services. Contracted service providers will participate in the training provided by their company in addition to the school's trainings. Ongoing training and re-training will occur on an as-needed basis as determined by the Pandemic Committee.



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)
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<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><i>Plan for Remote Learning:</i> In-person staff report to High School Campus.</p> <p>One full-time day porter continuously clean throughout the building between 7:00AM and 5:30PM, focusing on high-touch surfaces and high-traffic areas. Thorough daily cleaning commences at 6:00PM.</p> <p>When weather permits, open windows to support ventilation.</p> <p>Higher-quality HVAC system filters used and maintenance increased.</p> <p>Drinking fountains and bathroom sinks and paper towel dispensers upgraded to contactless system.</p> <p>Transportation not provided.</p> <p><i>Plan for Blended or Total Reopening:</i> One full-time and one part-time day porter continuously clean throughout the building between 7:00AM and 4:00PM, focusing on high-touch surfaces and high-traffic areas. Thorough daily cleaning commences at 5:00PM.</p> <p>Staff disinfects high-touch areas in classroom or office during each transition.</p> <p>When weather permits, open windows to support ventilation.</p>	<p><i>Plan for Remote Learning:</i> In-person staff report to High School Campus.</p> <p>One full-time day porter continuously clean throughout the building between 7:00AM and 5:30PM, focusing on high-touch surfaces and high-traffic areas. Thorough daily cleaning commences at 6:00PM.</p> <p>When weather permits, open windows to support ventilation.</p> <p>Higher-quality HVAC system filters used and maintenance increased.</p> <p>Drinking fountains and bathroom sinks and paper towel dispensers upgraded to contactless system.</p> <p>Transportation not provided.</p> <p><i>Plan for Blended or Total Reopening:</i> One full-time and one part-time day porter continuously clean throughout the building between 7:00AM and 4:00PM, focusing on high-touch surfaces and high-traffic areas. Thorough daily cleaning commences at 5:00PM.</p> <p>Staff disinfects high-touch areas in classroom or office during each transition.</p> <p>When weather permits, open windows to support ventilation.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>Janitorial cleaning supplies and equipment</p> <p>HVAC system filters HVAC system maintenance</p> <p>Disinfectant sprays for classrooms, offices, and school vans</p> <p>Contactless paper towel dispensers</p> <p>Contactless bathroom faucets</p> <p>Contactless drinking fountains</p>	<p>Yes</p>
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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)
	Higher-quality HVAC system filters used and maintenance increased.  Drinking fountains and bathroom sinks and paper towel dispensers upgraded to contactless system.  School vans operated at 50% capacity for approved purposes.  Follow disinfectant protocols of contracted transportation vendors.	Higher-quality HVAC system filters used and maintenance increased.  Drinking fountains and bathroom sinks and paper towel dispensers upgraded to contactless system.  School vans operated at 50% capacity for approved purposes.  Follow disinfectant protocols of contracted transportation vendors.			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<i>Plan for Remote Learning:</i> See below.  <i>Plan for Blended for Total Reopening:</i> Hand sanitizer dispenser outside of each room and at building entrance/exit.  Students and staff must use hand sanitizer before entering the building and each room.	<i>Plan for Remote Learning:</i> See below.  <i>Plan for Blended for Total Reopening:</i> Hand sanitizer dispenser outside of each room and at building entrance/exit.  Students and staff must use hand sanitizer before entering the building and each room.	Ruth Gonzalez, <i>Director of Operations</i>	Hand sanitizer dispensers  Hand sanitizer  Hand sanitizer stands	No

### Social Distancing and Other Safety Protocols

#### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?

- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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

#### *Plan for Remote Learning:*

All in-person staff will report to the High School Campus. In-person staff will be assigned to a classroom, office, or other location in the building that allows for social distancing. Entryways and hallways will be used following social distancing practices. Other communal spaces will be used only for designated purposes and otherwise off-limits to in-person staff and visitors. Outdoor space will be used to support entry and exit procedures, and otherwise as determined by the Pandemic Committee. All individuals must use hand sanitizer before entering a building or a room. All individuals are furthermore encouraged to follow recommended handwashing and sanitizing practices during key times when persons are likely to be infected by or spread germs: after blowing one's nose, coughing, or sneezing; before, during, and after preparing foods; after using the toilet; after touching garbage; before and after a transition; and after touching objects that have been handled by others. All individuals using public transportation are encouraged to follow recommended social distancing and hygiene procedures. Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited. Please see the *School Visitor Policy* for additional information. All social distancing and other safety protocols apply to all in-person staff and visitors. The Pandemic Committee and other identified individuals will be trained on social distancing and other safety protocols by August 24, 2020. All other staff will be trained between August 24, 2020 and September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.

Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the *Plan for Blended or Total Reopening*.

#### *Plan for Blended or Total Reopening:*

The maximum occupancy for safe use in accordance with social distancing guidelines for each room will be identified and posted. Classrooms will be limited to 15 students and 2 staff members. Excess seating and desks will be covered to prevent use. Middle School students will be placed into cohorts. A cohort will remain in their assigned room and staff will rotate. High School students will transition to their classes per their schedule following social distancing practices. Entryways and hallways will be used following social distancing practices. Other communal spaces will be used only for designated purposes and otherwise off-limits to staff, students, and visitors. Outdoor space will be used to support entry and exit procedures, and otherwise as determined by the Pandemic Committee. All individuals must use hand sanitizer before entering a building or a room. All individuals are furthermore encouraged to follow recommended handwashing and sanitizing practices during key times when persons are likely to be infected

by or spread germs: after blowing one’s nose, coughing, or sneezing; before, during, and after preparing foods; after using the toilet; after touching garbage; before and after a transition; and after touching objects that have been handled by others. School vans will only be used for approved purposes, operating at 50 percent capacity. When contracted transportation services are used, recommended social distancing, hygiene, and disinfecting procedures will be followed. All individuals using public transportation are encouraged to follow recommended social distancing and hygiene procedures. Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited. Please see the *School Visitor Policy* for additional information. All social distancing and other safety protocols apply to all staff, students, and visitors. The Pandemic Committee and other identified individuals will be trained on social distancing and other safety protocols by August 24, 2020. All other staff will be trained between August 24, 2020 and September 11, 2020. Training for students and families will be available prior to a blended or total reopening. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p><i>Plan for Remote Learning:</i> All in-person staff will report to the High School Campus. In-person staff will be assigned to a classroom, office, or other location in the building that allows for social distancing.</p> <p>Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Set and post maximum occupancy signs for each room.</p> <p>15 student desks and chairs per classroom.</p> <p>Student desks arranged to face forward and to be six feet from other desks.</p>	<p><i>Plan for Remote Learning:</i> All in-person staff will report to the High School Campus. In-person staff will be assigned to a classroom, office, or other location in the building that allows for social distancing.</p> <p>Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Set and post maximum occupancy signs for each room.</p> <p>15 student desks and chairs per classroom.</p> <p>Student desks arranged to face forward and to be six feet from other desks.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>In-Person Staff Room Assignments</p> <p>Zoom</p> <p>Desk covers</p> <p>Chair covers</p> <p>Maximum occupancy signs</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><i>Plan for Remote Learning:</i> Cafeteria and other congregate settings not used. Meals not served as students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Cafeteria not used; students pick up meals as they enter/exit building. Morning session students will eat breakfast in first period classroom. Afternoon session students will eat lunch in first period classroom.</p>	<p><i>Plan for Remote Learning:</i> Cafeteria and other congregate settings not used. Meals not served as students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Cafeteria not used; students pick up meals as they enter/exit building. Morning session students will eat breakfast in first period classroom. Afternoon session students will eat lunch in first period classroom.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>grab-n-go breakfasts and lunches</p> <p>6 folding tables at entrances/exits for grab-n-go meals</p> <p>PPE for individuals monitoring grab-n-go meals</p> <p>2 outdoor canopy tents</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p><i>Plan for Remote Learning:</i> See below for in-person staff.</p> <p><i>Plan for Blended or Total Reopening:</i> Regular handwashing encouraged throughout the school day with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol, especially during key times when persons are likely to be infected by or spread germs.</p> <p>Two best practice hygiene reminder signs posted in each student bathroom.</p> <p>One best practice hygiene reminder sign posted in each staff bathroom.</p> <p>Students and staff provide their own water bottles. Single use cups available as-needed.</p>	<p><i>Plan for Remote Learning:</i> See below for in-person staff.</p> <p><i>Plan for Blended or Total Reopening:</i> Regular handwashing encouraged throughout the school day with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol, especially during key times when persons are likely to be infected by or spread germs.</p> <p>Two best practice hygiene reminder signs posted in each student bathroom.</p> <p>One best practice hygiene reminder sign posted in each staff bathroom.</p> <p>Students and staff provide their own water bottles. Single use cups available as-needed.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>Best practice hygiene reminder signs</p> <p>Handwashing or hand sanitizing directions added to student and faculty handbooks</p> <p>Single-use cups for 10 contactless drinking fountains</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Two “wear a mask” reminder signs at front entrance.</p> <p>Social distancing reminder signs posted throughout the hallways on each floor.</p> <p>Social distancing reminder signs posted on each floor of each stairwell.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Two “wear a mask” reminder signs at front entrance.</p> <p>Social distancing reminder signs posted throughout the hallways on each floor.</p> <p>Social distancing reminder signs posted on each floor of each stairwell.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>“Wear a mask” reminder signs</p> <p>Social distancing reminder signs</p> <p>Outdoor sign stands</p>	<p>No</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Limit visitors to those who are essential.</p> <p>Implement and follow <i>School Visitor Policy</i>.</p> <p>All doors remained closed and locked at all times.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Limit visitors to those who are essential.</p> <p>Implement and follow <i>School Visitor Policy</i>.</p> <p>All doors remained closed and locked at all times.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>School Visitor Policy</p> <p>Clearly communicate policy to all members of school community</p> <p>Temperature monitors</p> <p>PPE</p> <p>Visitor questionnaires</p>	<p>Yes</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p><i>Plan for Remote Learning:</i> All in-person athletics programs canceled or postponed during period of remote learning. Esports and virtual coaching and training sessions offered.</p> <p>Middle School Wellness class conducted virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> Please see the <i>School Athletics and Physical Education Policy</i>.</p> <p>Middle School Wellness class will follow the <i>School Athletics and Physical Education Policy</i>. No physical education classes at the high school.</p>	<p><i>Plan for Remote Learning:</i> All in-person athletics programs canceled or postponed during period of remote learning. Esports and virtual coaching and training sessions offered.</p> <p>Middle School Wellness class conducted virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> Please see the <i>School Athletics and Physical Education Policy</i>.</p> <p>Middle School Wellness class will follow the <i>School Athletics and Physical Education Policy</i>. No physical education classes at the high school.</p>	<p>Joe Dunn, <i>Director of Athletics</i></p>	<p>Zoom</p> <p><i>School Athletics and Physical Education Policy</i></p> <p>Clearly communicate policy to all members of the school community</p> <p>Assorted materials TBD</p>	<p>Yes</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Students are responsible for their own materials. Student will keep their personal materials with them at all times.</p> <p>Materials like staplers, telephones, laboratory equipment and other similar shared materials will be disinfected after each use.</p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Students are responsible for their own materials. Student will keep their personal materials with them at all times.</p> <p>Materials like staplers, telephones, laboratory equipment and other similar shared materials will be disinfected after each use.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Clearly communicate materials expectation to all members of school community</p> <p>Disinfectant sprays and wipes</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p><i>Plan for Remote Learning:</i> Students learn 100% remotely. All in-person staff report to High School Campus and use communal spaces and hallways in accordance with social distancing requirements.</p> <p><i>Plan for Blended or Total Reopening:</i> Both stairwells will be used for school entry and dismissal. Student entry into the building will be controlled at entrance. Dismissal staggered by floor. Staff members assigned to each floor to support social distancing. At high school, two minute transitions. At middle school, students remain in assigned classrooms.</p>	<p><i>Plan for Remote Learning:</i> Students learn 100% remotely. All in-person staff report to High School Campus and use communal spaces and hallways in accordance with social distancing requirements.</p> <p><i>Plan for Blended or Total Reopening:</i> Both stairwells will be used for school entry and dismissal. Student entry into the building will be controlled at entrance. Dismissal staggered by floor. Staff members assigned to each floor to support social distancing. At high school, two minute transitions. At middle school, students remain in assigned classrooms.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Clearly communicate entry, exit, and transition procedures to all members of school community</p>	<p>Yes</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Contracted transportation services operate at 50% capacity.</p> <p>School vans operate at 50% capacity for approved purposes.</p> <p>Staff not allowed to transport students in personal vehicles.</p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Contracted transportation services operate at 50% capacity.</p> <p>School vans operate at 50% capacity for approved purposes.</p> <p>Staff not allowed to transport students in personal vehicles.</p>	<p>Joe Dunn, <i>Director of Athletics</i></p> <p>Bria Smith, <i>Middle School Specialized Services Coordinator</i></p> <p>Nicole McCune, <i>High School Specialized Services Coordinator</i></p>	<p>Clearly communicate new transportation expectations to all members of school community</p>	<p>Yes</p>

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p><i>Plan for Remote Learning:</i> Maximum capacity determined and posted for each room in each building.</p> <p>Students learn 100% remotely. In-person staff required to practice social distancing.</p> <p>All instructional and other programs and events held virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> Maximum capacity determined and posted for each room in each building.</p> <p>Class rosters limited to 15 students and two staff members.</p> <p>Cohort middle school students.</p> <p>Students and staff who opt out of in-person instruction accommodated through virtual teaching and learning.</p> <p>Grade level seminars and other large gatherings prohibited in-person.</p> <p>School events, including Back to School Night, College Fair, Parent/Teacher Conferences, among others will be held virtually.</p>	<p><i>Plan for Remote Learning:</i> Maximum capacity determined and posted for each room in each building.</p> <p>Students learn 100% remotely. In-person staff required to practice social distancing.</p> <p>All instructional and other programs and events held virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> Maximum capacity determined and posted for each room in each building.</p> <p>Class rosters limited to 15 students and two staff members.</p> <p>Cohort middle school students.</p> <p>Students and staff who opt out of participate in in-person instruction accommodated through virtual teaching and learning.</p> <p>Grade level seminars and other large gatherings prohibited in-person.</p> <p>School events, including Back to School Night, College Fair, Parent/Teacher Conferences, among others will be held virtually.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Zoom</p> <p>Maximum capacity signs</p> <p>Factor 15 student limit and middle school cohorts into scheduling processes</p> <p>Train students and staff on blended learning model</p> <p>Create alternative plan for in-person seminars and other large gatherings</p> <p>Create alternative plan for extracurricular activities</p>	<p>Yes</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p><i>Plan for Remote Learning:</i> Remote learning schedule created with childcare needs in mind. Students occupied with synchronous learning sessions from 8:00AM – 3:25PM at the Middle School and 8:45AM – 3:30PM at the High School on Monday, Tuesday, Thursday, and Friday. Teaching staff assigned three preparatory periods and one lunch Monday, Tuesday, Thursday, and Friday as well as five or ten minute breaks in between each class period. Wednesday is reserved for independent work time, office hours, and school meetings to allow for additional flexibility.</p> <p><i>Plan for Blended or Total Reopening:</i> N/A – Childcare coordinated by the individual. Staff encouraged to contact their supervisor to discuss individual accommodations as needed.</p>	<p><i>Plan for Remote Learning:</i> Remote learning schedule created with childcare needs in mind. Students occupied with synchronous learning sessions from 8:00AM – 3:25PM at the Middle School and 8:45AM – 3:30PM at the High School on Monday, Tuesday, Thursday, and Friday. Teaching staff assigned three preparatory periods and one lunch Monday, Tuesday, Thursday, and Friday as well as five or ten minute breaks in between each class period. Wednesday is reserved for independent work time, office hours, and school meetings to allow for additional flexibility.</p> <p><i>Plan for Blended or Total Reopening:</i> N/A – Childcare coordinated by the individual. Staff encouraged to contact their supervisor to discuss individual accommodations as needed.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p> <p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>N/A</p>	<p>N/A</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Other social distancing and safety practices</b></p>	<p><i>Plan for Remote Learning:</i> Floor decals throughout the hallways on each floor further support social distancing.</p> <p>Outdoor floor decals support social distancing at school entry.</p> <p><i>Plan for Blended or Total Reopening:</i> Students must come to school in uniform to minimize time at locker.</p> <p>Student bathroom capacity set at two. Staff member assigned to monitor floor supports enforcement.</p> <p>Floor decals throughout the hallways on each floor further support social distancing.</p> <p>Outdoor floor decals support social distancing at school entry.</p>	<p><i>Plan for Remote Learning:</i> Floor decals throughout the hallways on each floor further support social distancing.</p> <p>Outdoor floor decals support social distancing at school entry.</p> <p><i>Plan for Blended or Total Reopening:</i> Students must come to school in uniform to minimize time at locker.</p> <p>Student bathroom capacity set at two. Staff member assigned to monitor floor supports enforcement.</p> <p>Floor decals throughout the hallways on each floor further support social distancing.</p> <p>Outdoor floor decals support social distancing at school entry.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p>	<p>Clearly communicate guidelines to all members of school community</p> <p>Indoor floor decals</p> <p>Outdoor floor decals</p>	<p>Yes</p>

### Monitoring Student and Staff Health

#### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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

#### *Plan for Remote Learning:*

In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus. In-person staff and visitors will be screened upon their arrival to school. Additionally, in-person staff will take their own temperature and complete a daily questionnaire before leaving their homes. In-person staff are encouraged to stay home when sick or following a suspected or known exposure to COVID-19. Suspected or confirmed illnesses must be reported to the school. The school will maintain records of this confidential information separate from personnel files and in accordance with the Americans with Disabilities Act and other applicable regulations. In-person staff and visitors who arrive to school exhibiting COVID-19 symptoms or who develop COVID-19 symptoms at school will be required to leave the building and return to their home immediately. Please see the *Quarantine and Isolation Policy* for detailed information on how the school will handle a known or suspected COVID-19 exposure or illness. Please see the attached *Return to School Policy* for detailed information on the conditions in-person staff need to meet to safely return to school. The Pandemic Committee, staff assigned to monitor school entry and exit, and school health personnel will be trained on protocols for entry/exit and monitoring health. The initial training will occur by September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.

Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the *Plan for Blended or Total Reopening*.

#### *Plan for Blended or Total Reopening:*

All students, staff members, and visitors will be screened upon their arrival to school. Additionally, staff will take their own temperature and complete a daily questionnaire before leaving their homes. Students and their families are expected to check the student for a fever and other COVID-19 symptoms before departure for school. Students and staff are encouraged to stay home when sick or following a suspected or known exposure to

COVID-19. Suspected or confirmed illnesses must be reported to the school. The school will maintain records of this confidential information separate from personnel or student files and in accordance with the Americans with Disabilities Act and other applicable regulations. Students, staff, and visitors who arrive to school exhibiting COVID-19 symptoms or who develop COVID-19 symptoms at school will be isolated immediately. The student's emergency contact will be contacted to retrieve the student from the school isolation space as soon as possible. Staff and visitors exhibiting COVID-19 symptoms will be required to leave the school's property immediately and return to their home. Please see the *Quarantine and Isolation Policy* for detailed information on how the school will handle a known or suspected COVID-19 exposure or illness. Please see the *Return to School Policy* for detailed information on the conditions students and staff need to meet to safely return to school. Virtual teaching and learning will be available to students and staff who cannot or who wish to not return. The Pandemic Committee, staff assigned to monitor school entry and exit, and school health personnel will be trained on protocols for entry/exit and monitoring student and staff health. The initial training will occur by September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p><i>Plan for Remote Learning:</i> See below for in-person staff.</p> <p><i>Plan for Blended or Total Reopening:</i> Students and staff will be screened at the beginning of each school day. Screenings involve a visual check for symptoms, screening questionnaire, and temperature check. Screening records will be maintained separate from personnel and student files.</p> <p>Adopt flexible attendance policies for students and staff.</p> <p>Students and staff encouraged to stay home when sick.</p> <p>Students and staff asked to notify school of confirmed or suspected exposures to individuals with COVID-19.</p> <p>If a student or staff member is aware of an exposure to a COVID-19 positive individual they are required to contact the local health department and their physician for treatment, isolation, and quarantine instructions.</p>	<p><i>Plan for Remote Learning:</i> See below for in-person staff.</p> <p><i>Plan for Blended or Total Reopening:</i> Students and staff will be screened at the beginning of each school day. Screenings involve a visual check for symptoms, screening questionnaire, and temperature check. Screening records will be maintained separate from personnel and student files.</p> <p>Adopt flexible attendance policies for students and staff.</p> <p>Students and staff encouraged to stay home when sick.</p> <p>Students and staff asked to notify school of confirmed or suspected exposures to individuals with COVID-19.</p> <p>If a student or staff member is aware of an exposure to a COVID-19 positive individual they are required to contact the local health department and their physician for treatment, isolation, and quarantine instructions.</p>	<p>Ruth Gonzalez, <i>Director of Operations</i></p> <p>Trudy Allen, <i>MS Principal</i></p> <p>Xavier Brown, <i>HS Principal</i></p> <p>School Nurses</p>	<p>Temperature monitors</p> <p>Screening questionnaires</p> <p>Google Form screening questionnaire for staff</p> <p>Update student and staff attendance policies</p> <p>Establish system for individuals at higher risk to self-report</p>	<p>Yes</p>



<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p><i>Plan for Remote Learning:</i> In-person staff and visitors will be screened before entering the school building. Following a failed screening, an adult will be asked to leave the school's property immediately and return home.</p> <p>If a staff member or visitor become sick while inside the school building, they will be asked to leave the school's property immediately and return home.</p> <p>All individuals are asked to follow the <i>Quarantine and Isolation Policy</i>.</p> <p><i>Plan for Blended or Total Reopening:</i> Students, staff, and visitors will be screened before entering the school building. Following a failed screening, an adult will be asked to return home and a student will be moved to the designated isolation space so that their family may be contacted regarding next steps.</p> <p>If a student becomes sick while inside the school building, they will be immediately moved to the designated isolation space. If a staff member or visitor become sick while inside the school building, they will be asked to leave the school's property immediately and return home.</p>	<p><i>Plan for Remote Learning:</i> In-person staff and visitors will be screened before entering the school building. Following a failed screening, an adult will be asked to leave the school's property immediately and return home.</p> <p>If a staff member or visitor become sick while inside the school building, they will be asked to leave the school's property immediately and return home.</p> <p>All individuals are asked to follow the <i>Quarantine and Isolation Policy</i>.</p> <p><i>Plan for Blended or Total Reopening:</i> Students, staff, and visitors will be screened before entering the school building. Following a failed screening, an adult will be asked to return home and a student will be moved to the designated isolation space so that their family may be contacted regarding next steps.</p> <p>If a student becomes sick while inside the school building, they will be immediately moved to the designated isolation space. If a staff member or visitor become sick while inside the school building, they will be asked to leave the school's property immediately and return home.</p>	<p>Donna Griffin, <i>High School Nurse</i></p> <p>TBD, <i>Middle School Nurse</i></p>	<p>Floor to ceiling plastic curtain partitions to support social distancing</p> <p>Other materials for designated isolation areas in each school</p> <p><i>Quarantine and Isolation Policy</i></p> <p><i>Quarantine and Isolation Policy</i> training for staff, students, and families</p>	<p>Yes</p>
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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)
	All individuals are asked to follow the <i>Quarantine and Isolation Policy</i> .	All individuals are asked to follow the <i>Quarantine and Isolation Policy</i> .			
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Please see the <i>Return to School Policy</i> for the conditions an individual needs to meet to safely return to school. Per CDC recommendations, medical clearance will not be required.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Please see the <i>Return to School Policy</i> for the conditions an individual needs to meet to safely return to school. Per CDC recommendations, medical clearance will not be required.</p>	<p>Donna Griffin, <i>High School Nurse</i></p> <p>TBD, <i>Middle School Nurse</i></p>	<p><i>Return to School Policy</i></p> <p><i>Return to School Policy</i> training for staff, students, and families</p>	<p>Yes</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Notices regarding school closures and within-school-year changes in safety protocols will be issued to staff, families, and the public by the end of the day in which the closure or change occurs.</p> <p>Notices will be disseminated via email, the school website, and the school's social media outlets.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> Notices regarding school closures and within-school-year changes in safety protocols will be issued to staff, families, and the public by the end of the day in which the closure or change occurs.</p> <p>Notices will be disseminated via email, the school website, and the school's social media outlets.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Email</p> <p>Boys' Latin social media (Twitter, Instagram, Facebook)</p> <p>Boys' Latin website</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other monitoring and screening practices</b>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> For known or suspected COVID-19 cases, the school will notify local health officials for further instruction.</p> <p>The privacy of students and staff will be upheld.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> For known or suspected COVID-19 cases, the school will notify local health officials for further instruction.</p> <p>The privacy of students and staff will be upheld.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	Clearly communicate expectations to staff and students and their families	Yes

**Other Considerations for Students and Staff**

**Key Questions**

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

**Summary of Responses to Key Questions:**

*Plan for Remote Learning:*

In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus. In-person staff and visitors are required to wear a face covering while on Boys’ Latin of Philadelphia property. In-person staff are only allowed to remove their mask when they are alone in a bathroom, personal office, or personal classroom. Staff designated to work in person who are at higher risk for severe illness are encouraged to notify the school of their concerns so that reasonable accommodations may be identified and implemented. In the event of staff illness, the five middle school and five high school teaching apprentices will be deployed for class coverage. Other non-instructional staff will be deployed for coverage as-needed. The teaching apprentices will furthermore support students during the period of remote learning by

providing regular check-ins, academic support, and mentorship. These supports will be available in addition to those provided by the Specialized Services Department and regular education teaching faculty. Providing access to quality learning opportunities and supports for social emotional wellness are furthermore the priority of the school. Each school is equipped with a social worker who will proactively identify opportunities to support the wellbeing of students virtually as well as respond to needs as they arise. Staff will engage in sessions on the topic of social and emotional wellness during beginning of the year professional development.

Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the *Plan for Blended or Total Reopening*.

*Plan for Blended or Total Reopening:*

Staff, students, and visitors are required to wear a face covering while on Boys' Latin of Philadelphia property. The health and safety of all members of the Boys' Latin community is the priority of the school. Students and staff at higher risk for severe illness are encouraged to notify the school of their concerns so that reasonable accommodations may be identified and implemented. Virtual teaching and learning will be available to those who cannot or who wish to not participate in-person. Those who elect to opt out of the in-person learning component must commit to do so for one academic trimester. The middle school and high school will each be staffed with five teaching apprentices. Teaching apprentices will be trained on supporting virtual teaching and learning as well as in-person coverage. The middle school can manage coverage of up to three absent teachers and the high school can manage coverage of up to four absent teachers. When either threshold is crossed, instruction will transition from in-person to online. Providing access to quality learning opportunities and supports for social emotional wellness are furthermore the priority of the school. Each school is equipped with a social worker who will proactively identify opportunities to support the wellbeing of students as well as respond to needs as they arise. Staff will engage in sessions on the topic of social and emotional wellness during beginning of the year professional development. Through the Boys' Latin Teaching Apprenticeship, middle school and high school students will each have access to five additional support staff who will provide regular check-ins, academic support, and mentorship. These supports, along with those provided by the Specialized Services Department and regular education teaching faculty, will be available to students both at school and at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p><i>Plan for Remote Learning:</i> In-person staff at higher risk for severe illness directed to exercise extreme precaution and encouraged to proactively communicate risk with school so that reasonable accommodations can be identified and implemented.</p> <p>Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Students and staff at higher risk for severe illness directed to exercise extreme precaution and encouraged to proactively communicate risk with school so that reasonable accommodations can be identified and implemented.</p> <p>Survey distributed to students and staff by July 22, 2020 to collect this and other pertinent information.</p> <p>Educate staff, students, and families on in-person and distance learning options.</p> <p>Collect required medical paperwork from every student.</p>	<p><i>Plan for Remote Learning:</i> In-person staff at higher risk for severe illness directed to exercise extreme precaution and encouraged to proactively communicate risk with school so that reasonable accommodations can be identified and implemented.</p> <p>Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Students and staff at higher risk for severe illness directed to exercise extreme precaution and encouraged to proactively communicate risk so that accommodations can be made.</p> <p>Survey distributed to students and staff by July 22, 2020 to collect this and other pertinent information.</p> <p>Educate staff, students, and families on in-person and distance learning options.</p> <p>Collect required medical paperwork from every student.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p> <p>Donna Griffin, <i>High School Nurse</i></p> <p>TBD, <i>Middle School Nurse</i></p>	<p>Survey distributed on July 22, 2020</p> <p>Information regarding in-person and distance learning disseminated to staff, students, and families</p> <p>Develop plan to collect all required student medical paperwork</p> <p><i>Distance Learning Policy</i></p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p><i>Plan for Remote Learning:</i> In-person staff are required to wear a face covering while on Boys' Latin of Philadelphia property. In-person staff are only allowed to remove their mask when they are alone in a bathroom, personal office, or personal classroom.</p> <p><i>Plan for Blended or Total Reopening:</i> Every staff member is required to wear a face covering.</p>	<p><i>Plan for Remote Learning:</i> In-person staff are required to wear a face covering while on Boys' Latin of Philadelphia property. In-person staff are only allowed to remove their mask when they are alone in a bathroom, personal office, or personal classroom.</p> <p><i>Plan for Blended or Total Reopening:</i> Every staff member is required to wear a face covering.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Reusable Boys' Latin masks</p> <p>Disposable masks available</p> <p>Clearly communicate expectation to staff</p> <p>Update faculty handbook</p>	<p>Yes</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Every student is required to wear a face covering.</p>	<p><i>Plan for Remote Learning:</i> N/A – Students learn 100% remotely.</p> <p><i>Plan for Blended or Total Reopening:</i> Every student is required to wear a face covering.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p>Reusable Boys' Latin masks</p> <p>Disposable masks available</p> <p>Clearly communicate expectation to students and families</p> <p>Update student handbooks</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> All safety protocols designed to support the health and safety of all staff, students, and visitors, including those with complex needs or other vulnerable individuals.</p> <p>Educate staff, students, and families on in-person and distance learning options.</p> <p>IEPs and 504 service plans reviewed and redeveloped in collaboration with students and families to account for health and safety provisions. This process will begin in July 2020 in preparation for school year. This process will be followed for incoming students or student referred for specialized services.</p>	<p><i>Plan for Remote Learning:</i> See below.</p> <p><i>Plan for Blended or Total Reopening:</i> All safety protocols designed to support the health and safety of all staff, students, and visitors, including those with complex needs or other vulnerable individuals.</p> <p>Educate staff, students, and families on in-person and distance learning options.</p> <p>IEPs and 504 service plans reviewed and redeveloped in collaboration with students and families to account for health and safety provisions. This process will begin in July 2020 in preparation for school year. This process will be followed for incoming students or student referred for specialized services.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p> <p>Bria Smith, <i>Middle School Specialized Services Coordinator</i></p> <p>Nicole McCune, <i>High School Specialized Services Coordinator</i></p>	<p>Information regarding in-person and distance learning disseminated to staff, students, and families</p> <p>Distance Learning Policy</p>	<p>Yes</p>

<p><b>Strategic deployment of staff</b></p>	<p><i>Plan for Remote Learning:</i> All in-person staff report to the High School Campus. One staff member deployed to monitor staff entry.</p> <p>Student support officers support administrative assistants in executing <i>Visitor Policy</i>.</p> <p>Teaching apprentices support virtual teaching and provide substitute coverage as-needed.</p> <p>New Faculty Orientation and All Faculty Professional Development held virtually.</p> <p>All school meetings held virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> One staff member deployed to monitor staff entry.</p> <p>Five staff members deployed to monitor student entry.</p> <p>Two staff members deployed to monitor student exit.</p> <p>One staff member deployed to monitor social distancing on each floor.</p> <p>Ground floor staff member deployed for social distancing monitoring supports administrative assistant in executing <i>Visitor Policy</i>.</p>	<p><i>Plan for Remote Learning:</i> All in-person staff report to the High School Campus. One staff member deployed to monitor staff entry.</p> <p>Student support officers support administrative assistants in executing <i>Visitor Policy</i>.</p> <p>Teaching apprentices support virtual teaching and provide substitute coverage as-needed.</p> <p>New Faculty Orientation and All Faculty Professional Development held virtually.</p> <p>All school meetings held virtually.</p> <p><i>Plan for Blended or Total Reopening:</i> One staff member deployed to monitor staff entry.</p> <p>Five staff members deployed to monitor student entry.</p> <p>Two staff members deployed to monitor student exit.</p> <p>One staff member deployed to monitor social distancing on each floor.</p> <p>Ground floor staff member deployed for social distancing monitoring supports administrative assistant in executing <i>Visitor Policy</i>.</p>	<p>Trudy Allen, <i>Middle School Principal</i></p> <p>Xavier Brown, <i>Interim High School Principal</i></p>	<p><i>Strategic Deployment of Staff Plan</i></p> <p>Training on entry and exit procedures, <i>Visitor Policy</i>, and social distancing monitoring</p> <p>Teaching apprentice training on supporting distancing teaching and substitute coverage</p> <p>Plan to utilize Zoom for virtual staff meetings</p>	<p>Yes</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Teaching apprentices support virtual teaching and provide substitute coverage as-needed.</p> <p>Virtual staff meetings when possible.</p>	<p>Teaching apprentices support virtual teaching and provide substitute coverage as-needed.</p> <p>Virtual staff meetings when possible.</p>			

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>School Health and Safety Plan</b>	All Staff	Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020, <i>ongoing training as-needed</i>
<b>Cleaning, Sanitizing, Disinfecting, and Ventilating Learning Spaces</b>	All Staff, Janitorial Staff, Maintenance Technician	Ruth Gonzalez, <i>Director of Operations</i>	In-person	TBD	July 2020	August 2020, <i>ongoing training as-needed</i>
<b>Social Distancing Protocols (classrooms, communal spaces, athletics, and transportation)</b>	All Staff	Ruth Gonzalez, <i>Director of Operations</i>  Joe Dunn, <i>Director of Athletics</i>	Virtual	TBD	August 2020	September 2020, <i>ongoing training as-needed</i>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Hygiene Protocols</b>	All Staff	Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020, <i>ongoing training as-needed</i>
<b>Visitor Policy</b>	All Staff, Administrative Assistants, Student Support Officers	Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020
<b>Quarantine and Isolation Policy</b>	All Staff	Donna Griffin, <i>High School Nurse</i> Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020
<b>Return to School Policy</b>	All Staff	Donna Griffin, <i>High School Nurse</i> Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020
<b>“Red Book” Training</b>	Identified Staff (TBD)	Donna Griffin, <i>High School Nurse</i>	In-person	TBD	December 2020	December 2020, <i>ongoing training as-needed</i>
<b>Planning Lessons for In-Person and Distance Learning</b>	Teaching Faculty	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Virtual	TBD	August 2020	September 2020, <i>ongoing training as-needed</i>
<b>Entrance and Exit Procedures</b>	All Staff	Ruth Gonzalez, <i>Director of Operations</i>	Virtual	TBD	August 2020	September 2020, <i>ongoing training as-needed</i>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Supporting Substitute Coverage and Distance Teaching</b>	Teaching Apprentices	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Virtual	TBD	August 2020	September 2020

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Announcement of Forthcoming School Health and Safety Plan</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email	July 13, 2020	July 14, 2020
<b>Introduction of School Health and Safety Plan with Survey</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Social Media, Website	July 22, 2020	July 27, 2020
<b>Review of School Health and Safety Plan and Survey Results</b>	Staff	David Hardy, <i>CEO</i> Ruth Gonzalez, <i>Director of Operations</i> Colleen Smith, <i>COO</i>	Email, Zoom	July 24, 2020	August 4, 2020
<b>Review of School Health and Safety Plan and Survey Results</b>	Students, families	David Hardy, <i>CEO</i> Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Zoom	July 31, 2020	August 6, 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>SY2021 New Faculty Orientation and All Faculty Professional Development Plan</b>	Staff	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email	August 4, 2020	September 11, 2020
<b>Revised School Health and Safety Plan</b>	Staff, students, families	Colleen Smith, <i>COO</i>	Email, Website	August 19, 2020	August 19, 2020
<b>Detailed Plan for SY2021 with Student Scheduling and School Technology Distribution Information</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Social Media, Website	September 1, 2020	September 11, 2020
<b>Revised School Health and Safety Plan</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Social Media, Website	September 1, 2020	September 1, 2020
<b>Plan for Trimester II</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Social Media, Website	November 12, 2020	November 12, 2020
<b>Plan for Trimester III</b>	Staff, students, families	Trudy Allen, <i>Middle School Principal</i> Xavier Brown, <i>Interim High School Principal</i>	Email, Social Media, Website	February 11, 2021	February 11, 2021
<b>Other TBD</b>	TBD	TBD	TBD	September 9, 2020	June 18, 2021

## Health and Safety Plan Summary: Boys’ Latin of Philadelphia Charter School

**Anticipated Launch Date: August 17, 2020 (Remote Learning Plan); December 7, 2020 (Blended or Total Reopening Plan)**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>Plan for Remote Learning:</b>                      Full sanitation of all school facilities will be conducted throughout the summer. In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus where cleaning, sanitation, and disinfecting will occur throughout the school day (7:00AM – 5:30PM) as well as each day after 6:00PM. The Middle School Campus will be used on an as-needed basis by individual in-person staff members. A similar cleaning regimen will be followed. The school’s cleaning company, DCS Janitorial LLC, uses disinfection supplies that meet OSHA and CDC requirements for COVID-19. To improve ventilation, windows will be open, weather permitting. Higher-quality HVAC filters will be used and the filters will be changed more frequently. Staff will receive training on the school’s School Health and Safety Plan during New Faculty Orientation and All Faculty Professional Development held virtually August 24, 2020 – September 11, 2020. The Pandemic Committee and staff who will lead the entry and exit procedures will receive additional training. Contracted service providers will participate in the training provided by their company in addition to the school’s trainings. Ongoing training and re-training will occur on an as-needed basis as determined by the Pandemic Committee.</p> <p>Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>school technology distributions, will follow the practices outline in the <i>Plan for Blended or Total Reopening</i>.</p> <p><b>Plan for Blended or Total Reopening:</b>                      Full sanitation of all school facilities will be conducted throughout the summer. The school’s cleaning company, DCS Janitorial LLC, uses disinfection supplies that meet OSHA and CDC requirements for COVID-19. The school’s cleaning contract will be increased to support additional cleaning, sanitizing, and disinfecting. Cleaning, sanitation, and disinfecting will occur throughout the school day (7:00AM – 4:00PM) as well as each day after 5:00PM. Each room will be outfitted with disinfectant sprays that staff will use to disinfect high-touch areas during transitions. To improve ventilation, windows will be open, weather permitting. Higher-quality HVAC filters will be used and the filters will be changed more frequently. Staff will receive training on the school’s School Health and Safety Plan during New Faculty Orientation and All Faculty Professional Development held virtually August 24, 2020 – September 11, 2020. The Pandemic Committee and staff who will lead the entry and exit procedures will receive additional training. The nursing staff will lead a “red book” training for staff identified to support with health services. Contracted service providers will participate in the training provided by their company in addition to the school’s trainings. Ongoing training and re-training will occur on an as-needed basis as determined by the Pandemic Committee.</p>

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>Plan for Remote Learning:</b>                      All in-person staff will report to the High School Campus. In-person staff will be assigned to a classroom, office, or other location in the building that allows for social distancing. Entryways and hallways will be used following social distancing practices. Other communal spaces will be used only for designated purposes and otherwise off-limits to in-person staff and visitors. Outdoor space will be used to support entry and exit procedures, and otherwise as determined by the Pandemic Committee. All individuals must use hand sanitizer before entering a building or a room. All individuals are furthermore</p>



Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>encouraged to follow recommended handwashing and sanitizing practices during key times when persons are likely to be infected by or spread germs: after blowing one's nose, coughing, or sneezing; before, during, and after preparing foods; after using the toilet; after touching garbage; before and after a transition; and after touching objects that have been handled by others. All individuals using public transportation are encouraged to follow recommended social distancing and hygiene procedures. Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited. Please see the <i>School Visitor Policy</i> for additional information. All social distancing and other safety protocols apply to all in-person staff and visitors. The Pandemic Committee and other identified individuals will be trained on social distancing and other safety protocols by August 24, 2020. All other staff will be trained between August 24, 2020 and September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.</p> <p>Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the <i>Plan for Blended or Total Reopening</i>.</p> <p><b>Plan for Blended or Total Reopening:</b> The maximum occupancy for safe use in accordance with social distancing guidelines for each room will be identified and posted. Classrooms will be limited to 15 students and 2 staff members. Excess seating and desks will be covered to prevent use. Middle School students will be placed into cohorts. A cohort will remain in their assigned room and staff will rotate. High School students will transition to their classes per their schedule following social distancing practices. Entryways and hallways will be used following social distancing practices. Other communal spaces will be used only for designated purposes and otherwise off-limits to staff, students, and visitors. Outdoor space will be used to support entry and exit procedures, and otherwise as determined by the Pandemic Committee. All individuals must use hand sanitizer before entering a building or a room. All individuals are furthermore encouraged to follow recommended handwashing and sanitizing practices during key</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>times when persons are likely to be infected by or spread germs: after blowing one’s nose, coughing, or sneezing; before, during, and after preparing foods; after using the toilet; after touching garbage; before and after a transition; and after touching objects that have been handled by others. School vans will only be used for approved purposes, operating at 50 percent capacity. When contracted transportation services are used, recommended social distancing, hygiene, and disinfecting procedures will be followed. All individuals using public transportation are encouraged to follow recommended social distancing and hygiene procedures. Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited. Please see the <i>School Visitor Policy</i> for additional information. All social distancing and other safety protocols apply to all staff, students, and visitors. The Pandemic Committee and other identified individuals will be trained on social distancing and other safety protocols by August 24, 2020. All other staff will be trained between August 24, 2020 and September 11, 2020. Training for students and families will be available prior to a blended or total reopening. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p><b>Plan for Remote Learning:</b>                      In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus. In-person staff and visitors will be screened upon their arrival to school. Additionally, in-person staff will take their own temperature and complete a daily questionnaire before leaving their homes. In-person staff are encouraged to stay home when sick or following a suspected or known exposure to COVID-19. Suspected or confirmed illnesses must be reported to the school. The school will maintain records of this confidential information separate from personnel files and in accordance with the Americans with Disabilities Act and other applicable regulations. In-person staff and visitors who arrive to school</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>exhibiting COVID-19 symptoms or who develop COVID-19 symptoms at school will be required to leave the building and return to their home immediately. Please see the <i>Quarantine and Isolation Policy</i> for detailed information on how the school will handle a known or suspected COVID-19 exposure or illness. Please see the attached <i>Return to School Policy</i> for detailed information on the conditions in-person staff need to meet to safely return to school. The Pandemic Committee, staff assigned to monitor school entry and exit, and school health personnel will be trained on protocols for entry/exit and monitoring health. The initial training will occur by September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.</p> <p>Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the <i>Plan for Blended or Total Reopening</i>.</p> <p><b>Plan for Blended or Total Reopening:</b>                      All students, staff members, and visitors will be screened upon their arrival to school. Additionally, staff will take their own temperature and complete a daily questionnaire before leaving their homes. Students and their families are expected to check the student for a fever and other COVID-19 symptoms before departure for school. Students and staff are encouraged to stay home when sick or following a suspected or known exposure to COVID-19. Suspected or confirmed illnesses must be reported to the school. The school will maintain records of this confidential information separate from personnel or student files and in accordance with the Americans with Disabilities Act and other applicable regulations. Students, staff, and visitors who arrive to school exhibiting COVID-19 symptoms or who develop COVID-19 symptoms at school will be isolated immediately. The student’s emergency contact will be contacted to retrieve the student from the school isolation space as soon as possible. Staff and visitors exhibiting COVID-19 symptoms will be required to leave the school’s property immediately and return to their home. Please see the <i>Quarantine and Isolation Policy</i> for detailed information on how the school will handle a known or suspected COVID-19 exposure or illness. Please see the <i>Return to School Policy</i> for detailed information on the conditions students and</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>staff need to meet to safely return to school. Virtual teaching and learning will be available to students and staff who cannot or who wish to not return. The Pandemic Committee, staff assigned to monitor school entry and exit, and school health personnel will be trained on protocols for entry/exit and monitoring student and staff health. The initial training will occur by September 11, 2020. The Pandemic Committee will closely monitor trainings to assess effectiveness and the need for ongoing training and re-training.</p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>Plan for Remote Learning:</b>                      In Trimester I, the school will operate a 100% remote learning program. Students will learn remotely. The majority of staff will work remotely, excluding essential staff and staff who opt to conduct remote teaching from the school building. All in-person staff will report to the High School Campus. In-person staff and visitors are required to wear a face covering while on Boys' Latin of Philadelphia property. In-person staff are only allowed to remove their mask when they are alone in a bathroom, personal office, or personal classroom. Staff designated to work in person who are at higher risk for severe illness are encouraged to notify the school of their concerns so that reasonable accommodations may be identified and implemented. In the event of staff illness, the five middle school and five high school teaching apprentices will be deployed for class coverage. Other non-instructional staff will be deployed for coverage as-needed. The teaching apprentices will furthermore support students during the period of remote learning by providing regular check-ins, academic support, and mentorship. These supports will be available in addition to those provided by the Specialized Services Department and regular education teaching faculty. Providing access to quality learning opportunities and supports for social emotional wellness are furthermore the priority of the school. Each school is equipped with a social worker who will proactively identify opportunities to support the wellbeing of students virtually as well as respond to needs as they arise. Staff will engage in sessions on the topic of social and emotional wellness during beginning of the year professional development.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Essential in-person events involving students held during the period of remote learning, including but not limited to, SAT administrations and technology distributions, will follow the practices outline in the <i>Plan for Blended or Total Reopening</i>.</p> <p><b>Plan for Blended or Total Reopening:</b> Staff, students, and visitors are required to wear a face covering while on Boys' Latin of Philadelphia property. The health and safety of all members of the Boys' Latin community is the priority of the school. Students and staff at higher risk for severe illness are encouraged to notify the school of their concerns so that reasonable accommodations may be identified and implemented. Virtual teaching and learning will be available to those who cannot or who wish to not participate in-person. Those who elect to opt out of the in-person learning component must commit to do so for one academic trimester. The middle school and high school will each be staffed with five teaching apprentices. Teaching apprentices will be trained on supporting virtual teaching and learning as well as in-person coverage. The middle school can manage coverage of up to three absent teachers and the high school can manage coverage of up to four absent teachers. When either threshold is crossed, instruction will transition from in-person to online. Providing access to quality learning opportunities and supports for social emotional wellness are furthermore the priority of the school. Each school is equipped with a social worker who will proactively identify opportunities to support the wellbeing of students as well as respond to needs as they arise. Staff will engage in sessions on the topic of social and emotional wellness during beginning of the year professional development. Through the Boys' Latin Teaching Apprenticeship, middle school and high school students will each have access to five additional support staff who will provide regular check-ins, academic support, and mentorship. These supports, along with those provided by the Specialized Services Department and regular education teaching faculty, will be available to students both at school and at home.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Boys' Latin of Philadelphia Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **September 1, 2020**.

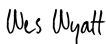
The plan was approved by a vote of:

  7   Yes

  0   No

Affirmed on: **September 1, 2020**

By:

DocuSigned by:  
  
BEF0CCCE7CA7348E

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*(Signature\* of Board President)*

A. Wesley Wyatt

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*(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.