Phased School Reopening
Health and Safety Plan Template

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

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

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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: Mercy Career & Technical High School

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

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

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

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

Type of Reopening

Key Questions

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

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

☐ 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): September 8, 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)
Catherine Glatts	Administrator	Pandemic Coordinator
Sister Rosemary Herron	Administrator	Health and Safety Plan Development
Christian Aument	Administrator	Plan Development and Response Team
Karen Schneider, RSM, MD	Consultant	Health and Safety Plan Development

Colleen Lange	Board Member	Health and Safety Plan Development
Sean Carchidi	Director of Technology	Pandemic Safety Team
Gail Prince	Cosmetology Teacher	Pandemic Safety Team
Larry Wilkins	Dean of Students	Pandemic Safety Team
Rick Schmidt	BT and OSHA Instructor	Pandemic Safety Team
Karen Dowd	Nurse Instructor	Pandemic Safety Team
Gayle Armington-Hollis	Nurse Instructor	Pandemic Safety Team
Bayada-provided	School Nurse	Pandemic Safety 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: The entire school was deep cleaned in the spring and cleaned again before school opens. Adequate disinfectant supplies meeting OSHA and CDC requirements for COVID 19 were ordered and used throughout the buildings. Cleaning, sanitizing and disinfecting is done on a daily basis to maintain staff and student safety. Additional hours of maintenance staffing will provide sanitizing of bathrooms, doorknobs and other "touch areas" every four hours, daily. Faculty, staff and maintenance crew will be trained in and follow all cleaning, sanitizing, disinfecting protocols. The important act of frequent hand-washing and good ventilation will be stressed. All of the above will ensure that Mercy Tech is a safe and clean environment.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	• Entire school was deep cleaned in the Spring and was cleaned and sanitized once again in preparation for the re-opening of school. • Additional hand sanitizers were installed in common areas. • Hand sanitizers and disinfectant wipes are provided for each office and classroom. New paper towel dispensers for bathrooms and new hydro water dispensing systems on the corridors have been ordered. • Water fountains are being replaced with Quench water stations • New no-touch trash cans will placed throughout school	• Same as Yellow Phase	Bob Murtagh, Maintenance Supervisor Vince Dolan, Business Manager	Disinfectant, sanitizers, soap, paper towel dispensers, hydro water fountains. Additional Maintenance staff hours	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	• All classroom/office/common space windows will be checked to ensure they are operational and screens will be replaced as needed • Bathrooms and common spaces are being cleaned every four hours.	• Same as Yellow Phase	Bob Murtagh, Maintenance Supervisor		Y

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: Mercy Tech has designated learning spaces to be used for academics. These spaces allow for students to be six feet apart. No more than 24 students will be in an academic or CTE space at one time. Teachers will move for academic classes and not the students. Students will move to the cafeteria or auditorium for lunch. They will also move to their CTE labs for the CTE programs. CTE labs are big enough to ensure six feet distancing. Only two grades will be in school on any given day except on Fridays. Only one grade will be in school on Fridays for CTE only learning. Any classroom that does get used by another group will be cleaned first – this will be rare.

The wearing of masks or a face shield, frequent handwashing, social distancing will be mandated. All health and safety protocols will be communicated to parents, stakeholders and visitors via Email, Website information and video. School vans will not be used to transport students. Buses, using social distancing requirements, will be leased on an individual basis.

Orientation will be provided to all faculty and students. Mercy Tech also has a special COVID 19 website. This information has been sent to all parents/guardians and students. Parents/guardians will also be sent video links to learn about the Health Plan and protocol.

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)
* **Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	- Rooms have been prepared that meet CDC social-distancing requirements - Classroom desks have been separated by 6' for daily instruction. - Students will stay in the same classroom for all academic classes; teachers will move from classroom to classroom - Windows will be kept open to improve ventilation - No more than 24 students will be in an academic or CTE space at one time. Currently, there are no more than 17 students per grade in any of the CTE programs.	Same as Yellow Phase	Catherine Glatts, VP Bob Murtagh, Maintenance supervisor	None	y

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	• With hybrid instruction and social distancing, students will move directly to 1st period on entering the building. Students will pick up breakfast when they enter school in the morning and go directly to first period. • The cafeteria, auditorium, and classrooms, if needed, will be used for lunch. • Social distancing guidelines will be followed. • Desks will be moved to the cafeteria and auditorium and spaced 6' apart. . • No more than 22 students will be seated in one area for lunch. • There will be staggered times for students to pick up food.	• Up to 32 students could eat lunch together in the cafeteria and still adhere to social distancing guidelines - this would give the students an opportunity for more socializing with one another.	Joe Carchidi, Director of Activities Shawnna, Stanton, lunch coordinator	Sanitizing materials to sanitize tables between lunch periods	y

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)
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	• Faculty will have an orientation to review the Health Plan and all protocols. • Parents will receive a video message outlining the Health Plan. • Each class will have a full day of orientation to learn what is required of them to prevent the spread of the virus. Students will be required to wear masks (or face shields, TBD) at all times except when eating breakfast or lunch. • Hand sanitizers will be available in all classrooms and hallways.	• Same as Yellow Phase	Catherine Glatts, VP Larry Wilkins, Dean of Students	• Soap and new paper towel dispensers. • Hand sanitizers throughout the buildings. • Extra masks • All students and faculty will be issued a face shield	Y
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	• OSHA signs will be purchased and posted in prominent areas to remind all about social distancing, washing hands and wearing masks. • Signage will be posted on outside doors to ensure people do a health check before entering.	• Same as Yellow Phase	Catherine Glatts, VP	Need to purchase the OSHA posters.	N
* **Identifying and restricting non-essential visitors and volunteers**	• Outside doors locked throughout the day. • Security guard checks in visitors and ensures the Healthcare Screening Protocol is followed.	• Same as Yellow Phase	Carlton Payne, Security	Sign in book	N

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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	• Fall sports cancelled. • No PE this year. • Winter/spring sports equipment will be handled properly if sports occur.	• Same as Yellow Phase	Catherine Glatts, VP John Hillman, Athletic Director		N
Limiting the sharing of materials among students	• Students will have personal sports equipment, if sports occur. • Individual science materials will be provided. • CTE students have their personal "tools".	• Same as Yellow Phase	John Hillman, Athletic Director Science and CTE instructors	Additional Science materials	Y
Staggering the use of communal spaces and hallways	• Teachers instead of students will change classes • Communal spaces will be limited to the requirements of social distancing	• Same as Yellow Phase	Catherine Glatts, VP		N
Adjusting transportation schedules and practices to create social distance between students	• School will begin ten minutes later this year. • The Mercy Tech school calendar and daily start and end time will be provided to SEPTA and the suburban school districts who bus Mercy Tech's suburban students.	• Same as Yellow Phase	Larry Wilkins, Dean of Students		N

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	• Student desks in all learning spaces will be 6' apart and students will remain in one space for academic classes to limit interaction. • CTE labs will have designated work spaces so that students keep 6 feet apart or dividers will be constructed between work stations.	• Same as Yellow Phase	Catherine Glatts, VP	None	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	NA	NA			N
Other social distancing and safety practices	• All student and faculty must wear masks. Face shields might be allowed to be worn later. It will be reconsidered in October. This is based on a recommendation from a communicable disease doctor. Mask breaks will be scheduled. • All practice social distancing	• Same as Yellow Phase			Y

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions: Mercy Tech plans to implement an electronic healthcare check tool, RUVNA, which parents/students/faculty/staff will use for a self-check prior to coming to school any day that individuals are scheduled to be in school. If a faculty/staff member or student is sick, he/she should stay home.

The following CDC guidelines will be followed:

- If the child/adult has a temperature (above 100.4° F) or displays 2 or more other symptoms of COVD19, they must be tested for COVID-19 and should remain at home and attend classes remotely.
    - If test result is negative, return to school following readmission criteria illustrated in *PA Code, § 27.73. Readmission of excluded children, and staff having contact with children*. If no alternative diagnosis is known, return to school 24 hours after symptoms are improved.
    - If test result is positive, follow return to school guidance for scenario #3.
    - If individual is not tested, follow return to school guidance for scenario #3 (assumed positive).

- Staff will also be asked to take their temperatures daily and remain home if they have a temperature above 100.4° F or display 2 or more symptoms of COVID19 and be tested for COVID-19.
  - If test result is negative, return to school following readmission criteria illustrated in *PA Code, § 27.73. Readmission of excluded children, and staff having contact with children.* If no alternative diagnosis is known, return to school 24 hours after symptoms are improved.
  - If test result is positive, follow return to school guidance for scenario #3.
  - If individual is not tested, follow return to school guidance for scenario #3 (assumed positive).
- Student temperatures will be taken each morning before the student enters Mercy's building.
- Anyone who has a fever or appears ill will be taken to the isolation room for further evaluation by the school nurse or HO nurses. A parent/guardian will be notified.
- Any school community member who becomes ill or is exposed to COVID-19 must remain in quarantine for a minimum of 14 days and must have medical clearance to return to school.
- Decisions concerning quarantine will be made by the pandemic coordinator and consultant (Sr. Karen) in consultation with the principal.
- In the event of a confirmed case of COVID-19 or exposure to someone with the virus, the pandemic coordinator will notify those in close contact with the individual.
  - Close contact involves being within six feet of a person, **not wearing a mask**, and breathing the same air space for 15 minutes or more.

Scenario	Exclude from school?	Return to school after …
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19; individuals awaiting test results should be excluded from school. • If test result is negative, return to school following readmission criteria illustrated in PA Code, § 27.73. Readmission of excluded children, and staff having contact with children. If no alternative diagnosis is known, return to school 24 hours after symptoms are improved. • If test result is positive, follow return to school guidance for scenario #3. If individual is not tested, follow return to school guidance for scenario #3 (assumed positive).
#3 – Positive COVID-19 PCR Test with Symptoms	Yes	• 3 days with no fever **and** • improvement in symptoms **and** • 10 days since symptoms first appeared
#4 – Positive COVID-19 PCR Test without Symptoms	Yes	10 days after the PCR test was collected • If symptoms develop during 10 days, follow return to school guidance for scenario #3.
#5 – Close Contact with Symptoms	Yes	Individual should be tested for COVID-19; individuals awaiting test results should be excluded from school. • If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. • If test result is positive, follow return to school guidance for scenario #3. If individual is not tested, follow return to school guidance for scenario #3 (assumed positive).
#6 – Close Contact of COVID-19 without Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19 • If symptoms develop during 14 days, follow return to school guidance for scenario #5.

Notes:
• The 10 day period focuses on the time during which an individual is contagious (estimated infection period). This is the focus of individuals with a positive test result. This is also the focus for close contacts because the contact has been exposed and could develop the illness and become contagious.
• The 14 day period focuses on the time between exposure and development of illness (estimated incubation period). These time frames are based upon currently known information. This is the focus for individuals without a positive test result.

Faculty or students confirmed to have COVID 19 can safely return to school only with a doctor's note to that effect. Online learning can be provided for any student unable to return to school. Individual plans will be developed for any faculty member unwilling/unable to return.

COVID-19 protocols requiring masks and social distancing will be communicated and mandated through email in advance to all stakeholders to monitor student and staff health. Masks will be provided for stakeholders not in compliance.

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)
* **Monitoring students and staff for symptoms and history of exposure**	• Students will conduct a self-check no earlier than 7:15 pm the day before a student arrives at school using Mercy Tech's electronic Healthcare Screening Tool. • Students will not be allowed to enter the school building until the self-check is completed. • Mercy Tech is hiring a school nurse. • Faculty and staff will conduct self-checks using a Mercy Tech's electronic Healthcare Screening Tool. • Thermometers will be available and temperatures will be taken as needed.	• Same as Yellow Phase	• Pandemic Safety Team to ensure all students complete the pre-school healthcare check • Pandemic Coordinator and Sister/Doctor Karen	• Masks • Gloves • face shields • infrared thermometers • Electronic Healthcare App • Contracted with Bayada for a school nurse	Y
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	• If a student, staff member or visitor becomes sick during the day, he or she will be isolated in a designated quarantine room. • The school administration will determine if a fourteen-day quarantine for the school community is necessary.	• Same as Yellow Phase	• Pandemic Coordinator and Sister/Doctor Karen	• Masks • Gloves • face shields • infrared thermometers .	Y
* **Returning isolated or quarantined staff, students, or visitors to school**	• Staff and/or students will be able to return to school with a doctor's note that it is safe for them to do so.	• Same as Yellow Phase	Pandemic Coordinator and Sister/Doctor Karen		Y

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	• All notifications will be shared through Mercy Tech's website, phone blasts and email	• Same as Yellow Phase	Catherine Glatts, Vice President and Pandemic Coordinator Christian Aument, Principal		Y
Other monitoring and screening practices	• Infrared thermometers will be used for temperature check, if needed • Implement Mercy Tech's electronic Healthcare Screening Tool • Train all in the use of Mercy Tech's electronic Healthcare Screening Tool	• Same as Yellow Phase	School nurse Sean Carchidi, Director of Technology	• Purchase of thermometers	Y

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:
The Mercy Tech policy is that all faculty, students and visitors wear face masks or shields, wash hands frequently, and maintain social distancing. For students and faculty at a higher risk for severe illness, virtual learning is possible in most cases. Staff will be able to work remotely, if needed. The school administration will call upon specific faculty members to

substitute for ill colleagues. Mercy Career & Technical High School was able to ensure that all students had access to quality learning opportunities since March of last year because of its dedicated and creative teachers and excellent technology. Every student has a Chromebook and knows how to use it. Mercy Tech excels in its social and emotional support for all students, 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)
* Protecting students and staff at higher risk for severe illness	• Students and teachers at higher risk for severe illness will be able take advantage of virtual learning. • Staff will be able work remotely, if needed.	Same as Yellow Phase	Catherine Glatts, VP	Cameras and mics for classrooms	Y
* Use of face coverings (masks or face shields) by all staff	• All faculty and staff wear face masks and/or face shields while in school. Face masks must be worn when in the classroom. Mask breaks will be scheduled.	Same as Yellow Phase	Catherine Glatts, VP	Extra face masks	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	• All students will wear face masks when walking around school. • All students will wear a face masks while sitting the classroom or working in the CTE lab. Based on guidance from a communicable disease doctor, the use of face shields will be reevaluated in October. • The students will be six feet apart.	Same as Yellow Phase	Larry Wilkins, Dean of Students	Extra face masks	Y

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)
Unique safety protocols for students with complex needs or other vulnerable individuals	• Students will be allowed to do just online learning • All students are issued Chromebooks and can participate in synchronous learning with teachers. • Guidance counseling, tutoring, and clubs will be also available to the students online.	Same as Yellow Phase	Catherine Glatts, VP	TBD	Y
Strategic deployment of staff	• Flexibility needs to happen for the common good; typically teachers cover for each other. There will also be staff members available to help, if needed.	Same as Yellow Phase	Christian Aument, Principal	Fully utilize all staff	Y

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
Health and Safety	Faculty, staff, students, parents, Board, all stakeholders	Catherine Glatts, Vice President for CTE	• **Virtual/Live** Parent Meetings • Phone Blasts • Emails • Handbook modifications • Dedicated COVID-19 Update on school website	Technology supports	July	September
Explanation of Hybrid Plan for re-opening of school	Same as above	Catherine Glatts, Vice President for CTE	Same as above	Same as above	July	September
Unique challenges of CTE learning and how Mercy Tech will meet the challenges	Same as above	Catherine Glatts, Vice President for CTE Sean Carchidi, Director of Technology	Same as above	Technology for some online only students	August	September
Specific supports for incoming freshmen	Freshmen parents/guardians and students	Christian Aument. Principal	• Live parent socials • Virtual Meetings • Special Class of 2024 webpage • Frequent communication in various formats		July	September 8, 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
COVID 19 protocols for reopening	Faculty, staff	Catherine Glatts, VP	Email, Phone blast Webpage communication	July	On-going
Same as above	Parents	Catherine Glatts, VP	Email, Phone blast, Webpage communication, video, surveys	July	On-going
Same as above	Students	Catherine Glatts, VP	Same as above; Live assemblies	July	On-going
Same as above	Board of Trustees	Sister Rosemary Herron, President	Email, Board portal, Webpage communication	July	On-going
Same as above	Stakeholders	Jennifer Vollero, Marketing	Email, Webpage communication	August	On-going

Health and Safety Plan Summary: Mercy Career & Technical High School

Anticipated Launch Date: July 25, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The entire school was deep cleaned in the spring and cleaned again before school opens. Adequate disinfectant supplies meeting OSHA and CDC requirements for COVID-19 were ordered and used throughout the buildings. Cleaning, sanitizing and disinfecting are done on a daily basis to maintain staff and student safety. Additional hours of maintenance staffing will provide sanitizing of bathrooms, doorknobs and other "touch areas" every four hours, daily. Faculty, staff and maintenance crew will be trained in and follow all cleaning, sanitizing, disinfecting protocols. The importance of frequent hand-washing and good ventilation will be stressed. All of the above will ensure that Mercy Tech is a safe and clean environment.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All classrooms/labs/offices and common areas deep cleaned before the opening of school. Bathrooms, doorknobs, etc. cleaned every four hours. New paper towel dispensers and hydro water fountains will be installed. The wearing of masks/shields, frequent hand washing, social distancing will be mandated. 6'distance in instructional

Requirement(s)	Strategies, Policies and Procedures
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	areas will be maintained throughout the buildings. All health and safety protocols will be communicated to parents, stakeholders and visitors. School vans will not be used to transport students. Should buses be needed for a school event then they will be leased and social distancing requirements will be followed.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Faculty, staff and students will be asked to submit an electronic form stating that he/she has no COVID 19 symptoms before entering school. If a faculty member or student is sick, he/she should stay home. Temperatures can be taken by the school nurse, if needed. **Faculty or students confirmed to have COVID 19 can safely return to school after 10 days only if symptoms are improving and no fever for 24 hours. No doctor's note is needed to return to school.** Online learning can be provided for any student unable to return to school. Individual plans would have to be developed for any faculty member unwilling/unable to return to school. If a faculty member or student tests positive, families would be notified as soon as possible after that diagnosis is confirmed. A fourteen-day quarantine or closure of school, determined by the school administration, would be required. COVID 19 protocols requiring masks and social distancing will be communicated and mandated through email in advance to all stakeholders to monitor student and staff health. Masks will be provided for stakeholders not in compliance.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate)	The Mercy Tech policy is that all faculty, students and visitors wear face masks or shields and maintain social distancing. For students and faculty at a higher risk for severe illness, virtual learning is possible in most cases. Staff will be able to work remotely, if needed. The school administration will call upon specific faculty members to substitute for ill colleagues. Mercy Career & Technical High School was able to ensure that all students had

Requirement(s)	Strategies, Policies and Procedures
Unique safety protocols for students with complex needs or other vulnerable individuals **Strategic deployment of staff**	**access to quality learning opportunities since March of last year because of its dedicated and creative teachers and excellent technology. Every student has a Chromebook and knows how to use it. Mercy Tech excels in its social and emotional support for all students, at school and at home This support will be available online too.**

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Mercy Career & Technical High School reviewed** and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**

The plan was approved by a vote of:

    16   Yes

    0   No

Affirmed on: **July 30, 2020**

By:

_____

(*Signature* of Board President*)

Carol Chiodo

_____

(*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.