



## **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: Philadelphia Academy 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?
- 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).

- X 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). The PACS Reopening Plan was established after studying the REL research project, the CDC guidelines, our June 2020 Parent survey with over 1,000 responses, and the reopening plan of our Chartering District, The School District of Philadelphia.

The goal of Philadelphia Academy is always to plan and deliver an educational program that provides for educational advancement for all of our students in the safest environment for all employees, students and their families. With this in mind, it is our responsibility to be prepared for the ever-changing landscape of Covid-19. Philadelphia's failure to make significant progress toward the green stage has caused Philadelphia Academy Charter School to rethink our opening plan.

The school will utilize a virtual program for all students beginning August 31, 2020 with the goal of moving to a hybrid program Monday, November 16, 2020 for those families who have chosen the hybrid model. This time frame corresponds with our first marking period which ends on Friday, November 13, 2020.

As we move into the hybrid phase, the school will establish two groups meeting on consecutive days with a virtual day in between each group. Group A meets on Monday and Tuesday with Group B being taught virtually on those days. Group B meets on Thursday and Friday with Group A being taught virtually. All students are virtual on Wednesday.

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 11/16/2020.**

## 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)
<b>Cathy Adams</b>	Pandemic Response Team	Pandemic Coordinator - Both Plan Development and Response
<b>Anna Marie Siegmann</b>	Administration	CEO - Both Plan Development and Response
<b>Christopher Boyle</b>	Teaching Staff - Elementary School	Assistant Principal, Elementary School - Both Plan Development and Response
<b>Douglas Robinson</b>	Teaching Staff - High School	Assistant Principal, High School - Both Plan Development and Response
<b>Holly Levitz</b>	Health of Staff, Students, Families - High School	Nurse - High School - Both Plan Development and Response
<b>Dana Grzywna</b>	Health of Staff, Students, Families - Elementary School	Nurse - Elementary School - Both Plan Development and Response
<b>Thomas Horton</b>	Transportation/Operations	Transportation Planning and Implementation and Preparation of Elementary and High School Facilities - Both Plan Development and Response
<b>Carl Cristella</b>	Information Technology	Provision and Maintenance of Technology Services - Both Plan Development and Response
<b>Penny Lukas</b>	Data Management, PIMS Coordinator	Data Management - Both Plan Development and Response
<b>Parent Advisory Committee and Home and School Association Board</b>	Parents/Guardians/ Students	Both Plan Development and Response
<b>Parent Responses to School Survey - over 1000 responses received</b>	Parents/Guardians	Both Plan Development and Response

## 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? The school has employed a cleaning service which has submitted a Covid-19 plan for cleaning and disinfection of surfaces throughout the school.
- 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:

During the Yellow Phase, the school will be implementing a fully virtual plan, while giving teachers the option to teach virtually from their classrooms. Before opening to staff, janitorial services will conduct a thorough cleaning/ sanitizing of all student and staff areas.

Daily cleaning protocols have been established for the day to day cleaning program. Additionally, detailed plans have been developed for Wednesday and Saturday to address high traffic areas of the building namely the bathrooms, hallways, lobby and cafeteria. Throughout the day, high touch areas will be cleaned and disinfected every two hours.

The cleaning and sanitizing protocol is as follows:

Step 1 - Deep Clean - Cleaning team will complete two to three deep cleaning passes of the entire facility, with emphasis on high touch points, utilizing hospital grade cleaners.

Step 2 - Disinfection - Cleaning team will complete two passes of manual disinfection, focusing on high touch points, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19

Step 3 - Electrostatic Disinfection consisting of 2 passes of electrostatic disinfection, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19.

During the Green Phase, the school will be implementing a hybrid model of instruction with the option for families to continue full virtual instruction. During this model the daily cleaning protocol established in the Yellow Phase will be continued.

All members of the Pandemic Team will be trained in the cleaning and disinfecting protocols and will supervise the implementation under the supervision of the Operation's Manager. The school has acquired the following cleaning and sanitation supplies: a. hand sanitizer stations and related sanitizer refills; b. individual hand sanitizer dispensers; c. restroom hand soap; d. disinfectant aerosol; e. disinfectant stations and related wipes; f. EPA recommended disinfecting agents and spray bottles; g. touchless faucets installed in all bathrooms; h. Plexiglass desk and table shields; i. Room dividers to create space for sick children to physically isolate; j. Electrostatic sprayers; k. purchase of masks, gloves, face shields for staff, students and visitors; l. temperature screening stations; m. procurement of color coded rags for the cleaning company that will be disposed of each day in closed containers; n. increased number of trash bags for disposal of cleaning supplies and PPE. These materials have been purchased from a variety of vendors to ensure receipt of all items in a timely manner.

Ventilation - HVAC units in both the elementary school and the high school have been replaced within the last year. These units were not turned off during building closure, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating.

Additional safety practices:

- Throughout the closure, staff members have been onsite running faucets, water fountains, and flushing toilets, etc. to ensure the water did not stagnate.
- Drinking fountains will be covered to prevent student use (but will be maintained to ensure water lines do not become stagnant).
- Faucet handles on sinks have been replaced with no touch handles.
- No touch hand sanitizing stations have been placed at each entrance, as well as in each classroom.
- Use of PPE daily, i.e. masks, face shields, plexiglass partitions, room dividers for nurse's offices, gowns for nursing offices.
- Temperature scanning devices at all doorways.
- Mask use for staff working in the building.
- Renovation and expansion of nursing offices at both campuses.
- Mask use for staff and students on all buses, cleaning of vehicles after each bus run.
- Limit to one student per seat on school buses, with the exception of siblings who may sit together.

The cleaning plan as well as the approved Health and Safety plan will be posted to the school website prior to school opening.

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>* 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>The School will be implementing a fully virtual plan, while giving teachers the option to teach virtually from their classrooms. As a result, daily cleaning protocols are established for the day to day cleaning program. Additionally, detailed plans have been developed for Wednesday and Saturday to address high traffic areas of the building namely the bathrooms, hallways, lobby and cafeteria. The cleaning plan as well as the approved Health and Safety plan will be posted to the school website prior to school opening.</p> <p>Step 1 Deep Clean - Cleaning team will complete two to three deep cleaning passes of the entire facility, with emphasis on high touch points, utilizing hospital grade cleaners.</p> <p>Step 2 Cleaning team will complete two passes of manual</p>	<p>During this phase, the school will be implementing a hybrid model of instruction with the option for families to continue full virtual instruction. During this model, daily cleaning protocols are established for the day to day cleaning program. Additionally, detailed plans have been developed for Wednesday and Saturday to address high traffic areas of the building namely the bathrooms, hallways, lobby and cafeteria. The cleaning plan, as well as the approved Health and Safety plan, will be posted to the school website prior to school opening.</p> <p>Step 1 Deep Clean - Cleaning team will complete two to three deep cleaning passes of the entire facility,</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager, in conjunction with the school's contracted cleaning company, Able Cleaning Service.</p>	<p>Soap and Disinfectants:</p> <ul style="list-style-type: none"> <li>a. Hand Sanitizer Stations and Related Sanitizer</li> <li>b. Individual Hand Sanitizers</li> <li>c. Restroom Hand Soap</li> <li>d. Disinfectant Aerosol e. Disinfectant Stations and Related Wipes</li> <li>f. EPA Recommended Disinfecting Agent and Spray Bottles</li> <li>g. Touchless faucets</li> <li>h. Plexiglass desk and table shields</li> <li>i. Room dividers to create space for sick children to physically isolate</li> <li>j. Electrostatic sprayers</li> <li>k. purchase of masks, gloves, face shields for staff, students and visitors.</li> <li>l. Temperature screening stations</li> <li>m. Procurement of color coded rags for the cleaning company that will be disposed of each day in a closed container.</li> <li>n. Increased number of trash bags for disposal of cleaning supplies and PPE.</li> </ul>	<p>Y - Staff will receive training during three days of professional development in all cleaning and safety protocols and proper use of PPE.</p>



	<p>disinfection, focusing on high touch points, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19</p> <p>Step 3 - Electrostatic Disinfection consisting of 2 passes of electrostatic disinfection, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19.</p>	<p>with emphasis on high touch points, utilizing hospital grade cleaners.</p> <p>Step 2 Cleaning team will complete two passes of manual disinfection, focusing on high touch points, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19</p> <p>Step 3 - Electrostatic Disinfection consisting of 2 passes of electrostatic disinfection, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19.</p>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>1. Before opening to staff, janitorial services will conduct a thorough cleaning/ sanitizing of all student and staff areas as described above.</p> <p>2 HVAC units in both the elementary school and the high school have been</p>	<p>1. Before opening to staff, students and visitors, janitorial services will conduct a thorough cleaning/ sanitizing of all student and staff areas as described above.</p> <p>2 HVAC units in both the</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager in conjunction with the school's contracted cleaning company, Able Cleaning Service.</p>	<p>Soap and Disinfectants:</p> <ul style="list-style-type: none"> <li>a. Hand Sanitizer Stations and Related Sanitizer</li> <li>b. Individual Hand Sanitizers</li> <li>c. Restroom Hand Soap</li> <li>d. Disinfectant Aerosol e. Disinfectant Stations and Related Wipes</li> <li>f. EPA Recommended Disinfecting Agent and Spray Bottles</li> <li>g. Touchless faucets</li> <li>h. Plexiglass desk and table shields</li> </ul>	<p>Y - Staff will receive ongoing training/ support in all cleaning and safety protocols and proper use of PPE.</p>

	<p>replaced within the last year. These units were not turned off during building closure, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating.</p> <p>3. Throughout the closure, staff members have been onsite running faucets, water fountains, and flushing toilets, etc. to ensure the water did not stagnate.</p> <p>4. Drinking fountains will be covered to prevent student use (but will be maintained to ensure water lines do not become stagnant).</p> <p>4. Faucet handles on sinks have been replaced with no touch handles.</p> <p>5. No touch hand sanitizing stations have been placed at each entrance, as well as in each classroom.</p>	<p>elementary school and the high school have been replaced within the last year. These units were not turned off during building closure, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating.</p> <p>3. Throughout the closure, staff members have been onsite running faucets, water fountains, and flushing toilets, etc. to ensure the water did not stagnate.</p> <p>4. Drinking fountains will be covered to prevent student use (but will be maintained to ensure water lines do not become stagnant).</p> <p>4. Faucet handles on sinks have been replaced with no touch handles.</p>		<p>i. Room dividers to create space for sick children to physically isolate</p> <p>j. Electrostatic sprayers</p> <p>k. Purchase of masks, gloves, face shields for staff, students and visitors.</p> <p>l. Temperature screening stations</p> <p>m. Procurement of color coded rags for the cleaning company that will be disposed of each day in a closed container.</p> <p>n. Increased number of trash bags for disposal of cleaning supplies and PPE.</p> <p>PPE will be purchased from a variety of vendors to assure a constant supply.</p>	
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	<p>6. Use of PPE daily, i.e. masks, face shields, plexiglass partitions, room dividers for nurse’s offices, gowns for nursing offices.</p> <p>7. Temperature scanning devices at all doorways.</p> <p>8. Mask use for staff working in the building.</p>	<p>5. No touch hand sanitizing stations have been placed at each entrance, as well as in each classroom.</p> <p>6. Use of PPE daily, i.e. masks, face shields, plexiglass partitions, room dividers for nurse’s offices, gowns for nursing offices.</p> <p>7. Temperature scanning devices at all doorways.</p> <p>8. Mask use for staff and students on all buses, cleaning of vehicles after each bus run.</p> <p>9. Limit to one student per seat, with the exception of siblings who may sit together.</p>			
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**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:**

The school will be implementing a fully virtual model until the end of the first trimester, November 13, 2020. The school plans to move to a hybrid model, if possible, on November 16, 2020.

A virtual telepresence device will be utilized to enable synchronous virtual instruction. Asynchronous instruction using video presentations will also be provided. Individualized and small group tutoring sessions will be provided by both general and special education teachers. A variety of online programs have been purchased using the ESSER grant and will be utilized to supplement the school's traditional curricular materials to assure rigorous virtual instruction.

For low incidence students, special education teachers will be providing instruction to a caseload maximum of eight students, using a variety of evidenced based materials, including the n2Y online program and the Boom Program. These materials have been acquired specifically to provide targeted, specially designed instruction to the learners with the greatest need. The students' special education teachers will provide synchronous instruction to small groups, asynchronous instruction using lessons to individual students and individual live instruction to target specific skills. The teachers will work with the Behavioral Health Providers, i.e, BSC, TSS, RBT, to coordinate programming. Related service providers will coordinate with teachers to provide integrated therapeutic support in compliance with IEP goals and objectives.

After November 16, the school plans to implement a hybrid model. The school will be implementing a hybrid model with students attending two days per week and being virtual three days per week. Wednesdays will be virtual for all students so that deep cleaning can occur between Group A (M, T) and Group B (Th, F).

A virtual telepresence device will be utilized to enable synchronous learning between groups A and B. The school will also offer a completely virtual option for the most vulnerable students/families.

This model will limit students in a classroom to half the number generally enrolled, ranging from 11 to 15 students per class. All desks will be placed three feet apart with students sitting in every other desk to create a minimum of six feet between students. All students will be facing forward with the teacher instructing from the front of the classroom. All other furniture has been removed from the classroom.

Students will stay with the same group in the same classroom all day, with teachers moving into the classroom, rather than having children move from room to room. Staff and students will be required to wear masks as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.

### **Communal Areas:**

At the elementary school (K-8), meals will not be served from the cafeteria line, instead all meals will be delivered to students in self-serve containers. Options for meal locations include individual classrooms and up to 58 students in the elementary cafeteria. Students will have assigned seats for their lunch period spaced six feet apart. Students will be taken outside during the day for periodic mask breaks while maintaining social distancing.

At the high school, the cafeteria is to have assigned, socially distanced seating, followed by teams to clean continually before and after student eating. Students are to be served meals at their tables, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of students in any one room at a time with a maximum of 100 students in the cafeteria. Students will be seated six feet apart.

An outside area adjacent to the cafeteria will be cordoned off for "breathing time," enabling small socially distanced groups of students to exit the building to take masks down for fresh air.

Hygiene Practices - The entrances of each building have been equipped with hand sanitizing stations including signage to instruct all who enter to clean their hands. Each classroom has also been outfitted with a hands free hand sanitizing dispenser. Additionally, all staff and student bathrooms have been refitted with touchless faucets. Handwashing signage will also be posted in the bathrooms.

Signage instructing staff, visitors and students in proper protective procedures will be placed at the entrances of the building and posted throughout the buildings.

Restricting Visitors and Volunteers - Video cameras with audio capacity have been installed in the vestibule of both schools. A visitor must speak to an employee on camera prior to gaining access to a school building. A new security door access

system has been implemented at both buildings. The system will allow our employees to not only wear IDs, showing their name and department, but also allow them to use it for door access.

Athletics and Physical Education Activities - All PE classes are going to be hybrid, with a maximum of fifteen (15) students in the gym. All PE classes are going to focus on calisthenics, with markings on the gym floor to indicate physical distance, adhering to CDC guidelines.

Sports in District XII (Philadelphia) have put competitions on indefinite suspension.

"Return to Play" for voluntary practices in Pennsylvania must be practices in Pennsylvania must be outlined by a committee using CDC guidelines, a board resolution, and posted on the website of the school. PACHS is not participating in any "RTP" voluntary practices at this time. The PPL has outlined a Phase In period to return to competition, designating individual sports as "high risk" (football), "moderate risk" (soccer), and "low risk" (golf) for infection. The PPL has specifically stated that no school in the PPL is permitted to RTP until further notice.

8/6/2020 - Governor Wolf issued guidance recommending that all school sports be cancelled until 2021.

Sharing of Materials - Each student in grades 2-12 has been assigned a Chromebook, students in grades K-1 and special education classes are assigned iPads. These were not collected over the summer to enable each student to continue to use their assigned device. All students will have their own personal materials that will be kept at their desk so that they do not have to share materials. Additional materials, such as calculators, have been purchased to assure that they will not be shared.  
Staggering the Use of Communal Spaces

High School - The high school plan for staggering communal spaces and hallways:

All hallways to have dividers indicating sides following traffic flow patterns.

As stated above, the cafeteria is to have assigned, socially distanced seating six feet apart, students to be served meals at table, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of students in any one room at a time. An outdoor area outside the cafeteria will be cordoned off for "breathing time," enabling small, socially distanced groups of students to exit the building to take masks down for fresh air.

Arrival will be staged via different doors and different locations in the morning. Lockers will not be used or assigned. Students will carry school bags.

Elementary Students - The Elementary School's communal spaces have been cleared out to limit areas where people can congregate. Most of the classes will not be moving through hallways, with teachers coming to homerooms for subject area instruction and specials. When classes must change, a staggered schedule will be implemented so only one class will be in the hall at a time to assure physical distancing.

Adjusting Transportation - Due to the high volume of students requiring transportation via our buses, our routes are currently being adjusted. Seats will be assigned with a single rider per seat, with the exception of siblings who may sit together. Some routes will require two separate trips in the morning and/or the afternoon, requiring earlier pick up times for the first route each morning. Each bus will be cleaned between routes. Students on the second afternoon routes will be required to remain at school until the first run returns and the bus is cleaned. Additionally, students will be expected to handle their own book bag and other personal belongings when boarding and unloading, and must keep their belongings next to them in the seat at all times, so that they are the only ones to handle them.

Limiting the number of students - Due to our use of the hybrid model, half the number of students assigned to a classroom will be in attendance each day, for an average class size of 11 to 15 students. Telepresence devices with iPads have been acquired to complete virtual learning.

Coordinating with Local Childcare - The school partners with KleinLife to transport students whose parents are in need of childcare to that facility. Calendars are provided to Klein Life to make them aware of scheduling changes.

The transportation department works with individual families to establish pick up and drop off points that coordinate as much as possible with child care arrangements.

Other social distancing and safety practices - Students will be required to wear masks both in the school buildings and while using school transportation as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.

Staff and Visitors will also be required to wear masks while in the school building. Our mask policy will also be posted on the school website prior to school opening.

Activities and clubs will be held virtually to enable physical distancing.

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>The school will be implementing a fully virtual model until the end of the first trimester, November 13, 2020. The school plans to move to a hybrid model, if possible, on November 16, 2020.</p> <p>A virtual telepresence device will be utilized to enable synchronous virtual instruction. Asynchronous instruction using video presentations will also be provided. Individualized and small group tutoring sessions will be provided by both general</p>	<p>The school will be implementing a hybrid model with students attending two days per week and being virtual three days per week. Wednesdays will be virtual for all students so that deep cleaning can occur between Group A (M, T) and Group B (Th, F). The school will also offer a completely virtual option for the most vulnerable students/families. This model will limit students in a classroom to half the number generally enrolled, ranging from 11</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager</p>	<p>One to one iPad/Chromebook assignments, laptops for teachers, telepresence devices for each classroom and iPads for these devices, tables have been replaced with desks to allow six feet of space between students, supplemental online learning tools to enable virtual learning during both the virtual and hybrid models, plexiglass table and desk dividers, masks</p>	<p>Y</p>

	<p>and special education teachers. A variety of online programs have been purchased using the ESSER grant and will be utilized to supplement the school's traditional curricular materials to assure rigorous virtual instruction.</p> <p>For low incidence students, special education teachers will be providing instruction to a caseload maximum of eight students, using a variety of evidenced based materials, including the n2Y online program and the Boom Program. These materials have been acquired specifically to provide targeted, specially designed instruction to the learners with the greatest need. The students' special education teachers will provide synchronous instruction to small groups, asynchronous instruction using</p>	<p>to 15 students per class.</p> <p>All desks will be placed three feet apart with students sitting in every other desk to create a minimum of six feet between students. All students will be facing forward with the teacher instructing from the front of the classroom. All other furniture has been removed from the classroom.</p> <p>Students will stay with the same group in the same classroom all day, with teachers moving into the classroom, rather than having children move from room to room. Staff and students will be required to wear masks as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.</p> <p>A virtual telepresence device will be utilized to enable synchronous</p>			
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	<p>videoed lessons to individual students and individual live instruction to target specific skills. The teachers will work with the Behavioral Health Providers, i.e, BSC, TSS, RBT, to coordinate programming. Related service providers will coordinate with teachers to provide integrated therapeutic support in compliance with IEP goals and objectives.</p>	<p>learning between groups A and 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>Not applicable due to the full virtual model until movement into the hybrid phase.</p>	<p>At the elementary school (K-8), meals will not be served from the cafeteria line, instead all meals will be delivered to students in self-serve containers. Options for meal locations include individual classrooms and up to 58 students in the elementary cafeteria. Students will have assigned seats for their lunch period. Students will be taken outside during the day for periodic mask breaks</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Additional staff to deliver bagged meals to classrooms, and tables in the cafeteria.</p>	<p>Y</p>



		<p>while maintaining social distancing.</p> <p>At the high school, the cafeteria is to have assigned, socially distanced seating, followed by teams to clean continually before and after student eating. Students are to be served meals at their tables, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of students in any one room at a time with a maximum of 100 students in the cafeteria.</p> <p>An outside area adjacent to the cafeteria will be cordoned off for "breathing time," enabling small socially distanced groups of students to exit the building to take masks down for fresh air.</p>			
<p><b>* Hygiene practices for students and staff including the manner and frequency of</b></p>	<p>For staff entering the school during</p>	<p>The entrances of each building have been equipped with</p>	<p>Pandemic Response Committee, Pandemic</p>	<p>Health and safety signage, hand sanitizing dispensers for entrances and classrooms and</p>	<p>Y</p>

<p><b>hand-washing and other best practices</b></p>	<p>the virtual phase: The entrances of each building have been equipped with hand sanitizing stations including signage to instruct all who enter to clean their hands. Each classroom has also been outfitted with a hands free hand sanitizing dispenser. Additionally, all staff and student bathrooms have been refitted with touchless faucets. Handwashing signage will also be posted in the bathrooms.</p>	<p>hand sanitizing stations including signage to instruct all who enter to clean their hands. Each classroom has also been outfitted with a hands free hand sanitizing dispenser. Additionally, all staff and student bathrooms have been refitted with touchless faucets. Handwashing signage will also be posted in the bathrooms.</p>	<p>Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>refills, touchless faucets have been purchased and installed.</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>Signage instructing staff, visitors and students in proper protective procedures will be placed at the entrances of the building and posted throughout the buildings.</p>	<p>Signage instructing staff, visitors and students in proper protective procedures will be placed at the entrances of the building and posted throughout the buildings.</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>All signage has been ordered, utilizing a variety of vendors to assure receipt of all materials prior to the start of school.</p>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Video cameras with audio capacity have been installed in the vestibule of both schools. A visitor must speak to an employee on camera prior to gaining access to a school building.</p>	<p>Video cameras with audio capacity have been installed in the vestibule of both schools. A visitor must speak to an employee on camera prior to gaining access to a school building.</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Installation of new security system.</p>	<p>N</p>

	<p>A new security door access system has been implemented at both buildings. The system will allow our employees to not only wear IDs, showing their name and department, but also allow them to use it for door access.</p>	<p>A new security door access system has been implemented at both buildings. The system will allow our employees to not only wear IDs, showing their name and department, but also allow them to use it for door access.</p>			
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>All PE classes are going to be virtual at this time.</p> <p>Sports in District XII (Philadelphia) have put competitions on indefinite suspension. "Return to Play" for voluntary practices in Pennsylvania must be outlined by a committee using CDC guidelines, a board resolution, and posted on the website of the school. PACHS is NOT participating in any "RTP" voluntary practices at this time. The PPL has outlined a Phase In period to return to competition, designating individual sports as "high risk"</p>	<p>All PE classes are going to be hybrid, with a maximum of fifteen (15) students in the gym. All PE classes are going to focus on calisthenics, with markings on the gym floor to indicate physical distance, adhering to CDC guidelines.</p> <p>Sports in District XII (Philadelphia) have put competitions on indefinite suspension. "Return to Play" for voluntary practices in Pennsylvania must be outlined by a committee using CDC guidelines, a board resolution, and</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Additional PE materials so that students can be physically distanced while using equipment individually.</p>	<p>N</p>

	<p>(football), "moderate risk" (soccer), and "low risk" (golf) for infection. The PPL has specifically stated that no school in the PPL is permitted to RTP until further notice.</p> <p>8/6/2020 - Governor Wolf issued guidance recommending that all school sports be cancelled until 2021.</p>	<p>posted on the website of the school. PACHS is NOT participating in any "RTP" voluntary practices at this time. The PPL has outlined a Phase In period to return to competition, designating individual sports as "high risk" (football), "moderate risk" (soccer), and "low risk" (golf) for infection. The PPL has specifically stated that no school in the PPL is permitted to RTP until further notice.</p> <p>8/6/2020 - Governor Wolf issued guidance recommending that all school sports be cancelled until 2021.</p>			
<b>Limiting the sharing of materials among students</b>	<p>Each student in grades 2-12 has been assigned a Chromebook, students in grades K-1 and special education classes are assigned iPads. These were not collected over the summer to enable each student to continue to use</p>	<p>Each student in grades 2-12 has been assigned a Chromebook, students in grades K-1 and special education classes are assigned iPads. These were not collected over the summer to enable each student to continue to use</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager.</p>	<p>Additional materials such as calculators, art supplies, math manipulatives, science equipment so that each child can be assigned their own materials to prevent sharing.</p>	<p>N</p>

	<p>their assigned device.</p> <p>Since all students will be virtual, no sharing of materials will occur. Any materials that are distributed will be provided by means of contact free pick up, to be used only by the student at home.</p>	<p>their assigned device.</p> <p>All students will have their own personal materials that will be kept at their desk so that they do not have to share materials. Elementary school students will each have their own 2.5 Gallon size storage bags to keep all of their materials. Additional materials, such as calculators, have been purchased to assure that they will not be shared.</p>			
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Not applicable due to a fully virtual plan. All faculty meetings, professional development activities, and parent meetings, such as IEPs, are to be conducted virtually.</p>	<p>The HS plan for staggering communal spaces and hallways: All hallways to have dividers indicating sides following traffic flow patterns. As stated above, the cafeteria is to have assigned, socially distanced seating, students to be served meals at table, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Signage indicating direction to be followed in hallways, sanitizing stations and temperature checking devices at all entrances, some of which were previously unused, dividers for hallways.</p>	<p>N</p>

		<p>students in any one room at a time.</p> <p>An outdoor area outside the cafeteria will be cordoned off for "breathing time," enabling small, socially distanced groups of students to exit the building to take masks down for fresh air.</p> <p>Arrival will be staged via different doors and different locations in the morning.</p> <p>Lockers will not be used or assigned.</p> <p>Students will carry school bags.</p> <p>The Elementary School's communal spaces have been cleared out to limit areas where people can congregate.</p> <p>All hallways to have traffic flow pattern signs to follow.</p> <p>The cafeteria is to have assigned, socially distanced seating no more than 58 students; remaining students will eat in their classrooms; students to be</p>			
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		<p>served meals, not standing in cafeteria lines. Most of the classes will not be moving through hallways, with teachers coming to homerooms for subject area instruction and specials. When classes must change, a staggered schedule will be implemented to limit the number of students in the hallway to assure physical distancing.</p>			
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Not Applicable due to the fully virtual model.</p>	<p>Due to the high volume of students requiring transportation via our buses, our routes are currently being adjusted. Seats will be assigned with a single rider per seat, with the exception of siblings who may sit together. Some routes will require two separate trips in the morning and/or the afternoon, requiring earlier pick up times for the first route each morning. Each bus will be cleaned between routes. Students on the second afternoon routes</p>	<p>Transportation/ Operation Manager, Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO and Principals.</p>	<p>Additional bus routes requiring additional payment for bus drivers and vehicle usage, cleaning and disinfecting products</p>	<p>N</p>

		<p>will be required to remain at school until the first run returns and the bus is cleaned.</p> <p>Additionally, students will be expected to handle their own book bag and other personal belongings when boarding and unloading, and must keep their belongings next to them in the seat at all times, so that they are the only ones to handle them.</p>			
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Not Applicable due to virtual model.</p>	<p>Due to our use of the hybrid model, half the number of students assigned to a classroom will be in attendance each day, for an average class size of 11 to 15 students.</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Telepresence devices with iPads to complete virtual learning.</p>	<p>N</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>Not applicable due to virtual model</p>	<p>The school partners with KleinLife to transport students whose parents are in need of childcare to that facility. Calendars are provided to Klein Life to make them aware of scheduling changes.</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Additional bus routes to allow for social distancing on the bus, masks for use on the bus.</p>	<p>N</p>



		The transportation department works with individual families to establish pick up and drop off points that coordinate as much as possible with child care arrangements			
<b>Other social distancing and safety practices</b>	<p>Staff will be required to wear masks in the school building, except while alone in their classrooms. Teachers are not to congregate for meetings or meals and all meetings are to be held virtually. All teachers have been provided with Apple MacBooks which they can use for Google Meets. They will be provided with telepresence devices to teach virtually.</p> <p>Activities and clubs will be held virtually to enable physical distancing.</p>	<p>Students will be required to wear masks both in the school buildings and while using school transportation as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.</p> <p>Staff and Visitors will also be required to wear masks while in the school building.</p> <p>Our mask policy will also be posted on the school website prior to school opening.</p> <p>Activities and clubs will be held virtually to enable physical distancing.</p>	Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.	Procurement of PPE for staff, students and visitors, iPads or chromebooks for all students, laptops for all staff.	N

## 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:

#### Monitoring students and staff for symptoms and history of exposure

Prior to coming to school each day, all staff and students should complete a daily screener, checking for:

1. Fever of 100.4
2. Symptoms of COVID
  - \*Cough, shortness of breath, OR
  - \*2 of the following:
    - fever,
    - chills,
    - muscle pain,
    - sore throat,
    - new loss of taste or smell
3. Exposure - indicate any exposure an individual may have had to someone with Covid-19.

#### Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

A staff member, student or visitor who develops symptoms should be brought to the newly designed Nursing Office at either the Elementary School or the High School. Each office has been expanded to provide space for an isolation area which is screened off using an opaque divider, to assure confidentiality while enabling the nurse to monitor the individual.

School nurses will notify parents or guardians. Child must be picked up at school. No sick child may go home on the school bus.

#### Returning isolated or quarantined staff, students, or visitors to school

The nurse will recommend that the individual get tested as soon as possible.

Staff and children with COVID-like symptoms can return if

\*COVID-19 testing is  
negative and symptoms  
resolved

OR

\*A clinician documents  
an alternative diagnosis

and that the individual  
can return to school

OR

\*Based on time from  
symptoms:

10 days since symptom onset

**AND**

Fever-free off medications for at least 24 hours

**AND**

Symptoms are improving

Staff who are unable or uncomfortable in returning may apply to work virtually.

Students who are unable or uncomfortable in returning to school may continue to receive their education virtually or, once hybrid begins, switch to virtual education.

### **Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols**

Student Health Services will:

Notify Philadelphia Department of Public Health (PDPH) and provide the following information: student's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.

Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms and report the information to Student Health Services. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.

Initiate cleaning protocols as per health and safety guidelines.

Should a positive COVID-19 case occur at school, the school nurse and the administration will notify the PDPH.

During the virtual model, staff who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by written correspondence which will include:

- If known, date of potential exposure
- Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing.

Guidance regarding the closure or dismissal of a classroom or school due to COVID-19 will be provided by PDPH. The decision to close or dismiss students and/or staff does not rest with the school. PDPH will work with the administration of Philadelphia Academy to make the determination that best addresses the specific circumstances.

Decisions about closures will be made carefully, and with the health, safety and needs of our students and families in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.

### **Other monitoring and screening practices**

Students, Staff, Visitors - Temperature screening devices at school entrance, hand sanitizer stations at school entrance and in individual classroom, provision of masks, face shields, signage regarding use of PPE and physical distancing, touchless sink faucets, plexiglass screens, daily cleaning and disinfecting of building with emphasis on high touch areas, deep cleaning on Wednesday and weekends.

Visitors - contact-free security system prior to entering the building.

Hybrid model to limit students in any room to 15 students, seated six feet apart, in desks facing front toward the teacher, plexiglass table and desk dividers, prepackaged lunch delivered to classroom, limited number of students in common areas and hallways, physical education in confined squares spaced six feet apart to avoid interaction between students.

Limiting numbers of students on the bus by adding additional bus runs, cleaning and disinfecting after each run, mask policy mandating masks on transportation and throughout the day.

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>Prior to coming to school each day, all staff should complete a daily screener, checking for:</p> <ol style="list-style-type: none"> <li>1. Fever of 100.4</li> <li>2. Symptoms of COVID               <ul style="list-style-type: none"> <li>*Cough, shortness of breath, OR</li> <li>*2 of the following:                   <ul style="list-style-type: none"> <li>● fever,</li> <li>● chills,</li> <li>● muscle pain,</li> <li>● sore throat,</li> <li>● new loss of taste or smell</li> </ul> </li> </ul> </li> <li>3. Exposure - indicate any exposure an individual may have had to someone with Covid-19.</li> </ol>	<p>Prior to coming to school each day, all staff and students should complete a daily screener, checking for:</p> <ol style="list-style-type: none"> <li>1. Fever of 100.4</li> <li>2. Symptoms of COVID               <ul style="list-style-type: none"> <li>*Cough, shortness of breath, OR</li> <li>*2 of the following:                   <ul style="list-style-type: none"> <li>● fever,</li> <li>● chills,</li> <li>● muscle pain,</li> <li>● sore throat,</li> <li>● new loss of taste or smell</li> </ul> </li> </ul> </li> <li>3. Exposure - indicate any exposure an individual may have had to someone with Covid-19.</li> </ol>	<p>Nursing staff in conjunction with Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager</p>	<p>Temperature screening devices at entrances.</p>	<p>Y</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>This is not applicable to students due to the virtual model.</p> <p>A staff member who develops symptoms should be brought to the newly designed Nursing Office at either the Philadelphia Academy Charter Elementary School or the Philadelphia Academy Charter High School. Each office has been expanded to provide space for an isolation area which is screened off using an opaque divider, to assure confidentiality while enabling the nurse to monitor the individual.</p>	<p>A staff member, student or visitor who develops symptoms should be brought to the newly designed Nursing Office at either the Elementary School or the High School. Each office has been expanded to provide space for an isolation area which is screened off using an opaque divider, to assure confidentiality while enabling the nurse to monitor the individual.</p> <p>School nurses will notify parents or guardians. Child must be picked up at school. No sick child may go home on the school bus.</p>	<p>Nursing staff in conjunction with Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager</p>	<p>School redesigned both nursing offices to include a quarantine area. Touchless temperature scanning devices were purchased.</p>	<p>N</p>

<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Not Applicable for students due to fully virtual model.</p> <p>For staff: The nurse will recommend that the individual get tested as soon as possible.</p> <p>Staff and children with COVID-like symptoms can return if *COVID-19 testing is negative and symptoms resolved OR *A clinician documents an alternative diagnosis and that the individual can return to school OR *Based on time from symptoms: 1. 10 days since symptom onset AND 2. Fever-free off medications for at least 24 hours AND 3. Symptoms are improving</p> <p>Staff who are unable to return will be able to apply to work virtually.</p>	<p>The nurse will recommend that the individual get tested as soon as possible. Staff and children with COVID-like symptoms can return if *COVID-19 testing is negative and symptoms resolved OR *A clinician documents an alternative diagnosis and that the individual can return to school OR *Based on time from symptoms: 1. 10 days since symptom onset AND 2. Fever-free off medications for at least 24 hours AND 3. Symptoms are improving</p> <p>Staff who are unable or uncomfortable in returning may apply to work virtually.</p> <p>Students who are unable or uncomfortable in returning to school may continue to receive their education virtually or, once hybrid begins, switch to virtual education.</p>	<p>Nursing staff in conjunction with Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager</p>	<p>Communication with families via email, temperature check devices</p>	<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Not applicable for students due to virtual learning.</p> <p>For Staff or Visitors: Student Health Services will:  Notify Philadelphia Department of Public Health (PDPH) and provide the following information: student's name, contact</p>	<p>For Students, Staff or Visitors during the hybrid model:  Student Health Services will:  Notify Philadelphia Department of Public Health (PDPH) and provide the following information: student's name, contact information, healthcare provider if known, when the individual became</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator  Administrative Team consisting of CEO, Principals, and Transportation/ Operation Manager.</p>	<p>Laptops provided by school, Coordination with the Philadelphia Department of Public Health.</p>	<p>N</p>

	<p>information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.</p> <p>Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms and report the information to the nurse and administration.. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing. Initiate cleaning protocols as per safety and health guidelines.</p> <p>Should a positive COVID-19 case occur at school, the school nurse and the administration will notify the PDPH. During the virtual model, staff who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by written correspondence which will include:</p> <ul style="list-style-type: none"> <li>● If known, date of potential exposure</li> <li>● Information on self monitor for symptoms, and safety protocols</li> </ul>	<p>symptomatic, and when they were last at the facility.</p> <p>Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms and report the information to StudentHealth Services. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.</p> <p>Initiate cleaning protocols as per health and safety guidelines.</p> <p>Should a positive COVID-19 case occur at school, the school nurse and the administration will notify the PDPH. During the virtual model, staff who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by written correspondence which will include:</p> <ul style="list-style-type: none"> <li>● If known, date of potential exposure</li> <li>● Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)</li> <li>● Local testing site information to schedule an appointment for testing.</li> </ul> <p>Guidance regarding the closure or dismissal of a classroom or school due to COVID-19 will</p>			
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	<p>that help to limit exposure (hand washing, face coverings, physical distancing)</p> <ul style="list-style-type: none"> <li>Local testing site information to schedule an appointment for testing.</li> </ul> <p>During the virtual model, because staff are to wear masks when in the company of others, and are not to gather in communal areas, staff illness will not result in a closure of the entire school building. The room of the infected staff member and all high touch areas will be deep cleaned immediately.</p>	<p>be provided by PDPH. The decision to close or dismiss students and/or staff does not rest with the school. PDPH will work with the administration of Philadelphia Academy to make the determination that best addresses the specific circumstances.</p> <p>Decisions about closures will be made carefully, and with the health, safety and needs of our students and families in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.</p>			
<p><b>Other monitoring and screening practices</b></p>	<p>None due to virtual model for students.</p> <p>Staff - Temperature screening devices at school entrance, hand sanitizer stations at school entrance and in individual classroom, provision of masks, face shields, use of signage regarding use of PPE and physical distancing, touchless sink faucets, plexiglass screens, daily cleaning and disinfecting of building with emphasis on high touch areas, deep cleaning on Wednesday and weekends.</p>	<p>Students, Staff, Visitors - Temperature screening devices at school entrance, hand sanitizer stations at school entrance and in individual classroom, provision of masks, face shields, signage regarding use of PPE and physical distancing, touchless sink faucets, plexiglass screens, daily cleaning and disinfecting of building with emphasis on high touch areas, deep cleaning on Wednesday and weekends.</p> <p>Visitors - contact-free security system prior to entering the building.</p> <p>Hybrid model to limit students in any room to 15 students, seated six feet apart, in desks facing front toward the teacher, plexiglass table and desk dividers, prepackaged lunch delivered to classroom, limited number of students in common areas and hallways, physical education in confined squares spaced six feet apart to avoid interaction between students.</p>	<p>Pandemic Response Committee, Pandemic Response Coordinator, Administrative Team consisting of CEO, Principals, and Transportation/Operation Manager</p>	<p>Temperature screening devices at school entrance, hand sanitizer stations at school entrance and in individual classroom, provision of masks, face shields, use of signage regarding use of PPE and physical distancing, touchless sink faucets, plexiglass screens, gowns for nurses treating those who are ill.</p>	<p>Y</p>

		Limiting numbers of students on the bus by adding additional bus runs, cleaning and disinfecting after each run, mask policy mandating masks on transportation and throughout the day.			
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**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:**

**Protecting students and staff at higher risk for severe illness:**

For the first semester, all students will receive education using a virtual model which will keep them safe from spread of the virus within the school building. Under the hybrid model, families will be given the option to continue virtual education for the school year. Staff may apply to work virtually from home.

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

All students and staff must wear masks as per mandates by the State of PA. Face shields may be worn by teachers who are medically unable to wear masks, or in addition to masks. If either students or teachers do not have their own masks, disposable three layered masks will be provided to them.

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

During hybrid instruction, all students must wear masks as per mandates by the State of PA, unless exempt due to a medical reason or a disability. Face shields may be worn by students who are medically unable to wear masks, or in addition to masks

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

All families may elect to have their students remain virtual for the school year.

If a student or vulnerable individual chooses to attend, face shields, masks, plexiglass dividers, use of gloves by staff, frequent washing or sanitizing of hands for both the child and the people working with the child, and frequent cleaning/sanitizing of all areas with emphasis on high touch areas will be implemented.

Limiting the staff working with the child, and having the staff travel to the child’s classroom to keep the child in one classroom throughout the day. Additionally, all students will be provided with personal equipment so no supplies are shared.

**Strategic deployment of staff**

Staff will teach classes and services will be provided virtually for the first semester of the school year.

The school has hired an additional school psychologist to provide additional emotional and social skills support for students who are struggling during this difficult time.



Additionally, the two school psychologists will assist in utilizing virtual assessments to measure student progress and levels of performance for the development of Evaluation or Reevaluation Reports and IEPs.

Special education teachers will develop individual plans using newly acquired evidence based programs, to deliver specially designed instruction to meet student needs. Special educators will work closely with families of students with significant needs to customize synchronous and asynchronous instructional schedules to align with teletherapy and parent schedules.

Staff will continue virtual education during hybrid instruction, teaching half the class in person, while the other half receives synchronous instruction using telepresence devices. Additionally, the two school psychologists will assist in performing baseline assessments when students return to school to determine regression or lack of progress for students with IEPs in order to plan Compensatory Services.

The school also has a pool of trained substitute teachers to be available due to teacher absence. The school is always recruiting and training new substitute candidates.

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>* Protecting students and staff at higher risk for severe illness</b>	Virtual Model of Instruction  Staff may apply to work virtually from home.	Families will be given the option to continue virtual education for the school year.  Staff may apply to work virtually from home.	Administration/ Pandemic Response Team	School provided technology	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Staff must wear masks while they are in the building unless they are alone in their classroom  Face shields may be worn by teachers who are medically unable to wear masks or in addition to masks.	All staff must wear masks as per mandates by the State of PA.  Face shields may be worn by teachers who are medically unable to wear masks, or in addition to masks.	Administration/ Pandemic Response Team	Masks to be provided by the school for anyone in need.	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Not Applicable for students due to virtual instruction	All students must wear masks as per mandates by the State of PA, unless exempt due to a medical reason or a disability.	Administration/ Pandemic Response Team	Masks to be provided by the school for anyone who is in need.	N

		Face shields may be worn by teachers who are medically unable to wear masks, or in addition to masks.			
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Not Applicable for students due to virtual instruction, staff who are vulnerable may apply to provide virtual instruction from home.	<p>Students may remain virtual for the school year.</p> <p>If a student or vulnerable individual chooses to attend, face shields, masks, plexiglass dividers, use of gloves by staff, frequent washing or sanitizing of hands for both child and people working with the child, and frequent cleaning/ sanitizing all areas with emphasis on high touch areas will be implemented. .</p> <p>Limiting the staff working with the child, and having the staff travel to the child's classroom.</p> <p>Providing personal equipment for the student so no supplies are shared.</p>	Administration/ Pandemic Response Team	School provision of masks, face shields, temperature screeners, hand sanitizer stations, touchless faucets, plexiglass screens, cleaning/sanitizing equipment.	N
<b>Strategic deployment of staff</b>	<p>Staff will teach classes virtually for the first semester of the school year.</p> <p>The school has hired an additional school psychologist to provide additional emotional and social skills</p>	<p>Staff will continue virtual education during hybrid instruction, teaching half the class in person, while the other half receives synchronous instruction using telepresence devices.</p> <p>The school has hired an additional</p>	Administration/ Pandemic Response Team	<p>Addition of staff - Certified School Psychologist</p> <p>Ongoing recruitment and training for substitute teachers</p> <p>Purchase of virtual assessments recommended by PDE.</p>	Y

	<p>support for students who are struggling during this difficult time.</p> <p>Additionally, the two school psychologists will assist in utilizing virtual assessments to measure student progress and levels of performance for the development of Evaluation or Reevaluation Reports and IEPs.</p> <p>Special education teachers will develop individual plans using newly acquired evidence based programs, to deliver specially designed instruction to meet student needs. Special educators will work closely with families of students with significant needs to customize synchronous and asynchronous instructional schedules to align with teletherapy and parent schedules.</p> <p>The school also has a pool of trained substitute teachers to be available due to teacher absence. The school is</p>	<p>school psychologist to provide additional emotional and social skills support for students who are struggling during this difficult time.</p> <p>Additionally, the two school psychologists will assist in performing baseline assessments when students return to school to determine regression or lack of progress for students with IEPs in order to plan Compensatory Services.</p> <p>Special education teachers will develop individual plans using newly acquired evidence based programs, to deliver specially designed instruction to meet student needs. Special educators will work closely with families of students with significant needs to customize synchronous and asynchronous instructional schedules to align with teletherapy and parent schedules. The school also has a pool of trained substitute teachers to be available due to teacher absence. The school is always recruiting and training new substitute candidates.</p>			
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	always recruiting and training new substitute candidates.				
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## 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>Cleaning, Sanitizing, Proper use of PPE, Safety and Health Training</b>	All staff	Pandemic Response Committee in conjunction with school administration	Google Meets scheduled throughout the school year as school moves to different models of instruction.	Cleaning/Sanitizing Plan developed by Able Cleaning for email distribution; Samples of each PPE item, i.e masks, face shields, temperature screening devices, hand sanitizer stations, plexiglass dividers	08/01/2020	6/11/2021
<b>Use of Telepresence Devices with Google Meets, laptops, computer based programs,</b>	All staff	IT Department in conjunction with Pandemic Response Committee/ Administration	Google Meets scheduled throughout the year to initially implement and then facilitate effectiveness of technology and programs for virtual instruction.	Swivl devices, Kubi devices, iPads, laptops	07/21/2020	6/11/2021

<b>Virtual education - PaTTAN Training - Supporting Students with Disabilities in Virtual Environments -School Re-entry</b>	All general education and special education teachers, related service providers, administration.	Administration/ Pandemic Response Committee	Webinar sponsored through PaTTAN with follow up training during the year.	Laptops provided by school.	8/18/2020	6/11/2021
<b>Google For Education Training</b>	All general education and special education teachers, related service providers, administration.	Administration/ Pandemic Response Committee	Differentiated trainings that teachers can choose based on their level of expertise using the Google platform.	Laptops provided by school.	8/11/2020	Two trainings must be completed by 8/31/2020; ongoing training until 6/11/2021
<b>Virtual Assessment Training</b>	Special Education Staff, School Psychologists, Related Service Providers	Administration/ Pandemic Response Committee.	Trainings provided by Pearson on Q-Global Assessments.	Purchase of Q-Global Assessment from Pearson, Laptops	8/25/2020	Ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Covid Resources</b>	Families/ Caregivers/ Staff/Stakeholders	Pandemic Committee/Administration	Translatable Website	3/20/2020	Ongoing
<b>Update on Opening Options</b>	Families/ Caregivers/ Staff/Stakeholders	CEO	Letter sent through email.	7/22/2020	7/22/2020
<b>Survey for parents to provide input on reopening preferences - received over 1000 responses.</b>	Families/Caregivers	Pandemic Committee/Administration	Link to survey sent through email.	6/23/2020	8/1/2020
<b>Fall 2020 Reopening Plan Update</b>	Families/ Caregivers/ Staff/Stakeholders	CEO	Letter sent through email.	7/27/2020	7/27/2020
<b>Letter Announcing Virtual Opening</b>	Families/ Caregivers/ Staff/Stakeholders	Pandemic Committee/Administration	Letter sent through email.	8/3/2020	8/3/2020
<b>High School Reopening Information</b>	High School Families/Caregivers/Staff	High School Principal	Letter through email.	8/4/2020	8/4/2020

**Health and Safety Plan Summary: Philadelphia Academy Charter School**

**Anticipated Launch Date: 08/31/2020**

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)		Str an
<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>During the Yellow Phase, the school will be implementing a fully virtual plan, while giving teachers the option to teach virtually from their classrooms. Before opening to staff, janitorial services will conduct a thorough cleaning/ sanitizing of all student and staff areas.</p> <p>Daily cleaning protocols have been established for the day to day cleaning program. Additionally, detailed plans have been developed for Wednesday and Saturday to address high traffic areas of the building namely the bathrooms, hallways, lobby and cafeteria. Throughout the day, high touch areas will be cleaned and disinfected every two hours.</p> <p>The cleaning and sanitizing protocol is as follows:</p> <p>Step 1 - Deep Clean - Cleaning team will complete two to three deep cleaning passes of the entire facility, with emphasis on high touch points, utilizing hospital grade cleaners.</p> <p>Step 2 - Disinfection - Cleaning team will complete two passes of manual disinfection, focusing on high touch points, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19</p> <p>Step 3 - Electrostatic Disinfection consisting of 2 passes of electrostatic disinfection, utilizing CDC recommended disinfectant, with efficacy against emerging pathogens, such as COVID-19.</p> <p>During the Green Phase, the school will be implementing a hybrid model of instruction with the option for families to continue full virtual instruction. During this model the daily cleaning protocol established in the Yellow Phase will be continued.</p> <p>All members of the Pandemic Team will be trained in the cleaning and disinfecting protocols and will supervise the implementation under the supervision of the Operation’s Manager. The school has acquired the following cleaning and sanitation supplies: a. hand sanitizer stations and related sanitizer refills; b. individual hand sanitizer dispensers; c. restroom hand soap; d. disinfectant aerosol; e. disinfectant stations and related wipes; f. EPA recommended disinfecting agents and spray bottles; g. touchless faucets installed in all bathrooms; h. Plexiglass desk and table shields; i. Room dividers to create space for sick children to physically isolate; j. Electrostatic sprayers; k. purchase of masks, gloves, face shields for staff, students and visitors; l. temperature screening stations; m. procurement of color coded rags for the cleaning company that will be disposed of each day in closed containers; n. increased number of trash bags for disposal of cleaning supplies and PPE. These materials have been purchased from a variety of vendors to ensure receipt of all items in a timely manner.</p> <p>Ventilation - HVAC units in both the elementary school and the high school have been replaced within the last year. These units were not turned off during building closure, therefore ventilation has been and will be ongoing; HVAC scheduled Preventive Maintenance has occurred as scheduled and upgraded HEPA filters will be used. Opening of windows will be permitted while HVAC is operating.</p> <p>Additional safety practices:</p>	



	<ul style="list-style-type: none"> <li>● Throughout the closure, staff members have been onsite running faucets, water fountains, and flushing toilets, etc. to ensure the water did not stagnate. Drinking fountains will be covered to prevent student use (but will be maintained to ensure water lines do not become stagnant).</li> <li>● Faucet handles on sinks have been replaced with no touch handles.</li> <li>● No touch hand sanitizing stations have been placed at each entrance, as well as in each classroom.</li> <li>● Use of PPE daily, i.e. masks, face shields, plexiglass partitions, room dividers for nurse’s offices, gowns for nursing offices.</li> <li>● Temperature scanning devices at all doorways.</li> <li>● Mask use for staff working in the building.</li> <li>● Renovation and expansion of nursing offices at both campuses.</li> <li>● Mask use for staff and students on all buses, cleaning of vehicles after each bus run.</li> <li>● Limit to one student per seat on school buses, with the exception of siblings who may sit together.</li> </ul> <p>The cleaning plan as well as the approved Health and Safety plan will be posted to the school website prior to school opening.</p>
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**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>The school will be implementing a fully virtual model until the end of the first trimester, November 13, 2020. The school plans to move to a hybrid model, if possible, on November 16, 2020.</p> <p>A virtual telepresence device will be utilized to enable synchronous virtual instruction. Asynchronous instruction using video presentations will also be provided. Individualized and small group tutoring sessions will be provided by both general and special education teachers. A variety of online programs have been purchased using the ESSER grant and will be utilized to supplement the school’s traditional curricular materials to assure rigorous virtual instruction.</p> <p>For low incidence students, special education teachers will be providing instruction to a caseload maximum of eight students, using a variety of evidenced based materials, including the n2Y online program and the Boom Program. These materials have been acquired specifically to provide targeted, specially designed instruction to the learners with the greatest need. The students’ special education teachers will provide synchronous instruction to small groups, asynchronous instruction using lessons to individual students and individual live instruction to target specific skills. The teachers will work with the Behavioral Health Providers, i.e, BSC, TSS, RBT, to coordinate programming. Related service providers will coordinate with teachers to provide integrated therapeutic support in compliance with IEP goals and objectives.</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>After November 16, the school plans to implement a hybrid model. The school will be implementing a hybrid model with students attending two days per week and being virtual three days per week. Wednesdays will be virtual for all students so that deep cleaning can occur between Group A (M, T) and Group B (Th, F). A virtual telepresence device will be utilized to enable synchronous learning between groups A and B. The school will also offer a completely virtual option for the most vulnerable students/families.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>This model will limit students in a classroom to half the number generally enrolled, ranging from 11 to 15 students per class. All desks will be placed three feet apart with students sitting in every other desk to create a minimum of six feet between students. All students will be facing forward with the teacher instructing from the front of the classroom. All other furniture has been removed from the classroom.</p> <p>Students will stay with the same group in the same classroom all day, with teachers moving into the classroom, rather than having children move from room to room. Staff and students will be required to wear masks as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.</p> <p>Congregate Areas:          At the elementary school (K-8), meals will not be served from the cafeteria line, instead all meals will be delivered to students in self-serve containers. Options for meal locations include individual classrooms and up to 58 students in the elementary cafeteria. Students will have assigned seats for their lunch period spaced six</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>feet apart. Students will be taken outside during the day for periodic mask breaks while maintaining social distancing.</p> <p>At the high school, the cafeteria is to have assigned, socially distanced seating, followed by teams to clean continually before and after student eating. Students are to be served meals at their tables, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of students in any one room at a time with a maximum of 100 students in the cafeteria. Students will be seated six feet apart.</p> <p>An outside area adjacent to the cafeteria will be cordoned off for "breathing time," enabling small socially distanced groups of students to exit the building to take masks down for fresh air.</p> <p>Hygiene Practices - The entrances of each building have been equipped with hand sanitizing stations including signage to instruct all who enter to clean their hands. Each classroom has also been outfitted with a hands free hand sanitizing dispenser. Additionally, all staff and student bathrooms have been refitted with touchless faucets. Handwashing signage will also be posted in the bathrooms.</p> <p>Signage instructing staff, visitors and students in proper protective procedures will be placed at the entrances of the building and posted throughout the buildings.</p> <p>Restricting Visitors and Volunteers - Video cameras with audio capacity have been installed in the vestibule of both schools. A visitor must speak to an employee on camera prior to gaining access to a school building. A new security door access system has been implemented at both buildings. The system will allow our employees to not only wear IDs, showing their name and department, but also allow them to use it for door access.</p> <p>Athletics and Physical Education Activities - All PE classes are going to be hybrid, with a maximum of fifteen (15) students in the gym. All PE classes are going to focus on calisthenics, with markings on the gym floor to indicate physical distance, adhering to CDC guidelines.</p> <p>Sports in District XII (Philadelphia) have put competitions on indefinite suspension.</p> <p>"Return to Play" for voluntary practices in Pennsylvania must be practices in Pennsylvania must be outlined by a committee using CDC guidelines, a board resolution, and posted on the website of the school. PACHS is not participating in any "RTP" voluntary practices at this time. The PPL has outlined a Phase In period to return to competition, designating individual sports as "high risk" (football), "moderate risk" (soccer), and "low risk" (golf) for infection. The PPL has specifically stated that no school in the PPL is permitted to RTP until further notice.</p> <p>8/6/2020 - Governor Wolff issued guidance recommending that all school sports be cancelled until 2021.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Sharing of Materials - Each student in grades 2-12 has been assigned a Chromebook, students in grades K-1 and special education classes are assigned iPads. These were not collected over the summer to enable each student to continue to use their assigned device. All students will have their own personal materials that will be kept at their desk so that they do not have to share materials. Additional materials, such as calculators, have been purchased to assure that they will not be shared.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Staggering the Use of Communal Spaces</p> <p>High School - The high school plan for staggering communal spaces and hallways: All hallways to have dividers indicating sides following traffic flow patterns.</p> <p>As stated above, the cafeteria is to have assigned, socially distanced seating six feet apart, students to be served meals at table, not standing in cafeteria lines. All four lunch periods split into halves, to further minimize the number of students in any one room at a time. An outdoor area outside the cafeteria will be cordoned off for "breathing time," enabling small, socially distanced groups of students to exit the building to take masks down for fresh air.</p> <p>Arrival will be staged via different doors and different locations in the morning. Lockers will not be used or assigned. Students will carry school bags.</p>
<p><b>Adjusting transportation</b></p>	<p>Elementary Students - The Elementary School's communal spaces have been cleared out to limit areas where people can congregate. Most of the classes will not be moving through hallways, with teachers coming to</p>

<p><b>schedules and practices to create social distance between students</b></p>	<p>homerooms for subject area instruction and specials. When classes must change, a staggered schedule will be implemented so only one class will be in the hall at a time to assure physical distancing.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Adjusting Transportation - Due to the high volume of students requiring transportation via our buses, our routes are currently being adjusted. Seats will be assigned with a single rider per seat, with the exception of siblings who may sit together. Some routes will require two separate trips in the morning and/or the afternoon, requiring earlier pick up times for the first route each morning. Each bus will be cleaned between routes. Students on the second afternoon routes will be required to remain at school until the first run returns and the bus is cleaned. Additionally, students will be expected to handle their own book bag and other personal belongings when boarding and unloading, and must keep their belongings next to them in the seat at all times, so that they are the only ones to handle them.</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>Limiting the number of students - Due to our use of the hybrid model, half the number of students assigned to a classroom will be in attendance each day, for an average class size of 11 to 15 students. Telepresence devices with iPads have been acquired to complete virtual learning.</p> <p>Coordinating with Local Childcare - The school partners with KleinLife to transport students whose parents are in need of childcare to that facility. Calendars are provided to Klein Life to make them aware of scheduling changes. The transportation department works with individual families to establish pick up and drop off points that coordinate as much as possible with child care arrangements.</p>
<p><b>Other social distancing and safety practices</b></p>	<p>Other social distancing and safety practices - Students will be required to wear masks both in the school buildings and while using school transportation as required by the State of Pennsylvania. Students will be permitted to remove masks for meals and mask breaks.</p> <p>Staff and Visitors will also be required to wear masks while in the school building. Our mask policy will also be posted on the school website prior to school opening.</p> <p>Activities and clubs will be held virtually to enable physical distancing.</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>Monitoring students and staff for symptoms and history of exposure</b>            Prior to coming to school each day, all staff and students should complete a daily screener, checking for:</p> <ol style="list-style-type: none"> <li>1. Fever of 100.4</li> <li>2. Symptoms of COVID               <ul style="list-style-type: none"> <li>*Cough, shortness of breath, OR</li> <li>*2 of the following:                   <ul style="list-style-type: none"> <li>● fever,</li> <li>● chills,</li> <li>● muscle pain,</li> <li>● sore throat,</li> <li>● new loss of taste or smell</li> </ul> </li> </ul> </li> <li>3. Exposure - indicate any exposure an individual may have had to someone with Covid-19.</li> </ol>
<p><b>* Isolating or quarantining students, staff, or visitors if they become</b></p>	<p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>            A staff member, student or visitor who develops symptoms should be brought to the newly designed Nursing Office at either the Elementary School or the High School. Each office has been expanded to provide space for</p>

<p><b>sick or demonstrate a history of exposure</b></p>	<p>an isolation area which is screened off using an opaque divider, to assure confidentiality while enabling the nurse to monitor the individual.</p> <p>School nurses will notify parents or guardians. Children must be picked up at school. No sick child may go home on the school bus.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p><b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p>The nurse will recommend that the individual get tested as soon as possible.</p> <p>Staff and children with COVID-like symptoms can return if</p> <ul style="list-style-type: none"> <li>*COVID-19 testing is negative and symptoms resolved</li> <li>OR</li> <li>*A clinician documents an alternative diagnosis and that the individual can return to school</li> <li>OR</li> <li>*Based on time from symptoms: <ul style="list-style-type: none"> <li>10 days since symptom onset</li> <li>AND</li> <li>Fever-free off medications for at least 24 hours</li> <li>AND</li> <li>Symptoms are improving</li> </ul> </li> </ul> <p>Staff who are unable or uncomfortable in returning may apply to work virtually.</p> <p>Students who are unable or uncomfortable in returning to school may continue to receive their education virtually or, once hybrid begins, switch to virtual education.</p> <p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p> <p>Student Health Services will:</p> <p>Notify Philadelphia Department of Public Health (PDPH) and provide the following information: student’s name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.</p> <p>Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms and report the information to StudentHealth Services. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.</p> <p>Initiate cleaning protocols as per health and safety guidelines.</p> <p>Should a positive COVID-19 case occur at school, the school nurse and the administration will notify the PDPH.</p> <p>During the virtual model, staff who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by written correspondence which will include:</p> <ul style="list-style-type: none"> <li>• If known, date of potential exposure</li> <li>• Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)</li> <li>• Local testing site information to schedule an appointment for testing.</li> </ul>

	<p>Guidance regarding the closure or dismissal of a classroom or school due to COVID-19 will be provided by PDPH. The decision to close or dismiss students and/or staff does not rest with the school. PDPH will work with the administration of Philadelphia Academy to make the determination that best addresses the specific circumstances.</p> <p>Decisions about closures will be made carefully, and with the health, safety and needs of our students and families in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.</p> <p><b>Other monitoring and screening practices</b></p> <p>Students, Staff, Visitors - Temperature screening devices at school entrance, hand sanitizer stations at school entrance and in individual classroom, provision of masks, face shields, signage regarding use of PPE and physical distancing, touchless sink faucets, plexiglass screens, daily cleaning and disinfecting of building with emphasis on high touch areas, deep cleaning on Wednesday and weekends.</p> <p>Visitors - contact-free security system prior to entering the building.</p> <p>Hybrid model to limit students in any room to 15 students, seated six feet apart, in desks facing front toward the teacher, plexiglass table and desk dividers, prepackaged lunch delivered to classroom, limited number of students in common areas and hallways, physical education in confined squares spaced six feet apart to avoid interaction between students.</p> <p>Limiting numbers of students on the bus by adding additional bus runs, cleaning and disinfecting after each run, mask policy mandating masks on transportation and throughout the day.</p>
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**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</b></p>	<p><b>Protecting students and staff at higher risk for severe illness:</b> For the first semester, all students will receive education using a virtual model which will keep them safe from spread of the virus within the school building. Under the hybrid model, families will be given the option to continue virtual education for the school year. Staff may apply to work virtually from home.</p> <p><b>Use of face coverings (masks or face shields) by all staff</b> All students and staff must wear masks as per mandates by the State of PA. Face shields may be worn by teachers who are medically unable to wear masks, or in addition to masks. If either students or teachers do not have their own masks, disposable three layered masks will be provided to them.</p> <p><b>Use of face coverings (masks or face shields) by older students (as appropriate).</b> During hybrid instruction, all students must wear masks as per mandates by the State of PA, unless exempt due to a medical reason or a disability. Face shields may be worn by students who are medically unable to wear masks, or in addition to masks</p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b> All families may elect to have their students remain virtual for the school year. If a student or vulnerable individual chooses to attend when the hybrid model is implemented, face shields, masks, plexiglass dividers, use of gloves by staff, frequent washing or sanitizing of hands for both the child and the people working with the child, and frequent cleaning/sanitizing of all areas with emphasis on high touch areas will be implemented. Limiting the staff working with the child, and having the staff travel to the child’s classroom to keep the child in one classroom throughout the day. Additionally, all students will be provided with personal equipment so no supplies are shared.</p>

<p><b>vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>Strategic deployment of staff</b></p> <p>Staff will teach classes and services will be provided virtually for the first semester of the school year.</p> <p>The school has hired an additional school psychologist to provide additional emotional and social skills support for students who are struggling during this difficult time. Additionally, the two school psychologists will assist in utilizing virtual assessments to measure student progress and levels of performance for the development of Evaluation or Reevaluation Reports and IEPs.</p> <p>Special education teachers will develop individual plans using newly acquired evidence based programs, to deliver specially designed instruction to meet student needs. Special educators will work closely with families of students with significant needs to customize synchronous and asynchronous instructional schedules to align with teletherapy and parent schedules.</p> <p>Staff will continue virtual education during hybrid instruction, teaching half the class in person, while the other half receives synchronous instruction using telepresence devices. Additionally, the two school psychologists will assist in performing baseline assessments when students return to school to determine regression or lack of progress for students with IEPs in order to plan Compensatory Services.</p> <p>The school also has a pool of trained substitute teachers to be available due to teacher absence. The school is always recruiting and training new substitute candidates.</p>
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**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for Philadelphia Academy Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on August 20, 2020.

The plan was approved by a vote of:

  5   Yes

  0   No

Affirmed on: August 20, 2020

By:

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*(Signature\* of Board President)*

Stephen Pawlowski

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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.