



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: **Adelphoi Education Services**

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? (SELECT ONE BOX BELOW)

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 15, 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)
Mr. Douglas Carlquist	Pandemic Coordinator	Both
Mrs. Joscelyn Gaston, Mrs. Anna Sterrett, Mr. Mark Dysert	Adelphoi Educatin administrators	Both
Mr. Larry Hendrick	Director of Facilities	Both
Mr. Mark Mortimer, Mr. Jon McLister	Adelphoi Village Administrators	Both

Adelphoi Education Board of Trustees	Adelphoi Education Board Members	Both
Zach Cogley, Shawn Cox	Adelphoi Education Teachers	Both
Eric Guldin, Glenna Kane	Community Members	Both

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Adelphoi Education Services will continue to follow and maintain a clean and safe environment by adhering to all guidelines set forth by the Center for Disease Control and Prevention (CDC). Adelphoi Education utilizes Labor and Industry and CDC approved disinfection supplies and will continue to keep a moderate supply available at all times. Cleaning, sanitation and disinfecting along with ventilation protocols and procedures have been established and will be adhered to by the custodial staff and monitored by the Director of Facilities.

Hand washing will be required before and after eating, using the restroom, and any time in which they are dirty. Hand washing will be monitored by all staff and administration. Students and staff will be encouraged to wash hands for a minimum of twenty seconds. In addition, hand sanitizer units will be installed in all classrooms and high traffic areas with at least 60% alcohol. Also, all staff will be provided with disinfectant cleaner and wipes to use as necessary.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The entire school has been deep cleaned and sanitized. As spaces are used, cleaning and sanitizing will take place. Students and staff will be encouraged to clean and disinfect areas and items before and after use. Single use water cups will be supplied and students will be permitted to bring their own water container that can be filled throughout the day.</p> <p>Cleaning and disinfecting will occur throughout the school day on high traffic and touch areas using an atomizing sprayer. All areas of the school will be cleaned and sprayed at the conclusion of each school day.</p>	<p>The entire school has been deep cleaned and sanitized. As spaces are used, cleaning and sanitizing will take place. Students and staff will be encouraged to clean and disinfect areas and items before and after use. Single use water cups will be supplied and students will be permitted to bring their own water container that can be filled throughout the day.</p> <p>Cleaning and disinfecting will occur throughout the school day on high traffic and touch areas using an atomizing sprayer. All areas of the school will be cleaned and sprayed at the conclusion of each school day.</p>	<p>Douglas Carlquist, President</p>	<p>Atomic sprayers, Hand sanitizer, sanitizer dispensers, cleaning solutions, PPE, mops, buckets, disinfectant wipes, safety signs, rags, disinfectant solution, hand sprayers, and signage</p>	<p>YES</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Cleaning and disinfecting supplies will be placed in each classroom, office area, entrance and restrooms. Stock of these supplies will be centralized for easy access in the event additional supplies are necessary. Hand sanitizer stations will also be placed into each classroom, restroom, entrances, and high traffic areas. Signage will be used to encourage proper hygiene and social distancing.</p>	<p>Cleaning and disinfecting supplies will be placed in each classroom, office area, entrance and restrooms. Stock of these supplies will be centralized for easy access in the event additional supplies are necessary. Hand sanitizer stations will also be placed into each classroom, restroom, entrances, and high traffic areas. Signage will be used to encourage proper hygiene and social distancing.</p>	<p>Douglas Carlquist, President</p>	<p>Atomic sprayers, Hand sanitizer, sanitizer dispensers, cleaning solutions, PPE, mops, buckets, disinfectant wipes, safety signs, rags, disinfectant solution, hand sprayers, and signage</p>	<p>YES</p>

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:

Classrooms will be organized to facilitate social distancing to the greatest extent possible. All tables will be removed and replaced with individual desks to maintain six feet of social distancing to the greatest extent. Instructional staff will be encouraged to ONLY facilitate learning from the front of the classroom to mitigate possible transmission. Each instructional space has been measured for maximum capacity and signage will be placed on the floors as to where student desks will be positioned.

Adelphoi Education Services will use the Center of Disease Control and Prevention (CDC) recommendations and establish guidelines from the PA Department of Education (PDE) to determine use of communal space. At this time, students will consume all meals within their classroom. Meals will be individually packaged and delivered by food service staff.

Although Adelphoi Education Services does not provide transportation for our students, we will work with sending school districts to stagger arrival and dismissal schedules. Prior to the pandemic, all students and staff entered through in one central location. We will now use multiple points of entrance and exits to mitigate to the greatest extent large gatherings.

It is the expectation of all staff and students that masks are worn covering the mouth and nose. If a student or staff is unable to meet this expectation, a physician's note will be required and accommodations will be put into place. It will be the goal of Adelphoi Education Services to implement mask-free intervals throughout the day.

Throughout the GREEN and YELLOW phases, students and families will have the option not to return to the brick and mortar school. Since learning is essential to a child's development, online instruction will be provided, asynchronously or synchronously, to students who choose to learn from home. All students will have the opportunity to obtain a Chromebook and WiFi access as needed. Students who choose to attend the brick and mortar school will not be required to participate in online instruction. Alterations of students' academic schedules may occur based upon instructional staff deficiencies and/or instructional programming.

While in the GREEN phase, Adelphoi Education Services' students will return to the brick and mortar setting with a traditional instructional schedule which will provide ability to exchange classes following CDC recommendations and PDE guidelines. Families who choose not to return to the brick and mortar school will have the option of participating in a full Online Instructional educational program using Google Classroom with synchronous and asynchronous instruction. Cleaning, disinfecting and sanitizing of high traffic areas will continue throughout the school day and all areas of the school will be cleaned, disinfected and sanitized at the conclusion of each day.

Should we move to the YELLOW phase, students will be grouped and self-contained. Instructional staff will move from classroom to classroom. Families who choose not to return to the brick and mortar school will have the option of participating in a full Online Instructional educational program using Google Classroom with synchronous and asynchronous instruction. Cleaning, disinfecting and sanitizing of high traffic areas will continue throughout the school day and all areas of the school will be cleaned, disinfected and sanitized at the conclusion of each 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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Classrooms will be organized to facilitate social distancing. To the greatest extent feasible, desks will be spaced six feet apart facing in the same direction. Instructors will be asked to provide instruction from the front of the room exclusively to limit improper social distancing. Students will be placed into like groups based upon grade level, ability level and class requirements. Instructors will move room to room by content area and provide instruction. As much as possible, instruction will be provided outside on campus.</p>	<p>Classrooms will be organized to facilitate social distancing. To the greatest extent feasible, desks will be spaced six feet apart facing in the same direction. Instructors will be asked to provide instruction from the front of the room exclusively to limit improper social distancing. Students will have a traditional instructional schedule and will provide ability to exchange classes following CDC recommendations and PDE guidelines. As much as possible, instruction will be provided outside on campus.</p>	<p>School administrators and classroom instructors.</p>	<p>Additional student desks, carts for material transportation, and signage.</p>	<p>NO</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>The cafeteria and gymnasium will be closed. Meals will be delivered to individual classrooms and individually packed. As much as possible, students will be provided the opportunity to eat outside on campus. To the greatest extent possible, physical education classes will be conducted outside. Activities will follow CDC recommendations and PDE guidelines. In the event of inclement weather, wellness activities will be conducted in the classroom following CDC recommendations and PDE guidelines.</p>	<p>The cafeteria and gymnasium will be closed. Meals will be delivered to individual classrooms and individually packed. As much as possible, students will be provided the opportunity to eat outside on campus. To the greatest extent possible, physical education classes will be conducted outside. Activities will follow CDC recommendations and PDE guidelines. In the event of inclement weather, wellness activities will be conducted in the classroom following CDC recommendations and PDE guidelines.</p>	<p>School administrators, food service and classroom instructors</p>	<p>Carts for transportation of food, large garbage cans and liners for each classroom, supplies to individually package meals.</p>	<p>NO</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students and staff will be encouraged to follow CDC recommended handwashing guidelines. All classrooms, restrooms and common areas will be equipped with a motion activated sanitizing station utilizing sanitizer with a minimum of 60% alcohol. Also, all classrooms will have disinfectant solution, wipes and rags. Students and staff will be encouraged to disinfect their desk and chair before and after use. Custodial staff will clean and disinfect the entire school at the conclusion of each school day.</p>	<p>Students and staff will be encouraged to follow CDC recommended handwashing guidelines. All classrooms, restrooms and common areas will be equipped with a motion activated sanitizing station utilizing sanitizer with a minimum of 60% alcohol. Also, all classrooms will have disinfectant solution, wipes and rags. Students and staff will be encouraged to disinfect their desk and chair before and after use. Custodial staff will clean and disinfect the entire school at the conclusion of each school day.</p>	<p>School administration and Lead Custodian</p>	<p>Hand sanitizer, motion activated units, wipes, cleaning supplies, anti-bacterial soap</p>	<p>NO</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted in classrooms, hallways, restrooms, and other communal spaces.</p>	<p>Signs will be posted in classrooms, hallways, restrooms, and other communal spaces.</p>	<p>School administration and facilities director</p>	<p>Signage</p>	<p>NO</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>No visitors will be permitted into the school building. Meetings or visitations that are deemed necessary will be conducted via conference calls or distance platforms that allow for a personal connection. Parents who may need to pick up their child will be instructed to remain in their car and call upon arrival. Their child will then be dismissed by front office personnel. All service technicians, delivery workers or other visitors deemed necessary by school administration will be required to wear a mask prior to entry.</p>	<p>No visitors will be permitted into the school building. Meetings or visitations that are deemed necessary will be conducted via conference calls or distance platforms that allow for a personal connection. Parents who may need to pick up their child will be instructed to remain in their car and call upon arrival. Their child will then be dismissed by front office personnel. All service technicians, delivery workers or other visitors deemed necessary by school administration will be required to wear a mask prior to entry.</p>	<p>School administration and front office staff.</p>	<p>None</p>	<p>NO</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Adelphoi Education Services does not offer any of these activities.</p>	<p>Adelphoi Education Services does not offer any of these activities</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	To the greatest extent possible, instructional materials will not be shared by students. Instructional staff will be encouraged to utilize technology to provide information and materials that would traditionally have been shared. In the event that materials would need to be shared, those materials would be disinfected prior to another's usage.	To the greatest extent possible, instructional materials will not be shared by students. Instructional staff will be encouraged to utilize technology to provide information and materials that would traditionally have been shared. In the event that materials would need to be shared, those materials would be disinfected prior to another's usage.	Instructional staff	Document viewers, projectors, laptops, disinfectant cleaner and wipes.	YES
Staggering the use of communal spaces and hallways	Multiple entrance and exit points will be established to minimize large gatherings. Signage will be displayed in hallways to promote social distancing and monitored by staff and administration. Restrooms are single use. Students will be encouraged to only leave the classroom to use the restroom when available to limit hallway traffic.	Multiple entrance and exit points will be established to minimize large gatherings. Signage will be displayed in hallways to promote social distancing and monitored by staff and administration. Restrooms are single use. Students will be encouraged to only leave the classroom to use the restroom when available to limit hallway traffic.	School staff and administration	Signage, walkie talkies	YES
Adjusting transportation schedules and practices to create social distance between students	Adelphoi Education Services provides education to students from numerous school districts. Because of this, students arrivals and dismissals staggered due to bussing schedules	Adelphoi Education Services provides education to students from numerous school districts. Because of this, students arrivals and dismissals staggered due to bussing schedules	School administration	None	NO

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classrooms will be organized to facilitate social distancing. To the greatest extent feasible, desks will be spaced six feet apart. Instructors will be asked to provide instruction from the front of the room exclusively to limit improper social distancing. Students will be placed into like groups based upon grade level, ability level and class requirements. Instructors will move room to room by content area and provide instruction. As much as possible, instruction will be provided outside on campus.	Classrooms will be organized to facilitate social distancing. To the greatest extent feasible, desks will be spaced six feet apart. Instructors will be asked to provide instruction from the front of the room exclusively to limit improper social distancing. Students will have a traditional instructional schedule and will provide ability to exchange classes following CDC recommendations and PDE guidelines. As much as possible, instruction will be provided outside on campus.	School administrators and classroom instructors.	Additional student desks, carts for material transportation, and signage.	NO
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Adelphoi Education Services relies on our local public schools and Adelphoi for transportation of students. We will work cooperatively with our local school districts and Adelphoi to adjust transportation protocols and revise hours of operation as needed.	Adelphoi Education Services relies on our local public schools and Adelphoi for transportation of students. We will work cooperatively with our local school districts and Adelphoi to adjust transportation protocols and revise hours of operation as needed.	Douglas Carlquist, President	Bus and school schedules	NO
Other social distancing and safety practices	Students who may be unable or have forgotten their facemasks will be provided with a cloth mask. This will also include a student's family who may be in need.	Students who may be unable or have forgotten their facemasks will be provided with a cloth mask. This will also include a student's family who may be in need.	School staff and administration	Additional mask	NO

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:

Guardians will be required to take their child’s temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, the child may not attend school. As a secondary precaution, as students enter Adelphoi Education Services , their temperature will be taken again and logged. Any student who has a temperature of 100.4 or higher will be isolated and sent home immediately. Students who report, exhibit or are discovered to have cautionary symptoms as defined by the CDC will be referred to the administrative office and will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.

All employees of Adelphoi Education Services and Adelphoi Village will be required to take their temperature before leaving for work. If the employee has a temperature of 100.4 or higher, they may not enter the school facilities. Any employee or staff member who reports, exhibits or is discovered to have cautionary symptoms as defined by the CDC will be referred to the school nurse and will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Staff will be expected to self-monitor their temperature prior to arriving at work. Any employee or staff member who reports, exhibits or is discovered to have cautionary symptoms as defined by the CDC will be referred to the school nurse and will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.</p> <p>Guardians will be required to take their child's temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, the child may not attend school. As a secondary precaution, as students enter Adelphoi Education Services, their temperature will be taken again and logged. Any student who has a temperature of 100.4 or higher will be isolated and sent home immediately. Students who reports, exhibits or is discovered to have cautionary symptoms as defined by the CDC will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.</p>	<p>Staff will be expected to self-monitor their temperature prior to arriving at work. Any employee or staff member who reports, exhibits or is discovered to have cautionary symptoms as defined by the CDC will be referred to the school nurse and will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.</p> <p>Guardians will be required to take their child's temperature prior to leaving for school. If the child has a temperature of 100.4 or higher, the child may not attend school. As a secondary precaution, as students enter Adelphoi Education Services, their temperature will be taken again and logged. Any student who has a temperature of 100.4 or higher will be isolated and sent home immediately. Students who reports, exhibits or is discovered to have cautionary symptoms as defined by the CDC will be isolated and further evaluated. Return to school will be contingent upon documented clearance from a medical provider.</p>	<p>School Administration</p>	<p>Thermometers and checklist</p>	<p>YES</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	A student or staff member exhibiting or communicating symptoms will be isolated until arrangements can be made to return home and visit a medical provider.	A student or staff member exhibiting or communicating symptoms will be isolated until arrangements can be made to return home and visit a medical provider.	School Administration	None	YES
* Returning isolated or quarantined staff, students, or visitors to school	Returning isolated students and staff will be required to report to the Administration office at the start of each day to receive a health care screening and temperature check. This will continue until it has deemed the staff or student is ailment free.	Returning isolated students and staff will be required to report to the Administration office at the start of each day to receive a health care screening and temperature check. This will continue until it has deemed the staff or student is ailment free.	School Administration	None	YES
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Notification of school closures and/or safety protocols will be disseminated via Adelphoi Education Services's mass communication system, website and phone calls.	Notification of school closures and/or safety protocols will be disseminated via Adelphoi Education Services's mass communication system, website and phone calls.	Douglas Carlquist	GroupCast, computer	YES
Other monitoring and screening practices					

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:

Masks that cover the nose and mouth of all students and staff will be mandatory at all times unless permission granted by the school administrator or designee. Masks, gloves and face shields will be made available to students and staff who are in need or special circumstances require. Barriers will be placed in the main office to avoid exposure to front office workers as students and staff arrive daily.

Students who may be at a higher risks of contracting COVID-19 or are unable to wear facial masks will be asked to contact the school administrator to develop plans to provide a continuity of education plan while protecting the child’s health to the greatest extent possible.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Students and staff will be permitted to wear gloves and facial shields. This is individually based but not required. Teams should determine a student’s ability to meet distancing guidelines on a case by case basis.	Students and staff will be permitted to wear gloves and facial shields. This is individually based but not required. Teams should determine a student’s ability to meet distancing guidelines on a case by case basis.	All students and staff	Masks, gloves and facial shields	YES
* Use of face coverings (masks or face shields) by all staff	Masks that cover students and staff’s nose and mouth will be mandatory unless permission granted by the chief school administrator or designee based on the current trends, social distancing, recommendations from the CDC, and guidelines from PDE.	Masks that cover students and staff’s nose and mouth will be mandatory unless permission granted by the chief school administrator or designee based on the current trends, social distancing, recommendations from the CDC, and guidelines from PDE.	All students and staff	Masks	YES

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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Individuals are required to wear masks. Masks will be made available however face shields, gloves and gowns will be the responsibility of each individual.	Individuals are required to wear masks. Masks will be made available however face shields, gloves and gowns will be the responsibility of each individual.	Douglas F. Carlquist, President	Masks	YES
Unique safety protocols for students with complex needs or other vulnerable individuals	When necessary, safety shields will be placed in high traffic areas where staff may be vulnerable.	When necessary, safety shields will be placed in high traffic areas where staff may be vulnerable.	Larry Hendrick – Facilities Director	Shields	NO
Strategic deployment of staff	All staff will be utilized as a resource. Individual schedules will be fluid to prioritize the health and safety of all staff and students.	All staff will be utilized as a resource. Individual schedules will be fluid to prioritize the health and safety of all staff and students.	Douglas F. Carlquist, President Joscelyn Gaston, Director of Education Anna Sterrett, Director of Education Mark Dysert, Director of Educaiton		YES

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
Sanitizing, disinfectant, and cleaning techniques	All staff	Douglas F. Carlquist, President	Small group	Cleaning equipment and supplies	August 15, 2020	Ongoing
Sanitizing, disinfectant, and cleaning techniques	All students	Instructional Staff	Small group	Cleaning equipment and supplies	August 31, 2020	Ongoing
Health safety screening and reporting	All Staff	School nurse – TBD	Small group	Thermometers, barriers, screening script, quarantine and communication processes	August 15, 2020	Ongoing
Social distancing protocols	All staff	School administration and staff	Small group	Signage and posters	August 15, 2020	Ongoing
Social distancing protocols	All students	School administration and staff	Small group	Signage, posters and presentation	August 31, 2020	Ongoing
Food service sanitation	Food service workers	Nancy Caldwell – Food service director	Small group	Safe serve guidelines, masks, shields, barriers, gloves, hair nets, food containers	August 15, 2020	ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date

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
Health and Safety Plan	All staff, students and stakeholders	Douglas F. Carlquist, President	CEO review, board approval, web page postings, mass communication alert	August 15, 2020	August 31, 2020
Health and Safety Plan updates and revisions	All staff, students and stakeholders	Douglas F. Carlquist, President	CEO review, board approval, web page posting, mass communication alert	August 15, 2020	ongoing

Health and Safety Plan Summary: **Adelphoi Education Services**

Anticipated Launch Date: **August 15, 2020**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	All classrooms, offices, hallways, restrooms, cafeteria, and other used space has been thoroughly deep cleaned along with daily cleaning. We have purchased an abundant amount of stock in disinfectant wipes, cleaning supplies, dispensers, hand sanitizer, anti-bacterial soap, gloves, masks, and dispensers available for the opening and operation of Adelphoi Education Services. Cleaning and disinfecting will occur throughout the school day and extra attention to cleaning, disinfecting and sanitization will occur and the conclusion of each day. Instruction in an outdoor setting will be highly encouraged throughout the school day. When instruction is held outdoors, the indoor area previously occupied will be sprayed with atomizing sprayer containing a disinfectant solution. Training will be provided to all staff on proper techniques on cleaning, disinfecting, sanitization, use of materials, ventilation procedures, and personal protective strategies.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classrooms will be prepared to allow for six feet of distance. Markers will be placed on the floors of the classrooms to identify social distancing. Signage will also be placed throughout the school to promote social distancing and hygiene. In the event that we are in the YELLOW phase,

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>students will be placed into like groups where they will be self-contained and instructors will move from room to room. Regardless of which color phase we may be in, instructors will be encouraged to only instruct from the front of the classroom to ensure social distancing to the greatest extent possible.</p> <p>Adelphoi Education Services will use the Center of Disease Control (CDC) recommendations and established guidelines from the PA Department of Education (PDE) to assist in determining the use of communal spaces. Gatherings will be kept within the confines of the CDC recommendations for the current phase we are operating under and students will be encouraged to maintain social distancing and remain within their classrooms as much as possible. To the greatest extent possible, instructors will be encouraged to provide instruction in outdoor spaces on campus. Students and staff will be encouraged to practice proper handwashing, limit the sharing of materials and resources, wear a mask that covers their mouth and nose, and disinfect personal areas before and after use. Signage will be displayed throughout the school buildings to encourage these practices among students and staff, including limiting touch points and reducing and directing hallway traffic.</p> <p>Although Adelphoi Education Services does not provide transportation for any of its students, we will work cooperatively with our local school districts and Adelphoi to modify arrival and dismissal times as needed. Entry and exit points will be increased to limit large gatherings and promote social distancing. This will limit student interactions in hallways and communal areas of the building.</p> <p>Visitors will not be permitted within the school. Meetings will be held utilizing video conference equipment and guardians who may need to pick up their child will be instructed to remain in</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>their vehicle and call the front office where the child will then be dismissed.</p> <p>All service technicians, delivery workers or other visitors deemed necessary by school administration will be required to wear a mask prior to entry.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>While under COVID-19 restrictions (GREEN or YELLOW status), Adelphoi Education Services administration and staff will meet weekly to monitor building status, student performance, behavior concerns, safety concerns, and overall building health.</p> <p>All staff will be required to self-monitor their temperature and possible symptoms. All students will receive a temperature check upon entering the building in both GREEN and YELLOW phases.</p> <p>Students or staff who report, exhibit, or discovered to have symptoms will be referred to the school nurse to be quarantined and isolated until a further evaluation can be conducted. Upon determination of the school nurse that an individual has signs of illness of COVID-19, quarantine will continue until arrangements are made to have the individual exit the building and arrange an appointment with a health care professional. Individuals, after being referred to a health care professional, may return upon providing a healthcare’s recommendation in writing.</p> <p>Individuals who are self-quarantined or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up students from school.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Masks covering the mouth and nose will be required of all staff and students in both GREEN and YELLOW phases unless otherwise directed by the CDC and PDE. Individuals may also choose to wear gloves, face shields or gowns. Barriers will be placed in open work spaces to mitigate direct contact with individuals.</p> <p>Staff will be encouraged to remain home if they are not feeling well and be seen by a health care professional. Temperature checks and screenings will be made available throughout the school day in the Administration office. Due to this pandemic, all staff schedules, roles and responsibilities will be fluid. School administrators will be responsible to ensure the continuation of the educational process and the support of emotional needs of students and staff.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Adelphoi Education Services** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(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.